



DEPT. OF  
HIGHWAY &  
CONSTRUCTION

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Public Works Engineering Division  
Public Works Solid Waste Division

# ADDENDUM

December 14, 2016

**ATTENTION ALL REQUEST FOR BID (RFB) HOLDERS**

**RFB NO. 316048 - ADDENDUM NO. 2**

**NEW RESTROOM FACILITY**

**HENRY VILAS ZOO**

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**BIDS DUE:** TUESDAY, DECEMBER 20, 2016, 2:00 PM. DUE DATE AND TIME ARE NOT CHANGED BY THIS ADDENDUM.

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This Addendum is issued to modify, explain or clarify the original Request for Bid (RFB) and is hereby made a part of the RFB. Please attach this Addendum to the RFB.

**PLEASE MAKE THE FOLLOWING CHANGES:**

**1. Instructions to Bidders**

Page ITB – 8, Item 19.A

Change “Not Applicable.” to “Testing and Balancing for HVAC, Specification Section 23 05 93, will be contracted separately by Owner.”

**2. Section 01 00 00 – Basic Requirements**

Delete current Section 01 00 00 - Basic Requirements; replace with new Section, issued with this Addendum.

**3. Zoo Onsite Contractor Guidelines**

This document contains standards developed by Henry Vilas Zoo for contractor professionalism; please attach it to the RFB.

If any additional information about this Addendum is needed, please call Eric Urtes at 608/266-4798, [Urtes.Eric@countyofdane.com](mailto:Urtes.Eric@countyofdane.com).

Sincerely,

*Eric Urtes, AIA*  
Project Manager

Enclosure:

Section 01 00 00 – Basic Requirements  
Zoo Onsite Contractor Guidelines

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SECTION 01 00 00  
BASIC REQUIREMENTS

PART 1 GENERAL

1.1 SECTION SUMMARY

- A. Section Includes:
1. Section Summary
  2. Summary of the Work
  3. Contractor Use of Premises
  4. Applications for Payment
  5. Change Procedures
  6. Alternates
  7. Coordination
  8. Cutting and Patching
  9. Conferences
  10. Progress Meetings
  11. Submittal Procedures
  12. Proposed Products List
  13. Shop Drawings
  14. Product Data
  15. Samples
  16. Manufacturers' Instructions
  17. Manufacturers' Certificates
  18. Quality Assurance / Quality Control of Installation
  19. References
  20. Interior Enclosures
  21. Protection of Installed Work
  22. Parking
  23. Staging Areas
  24. Site Access
  25. Occupancy During Construction and Conduct of Work
  26. Protection
  27. Progress Cleaning
  28. Products
  29. Transportation, Handling, Storage and Protection
  30. Product Options
  31. Substitutions
  32. Starting Systems
  33. Demonstration and Instructions
  34. Contract Closeout Procedures
  35. Final Cleaning
  36. Adjusting
  37. Operation and Maintenance Data
  38. Spare Parts and Maintenance Materials
  39. As-Built and Record Drawings and Specifications

## 1.2 SUMMARY OF THE WORK

- A. Project Description: Perform the Work as specified and detailed in Construction Documents package. Contractor to provide services in order to first demolish the existing and then construct a New Restroom Facility at the Henry Vilas Zoo atop an existing foundation.
- B. Work by Owner: Testing and Balancing for HVAC, Specification Section 23 05 93, will be contracted separately by Owner. Refer to General Conditions Article 16 for scope of testing of materials by Owner.
- C. Permits: Prior to commencement of the Work, Contractor to secure any and all necessary permits for completion of the Work and facility occupancy.
- D. Diggers Hotline:
  - 1. It is General Contractor's responsibility to contact Diggers Hotline to have all utility locations marked prior to excavation and planning an excavation in a timely manner so as not to delay the Work.
  - 2. Diggers Hotline shall also be used to obtain information on safe working clearances from overhead lines.
  - 3. Completely comply with all requirements of each affected utility company.
  - 4. It is General Contractor's responsibility to contact & hire private utility locating services if necessary.
- E. Examination of Plans, Specifications, and Site: If in the opinion of the Contractor there are omissions or errors in the plans or specifications, the Contractor shall request clarification per the Instructions to Bidders, Article 3, Interpretation. In lieu of written clarification by addendum, resolve all conflicts in favor of the greater quantity or better quality.

## 1.3 CONTRACTOR USE OF PREMISES

- A. Limit use of premises to allow work by others and work by Owner.

## 1.4 APPLICATIONS FOR PAYMENT

- A. Submit two (2) original copies with "wet" signatures of each application on AIA G702™ and G703™ forms or approved contractors invoice form.
- B. Content and Format: Utilize Schedule of Values for listing items in Application for Payment.
- C. Payment Period: Monthly.
- D. Submit Applications for Payment to Architect / Engineer for initial approval. Architect / Engineer will forward approved copies to Owner who will also approve & process for payment.

## 1.5 CHANGE PROCEDURES

- A. Change Order Forms: Dane County Contract Change Order, Form 014-32-20 (latest issue).
- B. Contractor's costs for Products, delivery, installation, labor, insurance, payroll, taxes, bonding, equipment rental, overhead and profit will be included in Change Orders authorizing expenditure of funds from contingency allowance.

## 1.6 ALTERNATES

- A. Alternates quoted on Bid Form shall be reviewed and accepted or rejected at Owner's option.
- B. Coordinate related work and modify surrounding work as required.
- C. Schedule of Alternates:
  - 1. Alternate Bid 1: Provide split AC system.
    - a. List lump sum pricing for the equipment, piping, and installation associated with a ductless split heat pump system.

## 1.7 COORDINATION

- A. Coordinate scheduling, submittals, and work of various sections of Specifications to assure efficient and orderly sequence of installation of interdependent construction elements.
- B. Verify utility requirement characteristics of operating equipment are compatible with building utilities.
- C. Coordinate space requirements and installation of mechanical and electrical work that are indicated diagrammatically on Drawings.
- D. Public Works Project Engineer may choose to videotape site or workers as the Work progresses.

## 1.8 CUTTING AND PATCHING

- A. Employ a skilled and experienced installer to perform cutting and patching new work; restore work with new Products.
- B. Submit written request in advance of cutting or altering structural or building enclosure elements.
- C. Fit work tight to adjacent elements. Maintain integrity of wall, ceiling, or floor construction; completely seal voids.
- D. Refinish surfaces to match adjacent finishes.

## 1.9 CONFERENCES

- A. There will be pre-bid conference for this project; see Instructions to Bidders.
- B. Owner will schedule a pre-construction conference after Award of Contract for all affected parties.
- C. Contractor shall submit Construction Schedule at pre-construction meeting.
- D. Pre-installation Meetings will be held for all major components including review of in place mock ups including all components of exterior wall assembly including: wall openings, corners, conditions at columns, wall base, roof edge, window installation, flashing, windows, etc. Provide all exterior insulations, air and vapor barriers including junction with foundation wall intersection. Mock-up shall demonstrate surface preparation, joint treatment, and sealing of gaps, terminations, and penetrations of air barrier. Refer to individual spec sections for additional mock up requirements. Approval of mock-ups does not constitute approval of deviations from the Contract Documents contained in the mock-ups unless Architect specifically approves such deviations in writing. Notify A/E 7 days in advance of dates and time when mock-up will be prepared.

## 1.10 PROGRESS MEETINGS

- A. Preside at meetings, record minutes, and distribute copies within two (2) business days to those affected by decisions made.
- B. Owner shall schedule and administer meetings throughout progress of the Work at minimum of one (1) per week.

## 1.11 SUBMITTAL PROCEDURES

- A. Submittal form to identify Project, Contractor, Subcontractor or supplier; and pertinent Construction Documents references.
- B. Apply Contractor's stamp, signed or initialed, certifying that review, verification of Products required, field dimensions, adjacent construction work, and coordination of information is in accordance with requirements of the Work and Construction Documents.
- C. Identify variations from Construction Documents and Product or system limitations that may be detrimental to successful performance of completing the Work.
- D. Revise and resubmit submittals as required; identify all changes made since previous submittal.

## 1.12 PROPOSED PRODUCTS LIST

- A. Within fifteen (15) business days after date of Award of Contract, submit complete list of major Products proposed for use, with name of manufacturer, trade name, and model number of each Product.

### 1.13 SHOP DRAWINGS

- A. Submit number of copies that Contractor requires, plus three (3) copies that shall be retained by Public Works Project Manager.
- B. The awarded contractor must submit shop drawings for all long lead time items submitted within seven (7) business days of the Notice to Proceed.

### 1.14 PRODUCT DATA

- A. Submit number of copies that Contractor requires, plus two (2) copies that shall be retained by Public Works Project Manager.
- B. Mark each copy to identify applicable products, models, options, and other data. Supplement manufacturer's standard data to provide information unique to this Project.

### 1.15 SAMPLES

- A. Submit samples to illustrate functional and aesthetic characteristics of Product.
- B. Submit samples of finishes from full range of manufacturers' standard colors, textures, and patterns for Public Works Project Manager's selection.

### 1.16 MANUFACTURERS' INSTRUCTIONS

- A. When specified in individual Specification sections, submit manufacturers' printed instructions for delivery, storage, assembly, installation, start-up, adjusting, and finishing, in quantities specified for Product Data.

### 1.17 MANUFACTURERS' CERTIFICATES

- A. When specified in individual Specification sections, submit manufacturers' certificate to Public Works Project Manager for review, in quantities specified for Product Data.
- B. Indicate material or Product conforms to or exceeds specified requirements. Submit supporting reference data, affidavits, and certifications as appropriate.

### 1.18 QUALITY ASSURANCE / QUALITY CONTROL OF INSTALLATION

- A. Monitor quality control over suppliers, manufacturers, Products, services, site conditions, and workmanship, to produce work of specified quality.
- B. Comply fully with manufacturers' instructions.
- C. Comply with specified standards as minimum quality for the Work except when more stringent tolerances, codes, or specified requirements indicate higher standards or more precise workmanship.

## 1.19 REFERENCES

- A. Conform to reference standard by date of issue current as of date for receiving bids.
- B. Should specified reference standard conflict with Construction Documents, request clarification from Public Works Project Manager before proceeding.

## 1.20 INTERIOR ENCLOSURES

- A. Before the building, or portion thereof, can be considered enclosed, the Contractor shall have advanced the construction of the building to conform with the following requirements.
- B. The exterior walls should be erected to full thickness and height shall extend to the top of the horizontal level which encloses the space intended to receive heat. If erection of full thick walls is not feasible, erection of back-up wall only will be accepted if approved weatherproofing of back up materials is provided to avoid damage to back-up materials. The entire overhead enclosure shall be made weatherproof.
- C. Provide approved translucent material for temporary enclosure of window openings if they have not been glazed. Plain or reinforced polyethylene film or other suitable translucent material will be acceptable, provided it is installed in or on a well-fitting rigid wood frame and kept in good repair. This means of temporary enclosure shall be used for other minor openings in walls.
- D. Construct temporary walls as required to protect contents and to separate interior enclosed sections from the interior open section of the building during construction. Temporary wall enclosure shall consist of plywood panels, at least 3/8" thick, fastened to wood framework, consisting of 2x4 studs spaced 24" o.c., securely spiked to wood plates, to and bottom. Temporary walls must provide protection from dirt, dust, and drafts. Make suitable provisions for passage of air to permit proper drying out of the building.
- E. Provide exterior doors with hinges, self-closing device and locks. At the end of day's work, securely close temporary enclosures. Padlock exterior doors. Architect and Public Works Project Manager to approve method of securing exterior doors.
- F. Temporary enclosure shall provide for an orderly expansion of areas of work which are advantageous to the progress of the work and approved by the Public Works Project Manager.
- G. Provide and pay for cooling devices and cooling as needed to maintain specified conditions for construction operations. This includes dehumidification or temporary ventilation. Equipment installed as a part of this project is not allowed to be used for building conditioning prior to Substantial Completion as determined by the Public Works Project Manager.

#### 1.21 PROTECTION OF INSTALLED WORK

- A. Protect installed work and provide special protection where specified in individual Specification sections.
- B. All heating and protective covering, required to protect the work from injury due to freezing and moisture during the construction period and prior to enclosure of the building, shall be classed as COLD WEATHER PROTECTION. Such protection shall be provided and paid for by the Contractor
- C. Provide and pay for heating devices and heat as need to maintain specified conditions for construction operations. Heat required to protect materials from injury due to freezing during the construction period prior to enclosure, shall be provided by means of portable heating units intended for this purpose. All heating units must be approved types. Proper ventilation must be provided. The use of temporary units whose product of combustion will damage fresh concrete, mortar or other building materials, will not be allowed. Use of coke or oil salamanders is prohibited. Heating units and the area surrounding the units shall be kept in a clean and safe condition.
- D. Equipment installed as a part of this project is not allowed to be used for building conditioning prior to Substantial Completion as determined by the Public Works Project Manager.

#### 1.22 PARKING

- A. Arrange for temporary parking areas to accommodate construction personnel. Parking shall be available at the Work site. There is parking available for three hour increments in the parking lot around the zoo in addition to free street parking.

#### 1.23 STAGING AREAS

- A. Coordinate staging areas with Public Works Project Manager prior to starting the Work.
- B. On-site space for use as staging areas and storage of materials is limited and will be apportioned among various Contractors as their needs dictate with due regard for storage requirements of each Contractor. Each Contractor shall be responsible for safety of equipment and materials that are stored on site.

#### 1.24 SITE ACCESS

- A. The zoo can be accessed by contractors between 8 am and 5 pm. If your work requires activities outside this time frame you will need to make prior arrangements with the zoo staff.

#### 1.25 OCCUPANCY DURING CONSTRUCTION AND CONDUCT OF WORK

- A. Contractor shall provide and maintain a temporary watertight office where directed by the Public Works Project Manager. The office shall be equipped with a table suitable for examination of plans. Provide and maintain artificial light, a minimum of 40 foot-candles

and two duplex outlets where directed. Exterior office shall be of neat appearance as deemed by the Public Works Project Manager. Provide fire extinguishers and heating, cooling and ventilation. Provide a table and chairs to accommodate construction progress meeting attendees. If other offices are provided, locate as agreed to by the Contractor and approved by the Public Works Project Manager.

- B. Contractor shall provide and maintain sanitary temporary toilets, located where directed by Public Works Project Manager, in sufficient number required for the force employed. The toilets shall comply with International Building Code Chapter 29 on Plumbing Systems. Toilets shall be self-contained chemical type.
- C. Temporary Water Service: connect to existing water source.
- D. Temporary Electricity: Provide and pay for power service required from utility source as needed for construction operation.

Provide distribution equipment, wiring, and outlets to provide single phase branch circuits for power and lighting.

1. Provide two 20 ampere weatherproof duplex outlets on a single phase circuit for power tools for every 1000 sq. ft. of active work area.
2. Provide 20 ampere, single phase branch circuits for lighting.

- E. Temporary Lighting for Construction Purposes: Provide and maintain HID lighting for construction operations to a minimum level of 0.25 watt/sq. ft.

Provide and maintain 0.1 watt/sq. ft. lighting to exterior staging and storage areas after dark for security purposes.

Provide and maintain 0.25 watt/sq. ft. HID lighting to interior work areas after dark for security purposes.

Provide branch wiring from power source to distribution boxes with lighting conductors, pigtails, and lamps for specified lighting levels.

Maintain lighting and provide routine repairs.

Permanent building lighting may be utilized during construction with written permission of Division 26. Such usage shall not shorten guarantee period.

- F. Removal of Utilities, Facilities and Controls: Remove temporary utilities, equipment, facilities, materials, prior to Substantial Completion inspection.

Remove underground installations to minimum depth of **2 feet**.

Clean and repair damage caused by installation or use of temporary work.

- G. Traffic Regulation: Post signage and provide traffic, cones, drums, flares, lights and trained flag persons as approved by authority having jurisdiction.

Consult with Dane County Public Works Project Manager and authority having jurisdiction to establish public thoroughfares to be used for haul routes and site access. Remove equipment at substantial completion and restore site.

- H. Water Control: Grade site to drain. Maintain excavations free of water. Provide, operate and maintain pumping equipment. Protect the site from puddling or running water.
- I. Dust Control: Execute Work by methods to minimize razing dust from construction operations. Provide positive means to prevent air-borne dust from dispersing into atmosphere.
- J. Pollution Control: Provide methods, means and facilities to prevent contamination of soil, water, and atmosphere from discharge of noxious, toxic substances, and pollutants produced by construction operations. Comply with pollution and environmental control requirements of authorities having jurisdiction.
- K. Pest and Rodent Control: Provide methods, means and facilities to prevent pests, insects and rodents from entering facility or damaging the Work.

#### 1.26 PROTECTION

- A. Contractor shall protect from injury all trees, shrubs, hedges, walks and driveways and pay for any damage to same resulting from insufficient or improper protection.
- B. Contractor shall provide and maintain barricades & signage to prohibit public access to construction site.
- C. Contractor shall provide and maintain guard lights at all barricades, railings, obstructions in streets, roads or sidewalks and at all trenches adjacent to public walks or roads.

#### 1.27 PROGRESS CLEANING

- A. Maintain areas free of waste materials, debris, and rubbish. Maintain site in clean and orderly condition.

#### 1.28 PRODUCTS

- A. Products: Means new material, machinery, components, equipment, fixtures, and systems forming the Work, but does not include machinery and equipment used for preparation, fabrication, conveying and erection of the Work. Products may also include existing materials or components specifically identified for reuse.
- B. Do not use materials and equipment removed from existing premises, except as specifically identified or allowed by Construction Documents.

1.29 TRANSPORTATION, HANDLING, STORAGE AND PROTECTION

- A. Transport, handle, store and protect Products in accordance with manufacturer's instructions.

1.30 PRODUCT OPTIONS

- A. Where definite material is specified, it is not intentional to discriminate against "equal" product made by another manufacturer. Intention is to set definite standard of material quality. Should bidder choose to bid materials other than those specified, bidder shall submit said materials specifications to Public Works Project Manager for approval at least seven (7) business days prior to Bid Due Date.
- B. Products and materials that are not specified, but have been approved for use by Public Works Project Manager shall be identified in addenda to all bidding contractors.
- C. Requests for material or product substitutions submitted after Bid Due Date may be considered. Owner reserves right to approve or reject substitutions based on Specification requirements and intended use.

1.31 SUBSTITUTIONS

- A. Public Works Project Manager shall consider requests for Substitutions only within fifteen (15) calendar days after date of Public Works Construction Contract.
- B. Document each request with complete data substantiating compliance of proposed Substitution with Construction Documents.
- C. Submit three (3) copies of requests for Substitution for consideration. Limit each request to one (1) proposed Substitution.
- D. Substitutions shall not change contract price established at Bid Due Date.

1.32 STARTING SYSTEMS

- A. Provide written notification prior to start-up of each equipment item or system.
- B. Ensure that each piece of equipment or system is ready for operation.
- C. Execute start-up under supervision of responsible persons in accordance with manufacturers' instructions.
- D. Submit written report that equipment or system has been properly installed and is functioning correctly.

1.33 DEMONSTRATION AND INSTRUCTIONS

- A. Demonstrate operation and maintenance of Products to Owner's personnel prior to date of final inspection.

- B. Demonstrate start-up, operation, control, adjustment, trouble-shooting, servicing, maintenance, and shutdown of each item of equipment at agreed-upon times, at designated location.
- C. Owner may choose to videotape demonstration session; demonstration and demonstrator shall be to level of satisfaction of Owner.

#### 1.34 CONTRACT CLOSEOUT PROCEDURES

- A. Submit written certification that Construction Documents have been reviewed, the Work has been inspected, and the Work is complete in accordance with Construction Documents and ready for Public Works Project Manager's inspection.
- B. Submit final Application for Payment identifying total adjusted Contract Sum / Price, previous payments, and amount remaining due.
- C. Submit a list of any items that are not complete for Architect review prior to scheduling substantial and final completion site visits.

#### 1.35 FINAL CLEANING

- A. Execute final cleaning prior to final inspection.
- B. Clean interior and exterior surfaces exposed to view.
- C. Remove waste and surplus materials, rubbish, and construction facilities from site.

#### 1.36 ADJUSTING

- A. Adjust operating Products and equipment to ensure smooth and unhindered operation.

#### 1.37 OPERATION AND MAINTENANCE MANUAL

- A. Provide operation and maintenance manual for all mechanical and electrical equipment and systems supplied and installed in the Work.

#### 1.38 SPARE PARTS AND MAINTENANCE MATERIALS

- A. Provide Products, spare parts, maintenance and extra materials in quantities specified in individual Specification Sections.
- B. Deliver to the Work site and place in location as directed.

#### 1.39 AS-BUILT AND RECORD DRAWINGS AND SPECIFICATIONS

- A. Contractor-produced Drawings and Specifications shall remain property of Contractor whether Project for which they are made is executed or not. Contractor shall furnish Architect / Engineer with original marked up redlines of Construction Documents' drawings and specifications that shall include all Addendums, Change Orders,

Construction Bulletins, on-site changes, field corrections, etc. These are project As-Built Drawings & Specifications.

- B. Architect / Engineer shall update original Construction Documents to include all Addendums & any other changes including those provided by Contractor in As-Built Drawings & Specifications. These updates are project Record Drawings & Specifications.
- C. Architect / Engineer shall furnish Public Works Project Manager with Record Drawings as detailed in Professional Services Agreement.

#### PART 2 PRODUCTS

Not Used.

#### PART 3 EXECUTION

Not Used.

END OF SECTION

## Zoo Onsite Contractor Guidelines

The aim of this document is to establish a common understanding of the standards of behavior expected of contracted workers. Depending on the working being completed other guidelines may be added or amended at the direction of the zoo.

### Code of Conduct

Henry Vilas Zoo is a family focused organization. While working on or around Henry Vilas Zoo grounds contractors must adhere to the code of conduct.

Smoking or illegal substances are prohibited.

Contractors must conduct themselves in a businesslike manner. Drinking, gambling, fighting, swearing, and similar unprofessional activities are strictly prohibited.

Attire should be appropriate for all ages. This applies to the style of attire and any language or symbols on the attire.

Personal photos of areas which are behind the scenes are not permitted. Work related, for company use internal use for documentation are permitted. Behind the scenes photo containing animals need to be reviewed by Zoo Management prior to use.

### Site access

Normally the zoo can be accessed by contractors between **8 am and 5pm**. If your work requires activities outside this time frame you will need to make prior arrangements with the zoo staff.

The zoo is contained in a perimeter fence. This helps ensure that people are not accessing the zoo during non-operational times as well as provide containment for animals in the event of an escape. For these reasons **the perimeter fence gates need to be closed and secured at all times.**

**The fire lane must be maintained and accessible for emergency vehicles at all times.** In the event that work needs to be done that will block or restrict access to the fire lane the Duty Manager and Fire Department must be notified in advance.

### Site safety

It is the responsibility of the contractor to make sure their area and equipment are safely secured and not accessible to guests.

If the contractor is managing a section of the zoo in a construction site it must be maintained in a safe manor.

Construction site safety fencing may be required. **Fences should be kept closed to ensure that guests and small children can't access the construction site. Barricading and flagging may not be enough in some cases depending on the hazard they are guarding. Barricading and flagging should be approved by the Duty Manager.**

### Parking

The zoo has limited parking for employees. The City of Madison has three parking lots around the zoo. They offer free three hour parking. Parking in the zoo lots is at your own risk. Many local streets have free parking.