



2900 Westfork Dr.  
Suite 401, Office 05  
Baton Rouge, LA 70827

[www.GarverUSA.com](http://www.GarverUSA.com)

## ADDENDUM NO. 1

**Date:** July 17, 2025  
**Project Name:** BTR RW 22R Threshold Repair  
**Owner:** Baton Rouge Metropolitan Airport  
**Garver Project No:** 2402549

This addendum shall be a part of the Plans, Contract Documents and Specifications to the same extent as though it were originally included therein, and it shall supersede anything contained in the Plans, Contract Documents, and Specifications with which it might conflict. This addendum, including all attachments, shall become part of the Contract and all provisions of the Contract shall apply thereto. The time provided for completion of the Contract has not been changed as noted in this addendum. Acknowledgement of receipt of this addendum must be noted in the appropriate section of the Bid Form and included with the Contract Documents.

### A. PRE-BID MEETING

1. Pre-bid Meeting Minutes and Sign-in sheet.

### B. DRAWINGS

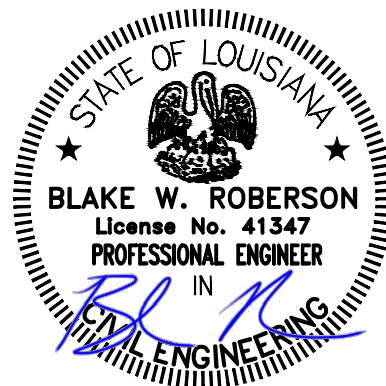
1. Remove the following drawings in their entirety, and replace with the same, attached hereto:
  - a. GI101 – PROJECT LAYOUT AND SURVEY CONTROL PLAN
  - b. GC101 – CONSTRUCTION SAFETY AND PHASING – PHASE 1 OVERVIEW

By: 

Blake Roberson, PE  
Vice President

Attachments:  
Pre-Bid Meeting Minutes and Sign-in Sheet  
Drawings

GI101 – PROJECT LAYOUT AND SURVEY CONTROL PLAN  
GC101 – CONSTRUCTION SAFETY AND PHASING – PHASE 1 OVERVIEW



Digitally Signed 7/17/2025

END OF ADDENDUM NO. 1



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## BTR RW 22R Threshold Repair Pre-Bid – Meeting Minutes

**Date:** July 9, 2025 at 10:00am

**Project number:** 2402549

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**Nothing stated or distributed at this meeting will change the contract documents unless through written addendum.**

### 1.0 Introductions and Sign-in Sheet

1. Garver Contacts: Chaz McGee, (504) 458-24546, [CMMcGee@GarverUSA.com](mailto:CMMcGee@GarverUSA.com) (Primary)  
Blake Roberson, (501) 352-8884, [BWRoberson@GarverUSA.com](mailto:BWRoberson@GarverUSA.com)
2. SULLA, LLC (DBE) Kenyatta Sparks, (225) 362-9543. [Kenyatta.Sparks@sulla.us](mailto:Kenyatta.Sparks@sulla.us)

Mr. Roberson asked if any questions related to the technical aspects of the project not be asked or answered verbally. Instead, please submit all questions in writing.

### 2.0 Date, Time, and Place of Bid Opening

1. Bids will be received until July 31, 2025, at 2:00PM CST electronically through Central Bidding ([www.CentralBidding.com](http://www.CentralBidding.com)). After that time all electronic bids will be downloaded and read aloud on the 8<sup>th</sup> floor in Room 826, City Hall, 222 Saint Louis Street, Baton Rouge, Louisiana 70802. Bidder's or their authorized representatives are invited to be present or via teleconference call-in. To join by phone please dial 1-408-418-9388 and input the access code, 263 373 080, when prompted.
2. No bids will be accepted after bid time is called.
3. Download Plans at <http://Planroom.GarverUSA.com>  
- Quest Project Number – 9763320
4. Reference instructions for Bidders for all bidding requirements.
5. Bidder's Checklist of Required Items:
  - o Louisiana Uniform Public Work Bid Form
  - o Bid Bond
    - A 5% bid bond or cashier's check must accompany the bid and be made payable to the Owner. Bid security will be returned after the Owner and the accepted bidder have executed the contract.
  - o Corporate Resolution Certificate
6. The two apparent low bidders shall submit the following forms within three (3) days following the bid opening. A list of these items is included in Item 00 33 14 Post-Bid – Pre-Award Checklist at the address at the Bidder's convenience, not required for submittal. The forms must be submitted in a

sealed envelope addressed and marked as required for the bid. Failure to make timely submission will result in the bid being disqualified as non-responsive.

- List of Proposed Subcontractors
- Qualification Statement
- CS-6AAA Bidder's Assurance of DBE Participation
- Schedule "C" Schedule of DBE Participation
- Schedule of DBE Unavailability
- Attestations Affidavit
- Bidder Certifications
- 3 days after notification

7. Davis Bacon Wage Rates

Mr. Roberson explained since project is a federally funded that Wage Rates will apply.

### 3.0 Front End Documents

1. Bid requirements
  - Remain in effect for 45 calendar days
2. Contract conditions
  - Successful Bidder will be required to return signed contracts to Owner within fifteen (15) days after Notice of Award. Documents required:
    - Section 00 52 00 Contract (all pages and supporting documents)
    - Section 00 61 13 Performance Bond
    - Section 00 61 16 Payment Bond
    - Completed Certificates of Insurance
3. The Owner is not Tax Exempt
4. Special contract requirements
  - DBE Goal **12.00%** to be met or good faith effort shown.
    - Materials purchased from DBE supplier only count 60% on the dollar spent.

Kenyatta Sparks from the DBE Support Services firm (Sparks Southern LLC) was present and expressed a willingness to assist both prime and subcontractors in completing DBE forms and documentation. He is also willing to assist in navigating the **LECP** (Local Emerging Contractor Program) database.

Mr. Sparks explained all contractors must adhere to guidelines outlined in Schedules A, B, and C.

- Schedule A – must be completed by all contractors performing on the project.
- Schedule B – must be filled out by both prime and subcontractors.
- Schedule C – documents good faith efforts. Contractors must describe what steps were taken to solicit and engage DBE firms. These efforts will be reviewed for compliance.

Mr. Sparks explained contractors are required to submit monthly DBE payment reports. This includes identifying payments made to DBE firms as part of compliance monitoring. Firms are encouraged to establish a consistent pattern of timely form submission.

- Liquidated Damages will be deducted from money due to Contractor for each day in excess of Contract Time used to complete project as described in Section 00 52 00 Contract, Section 4.03. This section also includes situations which may merit additional time.
    - \$2,500/Day for additional time more than the total contract time
    - After receiving final punch list, the contractor has 10 consecutive calendar days to complete the punch list items. Failure will result in \$2,000/Day beyond the 10 day period.
5. Insurance requirements

- See Item 00 73 00 Special Provisions, Section C-01 Contractor's Insurance
- 35 calendar 10 substant 10 to complete punch list

#### **4.0 Addenda and Interpretations**

1. No interpretation of the Contract Documents will be made orally.
2. The engineer must receive written requests for interpretation at least 96 hours prior to opening bids which is until Sunday, July 27, 2025, at 2:00PM. Questions received less than 96 hours prior the opening of Bids may not be answered.

Mr. Roberson stated submitting questions by Friday would be welcomed. Questions submitted after the July 27<sup>th</sup> deadline may not be answered, depending on their complexity and the time required to respond.

3. The final addenda will be issued at a minimum of 72 hours prior to the opening of bids' date and time.

#### **5.0 Bid Alternates**

This project consists of a base bid with no alternatives.

#### **6.0 Work Restrictions/Site Conditions**

1. Traffic (restricted or unrestricted)
  - Site access from Hollier Road, shown on CSPP plan sheet.
2. Material storage/staging requirements
  - Material to be hauled off-site
  - Staging area shown on CSPP plan sheet.

Mr. Roberson explained that during construction, a gate guard will be required at any open gate to monitor and control access to the project area for safety and security purposes.

He also noted that portions of the airfield pavement will be closed at various stages of the project. These closures will necessitate the use of lighted Xs and barricades to clearly mark closed areas and ensure compliance with FAA safety protocols.

Badging will be required for personnel accessing the secure areas of the airport. Contractors must initiate the badging process online. Once submitted, each individual will be required to complete fingerprinting. The fingerprinting process and approve can take approximately two weeks. All cost associated with badging and fingerprinting are the responsibility of the contractor.

In accordance with airport security regulations, one badged individual is permitted to escort up to four unbadged individuals while within the secure area. This allowance applies to escorted vehicles as well.

#### **7.0 Airport Contacts**

- Airport Safety & Operations Manager: Criag Alford [Name (225) 223-5979
- Air Traffic Control Tower: Dustin Surrat (225) 354-2101



- For Runway/Taxiway Closure Coordination
- FAA Tech Ops: Jason Maroon (337) 262-2721
  - For Electrical/Lighting Power Shut Down Coordination
- Airport Police: Lindsie Byers (225) 358-4221
  - ID/Security Badge Information

## **8.0 Schedules**

1. Preliminary Progress Schedule: Submit at least 7 days prior to preconstruction conference.

Detailed Progress Schedule: Submit within 45 days from effective date of Agreement.

- Submit updates monthly
- Submittals/Shop Drawings
- Weather Delays – promptly request, Owner discretion

## **9.0 Project Meetings**

Contractor responsible for agenda (prior to meeting day) and minutes within 48 hours of meeting; Engineer will preside over meeting.

1. Pre-construction Conference
2. Progress Meeting
  - Weekly (on-site) w/staff
  - Monthly with updated progress report and schedule

Mr. Roberson explained the project will be fast moving and most likely weekly meetings will be needed instead of monthly.

3. Quality Control / Pre-Installation / Facility Start-up Meetings when needed
4. Post Construction Meeting
5. Electrical and Instrumentation Coordination Meetings

## **10.0 Submittals**

1. Newforma Info Exchange portal will be utilized (free for contractor)
2. Follow identified procedures including submittal transmittal and format requirements
3. A limited number of “rush” submittals will be processed

Mr. Roberson stated timely submission is critical since several items may have extended lead times, and delays in submittals could impact the project schedule.

## **11.0 Schedule for completion**

1. 35 calendar day (substantial) contract time; 45 calendar days for Final Completion
- Liquidated damages: \$2,500/day prior to substantial completion, \$2,000/day past final completion
- Weather Delays: Supplementary Conditions

Mr. Roberson explained the contract time is based on calendar days; contractors should be mindful of potential weather-related days.

Mr. Roberson stated upon the award, Notice to Procure will be issued to allow ordering of long-lead items prior to mobilization. Once materials are delivered to the site, a preconstruction meeting will be scheduled. Construction activities may begin immediately following the meeting.

## **12.0 Scope of work**

The project consists of repairs to the Runway 22R Threshold by means of Concrete pavement removal, asphalt paving, and electrical equipment removal and replacement.

Mr. Roberson provided more detail on the scope which includes removal of buckled concrete in designated rows to address pavement failure. The existing FAA light bar will be temporarily removed to allow for demolition and reconstruction. Once the concrete is removed, the area will be backfilled and paved with asphalt, followed by reinstallation of the FAA light bar.

## **13.0 Additional Questions Period**

## **14.0 Site walk through (if applicable)**

**Nothing stated or distributed at this meeting will change the contract documents unless through written addendum.**





## SIGN-IN SHEET




Name	Company	Email	Phone Number
Grant Grew	Cycle Construction Co. LLC	estimating@cycleconstruction.com	501-467-1444
Blake Roberson	Garver	bwroberson@garverusa.com	501-352-8884
Tim Murray	AMG	TIM@HUTCHINS-GROUP	5049087332
Brent Stokes	Hendrick Construction	brent@hcldevelopment.com	985-237-3882
Jerry Webber	BTR	Jwebber@btrla.gov	405 6260
Melissa Knight	AMC		
ALAN KROUSE	AMG	AKROUSE@FLYBTR.COM	
Renee Cashio	BTR	rcashio@flybtr.com	
Connor Ourso	Sulla, LLC	Connor.Ourso@sulla.us	225-281-7640
Craig Atford	BTR	Catford@flybtr.com	225-223-5979
Kenyatta Sparkes	Sulla, LLC	Kenyatta.Sparkes@sulla.us	225 26362-9543



POINT TABLE				
POINT #	NORTHING	EASTING	ELEVATION	DESCRIPTION
1	741752.86	3341374.55	69.08	MAG NAIL ON RUNWAY
2	741691.28	3341504.34	67.27	1/2" IRON ROD
3	741943.63	3341327.16	67.24	1/2" IRON ROD
4	741693.83	3341169.36	67.21	SCRIBED X ON CONCRETE

ITEMS OF WORK	
1.	INSTALL BARRICADES, LIGHTED AND FABRIC RUNWAY CLOSURE X'S.
2.	TURN OFF RUNWAY ELECTRICAL POWER.
3.	INSTALL EROSION CONTROL ITEMS.
4.	REMOVE EXISTING PAVEMENT AND ELECTRICAL ITEMS.
5.	CONSTRUCT PROPOSED PAVEMENT AND ELECTRICAL ITEMS.
6.	REMOVE BARRICADES AND EROSION CONTROL ITEMS.
7.	PERFORM SITE CLEANUP.

- ## LEGEND

	WORK AREA
	RSA
	SURVEY CONTROL POINT

NOTES:

- SOURCE: SURVEY CONDUCTED BY CIVIL DESIGN & CONSTRUCTION INC. BETWEEN APRIL 2024 AND MAY 2024. CDC CAPTURED ADDITIONAL CONTROL POINTS JULY 2025.

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**BATON ROUGE METROPOLITAN  
AIRPORT**  
BATON ROUGE, LOUISIANA

**BTR**  
BATON ROUGE METRO AIRPORT

**RUNWAY 22R THRESHOLD REPAIR**

JOB NO.: 2402549  
DATE: JULY 2025  
DESIGNED BY: CMI  
DRAWN BY: DJD

DRAWING NUMBER

<b>GI101</b>	
SHEET NUMBER	<b>2</b>



