RANDOLPH AREA COMMUNITY DEVELOPMENT CORPORATION

JOSLYN HOUSE, RANDOLPH, VERMONT

MINUTES OF THE BIDDER WALK-THROUGH JULY 25, 2018

Questions & Answers are incorporated.

Julie Iffland, RACDC Executive Director, thanked the contractors for attending and explained that Joslyn House is a senior living facility for seniors. The facility offers congregate living, meals, and activities, but does not offer medical care. Julie mentioned that the facility is occupied but that we do have some vacancies, and so there can be the possibility for relocating residents to different rooms.

There was a question on the finish date for the whole project. Julie referred to the scope, which indicates that the HVAC work is the highest priority for this season along with the ramp project. To provide flexibility, the deadline for completion of the entire scope is July 1, 2019.

There was a question on who is responsible for the Labor and Industry permit. The answer is the Contractor is responsible for this. Julie said that the Fire Marshal has been through the facility multiple times and has been apprised of the basic outline of the work anticipated.

There was a question on whether we have an architect for this project. The answer is that we are not using an architect for the project, with the exception of the ramp. We are using an engineer, Pearson & Associates, for the HVAC work. There was a question on the bid and performance bonds. If situations are encountered that require additional architect work, we can work with the Contractor to provide what is needed.

There was a question on the bid and performance bonds. The answer, from the RFP docs, is "Contractor must be able to provide a 100 percent performance and 100 percent payment bond for the contract price."

Joe Hart, Bay State Elevator reviewed the scope of "work by others" related to the elevator uprades, including the following:
To meet the current requirements, the elevator mechanical room must be fire-rated and must have ventilation. The current ceiling is too low, but Bay State and the owner have applied for a variance (which has since been received 7/31). This will put the ceiling at 6'6" beam height. Drop ceiling is OK. The ventilation must be a bathroom vent through the wall with reverse-acting ventilation. LED lighting and a GFCI outlet are needed. Three-phase wiring must be relocated. Light switch must move to inside the machine room. An auxiliary contact for the elevator lowering is needed and a disconnect for car lighting is needed. The machine room door is OK. Proper lighting in elevator hallways should be 10 foot-candles, but this is not currently in the bid.

On the elevator shaft portion, all penetrations must be filled for fire-rating. Any and all wood (door frames, etc) must be covered. The elevator pit (4' deep) must have lighting, an outlet, and a sump hole with cover. The third floor has a 4" drop that requires a ramp to meet code. Vermont Life Safety is the company to work with for sprinkler disable/reactivate as needed. The first day on the job Bay State Elevator Co can gut the machinery. Exhibit C is the checklist of work related to the new elevator installation.

Joe responded as follows to the questions that were raised:

Question: Does disconnect need to be changed or just moved? Answer: It just needs to be moved; needs ancillary contact for safety.

Question: Can ventilation go right to the hallway even though a 3-hour door is required? Answer: Yes

Question: How deep should the sump drain go? Answer: It must extend 3" into the slab.

Question: Where is the wood in the elevator assembly? Answer: there is some in the lower floors. Contractor should check for any wood throughout.

Question: Can elevator be shut off solely to the basement (to be able to serve other floors while being worked on)? Answer: No, it must be all shut down at once.

Question: Can preliminary work be done ahead of time? Answer: Yes

Dana Curtis, Pearson and Associates (HVAC Engineering), reviewed the HVAC scope of work, including the following:

The majority of the work is in the boiler room. Essentially all piping is to be removed. The solar hot water system remains. Fuel tanks to remain. There are 10 zones and 10 circulating pumps. The pipes that go through the wall and are inaccessible should be cut off. A manifold is to be installed on the other side of the wall where the current piping is in the floor trough. Eleven copper pipes come out into the trench; 10 are hydronic, one is DHW, which will be relocated. See exhibits for pipe specs.

The plans call for 2 new boilers, 2 new injection pumps, and 10 new zones, and also installing a new heat pump water heater. The indirect hot water will be back-up. A cooling-only ventilation fan is to be installed. Thermostats in resident rooms are to be replaced.

One goal is to get the pipes out of the trench in the portion of the basement near the kitchen stairs. All pipes in the boiler room will be re-insulated.

The Heat pump installations are an add-alternate to the bid scope. This consists of installation of 3 ton air-to-air heat pump system and a condenser to sit on grade. Heads are to kitchen, sunporch, round porch, dining room, living room. Every head will have a connection to the outdoor unit. The walk-through included looking at the location of each of the heads. Some

piping will be enclosed in walls. Most lines will drop to the basement with the exception of the kitchen.

Dana responded as follows to the questions that were raised:

Question: What happens to the wall finishes? Answer: Walls will be finished with drywall. Where there are clapboards on the sunporch the piping will be surface mounted.

Question: Are thermostats wired or wireless? Answer: Assume wired thermostats for now, as there are currently too many competing wireless signals in the building now to reliably use wireless thermostats. RACDC is working on a solution to the wireless issues in the building. If solutions are found, wireless thermostats may be a possibility.

Ward Joyce, Architect Ward Joyce Designs, reviewed the porch and ramp project, including the following:

The original porch seems to have been poured over to create the concrete landing that is existing. The contractor must move ramp to a temporary location for the duration of the work and build a temporary railing system. The new porch will be built larger than the existing, as shown on plans, and will have ceiling lights installed. Porch columns should match the old round columns as seen on the round porch.

The ramp must be built to go to a landing for a pause. A new stairway to the porch and a new asphalt sidewalk are part of the scope. RACDC is hoping to re-use the existing railing. Contractor will frame the porch and install sonotubes for the ramp. Volunteer labor will build the ramp itself and do the decking. Ward will help coordinate volunteers.

Ward will provide additional specs which will be sent as part of the first Addendum. He also responded as follows to the questions that were raised:

Question: What assumptions can be made about coordinating with volunteers: Answer: Contractors should budget 2 weeks for decking and finish by volunteers, and provide 2 weeks notice to owner on the readiness of the sonotubes and framing. RACDC will buy the materials that volunteers will use. Benches, flower boxes, decking is in volunteer's scope.

Question: Will a gutter system be part of the new porch? Answer: Yes, assume that the new roof should have a gutter system.

Question: What kind of roofing over the porch? Answer: Rubber membrane roofing.

Question: Can Sarnafil be used for roofing and can it be white? Can use Sarnafil, but should be black in color to match other roofs. Ward will provide the spec.

Question: What will be used for decking? Answer: Ward will decide and spec this out.

Question: Should contractor assume that there is wood under the vinyl siding? Answer: There appears to be only foam board under the vinyl. See specs to follow.

Q: What species of wood? Answer: Ward will provide this spec.

Julie Iffland, RACDC reviewed the scope for interior and exterior renovations.

Bathroom upgrades consist of cosmetic and convenience improvements—flooring, lighting, cubbies for storage. Basement upgrades consist mainly of partitioning off two rooms in the unfinished portion of the basement, one for a new food storage area and one for a potential future SASH office, adding and updating electrical plugs, lights and switches, removing the existing food storage area, and installing a drop ceiling in the SASH office and motion sensors in switches for all basement lighting.

Julie responded as follows to the questions that were raised:

Question: Clarification or spec is needed on the cubbies. The cubbies should be Julie is 12”x12”x12” lockable cubbies (cubes) made of wood or other durable construction, finished with a waterproof finish (wood or paint). Provide design for final approval.

Question: What kind of replacement fixtures should be incorporated for the basement? Answer: All lighting be connected to switches with motion sensors. SASH office should include 3 fixtures which can accommodate 4’ LED replacement tubes. Replacement of existing single bulb lighting in unfinished basement and new food storage area to be replaced with covered, 2-lamp tube fixtures capable of accepting 4’ LED replacement tubes.

Question: Can clarifications be released within a week? Answer: Yes, RACDC will try to meet this timeline.

Question: What work is expected in the dining room? Answer: As outlined in the scope, the wallpaper on the dining room walls will be removed, the walls patched. The existing vinyl flooring and underlayment will be removed to expose existing hardwood flooring, which you can assume will be the same as the maple strip flooring in the living room. The flooring should be sanded and refinished. If patching or repair is needed, that should be dealt with after flooring is exposed with a change order proposal.

Marc Bourdeau, Windows and Doors by Brownell, reviewed the window spec, including the following:

RACDC replaced some windows around 2008 and brought the windows to the outside plane. Utilized existing metal frame. Did deep jamb extension in 2 steps, with pocket screws. There are 12 windows to be replaced in the concrete portion of the building. Marc did a demonstration of the install which uses new construction techniques. Windows that are not in resident rooms do not need to be pushed toward the exterior. A few windows that are currently fixed are to become operable. Painting of large jamb extensions (in resident room installs) is on the scope. Marc also noted that a door in the kitchen will be replaced with two mulled double-hung

windows, which should be treated as new construction. Another window in the kitchen is also slated to be removed.

Marc responded as follows to the questions that were raised:

Question: Do contractors measure the windows? Answer: No, Brownell will measure. Currently the spec requires the Contractor to do so, but Brownell will assume this responsibility if the Contractor uses their services.

Question: Does transom go away when the kitchen door is replaced? Answer: Yes.

Question: What did you do for insulation on the past installs? Answer: Took nailing flange off. Use 3 screws into wood buck to hold the window. Marc recommends an expanding adhesive foam, and will provide a spec for that.

Question: How many man-hours per window did it take in the previous installation in the resident rooms? Answer: Marc will be on site for the first install. He will look up that answer and provide it. He noted that the first install is the hardest, and they go faster as the work continues. [Subsequent answer: Marc figured it took on average (2) man days per opening to setup staging as needed, remove the existing window sash, modify the siding, pad the exterior opening to accept the new window.]

Question: How many windows have the deep frame? Answer: 12 resident rooms.

Question: What is the lead time on windows? Answer: Plan on approximately 4-weeks after all sizing has been confirmed and submittal drawings have been reviewed.

Question: Who is buying the windows? Answer: To avoid the possibility that window work done after this season will increase the price, RACDC will buy the windows and Brownell has offered to store them until Contractor is ready to install and Brownell can provide an insurance certificate for the stored materials.

Question: Can you provide the spec for the adhesive foam you recommend? Answer: As mentioned at the walk-thru, certainly minimal expanding window and door foam can be used and it works very well. But if someone wanted to pursue a different option we have been experimenting with an adhesive 1-side foam that works very well but it isn't inexpensive and is not available in Vermont. The adhesive foam is call Hannoband -3E - see attachment for some information and location in the US to order. http://www.hanno-vito.com

Question: Do you know how Capstone feels about the adhesive foam? Answer: No, but can ask. [Subsequently: They don't yet have experience with it.]

Question: Did you have to cut the vinyl during the installation in 08? Answer: Marc did not remember whether they did or not.

Question: Can you provide specs on window trim detail for concrete section of building: Answer: AZEK Cellular PVC brand exterior casing, sill + apron have been used on the last two phases, on Phase 2 the use of Cortex Screw & Plug system was used as we feel this is a better fastener and looks nicer, so should be employed in this rehab. This fastening system wasn't available during the mock-up or Phase 1.

Question: Can we get specs for the window detail on the concrete part of the building? Answer: See attached specifications for Division 8 Windows, also see separate detail page.

Additional Questions Received subsequent to the Walk-Through

Question: How will Capstone be involved? Answer: A related entity to Capstone called 3E Thermal, will be advising us on the insulation, and will provide reimbursements for some of the costs of insulation and potentially boiler replacement, heat pump installation, and perhaps other measures. The GC will be responsible for doing all the work in the scope, including insulation, and providing Owner and 3E Thermal with the itemized costs of the energy measures so that we may request reimbursement.

Question: Can Contractors get a copy of the list of those attending the walk-through. Answer: Yes, it has been sent out to all who attended and is posted on the website at the same address as the bid documents: www.racdc.com/JH-bid.

Question: Do we bid our work with the GC's that attended the walk-through or do we bid directly to RACDC…what parts can be bid on separately? Answer: As specified in the bid docs, the HVAC only may be bid on separately. Otherwise, bids will be accepted for the entire scope.

Question: When is the bid due? Answer: August 15th, at Noon. Instructions are included in the bid docs. Please use the bid form.

Question: Can we schedule a 2nd look at the house/mechanical room? Answer: You may arrange to revisit the house by appointment as feasible. Contact Jane Pekol at jane@racdc.com or 802-728-4305 x1002 to schedule.