



Department of Building & Grounds  
Architectural Services Division

City of Baton Rouge  
Parish of East Baton Rouge

P.O. Box 1471  
Baton Rouge, Louisiana 70821  
225 389-4694 Voice  
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**ADDENDUM #1**

**August 28, 2024**

**TO ALL BIDDERS**

**PROJECT: BATON ROUGE POLICE DEPARTMENT TRAINING ACADEMY RENOVATIONS  
CITY PARISH PROJECT NO. 21-ASC-CP-1446**

The following revisions shall be incorporated in and take precedence over any conflicting part of the original contract documents.

1. Clarification: Bidders must include in their bids all sales and/or use taxes on materials, supplies and equipment to be furnished for use on the project.
2. Clarification: A non-mandatory Pre-Bid Conference was held on Tuesday, August 20, 2024 at 10:00 AM at the Baton Rouge Police Department Training Academy Main Classroom, Baton Rouge, Louisiana. The meeting minutes are attached to this addendum.
3. Clarification: Prior approval cutoff date is Thursday, September 12, 2024. All requests for prior approval must be received by the Designers before the end of the business on this date.
4. Bid opening is postponed to 2:00PM, Thursday, September 19, 2024.

The following revisions shall be incorporated in and take precedence over any conflicting part of the original contract documents.

*TOTAL PAGES .....9 (INCLUDING THIS PAGE)*

***FAILURE TO INDICATE RECEIPT OF THIS ADDENDUM ON BID FORM MAY BE CAUSE FOR THE BID TO BE REJECTED***

Rob Gray, AIA, LEED AP BD+C, Senior Architect  
Architectural Services Division  
1100 Laurel Street, Rm. 227  
Baton Rouge, LA 70802



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**BATON ROUGE POLICE DEPARTMENT TRAINING ACADEMY RENOVATIONS  
9000 AIRLINE HWY.  
BATON ROUGE, LA 70815  
PROJECT NO. 21-ASC-CP-1446**

**PRE-BID CONFERENCE**

**TUESDAY, AUGUST 20, 2024**

The Pre-Bid Conference was held on Tuesday, August 20<sup>th</sup> at 10:00 AM at Baton Rouge Police Department Training Academy Main Classroom, 9000 Airline Hwy., Baton Rouge, LA 70815.

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Terrence Hill	Hill Construction, LLC	(225) 315-2468	<a href="mailto:terence@hillconstructionbr.com">terence@hillconstructionbr.com</a>
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Robertson Ball	The Luster Group, LLC	(225) 200-5019	<a href="mailto:rball@thelustergroup.com">rball@thelustergroup.com</a>
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Walker B. Solis	The Floor Store and More, Inc.	(225) 664-5361	barrett.floorstore@gmail.com

1. All attendees were requested to sign the Pre-Bid Conference Sign-In Sheet and given a copy of the pre-bid conference agenda.
2. Meeting was opened by Rob Gray of City of Baton Rouge, Department of Buildings and Grounds, Architectural Services Division. User was identified as the Baton Rouge Police Department. Members of the design team were introduced – Kristina Bynum, ASD and Scott Welch, Thompson Luke & Associates. Attendees were introduced to Tim Kinyomi of ASD who will be performing construction administration on the project. Rob noted ASD is serving a dual role as both “Owner’s Representative” and “Designer” as Architectural Services Division has issued the bid documents.
3. Rob noted all information requests were to be routed to him.
4. It was noted all requests for substitutions are to be made prior to bidding. The cutoff for substitution requests is the close of business on Thursday, August 22, 2024, but this date is tentative as the bid opening might be delayed. Addendum process was explained to attendees and it was noted for a prior approval to be reviewed and included in the final addendum, the prior approval request would need to be submitted to ASD a minimum of 7 days prior to bid opening.
5. Project scope was noted as demolition of existing medical offices, installation of new classrooms, offices, training areas and bathrooms.
6. Access to site was discussed. Personnel access would be through the main lobby of H3 (the old Physician’s Tower) via key fob issued by User. One of the two passenger elevators will be designated to the Contractor for transport of material from ground floor to 6<sup>th</sup> floor. It was also noted the H3-Garage Connector (if accepted) or at the very least the opening in H3 façade for the Connector will be available to move material into the building especially large items. Portable toilets shall be placed on site for construction personnel to use. Staging area will be in the ground level parking lot immediately north of the H3 public entrance (clarified in a site plan via addendum.) It was assumed Contractor would use a chute to drop demolished material into dumpsters located adjacent the building on the north side of the site (below rooms 111 and 112.)
7. It was noted the Contractor would be responsible for interim life safety measures at the project site as well as immediate security on the project site and staging area. BRPD 3<sup>rd</sup> Precinct is housed in H3 and personnel from 3<sup>rd</sup> Precinct are on site at all times. Contractor access to job site will be 24 hours per day, 7 days a week. Any shutdowns will need to be scheduled a minimum of 72 hours in advance.
8. The Contractor will have access to the 5<sup>th</sup> Floor to access the underside of the 6<sup>th</sup> Floor floor deck. (Subsequent walk-through clarified area beneath Training Academy Administration is currently occupied. Contractor will need to coordinate access to this area with BRPD. Other areas of the 5<sup>th</sup> Floor are either only intermittently occupied or unoccupied.) Provisions would be made in the bid documents for replacing any damaged suspended ceiling systems removed while accessing the underside of the 6<sup>th</sup> Floor floor deck (via unit price, allowance, etc.)
9. Bid procedure was reviewed. Contract time is 180 days, liquidated damages amount is \$1,000/day. Attendees were asked if anyone thought 180 days was too short for the project scope – everyone attending agreed 180 days was sufficient time to complete the project.
10. It was noted the budget amount will not be disclosed until the bid opening.
11. All addenda will be posted to Central Auction House.

12. Anticipated meetings were reviewed. These included the pre-construction conference, weekly progress meetings in which only Designers and Contractors will attend and monthly meetings where User attendance is expected along with Designers and Contractors.
13. Rob noted bid documents require the General Contractor's superintendent to be on site all times work is being performed.
14. It was noted the project has been permitted through both Louisiana Office of the State Fire Marshal and City-Parish Permits and Inspections Division.
15. Anticipated addenda items were reviewed.
16. It was noted the Furniture, Fixtures and Equipment portion of the project are on another contract, including Auditorium 105 seating.
17. It was noted the project is not tax exempt but is Federally funded. Davis Bacon Act wage rates will not be applicable, however, the terms of the Federal grant require the prime contractor and all subcontractors to submit certified payroll reports commencing the week each contractor begins work. If a contractor does not perform work on a given week, they will need to submit a certified payroll report noting "No Work Performed." Examples of CPRs will be provided upon request.
18. Anticipated start date was reviewed. It is assumed the pre-construction meeting will occur 10 weeks after the bid opening, with the Notice to Proceed issued the following week.
19. The meeting was adjourned and attendees toured the project site.
20. Abandoned furniture was encountered stockpiled in two areas on the 6<sup>th</sup> Floor. User indicated these were items that were rejected by City-Parish Surplus for auction. These items will be indicated in the bid documents as being included in the Contractor's scope of work for removal during demolition.
21. Multiple attendees requested additional opportunities to view the project site. It was noted two additional times would be provided via addendum to minimize imposition upon the User.

**END OF MEETING**

Date: August 20, 2024


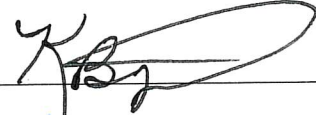

Project: Baton Rouge Police Department Training Academy Renovations

Project No: 21-ASC-CP-1446

Bid Date: August 29, 2024

### PRE-BID CONFERENCE SIGN-IN SHEET

PLEASE SIGN IN AND WRITE YOUR PHONE NUMBER AND FAX NUMBER

(Print) Nam & Email	Phone Number	Fax Number	Company Name & License#	Signature
Name: <u>Christopher Casma</u> Email: <u>New concept properties@yahoo.com</u>	<u>225-773-9190</u>	<u>none</u>	<u>New Concept properties</u>	
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Name: <u>ROD GRAY</u> Email: <u>rgray@brla.gov</u>	<u>(225) 389-4694</u>		<u>ASD</u>	
Name:				
Email:				
Name:				
Email:				

Date: August 20, 2024

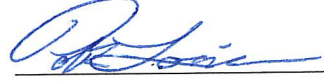


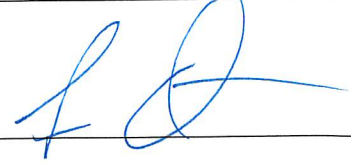
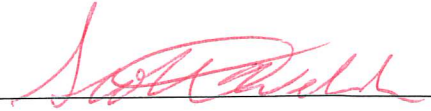
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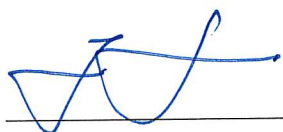
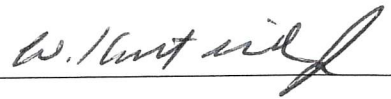

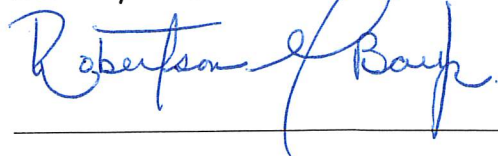


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