



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  
225 389-4704 Fax

## **ADDENDUM #1**

**October 28, 2025**

### **TO ALL BIDDERS**

#### **PROJECT: EBR PARISH PRISON WINGS "E" AND "F" SECURITY WINDOWS CITY PARISH PROJECT NO. 21-ASC-CP-1632**

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. See attached Addendum from Grace Design Studios, LLC (10 pages.)

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

**TOTAL PAGES .....10 (ADDENDUM)**  
**TOTAL PAGES .....11 (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, Chief Architect  
Architectural Services Division  
1100 Laurel Street, Rm. 227  
Baton Rouge, LA 70802

# Addendum #001

## TO ALL CONTRACTORS:

This Addendum is hereby made a part of the Contract Documents dated 07/01/2025.

**Oct. 28, 2025**

**EBR PARISH JAIL WINGS "E" AND "F" SECURITY WINDOWS  
2867 BRIG GEN ISAAC SMITH AVE.  
BATON ROUGE, LA 70807  
CITY PARISH PROJECT NO. 21-ASC-CP-1632**

The following items shall be considered part of the contract documents and shall be included in the same when Construction Contract is executed. Changes made by Addenda shall take precedence over Original Documents. Any changes, which may affect construction or proper installation of materials, equipment or fixtures, not specifically mentioned in this addendum, shall be brought to the attention of Designer before submitting bid. Otherwise, such conditions, if found later to exist, must be worked out in an acceptable manner without additional cost to the Owner. Prime Contractors are hereby advised to call attention of all subcontractors to changes, which may affect their work.

## GENERAL

- A. See attached EBR Department of Building and Grounds Pre-Bid Conference Agenda.
- B. See attached non-mandatory Pre-Bid Conference Sign-in Sheet.
- C. See attached **Grace** Design Studios Meeting Minutes.

## QUESTIONS

- A. See the questions asked below during the Pre-Bid Conference.
  - 1. Questions came up at the pre-bid walk-through last week regarding actual hours and days the contractors would have access to the site. The work hours are Monday-Friday from 7:00 a.m. to 3:30 p.m.
  - 2. Also, will EBRSO require security clearances for the contractors? All workers will be required to submit driver's licenses to EBRSO to check security clearances.
- B. See below questions as submitted by Cornerstone.
  - 1. The drawings call for painting of the walls. This was not discussed during the walk thru. Are the glazed block corridor walls to be painted or just the new window frames? The window frame and entire wall surface shall be painted both sides of the window frame. See sheet A-101 for additional information. See Interior Finish Key for P-1 paint. See floor plan for arrows showing extent of painting both sides of the wall, typical each window framed opening.

## ARCHITECTURAL

## SPECIFICATIONS:

### 1. 01 2500 SUBSTITUTION PROCEDURES

1.04 SECTION 01 2500, SUBSTITUTION PROCEDURES

Revise Page 1, Section 1.04 Action Submittals, A.1 Substitution Request Form (During Construction): Submit electronically via [www.centerline.co](http://www.centerline.co).

1.04 SECTION 01 2500, SUBSTITUTION PROCEDURES

Revise Page 1, Section 1.04 Action Submittals, A.2 Substitution Request Form (Bidding Phase): Submit electronically via [www.centerline.co](http://www.centerline.co). Submit during bids in accordance with the Instructions to Bidders.

1.04 SECTION 01 2500, SUBSTITUTION PROCEDURES

Revise Page 1, Section 1.04 Action Submittals, A.2 Substitution Request Form (Bidding Phase): Submit electronically via [www.centerline.co](http://www.centerline.co). Submit during bids in accordance with the Instructions to Bidders.

2.01 SECTION 001 2500, SUBSTITUTION PROCEDURES

Revise Page 3, Section 2.01 B Substitution for Convenience; Architect will issue supplemental instructions authorizing Minor changes in the Work, not involving adjustments to the Contract Sum or the Contract Time, Via [www.centerline.co](http://www.centerline.co).

2. **01 2600-CONTRACT MODIFICATION PROCEDURES**

1.03 SECTION 01 2600, CONTRACT MODIFICATIONS PROCEDURES

Revise Page 1, Section 1.03 MINOR CHANGES IN THE WORK, A.1 Substitution Request Form (During Construction): Submit electronically via [www.centerline.co](http://www.centerline.co).

3. **01 3100-PROJECT MANAGEMENT AND COORDINATION**

1.07 SECTION 01 3100 PROJECT MANAGEMENT AND COORDINATION

Revise Page 2, Section 1.07 REQUEST FOR INFORMATION (RFI), A. General: Immediately on discovery of the need for additional information or interpretation of the Contract Documents, Contractor shall prepare and submit an RFI electronically via [www.centerline.co](http://www.centerline.co).

4. **01 3200 CONSTRUCTION PROGRESS DOCUMENTS**

2.03 SECTION 01 3200 CONSTRUCTION PROGRESS DOCUMENTS

Revise Page 6, Section 2.03, REPORTS, A. Daily Construction Reports: Prepare a daily construction report recording the following information concerning events at the Project Site: Daily reports are to be submitted via [www.centerline.co](http://www.centerline.co).

5. **01 3300 SUBMITTAL PROCEDURES**

2.01 SECTION 01 3300 SUBMITTAL PROCEDURES

Revise Page 4, Section 2.01, SUBMITTAL PROCEDURES, A.1. Post electronic submittals as PDF electronic files directly to the Project on [www.centerline.co](http://www.centerline.co).

## PRIOR APPROVALS:

The following manufacturers are considered equal to that specified in name brand only. However, neither the full effects of using them nor the compatibility with the entire project have been evaluated. Any required changes or modifications to the project resulting from substitution(s) will be the responsibility of the contractor. Compliance with all specifications shall still be a requirement.

Specifications Section  
11 1930

Manufacturer  
Cornerstone

Product  
Steel Frame Detention Windows

## END OF ADDENDUM NUMBER ONE

### Attachments

#### **General**

EBR Department of Building and Grounds Pre-Bid Conference Agenda.

EBR Department of Building and Grounds Pre-Bid Sign-in Sheet

**Grace** Design Studios meeting minutes.

#### **Grace Design Studios**

EBR PARISH JAIL WINGS "E" AND "F" SECURITY WINDOWS  
2867 BRIG GEN ISAAC SMITH AVE.  
BATON ROUGE, LA 70807

**ARCHITECTURAL SERVICES DIVISION  
CITY OF BATON ROUGE-PARISH OF EAST BATON ROUGE  
DEPARTMENT OF BUILDINGS AND GROUNDS**

**PRE-BID CONFERENCE AGENDA**

Project Name ..... Parish Prison Wings "E" & "F" Security Windows  
2867 Brigadier General Isaac Smith Ave., Baton Rouge, LA 70807  
Project Number..... 21-ASC-CP-1632  
Date..... October 21, 2025  
Location ..... Building Maintenance Maintenance Building,  
2859 Lieutenant General Benjamin Davis, Jr.,  
Baton Rouge, LA 70807  
Time ..... 12:00 PM

- 1. Introductions:**
  - a. User Agency
  - b. Owner's Representative
- 2. Sign-In Sheet:**
- 3. Scope of Work:**
  - a. Remove Wings E & F existing steel windows with food pass & small window, install larger security glazing for sufficient visibility into dorms & day rooms.
- 4. Communications:**
  - a. Information requests
  - b. Substitutions/prior approvals:
    - Cut off date is tentatively 1400, Tuesday, 04 Nov 25
- 5. Use of Premises:**
  - a. Project location, contractor workers entrances and access to site
  - b. Use of facilities, utilities, elevators, etc.
  - c. Contractor parking, staging, dumpster location – determined today, issued via addendum
  - d. Conduct of workers - no smoking, radios, badges – refer to specification section 01 0000.1.09 and 1.10
  - e. Interim life safety measures, security
  - f. Expected working hours, shutdown requests – 0700-Sunset, M-Sat
- 6. Bidding Procedure:**
  - a. Bid Date: 1400, Thursday, November 13, 2025
  - b. Base Bid and Alternates – No Alternates
  - c. Bid Documents : Available for online download from Central Auction House
  - d. Budget Amount will be noted at the Bid Opening
  - e. Unit prices and allowances - none
  - f. Contract time – 180 days

- g. Liquidated Damages - \$430/day
- h. License: Building Construction
- i. Construction scheduling and phasing
- j. Special issues related to the project – security clearance
- k. Addenda issued – will be posted to Central Auction House

**7. Project Meetings and Inspections:**

- a. Pre-construction Conference
- b. Progress meetings
- c. Manufacturer's Inspections

**8. Misc. Items:**

- a. Project superintendent and project manager – bid documents (GP 4.1.3) require superintendent on site at all times
- b. Asbestos, lead abatement, hazardous materials
- c. Permitting, State Fire Marshal reviews and exemptions, Board of Health (if applies) – None applicable
- d. Coordination of special equipment, delivery dates

**9. Anticipated addenda items:**

- Plans and details
- Issue Pre-Bid Meeting Minutes

**10. Work by User Agency:**

- None Anticipated

**11. Any other business/Questions:**

**12. Review of site/project location:**

Date: October 21, 2025

Project: Parish Prison Wings "E" and "F" Security Windows

Project No: 21-ASC-CP-1632

Bid Date: November 13, 2025

### PRE-BID CONFERENCE SIGN-IN SHEET

PLEASE SIGN IN AND WRITE YOUR PHONE NUMBER AND FAX NUMBER

| (Print) Name & Email                      | Phone Number        | Fax Number | Company Name & License#           | Signature          |
|-------------------------------------------|---------------------|------------|-----------------------------------|--------------------|
| Name: <u>M. A. Wilson Construction</u>    | <u>225-939264</u>   | <u>—</u>   | <u>MSCOTT WILSON</u>              | <u>[Signature]</u> |
| Email: <u>MSCOTT.WILSON@YATT00.COM</u>    |                     |            | <u>MSCOTT.WILSON@YATT00.COM</u>   |                    |
| Name: <u>Daniel Jimenez</u>               | <u>833-202-9480</u> | <u>—</u>   | <u>Concrete Inc</u>               | <u>[Signature]</u> |
| Email: <u>djimenez@concreteinc.com</u>    |                     |            |                                   |                    |
| Name: <u>Chauncy Horton</u>               | <u>318-918-0032</u> | <u>—</u>   | <u>Quarrels Construction</u>      | <u>[Signature]</u> |
| Email: <u>chauncy@horton@gmail.com</u>    |                     |            |                                   |                    |
| Name: <u>Jacob Lewis</u>                  | <u>225-456-8466</u> | <u>—</u>   | <u>Sienna Construction</u>        | <u>[Signature]</u> |
| Email: <u>bids@siennaconstruction.net</u> |                     |            |                                   |                    |
| Name: <u>Tim Kinyomi</u>                  | <u>225-389-4694</u> | <u>—</u>   | <u>ASD BUILDINGS &amp; GROUND</u> | <u>TK</u>          |
| Email: <u>tkinyomi@brla.gov</u>           |                     |            |                                   |                    |

Date: October 21, 2025

Project: Parish Prison Wings "E" and "F" Security Windows

Project No: 21-ASC-CP-1632

Bid Date: November 13, 2025

### PRE-BID CONFERENCE SIGN-IN SHEET

PLEASE SIGN IN AND WRITE YOUR PHONE NUMBER AND FAX NUMBER

| (Print) Name & Email                       | Phone Number          | Fax Number | Company Name & License#                                                        | Signature             |
|--------------------------------------------|-----------------------|------------|--------------------------------------------------------------------------------|-----------------------|
| Name: <u>MSCOTT WILSON</u>                 | <u>225 931 9264</u>   | <u>—</u>   | <u>M.A. WILSON CONSTRUCTION</u>                                                | <u>Mark A. Wilson</u> |
| Email: <u>MSCOTT WILSON 2003@YAHOO.COM</u> |                       |            |                                                                                |                       |
| Name: <u>Rob Gray</u>                      | <u>(225) 389-4694</u> |            | <u>DEPT. of Public &amp; Community<br/>ARCHITECTURAL SERVICES<br/>DIVISION</u> | <u>Rob Gray</u>       |
| Email: <u>rgray@brla.gov</u>               |                       |            |                                                                                |                       |
| Name: <u>Brett Bouillon</u>                | <u>225-338-5509</u>   |            | <u>GRACE DESIGN<br/>STUDIOS</u>                                                | <u>Brett Bouillon</u> |
| Email: <u>bbouillon@grace-design.com</u>   |                       |            |                                                                                |                       |
| Name:                                      |                       |            |                                                                                |                       |
| Email:                                     |                       |            |                                                                                |                       |
| Name:                                      |                       |            |                                                                                |                       |
| Email:                                     |                       |            |                                                                                |                       |



# Meeting Minutes

## EBR PARISH JAIL WINGS “E” AND “F” SECURITY WINDOWS

**DATE:** 10.21.202      **TIME:** 12:00 PM CST

**LOCATION:** 2859 Lieutenant General Benjamin Davis, Jr. Avenue, Baton Rouge, LA 70807

### PARTIES PRESENT:

Robert Gray, EBR, [rgray@brla.gov](mailto:rgray@brla.gov)

Daniel Jimenel, Cornerstone Inc., [djimenel@cornerstoneinc.com](mailto:djimenel@cornerstoneinc.com)

Chauney Horton, Quarrels Construction, [chauney@horton@gmail.com](mailto:chauney@horton@gmail.com)

Jacob Lewis, Sienna Construction, [bids@siennaconstruction.net](mailto:bids@siennaconstruction.net)

Tim Kinyomi, ASD Buildings & Grounds, [tkinyomi@brla.gov](mailto:tkinyomi@brla.gov)

Mark Wilson, M.A. Wilson Construction, [mscottwilson2003@yahoo.com](mailto:mscottwilson2003@yahoo.com)

Brett Bouillion, Grace Design Studios, [bbouillion@grace-design.com](mailto:bbouillion@grace-design.com)

### E-MAIL DISTRIBUTION:

All attendees

### DISCUSSION ITEMS: Pre-Bid Conference

| ITEM # | ITEM DISCUSSED                                                                                                                         | ACTION REQUIRED | DUE DATE | BALL IN COURT        |
|--------|----------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------|----------------------|
| 1      | User Agency-City of Baton Rouge Building and Grounds Maintenance Division-Roman Brown                                                  |                 |          |                      |
| 2      | Sign-in sheet circulated (See attached Sign-In sheets)                                                                                 |                 |          |                      |
| 3      | Addendum 001 will be issued to correct method of communications. All RFI's, Substitution requests, etc. shall be made thru Centerline. |                 |          | Grace Design Studios |
| 4      | Contractor worker entrance and access to be addressed via Addendum.                                                                    |                 |          |                      |
| 5      | Contractor parking, staging and dumpster shall be staged at the Building Maintenance facility (North side)                             |                 |          |                      |
| 6      | Hours of operations are tentatively set for 6:00 a.m. to 3:30 p.m. (Monday-Friday)                                                     |                 |          |                      |

| ITEM # | ITEM DISCUSSED                                                                                                                         | ACTION REQUIRED | DUE DATE | BALL IN COURT        |
|--------|----------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------|----------------------|
| 7.     | General security requirements were discussed. Addendum to be issued to supplement specifications.                                      |                 |          | Grace Design Studios |
| 7.     | Budget amount will not be disclosed prior to receiving bids.                                                                           |                 |          |                      |
| 8      | Addenda to be issued via Central Auction House                                                                                         |                 |          | Grace Design Studios |
| 9      | Upon completion of this meeting General Contractors were given access to E and F wings to walk scope of work ahead of submitting bids. |                 |          |                      |
|        |                                                                                                                                        |                 |          |                      |
|        |                                                                                                                                        |                 |          |                      |

END OF MINUTES

*The preceding represents the author's understanding of the principal matters discussed. These notes will stand as a record of the above dated conference unless corrections are received within ten (10) days of issuance.*

## END OF ADDENDUM NUMBER ONE

### Attachments

#### **General**

EBR Department of Building and Grounds Pre-Bid Conference Agenda.

EBR Department of Building and Grounds Pre-Bid Sign-in Sheet

**Grace** Design Studios meeting minutes.

#### **Grace Design Studios**

EBR PARISH JAIL WINGS "E" AND "F" SECURITY WINDOWS  
2867 BRIG GEN ISAAC SMITH AVE.  
BATON ROUGE, LA 70807