



COMPLEX PROJECTS
REQUIRE RESOLVE
THRASHER'S GOT IT

**ROANE COUNTY BOARD OF EDUCATION
ROANE COUNTY, WEST VIRGINIA**

NEW SPENCER MIDDLE SCHOOL

ADDENDUM #2

June 22, 2022

THRASHER PROJECT #060-10259

TO WHOM IT MAY CONCERN:

A Pre-Bid Conference was held on Tuesday, June 14, 2022 on the above-referenced project, The following are clarifications and responses to questions posed by contractors for the above reference project.

A. GENERAL

1. **THE BID FORM HAS BEEN REVISED TO INCLUDE ARTICLE 6.03. YOU MUST USE THE REVISED BID FORM WHEN PREPARING YOUR BID PACKAGE FOR THIS PROJECT.**
2. The cut off time for questions has been extended due to the bid date change. The Cutoff for questions is Wednesday, July 6, 2022 @ 4:00 p.m. Questions received after the cutoff will not be addressed.

B. SPECIFICATIONS

1. Specification Section 013100 Project Management and Coordination header has been corrected.

C. DRAWINGS

1. None on this Addendum

D. QUESTIONS AND RESPONSES

QUESTION

1. Please confirm 90 day bid hold is now 30 day per Pre-Bid conversations.

RESPONSE

Yes, the bid hold is 30 days.

QUESTION

1. Contract documents state construction period is 304 days however Prebid agenda states 490. Please clarify

RESPONSE

The Bidder will indicate the total number of days for construction. Please refer to Bid Form Article 6.03.

E. CLARIFICATIONS

1. None on this Addendum

If you have any questions or comments, please feel free to contact our office at your earliest convenience. As a reminder, bids will be received until 1:30 p.m. on Tuesday, July 14, 2022 at Roane County Board of Education, 813 Capital Street, Spencer, WV. Good luck to everyone and thank you for your interest in the project.

Sincerely,

THE THRASHER GROUP, INC.



AMANDA CHEVRONT, AIA, NCARB
Project Manager



BID FORM FOR CONSTRUCTION CONTRACT

The terms used in this Bid with initial capital letters have the meanings stated in the Instructions to Bidders, the General Conditions, and the Supplementary Conditions.

ARTICLE 1—OWNER AND BIDDER

1.01 This Bid is submitted to:

*Roane County Board of Education
813 Capitol Street
Spencer, WV 25276*

1.02 The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with Owner in the form included in the Bidding Documents to perform all Work as specified or indicated in the Bidding Documents for the prices and within the times indicated in this Bid and in accordance with the other terms and conditions of the Bidding Documents.

ARTICLE 2—ATTACHMENTS TO THIS BID

2.01 The following documents are submitted with and made a condition of this Bid:

A. Bid Opening Requirements

ARTICLE 3—BASIS OF BID—LUMP SUM BID AND UNIT PRICES

GENERAL

The Bidder shall take notice of and shall be responsible for any local or state taxes levied and applicable, and the cost for the same shall be included as part of the submitted Bid.

The total Bid cost stated includes a complete operating installation including furnishing and installation of any and all changes or additions in plans, piping, mechanical work, additional electrical work, accessories, controls, etc. necessary to accommodate alternative equipment systems or materials used in construction.

BID PROPOSAL

The Bidder agrees to perform all required Work described in the detailed Specifications and as shown on the Plans for the complete construction and placing in satisfactory operation the Roane County Board of Education. The Project "Sequence of Construction" has been detailed in the Drawings and Specification Division 1, Project Summary, Section 011000. The Bidder agrees to perform all the Work proposed for the total of the following Bid prices.

3.01 *Lump Sum Bids*

A. Bidder will complete the Work in accordance with the Contract Documents for the lump sum (stipulated) price(s), shown in the bid schedule.

B. Lump Sum Bids may be one of the following:

1. Lump Sum Price (Single Lump Sum)
 2. Lump Sum Price (Base Bid and Alternates)
 3. Lump Sum Price (Sectional Lump Sum Bids)
- C. All specified cash allowance(s) are included in the price(s) set forth in the bid schedule, and have been computed in accordance with Paragraph 3.8 of the General Conditions.
- D. All specified contingency allowances are included in the price(s) set forth in the bid schedule, and have been computed in accordance with Paragraph 3.8 of the General Conditions.

BID SCHEDULE
PROPOSED
NEW SPENCER MIDDLE SCHOOL
FOR THE
ROANE COUNTY BOARD OF EDUCATION
ROANE COUNTY, WEST VIRGINIA

3.02 Total Bid Price Lump Sum

NOTE: Bid PRICE amounts are to be shown in both words and figures. In case of discrepancy, the amount shown in words will govern. Bids shall include sales tax and all other applicable taxes and fees.

LUMP SUM BID

Item #	Qty.	UNIT	DESCRIPTION	TOTAL PRICE
1	1	LS	<i>Provide all labor, materials, equipment, fees, bonds, insurance and taxes to perform the work as detailed in the plans and specifications and addenda.</i>	

TOTAL BID: _____

 (Written in Words)

(Amounts are to be shown in both words and figures. In case of discrepancy, the amount shown in words will govern.).

UNIT PRICE BID

Item #	Qty.	UNIT	DESCRIPTION	UNIT PRICE WRITTEN IN WORDS	TOTAL PRICE
1	1	LF	Drilled Piers		

TOTAL UNIT PRICE BID: _____

 (Written in Words)

(Amounts are to be shown in both words and figures. In case of discrepancy, the amount shown in words will govern.)

ADDITIVE ALTERNATES

Item #	DESCRIPTION	PRICE WRITTEN IN WORDS	TOTAL PRICE
1	Acoustical Equipment Screens – Add cost for roof mounted acoustical equipment screens as indicated on the drawings		

TOTAL ADDITIVE ALTERNATE #1: _____

(Written in Words)

(Amounts are to be shown in both words and figures. In case of discrepancy, the amount shown in words will govern.)

Item #	DESCRIPTION	PRICE WRITTEN IN WORDS	TOTAL PRICE
2	Acoustical Fabric Wall Panels and Ceiling Treatment in the Dining and Gymnasium - Add cost for acoustical fabric wall panels in the Dining and Gymnasium as indicated on the drawings. Add cost for wave baffles in the Gymnasium as indicated on the drawings.		

TOTAL ADDITIVE ALTERNATE #2: _____

(Written in Words)

(Amounts are to be shown in both words and figures. In case of discrepancy, the amount shown in words will govern.)

Item #	DESCRIPTION	PRICE WRITTEN IN WORDS	TOTAL PRICE
3	Acoustical Fabric Wall Panels and Ceiling Pads in the Band, Choral and Practice Rooms - Add cost for fabric wall		

	panels in the Band, Choral and Practice Rooms as indicated on the drawings. Add cost for acoustical ceiling pads in the Band, Choral and Practice Rooms as indicated on the drawings.		
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TOTAL ADDITIVE ALTERNATE #3: _____

(Amounts are to be shown in both words and figures. In case of discrepancy, the amount shown in words will govern.)

Item #	DESCRIPTION	UNIT PRICE WRITTEN IN WORDS	TOTAL PRICE
4	Greenhouse / Green Roof - Add separate costs for a 20'x24' rooftop greenhouse and Green Roof plant systems as shown on drawing A1.17.	Greenhouse: ----- Green Roof:	-----

TOTAL ADDITIVE ALTERNATE#4: Green House: _____

Green Roof: _____
 (Written in Words)

(Amounts are to be shown in both words and figures. In case of discrepancy, the amount shown in words will govern.)

Item #	DESCRIPTION	UNIT PRICE WRITTEN IN WORDS	TOTAL PRICE
5	Rock Climbing Wall - Add cost for a 16' x 25' top rope climbing wall		

TOTAL ADDITIVE ALTERNATE #5: _____

(Written in Words)

(Amounts are to be shown in both words and figures. In case of discrepancy, the amount shown in words will govern.)

3.02 *Method of Award*

If at the time this contract is to be awarded, the lowest total bid submitted by a qualified, responsive, responsible Bidder does not exceed the amount of funds then estimated by the Owner, as available to finance the contract, the construction contract will be awarded. Awarding of Additive Alternate(s) will not affect the lowest Bidder. If such bids exceed such amount, the Owner may reject all bids.

The Owner will award the contract on the total base bid amount inclusive or exclusive of alternates as determined by the Owner and submitted by a qualified, responsive, responsible Bidder. The Owner may elect to **award in order** any or all of the additive alternates.

~~ARTICLE 4—BASIS OF BID—COST PLUS FEE~~

Deleted

~~ARTICLE 5—PRICE PLUS TIME BID~~

Deleted

ARTICLE 6—TIME OF COMPLETION

- 6.01 Bidder agrees that the Work will be substantially complete and will be completed and ready for final payment in accordance with Article 8 of the General Conditions on or before the dates or within the number of calendar days indicated in the Agreement.
- 6.02 Bidder accepts the provisions of the Agreement as to liquidated damages.
- 6.03 Bidder sets the number of days until substantial completion is reached to be _____ calendar days with final completion being 30 calendar days thereafter.

ARTICLE 7—BIDDER’S ACKNOWLEDGEMENTS: ACCEPTANCE PERIOD, INSTRUCTIONS, AND RECEIPT OF ADDENDA

7.01 *Bid Acceptance Period*

- A. This Bid will remain subject to acceptance for 90 days after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of Owner.

7.02 *Instructions to Bidders*

- A. Bidder accepts all of the terms and conditions of the Instructions to Bidders, including without limitation those dealing with the disposition of Bid security.

7.03 *Receipt of Addenda*

- A. Bidder hereby acknowledges receipt of the following Addenda:

Addendum Number	Addendum Date

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ARTICLE 8—BIDDER’S REPRESENTATIONS AND CERTIFICATIONS

8.01 *Bidder’s Representations*

A. In submitting this Bid, Bidder represents the following:

1. Bidder has examined and carefully studied the Bidding Documents, including Addenda.
2. Bidder has visited the Site, conducted a thorough visual examination of the Site and adjacent areas, and become familiar with the general, local, and Site conditions that may affect cost, progress, and performance of the Work.
3. Bidder is familiar with all Laws and Regulations that may affect cost, progress, and performance of the Work.
4. Bidder has carefully studied the reports of explorations and tests of subsurface conditions at or adjacent to the Site and the drawings of physical conditions relating to existing surface or subsurface structures at the Site that have been identified in the Supplementary Conditions, with respect to the Technical Data in such reports and drawings.
5. Bidder has carefully studied the reports and drawings relating to Hazardous Environmental Conditions, if any, at or adjacent to the Site that have been identified in the Supplementary Conditions, with respect to Technical Data in such reports and drawings.
6. Bidder has considered the information known to Bidder itself; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Bidding Documents; and the Technical Data identified in the Supplementary Conditions or by definition, with respect to the effect of such information, observations, and Technical Data on (a) the cost, progress, and performance of the Work; (b) the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder, if selected as Contractor; and (c) Bidder’s (Contractor’s) safety precautions and programs.
7. Based on the information and observations referred to in the preceding paragraph, Bidder agrees that no further examinations, investigations, explorations, tests, studies, or data are necessary for the performance of the Work at the Contract Price, within the Contract Times, and in accordance with the other terms and conditions of the Contract.
8. Bidder is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Bidding Documents.
9. Bidder has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the Bidding Documents, and of discrepancies between Site conditions and the Contract Documents, and the written resolution thereof by Engineer is acceptable to Contractor.
10. The Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.
11. The submission of this Bid constitutes an incontrovertible representation by Bidder that without exception the Bid and all prices in the Bid are premised upon performing and furnishing the Work required by the Bidding Documents.

8.02 *Bidder's Certifications*

A. The Bidder certifies the following:

1. This Bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any collusive agreement or rules of any group, association, organization, or corporation.
2. Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid.
3. Bidder has not solicited or induced any individual or entity to refrain from bidding.
4. Bidder has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract. For the purposes of this Paragraph 8.02.A:
 - a. Corrupt practice means the offering, giving, receiving, or soliciting of anything of value likely to influence the action of a public official in the bidding process.
 - b. Fraudulent practice means an intentional misrepresentation of facts made (a) to influence the bidding process to the detriment of Owner, (b) to establish bid prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition.
 - c. Collusive practice means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish bid prices at artificial, non-competitive levels.
 - d. Coercive practice means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.

BIDDER hereby submits this Bid as set forth above:

Bidder:

(typed or printed name of organization)

By:

(individual's signature)

Name:

(typed or printed)

Title:

(typed or printed)

Date:

(typed or printed)

If Bidder is a corporation, a partnership, or a joint venture, attach evidence of authority to sign.

Attest:

(individual's signature)

Name:

(typed or printed)

Title:

(typed or printed)

Date:

(typed or printed)

Address for giving notices:

Bidder's Contact:

Name:

(typed or printed)

Title:

(typed or printed)

Phone:

Email:

Address:

Bidder's Contractor License No.: (if applicable)

SECTION 013100 - PROJECT MANAGEMENT AND COORDINATION

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes administrative provisions for coordinating construction operations on Project including, but not limited to, the following:
 - 1. General coordination procedures.
 - 2. Coordination drawings.
 - 3. RFIs.
 - 4. Digital project management procedures.
 - 5. Project meetings.
- B. Related Requirements:
 - 1. Section 017300 "Execution" for procedures for coordinating general installation and field-engineering services, including establishment of benchmarks and control points.
 - 2. See SBA Construction Schedule Requirements 410.

1.2 INFORMATIONAL SUBMITTALS

- A. Subcontract List: Prepare a written summary identifying individuals or firms proposed for each portion of the Work, including those who are to furnish products or equipment fabricated to a special design. Include the following information in tabular form:
 - 1. Name, address, telephone number, and email address of entity performing subcontract or supplying products.
 - 2. Number and title of related Specification Section(s) covered by subcontract.
 - 3. Drawing number and detail references, as appropriate, covered by subcontract.

1.3 GENERAL COORDINATION PROCEDURES

- A. Coordination: Coordinate construction operations included in different Sections of the Specifications to ensure efficient and orderly installation of each part of the Work. Coordinate construction operations included in different Sections that depend on each other for proper installation, connection, and operation.
 - 1. Schedule construction operations in sequence required to obtain the best results where installation of one part of the Work depends on installation of other components, before or after its own installation.
 - 2. Coordinate installation of different components to ensure maximum performance and accessibility for required maintenance, service, and repair.

3. Make adequate provisions to accommodate items scheduled for later installation.
- B. Administrative Procedures: Coordinate scheduling and timing of required administrative procedures with other construction activities to avoid conflicts and to ensure orderly progress of the Work. Such administrative activities include, but are not limited to, the following:
1. Preparation, maintenance and updating of Contractor's construction schedule.
 2. Preparation of the schedule of values.
 3. Installation and removal of temporary facilities and controls.
 4. Delivery and processing of submittals.
 5. Progress meetings.
 6. Preinstallation conferences.
 7. Project closeout activities.
 8. Startup and adjustment of systems.

1.4 COORDINATION DRAWINGS

- A. Coordination Drawings, General: Prepare coordination drawings as required to verify compatibility with associated systems and adjacent Work, installation requirements for components, and where installation is not completely indicated on Shop Drawings, where limited space availability necessitates coordination, or if coordination is required to facilitate integration of products and materials fabricated or installed by more than one entity.
1. Content: Project-specific information, drawn accurately to a scale large enough to indicate and resolve conflicts. Do not base coordination drawings on standard printed data. Include the following information, as applicable:
 - a. Indicate functional and spatial relationships of components of architectural, structural, civil, mechanical, and electrical systems.
 - b. Indicate dimensions shown on Drawings. Specifically note dimensions that appear to be in conflict with submitted equipment and minimum clearance requirements. Provide alternative sketches to Architect indicating proposed resolution of such conflicts. Required dimensional changes and difficult installations will not be considered changes to the Contract.
- B. Coordination Drawing Organization: Organize coordination drawings as follows:
1. Floor Plans and Reflected Ceiling Plans: Show architectural and structural elements, and mechanical, plumbing, fire-protection, fire-alarm, and electrical Work. Show locations of visible ceiling-mounted devices relative to acoustical ceiling grid. Supplement plan drawings with section drawings where required to adequately represent the Work.
 2. Plenum Space: Indicate sub-framing for support of ceiling, and wall systems, fire suppression, mechanical and electrical equipment, and related Work. Locate components within plenums to accommodate layout of light fixtures and other components indicated on Drawings. Indicate areas of conflict between light fixtures and other components.
 3. Mechanical Rooms: Provide coordination drawings for mechanical rooms showing plans and elevations of mechanical, plumbing, fire-protection, fire-alarm, and electrical equipment.
 4. Structural Penetrations: Indicate penetrations and openings required for all disciplines.

5. Slab Edge and Embedded Items: Indicate slab edge locations and sizes and locations of embedded items for metal fabrications, sleeves, anchor bolts, bearing plates, angles, door floor closers, slab depressions for floor finishes, curbs and housekeeping pads, and similar items.
 6. Coordination Drawings may need to include existing conditions exposed by demolition activities and relationship to new systems and components.
 7. Review: Architect may review coordination drawings to confirm that, in general, the Work is being coordinated, but not for the details of the coordination, which are Contractor's responsibility. If Architect determines that coordination drawings are not being prepared in sufficient scope or detail, or are otherwise deficient, Architect may inform Contractor, who shall make suitable modifications and resubmit.
 8. Conflicts arising from the Contractor's failure to complete and provide Coordination Drawings shall not constitute valid grounds for additional compensation.
- C. Coordination Digital Data Files: Prepare coordination digital data files according to the following requirements:
1. File Submittal Format: Submit or post coordination drawing files using PDF format.
 2. BIM File Incorporation: Contractor may develop and incorporate coordination drawing files into BIM established for Project.
 3. Upon request the Architect will furnish Contractor one set of digital data files of Drawings for use in preparing coordination digital data files.
 - a. The Architect makes no representations as to the accuracy or completeness of digital data files as they relate to Drawings of existing conditions or new construction.
 - b. Digital Data Software Program: Drawings are available in Revit 2021.
 - c. The Contractor, subcontractors and material suppliers that will use the digital data files for purposes of coordination drawings shall execute a data licensing agreement in the form of the Electronic Files Documents Release Form included in this Project Manual.

1.5 REQUEST FOR INFORMATION (RFI)

- A. General: Immediately on discovery of the need for additional information, clarification, or interpretation of the Contract Documents, Contractor shall prepare and submit an RFI in the form specified.
1. Architect will return without response those RFIs submitted to Architect by other entities controlled by Contractor.
 2. Coordinate and submit RFIs in a prompt manner so as to avoid delays in Contractor's work or work of subcontractors.
 3. Submit RFI Forms using PDF format with a unique RFI number. Example; "AES-RFI-4" and as an example for a follow-up to that RFI, "AES-RFI-4A".
- B. Content of the RFI: Include a detailed, legible description of item needing information or interpretation and the following:
1. Owner name.
 2. Name of Architect.

3. Architect's Project number.
 4. Date.
 5. Name of Contractor.
 6. RFI number, numbered sequentially.
 7. RFI subject.
 8. Specification Section number and title and related paragraphs, as appropriate.
 9. Drawing number and detail references, as appropriate.
 10. Field dimensions and conditions, as appropriate.
 11. Contractor's suggested resolution. If Contractor's suggested resolution impacts the Contract Time or the Contract Sum, Contractor shall state impact in the RFI.
 12. Contractor's signature.
 13. Attachments: Include sketches, descriptions, measurements, photos, Product Data, Shop Drawings, coordination drawings, and other information necessary to fully describe items needing interpretation.
- C. RFI Forms: AIA Document G716 or form with substantially the same content as indicated above, acceptable to Architect.
- D. Architect's Action: Architect will review each RFI, determine action required, and respond. Allow seven days for Architect's response for each RFI. RFIs received by Architect after 12:00 p.m. will be considered as received the following working day.
1. The following Contractor-generated RFIs will be returned without action:
 - a. Requests for approval of submittals.
 - b. Requests for approval of substitutions.
 - c. Requests for approval of Contractor's means and methods.
 - d. Requests for coordination information already indicated in the Contract Documents.
 - e. Requests for adjustments in the Contract Time or the Contract Sum.
 - f. Requests for interpretation of Architect's actions on submittals.
 - g. Incomplete RFIs or inaccurately prepared RFIs.
 - h. RFI's submitted by entities other than the Contractor.
 2. Architect's action may include a request for additional information, in which case Architect's time for response will date from time of receipt by Architect of additional information.
 3. Architect's action on RFIs that may result in a change to the Contract Time or the Contract Sum may be eligible for Contractor to submit Change Proposal according to Section 012600 "Contract Modification Procedures."
 - a. If Contractor believes the RFI response warrants change in the Contract Time or the Contract Sum, notify Architect in writing within five days of receipt of the RFI response.
- E. RFI Log: Prepare, maintain, and submit a tabular log of RFIs organized by the RFI number. Submit log bi-weekly. Include the following:
1. Project name.
 2. Name and address of Contractor.

3. Name and address of Architect.
 4. RFI number including RFIs that were returned without action or withdrawn.
 5. RFI description.
 6. Date the RFI was submitted.
 7. Date Architect's response was received.
- F. On receipt of Architect's action, update the RFI log and immediately distribute the RFI response to affected parties. Review response and notify Architect within three days if Contractor disagrees with response.

1.6 DIGITAL PROJECT MANAGEMENT PROCEDURES

- A. Use of Architect's Digital Data Files: Digital data files of Architect's BIM model and/or CAD drawings may be provided by Architect for Contractor's use during construction.
1. Digital data files may be used by Contractor in preparing coordination drawings, Shop Drawings, and Project record Drawings.
 2. Architect makes no representations as to the accuracy or completeness of digital data files as they relate to Contract Drawings, the existing conditions, or new construction.
 3. Digital Drawing Software Program: BIM models are available in Revit file format (.rvt) and CAD files in Autodesk file format (.dwg).
 4. Contractor shall execute a data licensing agreement in the form of Agreement following this Section.
 - a. Subcontractors, and other parties granted access by Contractor to Architect's digital data files shall execute a data licensing agreement in the form of Agreement included in this Project Manual.
- B. Web-Based Project Management Software Package: Use Architect's web-based Project management software package for purposes of managing Project communication and documentation until Final Completion; Primavera Submittal Exchange.
1. Web-based Project management software includes, at a minimum, the following features:
 - a. Compilation of Project data, including Contractor, subcontractors, Architect, architect's consultants, Owner, and other entities involved in Project. Include names of individuals and contact information.
 - 1) Contractor shall submit a list of the primary points of contact for all users, subcontractors and material suppliers that will be interacting with the project management software.
 - b. Access control for each entity for each workflow process, to determine entity's digital rights to create, modify, view, and print documents.
 - c. Document workflow planning, allowing customization of workflow between project entities.
 - d. Creation, logging, tracking, and notification for Project communications required in other Specification Sections, including, but not limited to, RFIs, submittals, Minor Changes in the Work, Construction Change Directives, and Change Orders.
 - e. Track status of each Project communication in real time, and log time and date when responses are provided.

- f. Procedures for handling PDFs or similar file formats, allowing markups by each entity. Provide security features to lock markups against changes once submitted.
 - g. Processing and tracking of payment applications.
 - h. Processing and tracking of contract modifications.
 - i. Creating and distributing meeting minutes.
 - j. Document management for Drawings, Specifications, and coordination drawings, including revision control.
 - k. Management of construction progress photographs.
 - l. Mobile device compatibility, including smartphones and tablets.
- C. PDF Document Preparation: Where PDFs are required to be submitted to Architect, prepare as follows:
1. Assemble complete submittal package into a single indexed file incorporating submittal requirements of a single Specification Section and transmittal form with links enabling navigation to each item.
 2. Name file with submittal number or other unique identifier, including revision identifier.
 3. Certifications: Where digitally submitted certificates and certifications are required, provide a digital signature with digital certificate on where indicated.

1.7 PROJECT MEETINGS

- A. General: Schedule and conduct meetings and conferences at Project site unless otherwise indicated.
- B. Preconstruction Conference: Architect will schedule and conduct a preconstruction conference before starting construction, at a time convenient to Owner and Architect, but no later than 15 days after execution of the Agreement.
1. Attendees: Authorized representatives of Owner, Architect, and their consultants; Contractor and its superintendent; major subcontractors; suppliers; and other concerned parties will attend the conference. Participants at the conference shall be familiar with Project and authorized to conclude matters relating to the Work.
 2. Agenda: Discuss items of significance that could affect progress, including the following:
 - a. Responsibilities and personnel assignments.
 - b. Tentative construction schedule.
 - c. Phasing.
 - d. Critical work sequencing and long lead items.
 - e. Designation of key personnel and their duties.
 - f. Lines of communications.
 - g. Use of web-based Project software.
 - h. Requirements for CPM Schedule.
 - i. Requirements for Schedule of Values.
 - j. Requirements for Monthly Cash Flow Schedule.
 - k. Requirements for Submittal Schedule.
 - l. Procedures for processing field decisions and Change Orders.
 - m. Procedures for RFIs.
 - n. Procedures for testing and inspecting.

- o. Procedures for processing Applications for Payment.
 - p. Distribution of the Contract Documents.
 - q. Submittal procedures.
 - r. Preparation of Record Documents.
 - s. Use of the premises and existing building.
 - t. Work restrictions.
 - u. Working hours.
 - v. Owner's occupancy requirements.
 - w. Responsibility for temporary facilities and controls.
 - x. Procedures for moisture and mold control.
 - y. Procedures for disruptions and shutdowns.
 - z. Construction waste management.
 - aa. Parking availability.
 - bb. Office, work, and storage areas.
 - cc. Equipment deliveries and priorities.
 - dd. First aid.
 - ee. Security.
 - ff. Progress cleaning.
3. Minutes: Entity responsible for conducting meeting will record and distribute meeting minutes.
- C. Preinstallation Conferences: Conduct a preinstallation conference at Project site before each construction activity when required by other sections and when required for coordination with other construction.
- 1. Attendees: Installer and representatives of manufacturers and fabricators involved in or affected by the installation and its coordination or integration with other materials and installations that have preceded or will follow, shall attend the meeting. Advise Architect of scheduled meeting dates.
 - 2. Agenda: Review progress of other construction activities and preparations for the particular activity under consideration, including requirements for the following:
 - a. Contract Documents.
 - b. Options.
 - c. Related RFIs.
 - d. Related Change Orders.
 - e. Purchases.
 - f. Deliveries.
 - g. Submittals.
 - h. Review of mockups.
 - i. Possible conflicts.
 - j. Compatibility requirements.
 - k. Time schedules.
 - l. Weather limitations.
 - m. Manufacturer's written instructions.
 - n. Warranty requirements.
 - o. Compatibility of materials.
 - p. Acceptability of substrates.
 - q. Temporary facilities and controls.

- r. Space and access limitations.
 - s. Regulations of authorities having jurisdiction.
 - t. Testing and inspecting requirements.
 - u. Installation procedures.
 - v. Coordination with other work.
 - w. Coordination Drawings.
 - x. Required performance results.
 - y. Protection of adjacent work.
 - z. Protection of construction and personnel.
3. Record significant conference discussions, agreements, and disagreements, including required corrective measures and actions.
 4. Reporting: Distribute minutes of the meeting to each party present, Architect, and to other parties requiring information.
 5. Do not proceed with installation if the conference cannot be successfully concluded. Initiate whatever actions are necessary to resolve impediments to performance of the Work and reconvene the conference at earliest feasible date.
- D. Progress Meetings: Architect will conduct progress meetings at biweekly intervals; no greater than 14-days apart, unless otherwise agreed to by interested parties.
1. Dates of meetings will be coordinated with submission of payment requests.
 2. Attendees: In addition to representatives of Owner and Architect, each contractor, subcontractor, supplier, and other entity concerned with current progress or involved in planning, coordination, or performance of future activities shall be represented at these meetings. All participants at the meeting shall be familiar with Project and authorized to conclude matters relating to the Work.
 3. Contractor shall provide a written list of items completed since the previous progress meeting and a two week look ahead of work anticipated to be completed.
 4. Agenda: Review and correct or approve minutes of previous progress meeting. Review other items of significance that could affect progress. Include topics for discussion as appropriate to status of Project.
 - a. Contractor's Construction Schedule: Review progress since the last meeting. Determine whether each activity is on time, ahead of schedule, or behind schedule, in relation to Contractor's construction schedule. Determine how construction behind schedule will be expedited; secure commitments from parties involved to do so. Discuss whether schedule revisions are required to ensure that current and subsequent activities will be completed within the Contract Time.
 - 1) Review schedule for next period.
 - b. Review present and future needs of each entity present, including the following:
 - 1) Interface requirements.
 - 2) Sequence of operations.
 - 3) Status of submittals.
 - 4) Deliveries.
 - 5) Off-site fabrication.
 - 6) Access.

- 7) Site use.
 - 8) Temporary facilities and controls.
 - 9) Progress cleaning.
 - 10) Quality and work standards.
 - 11) Status of correction of deficient items.
 - 12) Field observations.
 - 13) Status of RFIs.
 - 14) Status of Proposal Requests.
 - 15) Pending changes.
 - 16) Status of Change Orders.
 - 17) Pending claims and disputes.
 - 18) Documentation of information for payment requests.
5. Minutes: Architect will record and distribute the meeting minutes to each party present and to parties requiring information.
- a. Schedule Updating: Contractor shall revise the construction schedule after each progress meeting where revisions to the schedule have been made or recognized. Issue revised schedule concurrently with the report of each meeting.
- E. Project Closeout Coordination Meeting: At approximately eighty-five percent (85%) project completion or sixty (60) days prior to the projected date of Substantial Completion, conduct a meeting with the representatives of the WVDE, WVSBA, Owner, Architect, and subcontractors to coordinate all required closeout procedures indicated in the Contract Documents and SBA Form 500 – Project Closeout Procedures for the final completion of the Contract for Construction. This meeting may be held concurrent with the required Progress Meeting.
1. Review required procedures.
 2. Establish deadlines for the submission of specific documents.
- F. Schedule Update Meeting: Conduct meeting with subcontractors and material suppliers, at least monthly, to review, coordinate and update the Construction Progress Schedule.
1. Coordinate review and update of schedule with preparation of Application for Payment.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 013100

The THRASHER Group - ELECTRONIC FILES RELEASE FORM

Project Name: _____

RECIPIENT Requesting Documents: _____

Data / Document Requested: _____

RECIPIENT agrees as follows:

1. The THRASHER Group (THRASHER) will provide to the RECIPIENT certain drawings, specifications, or other documents prepared by THRASHER or its sub consultants in electronic format and/or on electronic media. These documents are hereinafter collectively referred to as "ELECTRONIC Files". The ELECTRONIC Files are instruments of THRASHER's services performed solely for the Owner's benefit and to be used solely for this Project. THRASHER does not represent that the information contained in the ELECTRONIC Files are suitable for use on any other project or for any other purpose. If the ELECTRONIC Files are used for any other project or purpose without THRASHER's specific written permission, the risk of such use shall be assumed solely by RECIPIENT or other user. Prior to any reuse of the ELECTRONIC files for another purpose, THRASHER and the RECIPIENT shall agree on the amount and method of payment of additional compensation to which THRASHER shall be entitled.
2. The ELECTRONIC Files are provided merely as a convenience to the RECIPIENT. The ELECTRONIC Files do not replace or supplement the paper copies of any drawings, specifications, or other documents included in the Contract Drawings for use on the project.
3. The ELECTRONIC Files indicate the design intent and may not accurately reflect the actual construction. The RECIPIENT shall review all conditions and dimensions as construction progresses and verify accuracy when the ELECTRONIC Files are used for Shop Drawing purposes.
4. THRASHER makes no representation, warranty or guarantee that ELECTRONIC Files: (1) are suitable for any other usage or purpose, or (2) have any particular durability, or (3) will not damage or impair the Recipient's computer or software, or (4) contain no errors or mechanical flaws or other discrepancies that may render them unsuitable for the purpose intended by the RECIPIENT.
5. Due to the unsecured nature of the ELECTRONIC Files and the inability of THRASHER or the RECIPIENT to establish controls over their use, THRASHER assumes no responsibility for any consequences arising out of the use of the data. It is the sole responsibility of the RECIPIENT to check the validity of all information contained herein. The RECIPIENT shall at all times refer to the signed and sealed drawings of the project during all phases of the project. The RECIPIENT shall assume all risks and liabilities resulting from the use of this data, and the RECIPIENT agree(s) to waive any and all claims and liability against THRASHER and its sub consultants resulting in any way from the use of the ELECTRONIC Files.
6. RECIPIENT also agree(s) to defend, indemnify and save harmless THRASHER, its sub consultants, officers, agents, employees, and shareholders from and against any and all claims, damage, liability, costs, judgment, suit, or expense (including reasonable defense and attorney fees) arising in any manner from the use, reuse, or modification of the ELECTRONIC Files.
7. Please execute this Agreement in the space provided below to indicate your acceptance of the terms and conditions of the release itemized in this Agreement. Upon receipt of the executed Agreement, we will transfer the Files to the address or email provided below. When files sizes prevent transmission by email we will post to FTP site or Drop Box and provide a link to the email provided.

AGREE

DO NOT AGREE

AUTHORIZED REPRESENTATIVE OF RECIPIENT: _____

TITLE: _____

SIGNATURE: _____

DATE _____