

**Howard Community College**  
RFP: Duncan Hall Roof Replacement  
Solicitation Number: 23-004  
RFP Opening Date: **October 31, 2022**

**ADDENDUM No. 2**

This addendum incorporates the minutes from the pre-proposal conference held on October 12, 2022 at 2:00 p.m.

In attendance for the college: Domonic Cusimano, Director of Procurement; Chuck Nightingale, Executive Director of Facilities; and Mike Popp, Facilities Operations Manager.

The College is seeking fixed price bids for partial replacement of the roof of the Duncan Hall building on the main campus as provided in the project drawings and project specifications documents located on the College's procurement current solicitations webpage.

A few key dates and points that were emphasized:

The project drawings document and specifications are located on the procurement page of the college's website. The documents are packaged separately, so be sure to open each link.

Proposals must be received by the procurement office via Bid Locker by **11:00 am on October 31, 2022**. Late proposals will not be accepted. All questions are to be submitted to the Director of Procurement in writing by no later than 10:00 a.m. on October 21, 2022. Answers will be issued as addenda through the College's solicitation page, not on eMMA. It is the responsibility of each proposer to ensure that they have received all addenda. Receipt of each addendum must be indicated on the appropriate form.

The Director of Procurement is the sole point of contact on this solicitation. No one else at the College and no other party that assisted with development of the specifications and drawings may be contacted about this solicitation until after award has been made by the proper authority. Failure to comply with this requirement could result in disqualification. It is the intention of the College that a recommendation for award will be presented to the Board of Trustees in **November**. A Notice to Proceed will be issued after award. Firms should note that the solicitation is still considered in process until this time, even if their firm has not proceeded to a particular phase.

Discussion of the scope of work

The Contractor shall replace portions of the Duncan Hall roof as detailed in the project drawings and project specifications documents, which are packaged separately and located on the College's procurement current solicitations webpage. The specification documents are intended to convey minimum standards only, where codes or standards of practice dictate higher standards, the higher standards shall be followed. The Contractor is responsible for obtaining all necessary permits.

This building will be occupied during this work. Measures will need to be in place to keep the HVAC equipment operating to maintain interior building temperatures.

Repairs, installations, and materials should meet all current standards and codes. Repairs, installations, and materials should be completed with specified material and techniques or acceptable substitutes approved by the College or representatives of the College. Work should be completed with minimal disruption to the College and respecting all College policies.

It was noted again that this is a prevailing wage project. All contractors working on the project will be responsible for filing the appropriate paperwork with DLLR.

Questions:

*Q1. Can additional site visits be set up?*

Firms may reach out to the Director of Procurement regarding an additional site visit if necessary. If needed, the College will set up an additional site visit and post an addendum with the date and time.

*Q2. Is there a bid form or is it only through bid locker?*

The bid forms are attached to the bid documents located on the College's procurement website. The completed bid forms must be submitted through bid locker, as indicated in the bid documents.

*Q3. What hours are available to work on site?*

Work hours are not restricted unless the work is disruptive.

*Q4. Has the roof been tested for asbestos?*

No. It was installed in 2001.

*Q5. Is core cut information provided in the bid documents?*

Yes. Please see the bid documents and attached specifications and drawings.

*Q6. Is Howard responsible for any new permits?*

No. The Contractor is responsible for obtaining all necessary permits. The College will provide assistance as able to help with the permitting process.

*Q7. When is work expected to begin?*

The College intends to award the bid at the November 30, 2022, meeting of the Board of Trustees. After award has been finalized, the start of the project will depend on material availability.

Issued on October 20, 2022.

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## SIGN-IN SHEET- PLEASE PRINT

Project: HCC Duncan Hall Gale JN: 656358  
 Type of Meeting: Pre-Bid Date: 10/13/22  
 Location: Duncan Hall

### IMPORTANT

**We must have your email address in order to send you the minutes of this meeting.**

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