



**THOMPSON  
& LITTON** EST.  
1956

ENGINEERS ARCHITECTS SURVEYORS

## **ADDENDUM NO. 001**

**TO:** All Plan Holders

**RE:** Long and Short Term Parking Lot Reconfiguration  
Roanoke Regional Airport Commission  
T&L Project No. 16261  
RRAC Bid No. 24-001

**DATE:** August 9, 2023

**BIDS RECEIVED DATE:** September 7, 2023

This Addendum forms a part of the Contract Documents and modifies the original Bidding Documents dated May 12, 2023, as noted below. Acknowledge receipt of this Addendum in the space provided on the Bid Form. Failure to do so may subject Bidder to disqualification.

This Addendum consists of 51 pages.

### **CLARIFICATIONS AND ANSWERS TO PRE-BID QUESTIONS:**

1. The Pre-Bid Conference Meeting Notes are enclosed.
2. The Pre-Bid Scope Review Notes are enclosed.
3. The Pre-Bid Conference Attendance Record is enclosed.
4. The Bid Due date will be changed from August 31, 2023 at 3:00 PM to September 7, 2023 at 3:00 PM. All other bid submission requirements remain unchanged.
5. The due date for Pre-Bid Questions will be changed from August 15, 2023 at 5:00 PM to August 22, 2023 at 5:00 PM.
6. Pre-Bid Question: Is it required for any temporary pedestrian walkways to be hard surface? (concrete or asphalt)  
Response: Yes, it needs to be handicap accessible.
7. Pre-Bid Question: Will RRAC maintenance staff be able to provide help in locating any existing utilities for the project?  
Response: Yes, RRAC can help to the best of their ability.

### **CHANGES TO THE SPECIFICATIONS:**

1. No changes to specifications.

### **CHANGES TO DRAWINGS:**

1. No changes to drawings.



Addendum No. 001  
Long and Short Term Parking Lot Reconfiguration  
August 9, 2023  
Page 2

Enclosures:      Pre-Bid Conference Meeting Notes, 8 pages  
                         Pre-Bid Meeting Scope Review, 39 pages  
                         Pre-Bid Conference Attendance Record, 2 pages



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## PRE-BID CONFERENCE MINUTES

**PROJECT:** Long and Short Term Parking Lot Reconfiguration  
Roanoke Regional Airport Commission  
RRAC Bid No. 24-001  
T&L Project No. 16261

**DATE:** August 8, 2023

### 1. PROJECT PERSONNEL:

RRAC:

Kyle Kotchou – Director of Planning & Engineering  
David Tickner – Airport Planner  
Jay Ball – Director of Facilities  
Sandra Newman – Access and ID Manager  
Troy Philpott – Procurement and Contracts Manager/ Point of Contact during bid process  
Sue Winslow (Tela Vuota) - Project Design Manager  
Tim Milliron (Interflight Parking) – Parking Services

Telephone: (540) 362-1999

Architectural/Engineering Firm: Thompson & Litton, Inc.

Engineering Representative: Raleigh Findley (Present at Meeting), Elliott Delp (Not Present)

Telephone: (540) 633-1897

Project Manager: Barry Collier

Telephone: (540) 633-1897

### 2. BADGING PROCESS:

Badging process reviewed by Sandra Newman.



### 3. SCOPE OF PROJECT:

The Project consists of the construction and reconfiguration of the existing Long-Term and Short-Term Parking Lots. Overall project construction includes the addition of a vehicle and pedestrian canopies and walkways, modifications to the terminal loop road, a new vehicle canopy at the Overflow Parking Lot, an extension of the Pedestrian Canopy at the Rental Car Facility, and a newly designated Cell Phone Lot parking area. Work includes three Additive Bid items.

Construction is expected to occur in multiple phases. The Construction Phases are different than the Airport Administrative Phases.

Parking Lot Naming Convention:

<b>Existing Name:</b>	<b>Proposed Name:</b>
Short Term	Preferred
Long Term	Standard
Over Flow	Economy

Pre-Bid Scope Review Presentation.

### 4. SPECIAL SITE/PROJECT CONDITIONS:

- Airport Safety Requirements: Coordination with ongoing airport operations.
- Maintain vehicle and pedestrian access to open portions of parking lot.
- The contractor shall be responsible to provide temporary signage throughout construction directing vehicle traffic to available parking areas and pedestrian traffic to access the terminal. An accessible pedestrian route shall be maintained.
- Construction operations shall limit disruption outside the current work area to the greatest extent possible. The work shall maintain the maximum amount of available parking outside of the current work area. All work outside phasing boundaries will require schedule coordination with and approval from the airport.
- Coordinate basin work with the airport, work shall be scheduled to occur during runway closure currently scheduled for May 2024. Work in this area (airfield) will require airport security badging.
- Documents for permanent signage have been provided to the city. The contractor shall be responsible for obtaining the permit.
- Contractor shall maintain a safe work area to include the safety of the traveling public. Barriers, signage, etc. shall be provided by the contractor directing visitors



around the construction work area to available parking area and to the terminal building.

- Contractor shall be responsible for work site security. Airport security will not be responsible to provide security for the work site.
- T&L will be providing Construction Administration services and Delta Airport Consultants will be providing Resident Project Representative services.

## **5. INSTRUCTIONS TO BIDDERS:**

The Contractor shall procure all permits and licenses, pay all charges and fees, and give all notices necessary and incidental to the due and lawful prosecution of the Work. The awarded contractor is responsible for obtaining all Bonds (E&S, BMP, etc.) required by the city. Contractor shall also submit the following to the city: DEQ registration Statement, Comprehensive Development Plan agreement and Surety, Construction General Permit, Land Disturbance Permit, and other forms, bonds, and surety as required by the city.

Bid Bond of 5% Required, shall be submitted with bid. Form included in Project Manual.

Performance and Labor and Material Payment Bond not less than 100 percent of the contract amount are required. Forms included in Project Manual.

Complete Bid Form in its entirety. Bidder shall demonstrate on Bid Form they are a properly licensed Class A Contractor.

Bids shall be submitted in a sealed envelope as identified in the Project Manual.

### **Bid Form – Section C**

It is understood that the Owner reserves the right to accept or reject any or all bids and waive informalities.

Base Bid: For all work associated with the Roanoke Airport Parking Lot Reconfiguration Project and all associated services on the Project in accordance with Contract Documents not included with the Additive Bid Amounts. Additional Unit Price amounts will be added to the Base Bid amount to determine the Total Base Bid.

- Unit Price No. 01: New Pavement Section - 1.5" Surface Course
- Unit Price No. 02: New Pavement Section - 2" Intermediate Course
- Unit Price No. 03: New Pavement Section - 6" Aggregate Base Course
- Unit Price No. 04: Milling and Overlay Section - 2" Surface Course
- Unit Price No. 05: Trench Rock Removal
- Unit Price No. 06: Unsatisfactory Soils

Three Additive Bid Items:



Additive Bid 1: All work associated with the Pedestrian Canopies (C1 and C2) in the Short-Term and Long-Term Parking Lots in accordance with Contract Documents.

**NOTE: Sidewalk, curb and gutter, and foundations shall be included in the Base Bid.**

Additive Bid 2: All work associated with the Pedestrian Canopies (A1, A2, B1, and B2) in the Short-Term and Long-Term Parking Lots in accordance with Contract Documents.

**NOTE: Sidewalk, curb and gutter, and foundations shall be included in the Base Bid.**

Additive Bid 3: All work associated with the Pedestrian Canopy D2 in the Rental Car Parking Lot in accordance with Contract Documents:

**The Contract, if awarded, will be based on the Base Bid Amount without regard to Additive Bid Item**

**Contract Time:**

Contract Time: Forty-Five (45) consecutive calendar days from Phase 1 Administrative Services Notice to Proceed. Substantial Completion Four Hundred Twenty (420) consecutive calendar days from Administrative Phase 2 Performance of Work Notice to Proceed.

**6. STAGING AREA:**

Utilities, Site Limitations, Access, Parking, Storage: Coordinate with airport.

Airport has identified two Laydown Yard options. The contractor may utilize one of the two options. The temporary Laydown Yard area may not exceed 10,000 SF. A separate permit with the city is not required. The contractor shall be responsible for providing and coordinating any temporary utilities and security. Laydown Yard options are identified on Sheets C700 and C701.

**7. PROTECTION OF ADJACENT AREAS AND FACILITIES:**

Areas outside of construction phasing lines shall be protected. Maintain a trash free site and prevent debris from flying onto the runway adjacent to the project. Covered trash containers for exterior site dumpsters. Areas outside of the construction area phasing lines shall remain accessible for vehicle and pedestrian use.

**8. COORDINATION:**

Documents have been reviewed by the City of Roanoke Review for Comprehensive Development Plan (CP22-0028), Building Permit (CBLD23-0240), and Signage Permit (SIGN23-0030). Contractor shall be responsible to pay any remaining permit fees and provide the city with any additional required documents to obtain the permits.



Contractor will be responsible to provide the following documents to the city:

- Stormwater Pollution Prevention Plan document has been prepared but the contractor is to fill out the DEQ Registration Statement, and Construction General Permit to complete the SWPPP documentation.
- Land Disturbance Permit (emailed to the city prior to review conference with the city).
- Comprehensive Development Plan Agreement.
- A guarantee/surety must be submitted in the form of a letter of credit, insurance bond, or certified check in the amount of (TBD) and must be accompanied by the agreement above in order to be accepted,
- Furnish the City of Roanoke's Planning Building and Development Department with a field surveyed final correct set of as-built plans of the newly constructed storm drain and/or stormwater management facilities sealed by a licensed professional registered in the Commonwealth of Virginia prior to final acceptance and issuance of a certificate of occupancy by the City.
- Contractor to provide guarantee to city for development.
- Contractor must be a Responsible Land Disturber currently registered with the Virginia Department of Environmental Quality.
- Contractor will be required to obtain a right-of-way excavation permit for any excavation work occurring in the ROW.
- A pdf file of the stamped/signed approved set of plans will be issued at the city's preconstruction conference. Immediately following the preconstruction conference, the land disturbance permit may be obtained (this meeting will need to include the RLD and the general contractor). Both of these documents are required to be issued prior to any construction and both must be kept on site at all times.
- Any additional documents required by the city.
- Questions regarding forms required by the contractor or the city's preconstruction conference can be discussed with Aaron Cypher 540-853-6501.

## 9. CONTRACT(S) DETAILS:

The Contractor will be issued two Notices to Proceed with the work under this Contract.

The first Notice to Proceed for **Phase 1-Administrative Services** will be issued upon the return of the executed Contract to Contractor. During Phase 1, Contractor will attend a preconstruction conference, prepare, submit and have approved work and phasing schedules, safety plans, color samples, other required submittals, etc.; arrange for its employees and/or subcontractors to be background checked, trained and badged for access to and work within the airport secured areas; and order supplies and other equipment needed for the project. All work preliminary to the actual start of labor at the Airport must commence within ten (10) calendar days and completed within Forty-Five (45) calendar days of the effective date of the first Notice to Proceed. Review time



by the Owner and/or Engineer during which Contractor can undertake none of the administrative tasks shall not be counted as part of this time period.

The second Notice to Proceed will be for **Phase 2 –Performance of the Work**, which will be issued by Owner at the expiration of the Phase I time period. All Phase 2 Work on site shall commence within ten (10) calendar days and shall be Substantially Complete within Four Hundred Twenty (420) calendar days and achieve Final Acceptance within Four Hundred Fifty (450) calendar days of the effective date of the Phase 2 Notice to Proceed, including all inspections and testing procedures required by these contract documents.

Liquidated Damages:

Time is of the essence in the completion of the Work. Bidders are advised that the Contract Documents do contain provisions for liquidated damages, including without limitation, liquidated damages for failure to complete the Work in a timely manner.

Per each calendar day for which work remains incomplete after the contract time:

Phase 1 Administrative Services \$100.00 per day.

Phase 2 Performance of Work \$3,000.00 per day.

## 10. BID DOCUMENTS:

Documents will be posted and are available at the following locations:

- eVA, Virginia Department of General Services' central electronic procurement website, at <https://eva.virginia.gov>,
- Roanoke Blacksburg Regional Airport Current Bids and Proposals website, at <https://www.flyroa.com/current-bids-and-proposals>.
- Electronic copies of the Contract Documents can also be obtained by emailing Troy Philpott, Procurement and Contracts Manager, Roanoke Regional Airport, at [Troy.Philpott@flyroa.com](mailto:Troy.Philpott@flyroa.com).
- Electronic copies of the Contract Documents can also be obtained from <https://sharefiles.t-l.com/s/o/5kwbu29ggXsSuJD1>.

## 11. SEPARATE OWNER'S CONTRACTS INTERFACING:

- Contractor shall coordinate with the Airports consultant Designa for the removal and reinstallation of parking entry and exit equipment (ticket dispensers, barrier gate arms, pay stations, etc.). Contractor will schedule the work and coordinate the equipment installation. Contractor responsible for installation of all required equipment infrastructure.





- Work at Detention Basin 18 is not included in the Phases description. Work shall coincide with Runway 16-34 closure scheduled for April 22 - May 22, 2024. Contractor shall comply with FAA Advisory Circular for Operational Safety on Airports During Construction.

## **12. CONFIRMATION OF BID DATE AND TIME:**

Sealed bids shall be received until 3:00 P.M., prevailing time on August 31, 2023 in the Office of Roanoke Regional Airport Commission, 5202 Aviation Drive, Roanoke, Virginia 24012. Bids will be publicly opened and read aloud at that time in Conference Room A on the Second Floor of the Airport Terminal Building.

**Bid Due date will be revised.**

## **13. CONTRACTOR QUESTIONS:**

All questions must be submitted in writing using the Pre-Bid Question Form provided in the Bid Documents. Instructions for submission (via email or fax) are included on the form. Responses to questions, if deemed necessary, will be made via addendum(a).

Email: Troy Philpott, [Troy.Philpott@flyroa.com](mailto:Troy.Philpott@flyroa.com).

Deadline (Date/Time) for Submitting Questions: August 15, 2023 at 5:00 PM

Acknowledgment of all Addenda shall be made in the space provided in the Bid Form.

## **14. ADDENDA/ITEMS TO BE CLARIFIED:**

- A. DBE/SWAM requirement of 7%. Can that be all SWAM? If not what is the split DBE vs. SWAM?

Response: Requirement can be met with SWAM.

- B. Phase 2 duration of 420 days (Substantial) and 450 days (Final) are the same for Base Bid and if any Additive Bids are selected? No additional time for Additive Bids?

Response: No additional time will be added for Additive Bid items.

- C. Contract Forms, Section D 12. Insurance Requirements include the need for Errors and Omissions Policy. Contractor's do not carry E&O policies is this



requirement necessary? Not sure that a project specific policy is available on the market.

Response: Policy could be subject to negotiation with the low bidder.

- D. The drawings only include one page from the 800 series, C800. There are no other phasing pages provided. Can you provide all of the plan documents?

Response: Sheet C800 pertains only to the work at Detention Basin 18.  
Additional phasing information is provided in Appendix D of the Project Manual.

- E. Are CAD drawings available?

Response: CAD files can be requested by providing the Request for Electronic Files form.

## **15. SITE VISIT**

Contractors were provided the opportunity to walk the project site.

# Roanoke Regional Airport

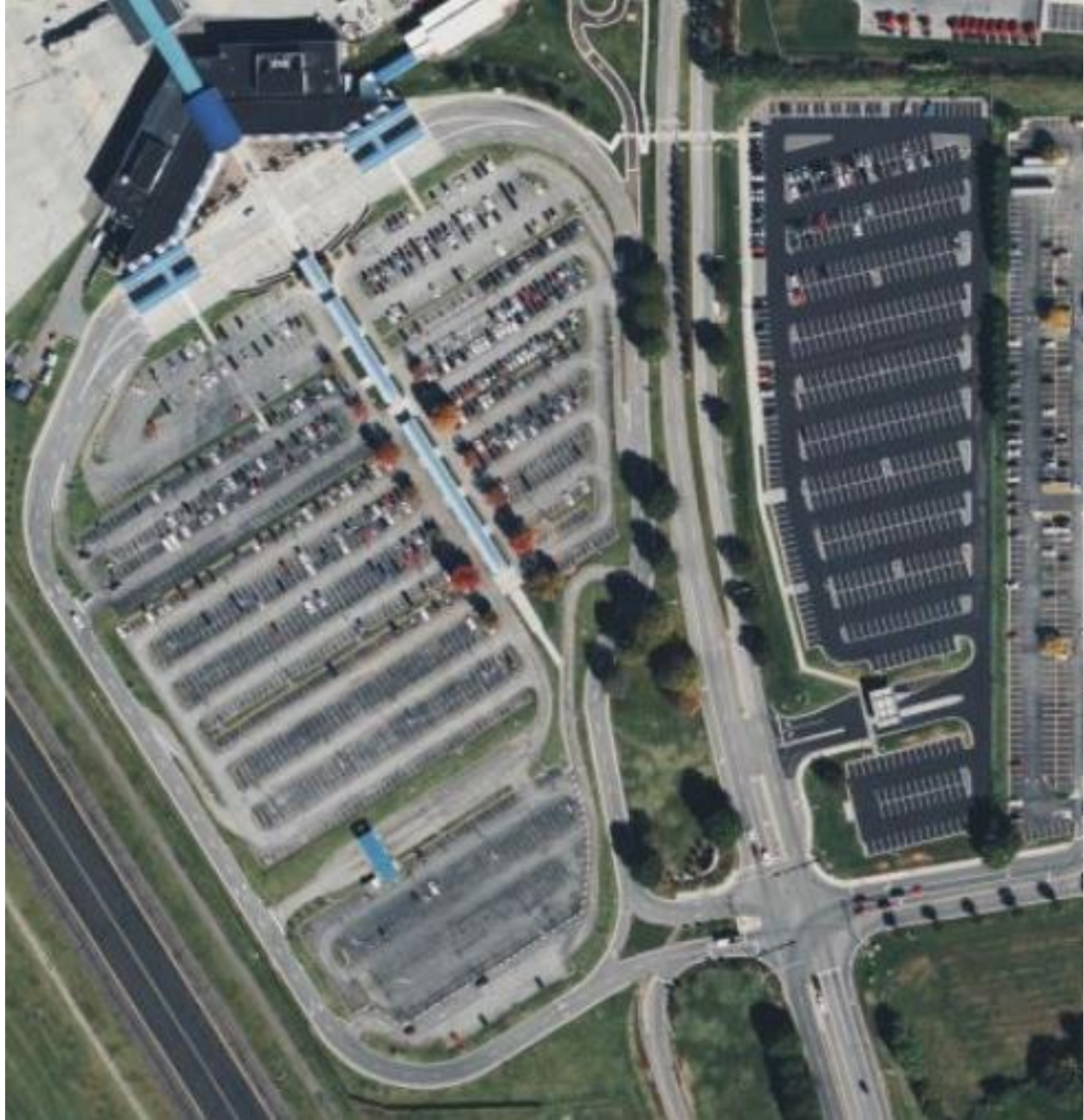
## Parking Lot

### Pre-Bid Meeting Scope Review



August 8, 2023

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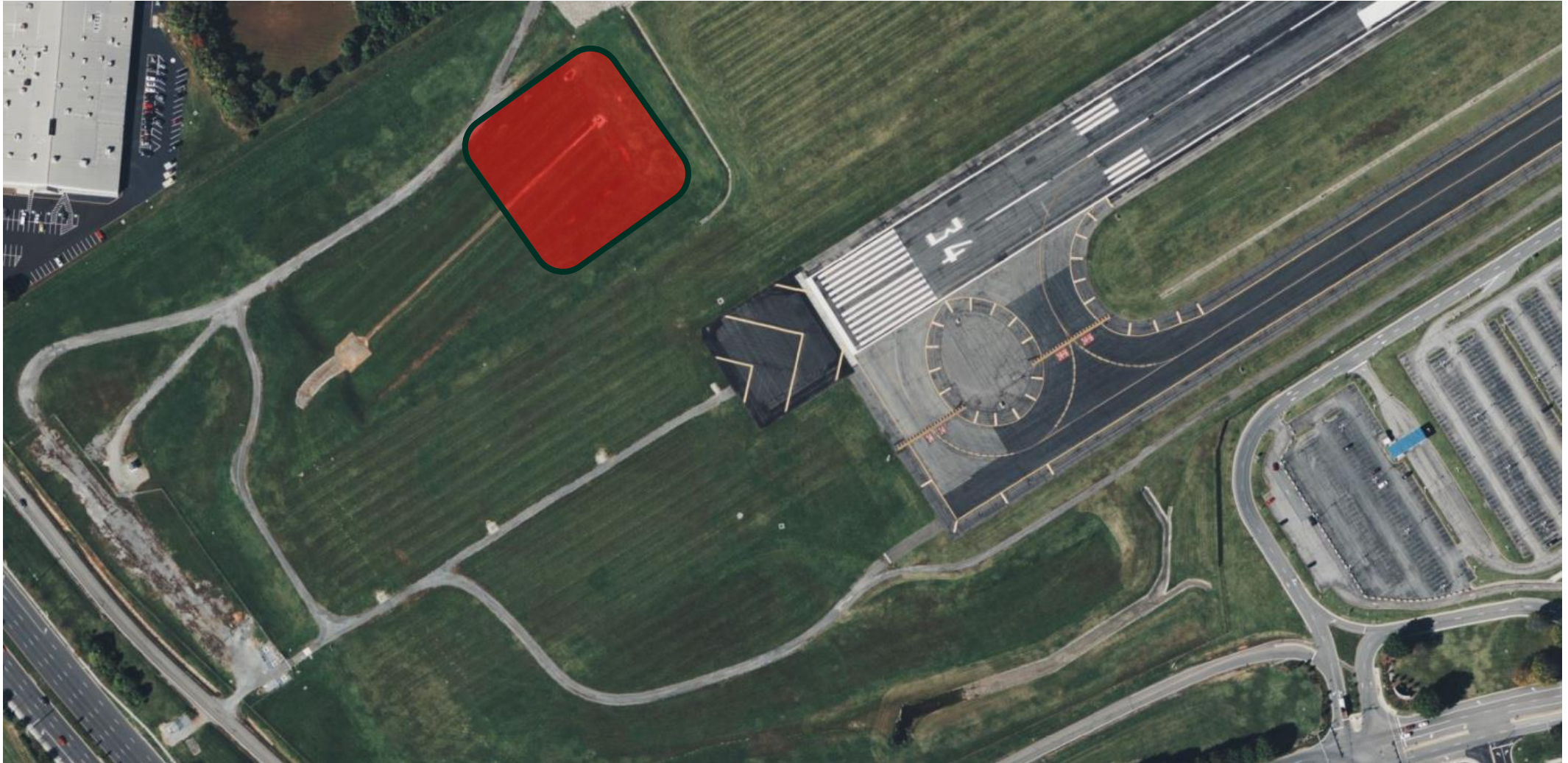


# SCOPE OVERVIEW - SITE





# SCOPE OVERVIEW – DETENTION BASIN



Detention Basin  
Phasing Plan C800



# SCOPE OVERVIEW – LAYDOWN YARD



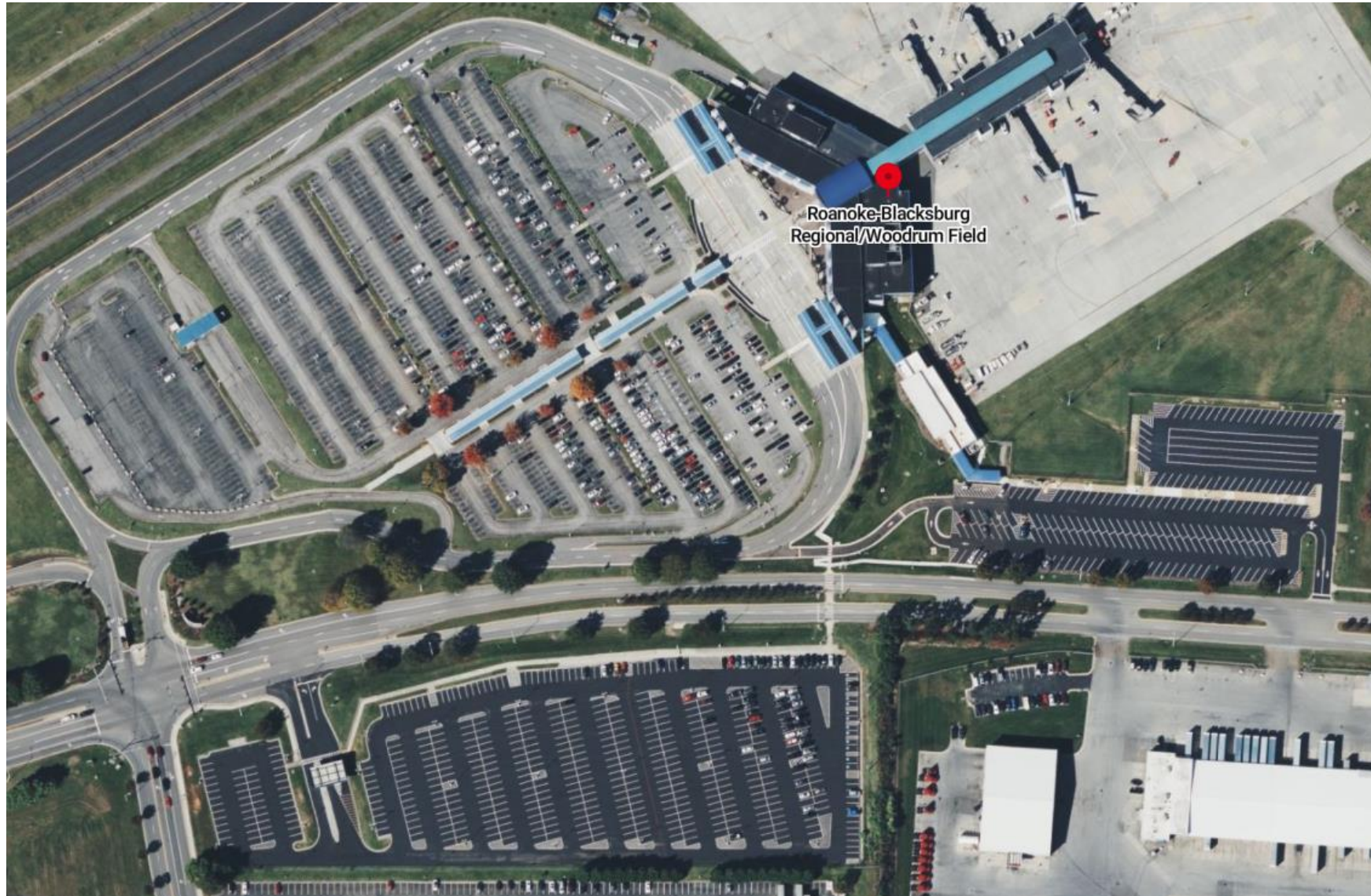
Laydown Yard 1, C700



Laydown Yard 2, C701

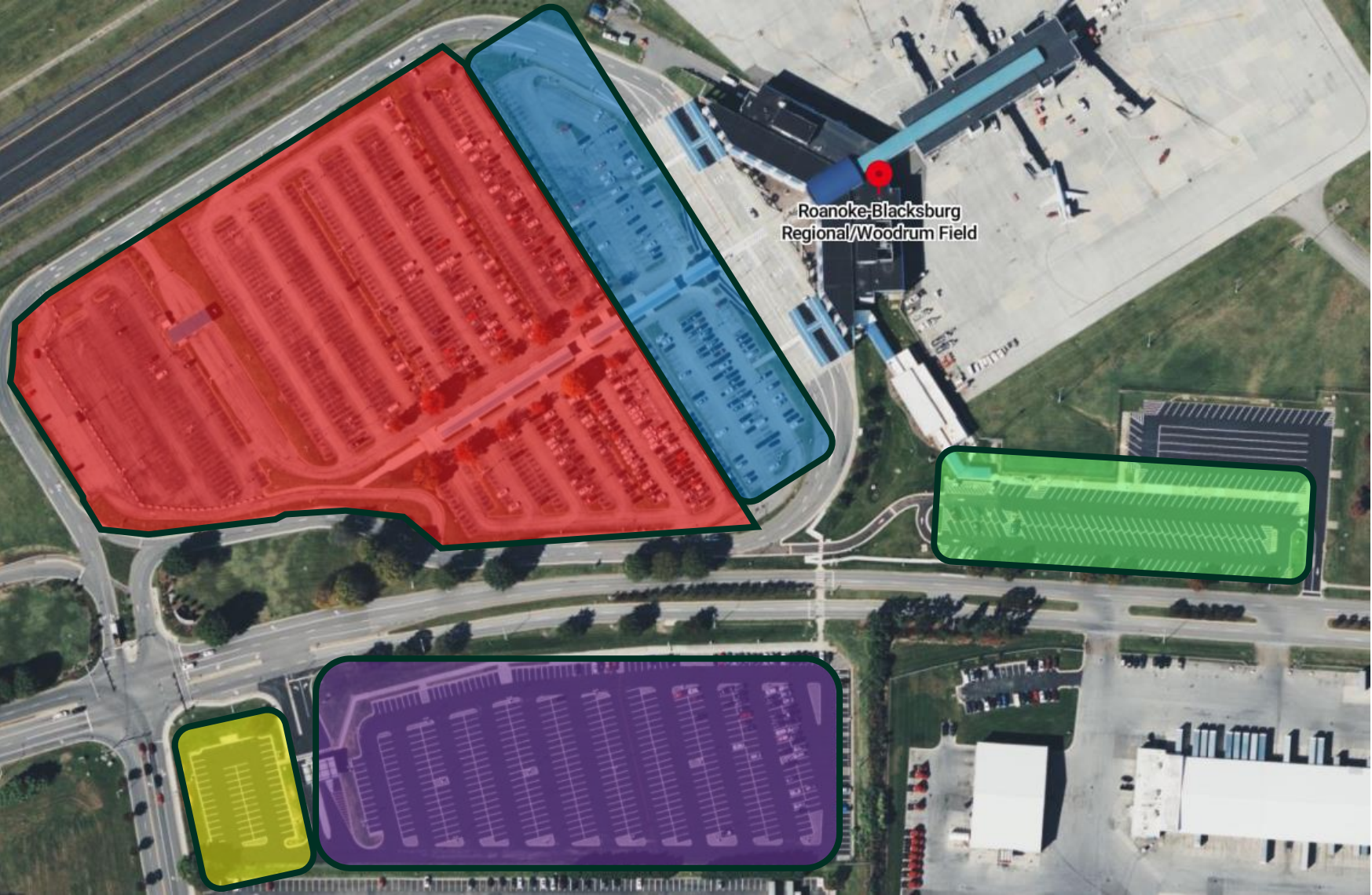


# SCOPE OVERVIEW - SITE





# SCOPE OVERVIEW – PARKING AREAS



- Short Term
- Long Term
- Cell Phone Lot
- Overflow
- Rental Car



# SCOPE OVERVIEW – LIMITED DEMOLITION



## Structure Demolition:

-  Exit Booth and Parking Entry Demolition
-  Existing Planter and Ramp Demolition





# SCOPE OVERVIEW



New Asphalt & Milling and Overlay:

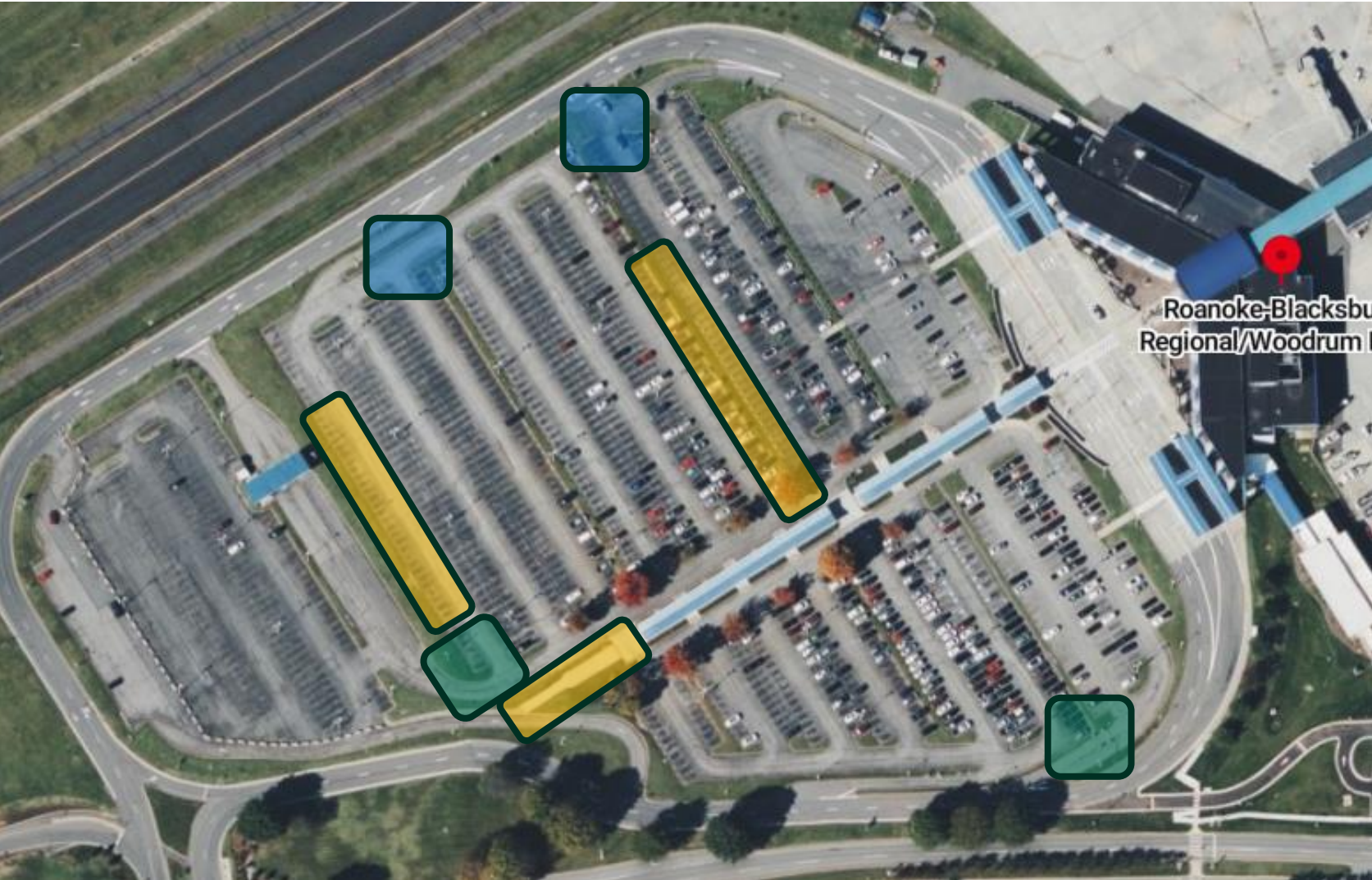
-  New Pavement
-  Milling & Overlay




Concrete: 0.54 Acres  
Asphalt: 5.20 Acres  
Milling & Overlay: 6.51 Acres





# SCOPE OVERVIEW – NEW STRUCTURES







-  New Vehicle Entry Canopy
-  New Vehicle Entry / Exit Canopy
-  New Pedestrian Canopy

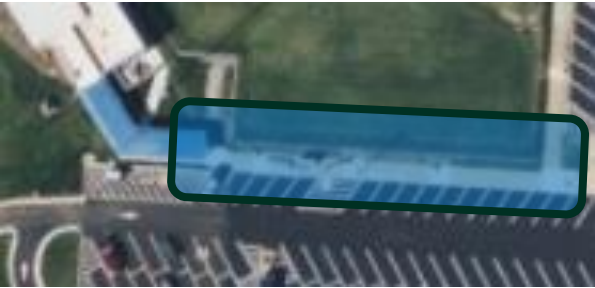




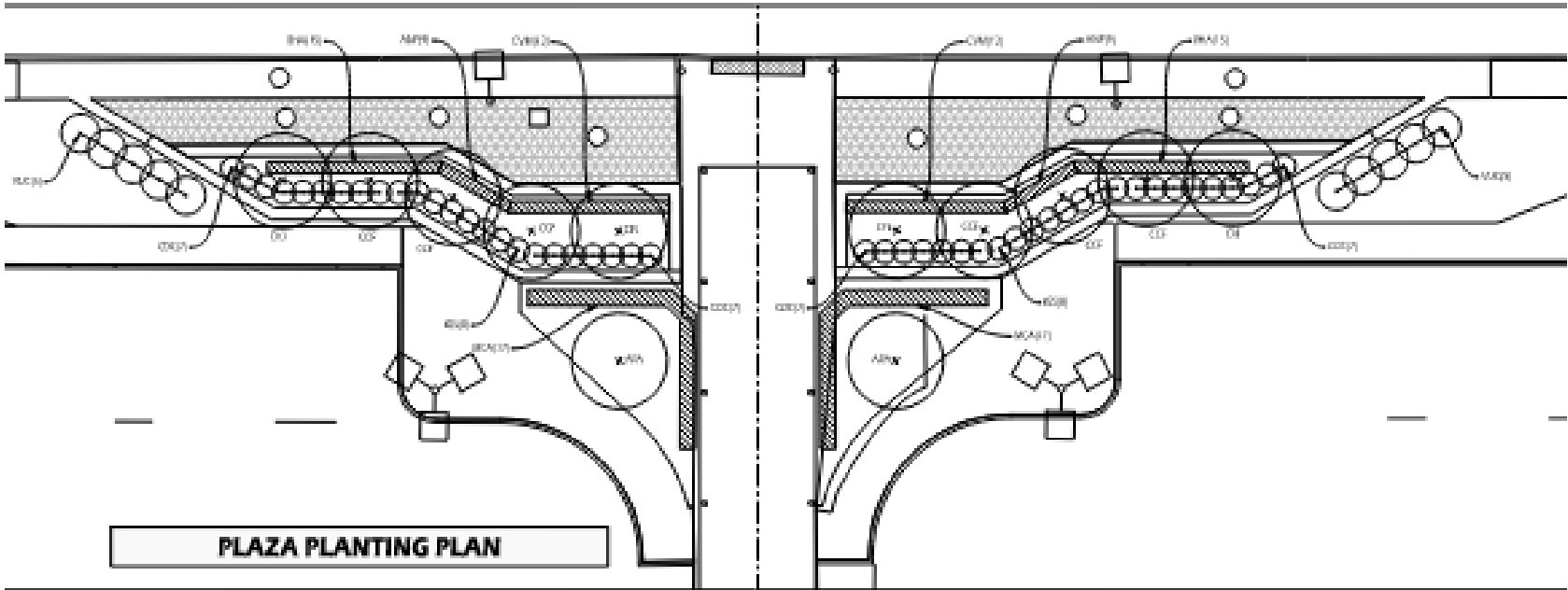
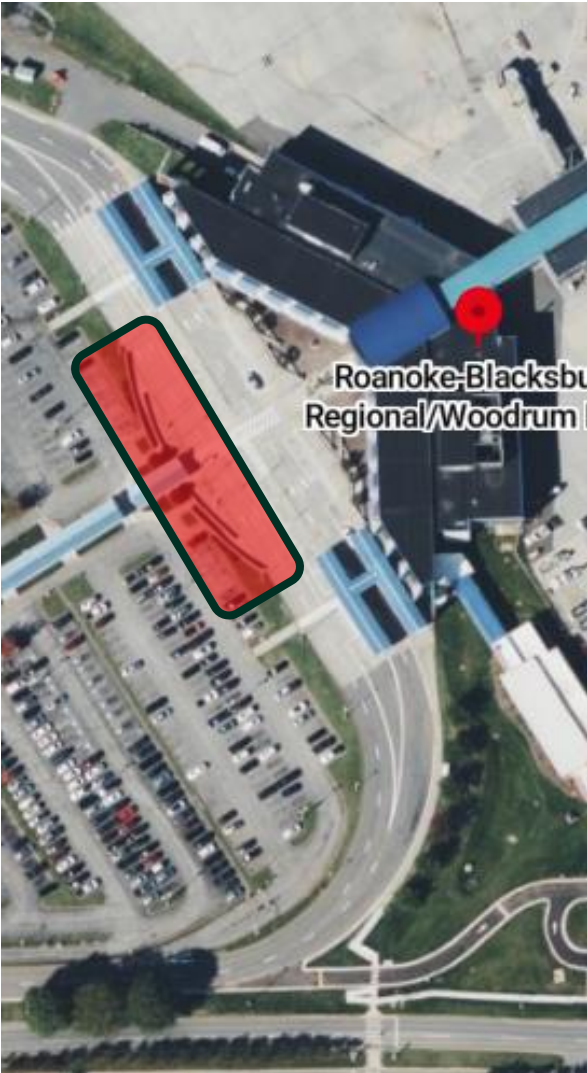
# SCOPE OVERVIEW – ADDITIVE BID ITEMS



-  Additive Bid 1
-  Additive Bid 2
-  Additive Bid 3
-  Base Bid Canopy



# SCOPE OVERVIEW – PLAZA PLANTING & HARDSCAPE

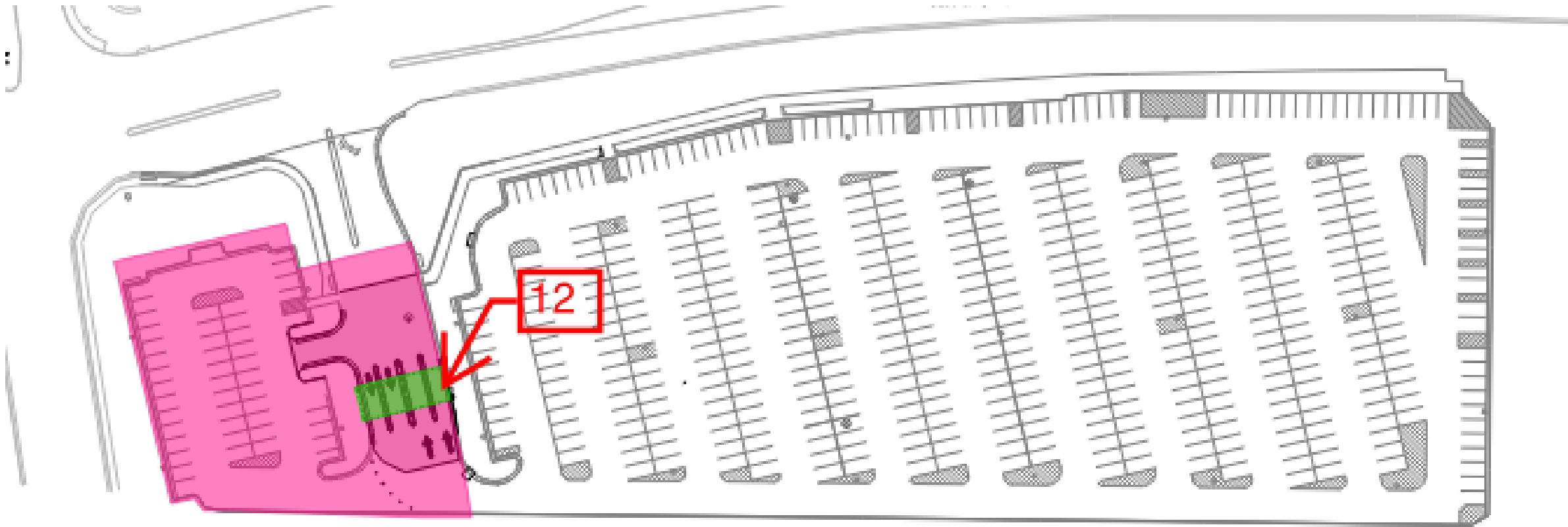


Existing Plaza

NOTE: Additional Landscape work throughout project area.

- 13 Phases have been developed to maintain existing Airport parking operations to the greatest extent possible.
- Phasing plans generally indicate the main work phase area. Additional work outside of the phase should be anticipated and any conflicts with parking operations shall be coordinated with the Airport.
- Phasing plan does not include the work required for Detention Basin 18. Work in this area shall be scheduled to occur during the runway shutdown as part of another project.
- Contractor shall maintain all areas outside of the current work phase area to allow for continued use.

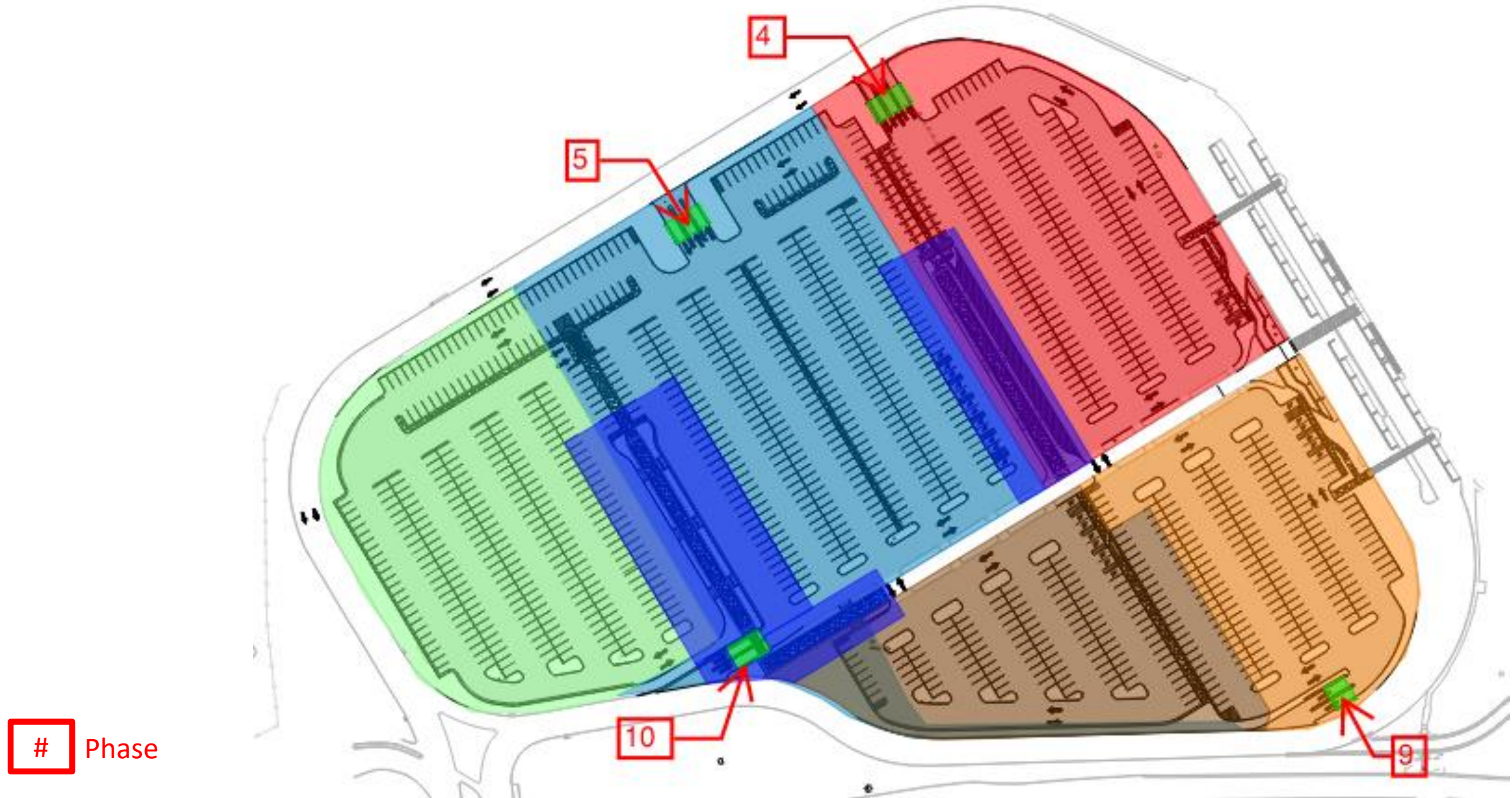
# PHASING PLAN – OVER NEW LAYOUT



# Phase



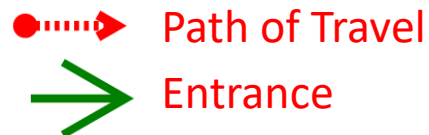
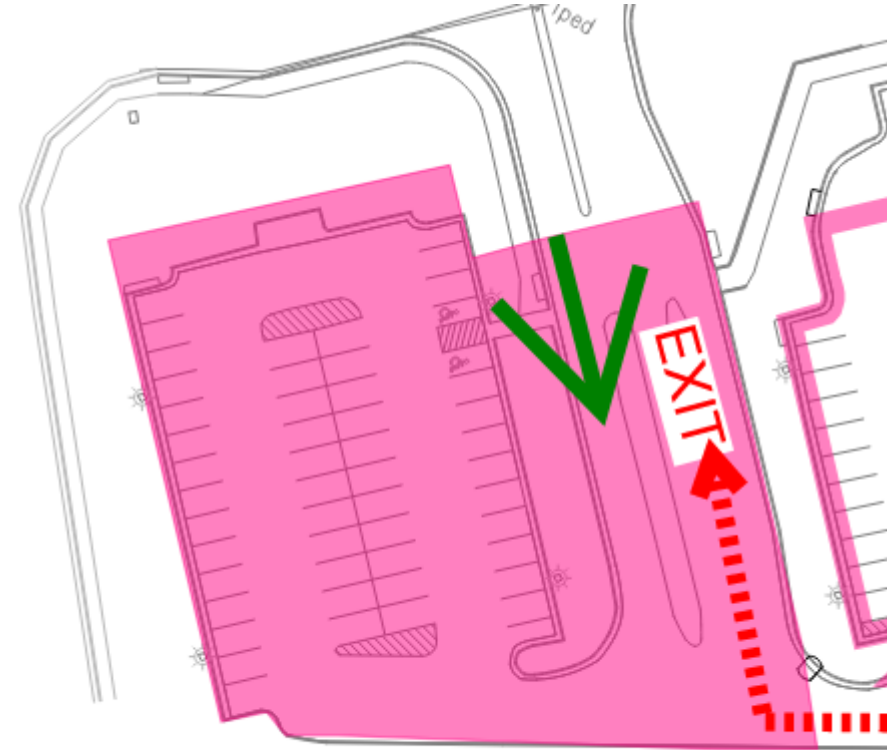
# PHASING PLAN – OVER NEW LAYOUT



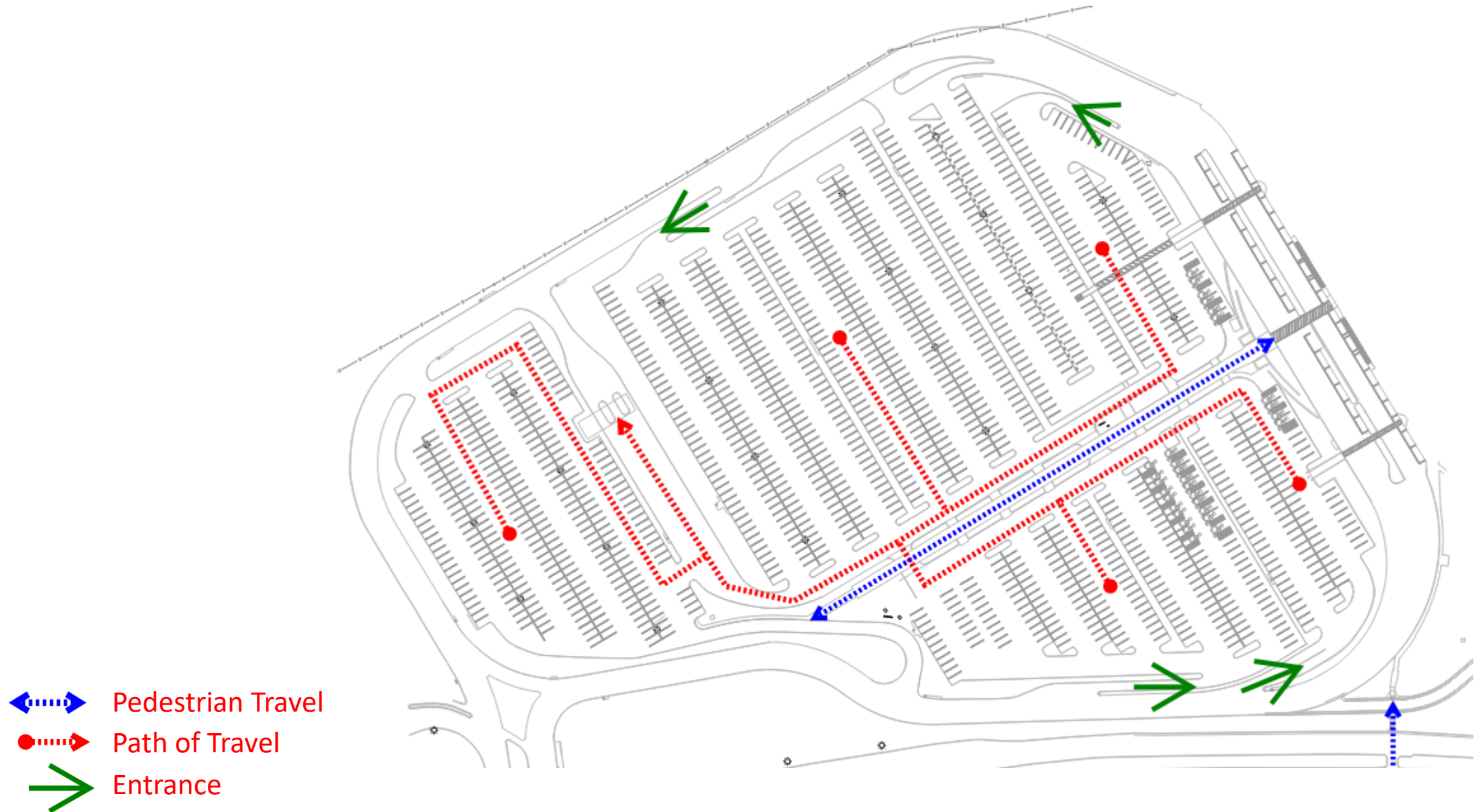


# PHASE 1 – CELL PHONE LOT

- Relocate 52 Parking Spaces during construction.
- Demo existing canopy and medians.
- New entry into Cell Phone lot.
- New medians.
- Set new equipment.



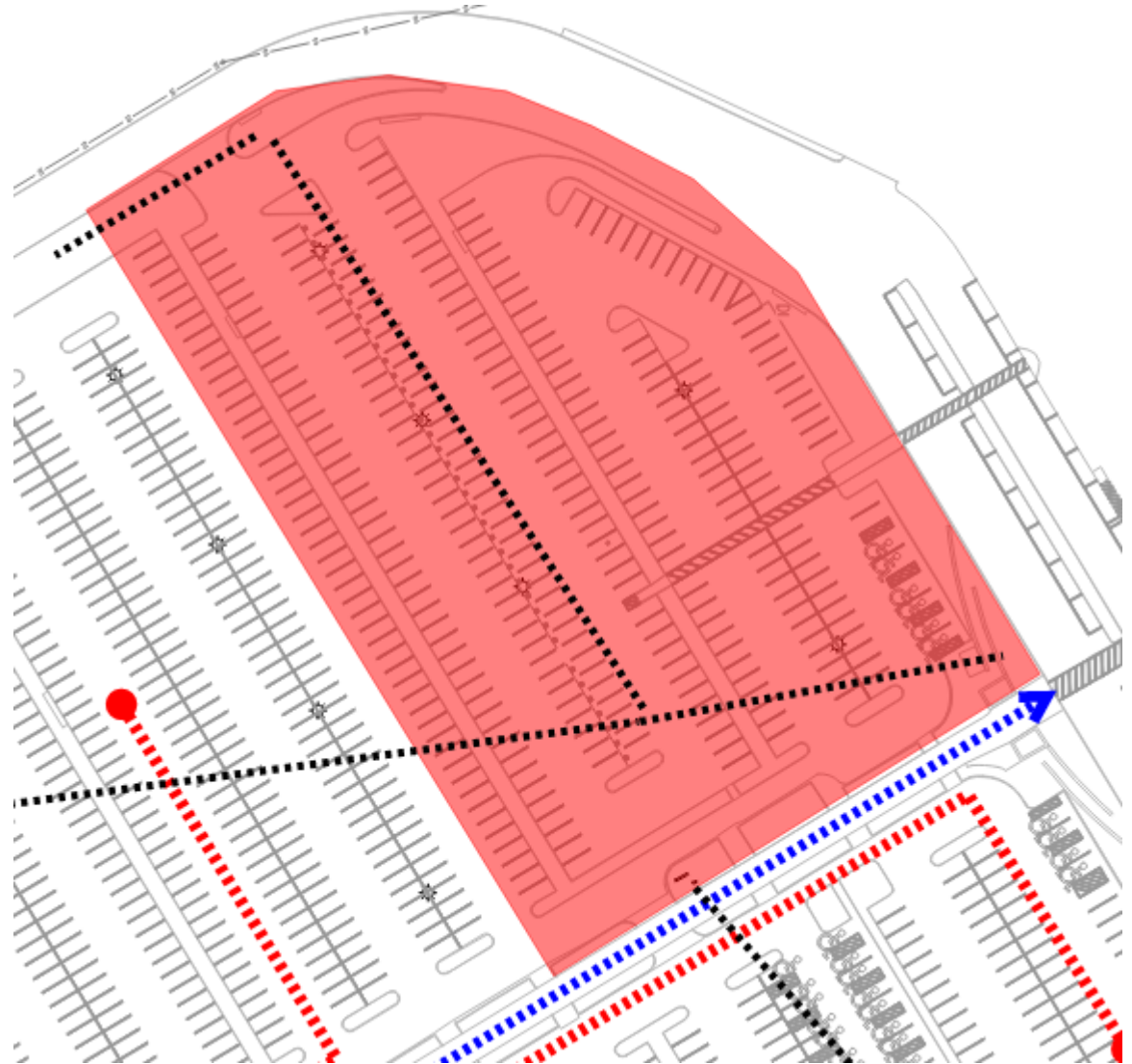
# PHASE 1 – CELL PHONE LOT



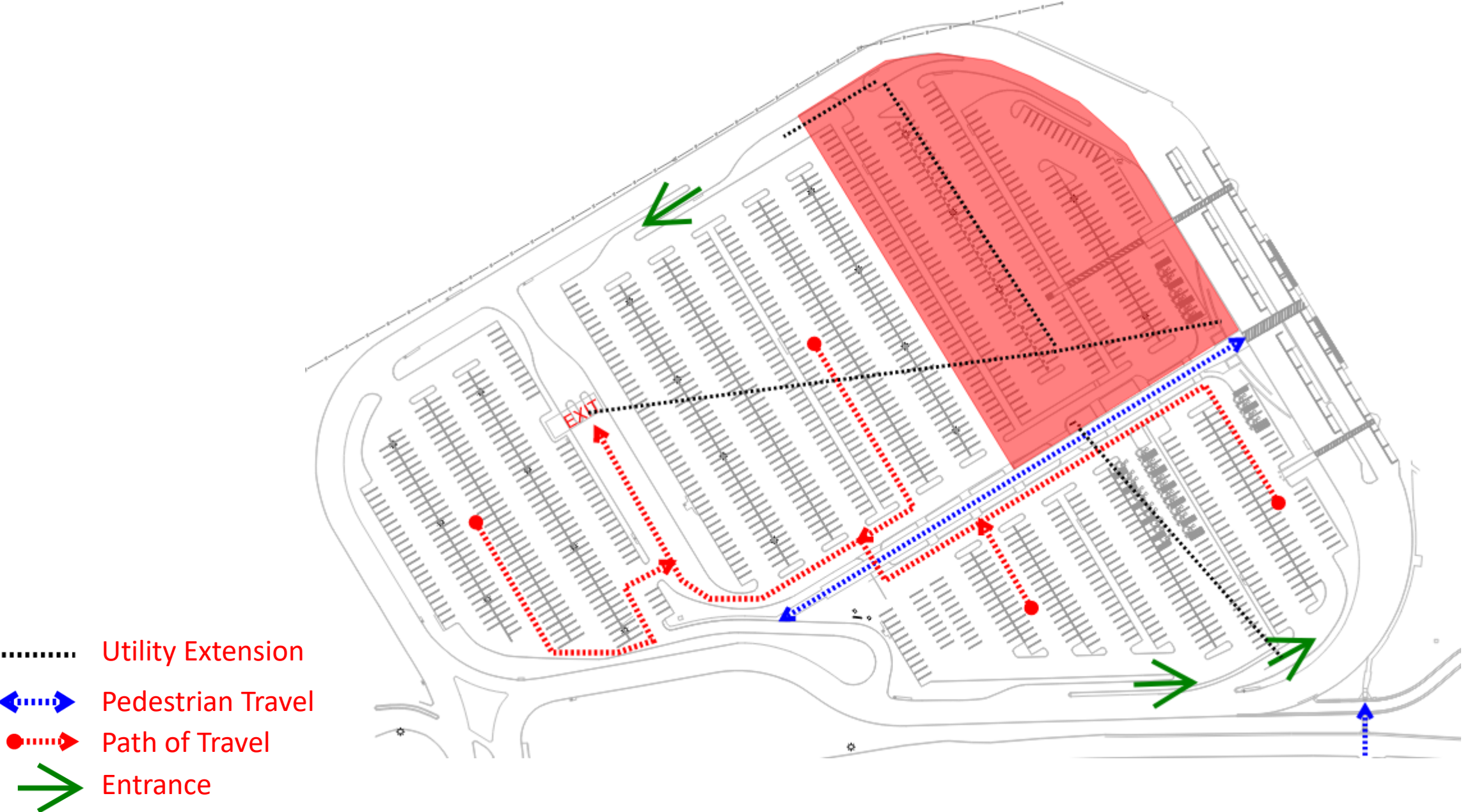
# PHASE 2 – WEST PREFERRED LOT

- Relocate 326 Parking Spaces during construction.
- Electrical splice to existing exit canopy.
- Extend circuit for West Standard Lot lighting.
- Power path from transformer to new East Preferred entry.
- New medians.
- Set new equipment.

- ..... Utility Extension
- ..... Pedestrian Travel
- ..... Path of Travel



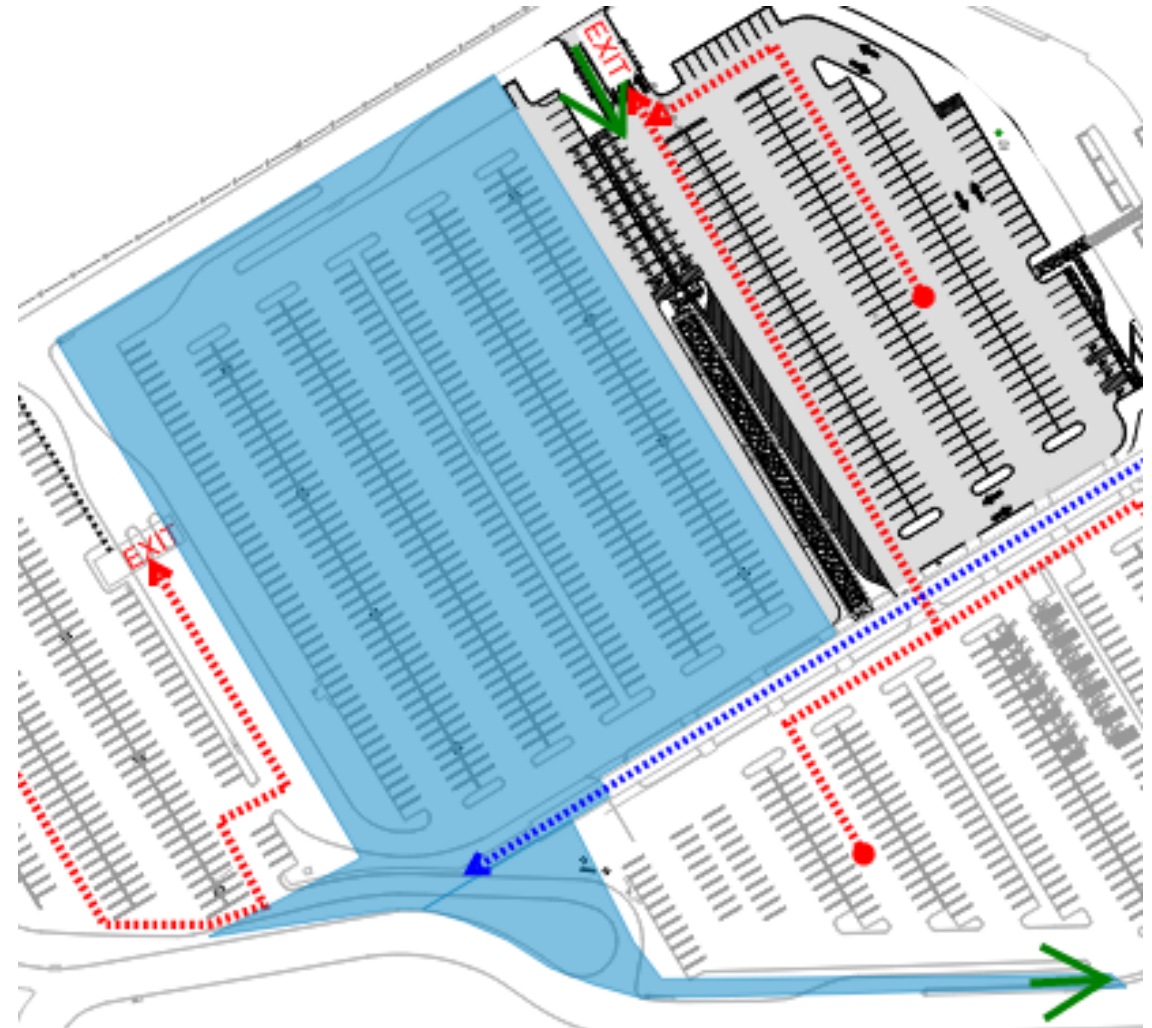
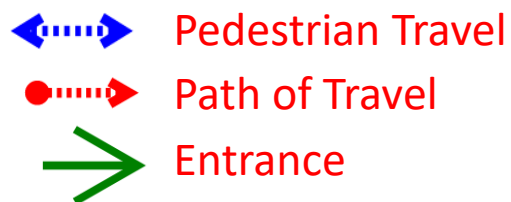
# PHASE 2 – WEST PREFERRED LOT



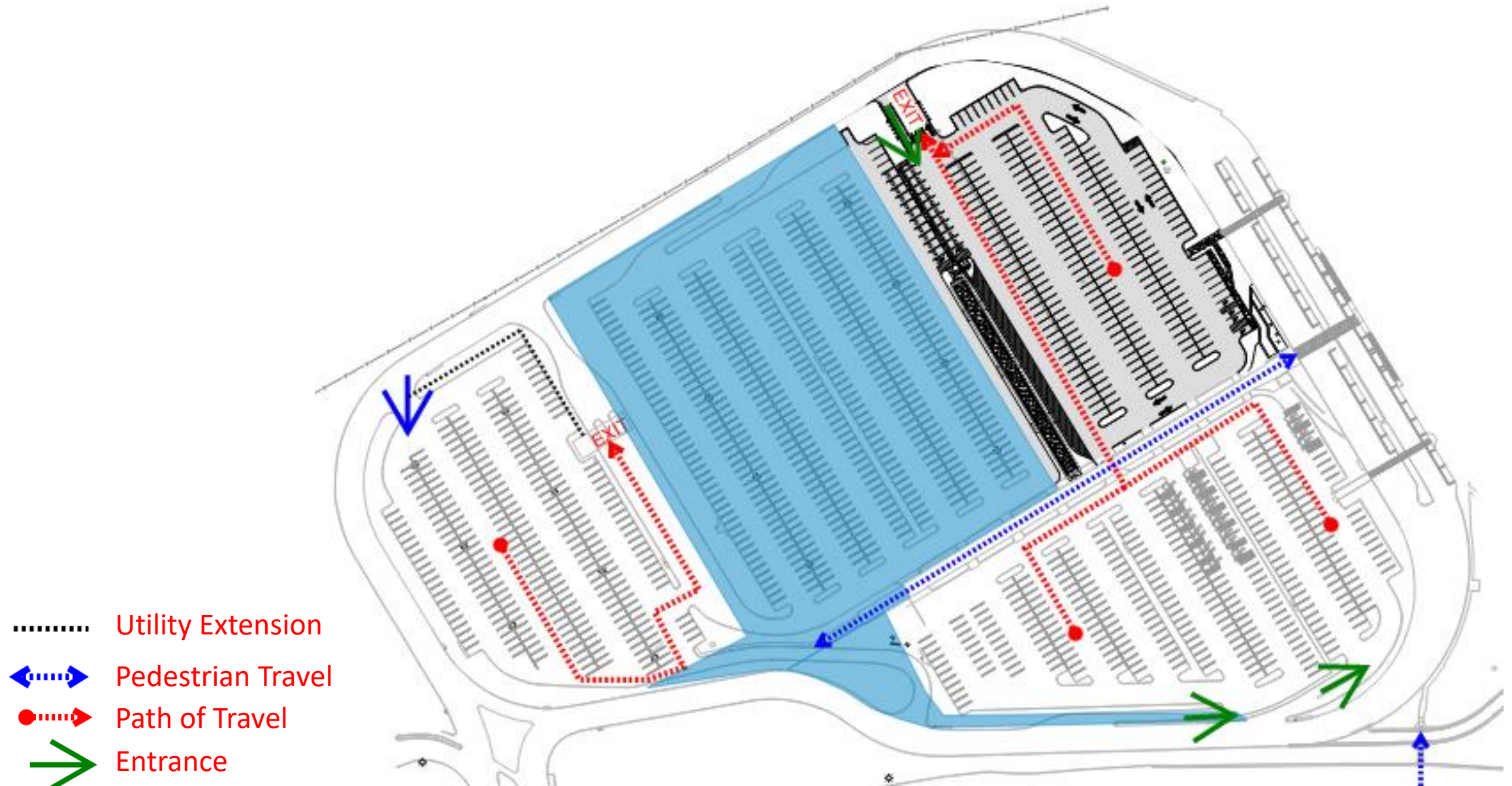


# PHASE 3 – WEST STANDARD LOT

- Relocate 487 Parking Spaces during construction.
- Temporary lighting to West Standard Lot.
- Temporary entrance to West Standard Lot.
- New medians.
- Set new equipment.

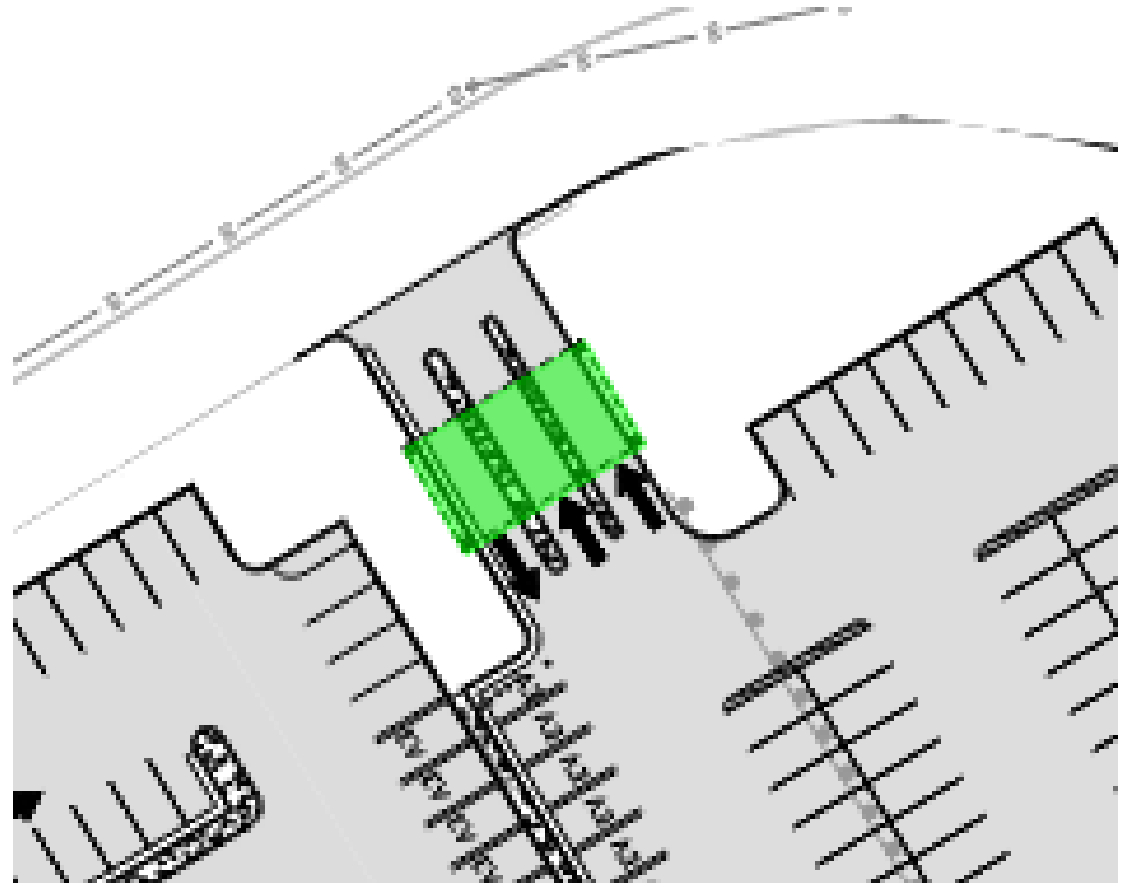


# PHASE 3 – WEST STANDARD LOT



# PHASE 4 – WEST PREFERRED LOT ENTRY / EXIT CANOPY

- West Preferred Entry/Exit closed.





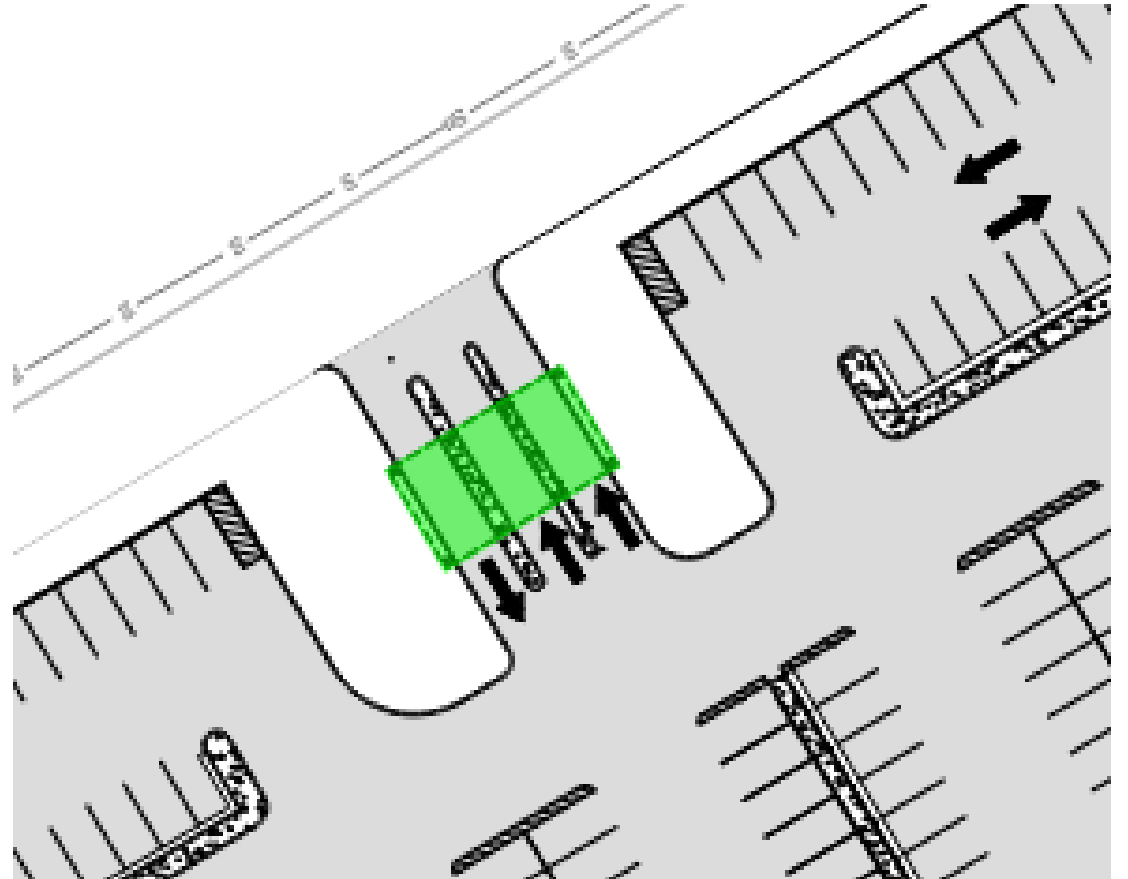
# PHASE 4 – WEST PREFERRED LOT ENTRY / EXIT CANOPY



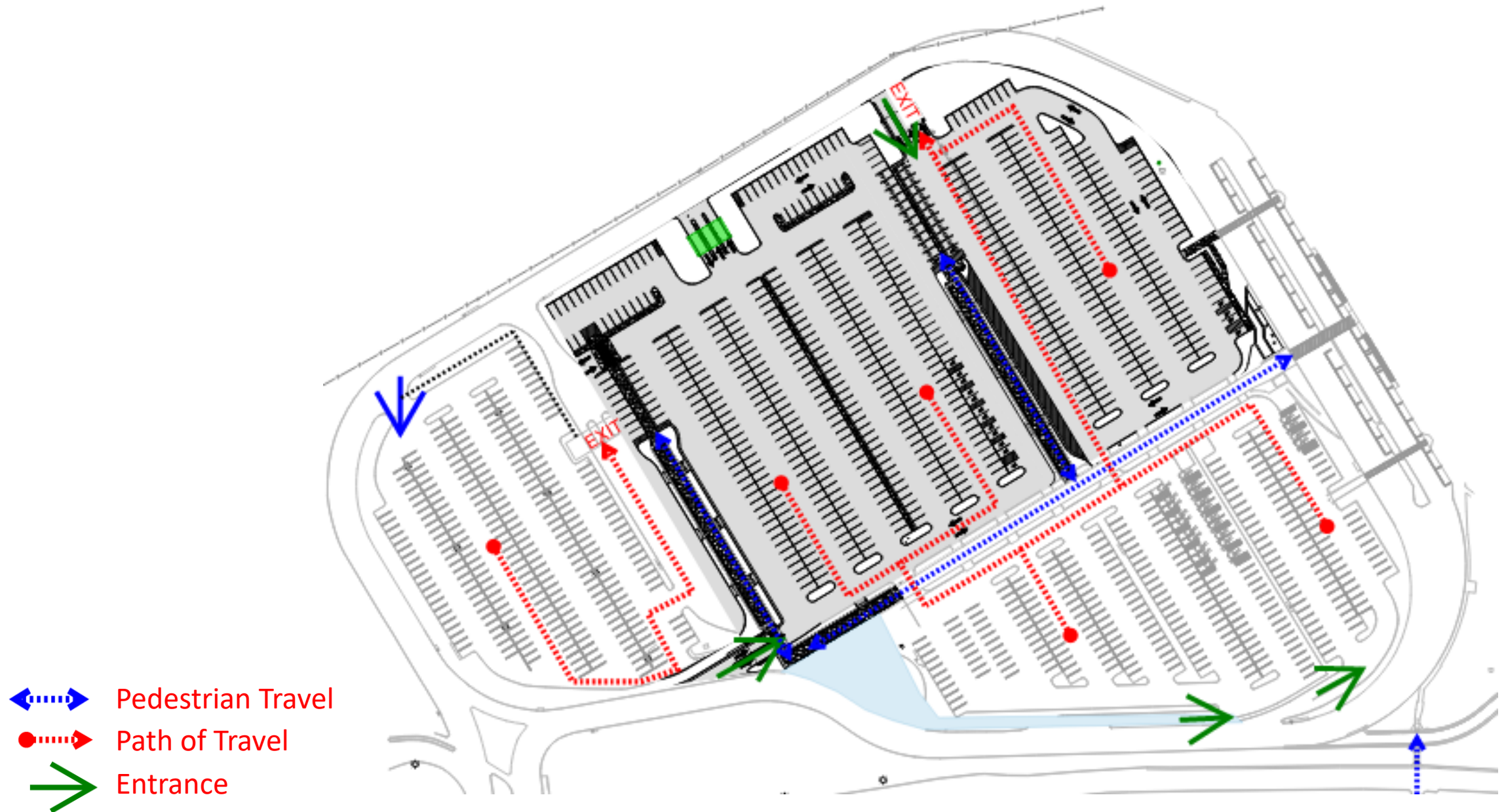


# PHASE 5 – WEST STANDARD LOT ENTRY / EXIT CANOPY

- West Standard Entry/Exit closed.

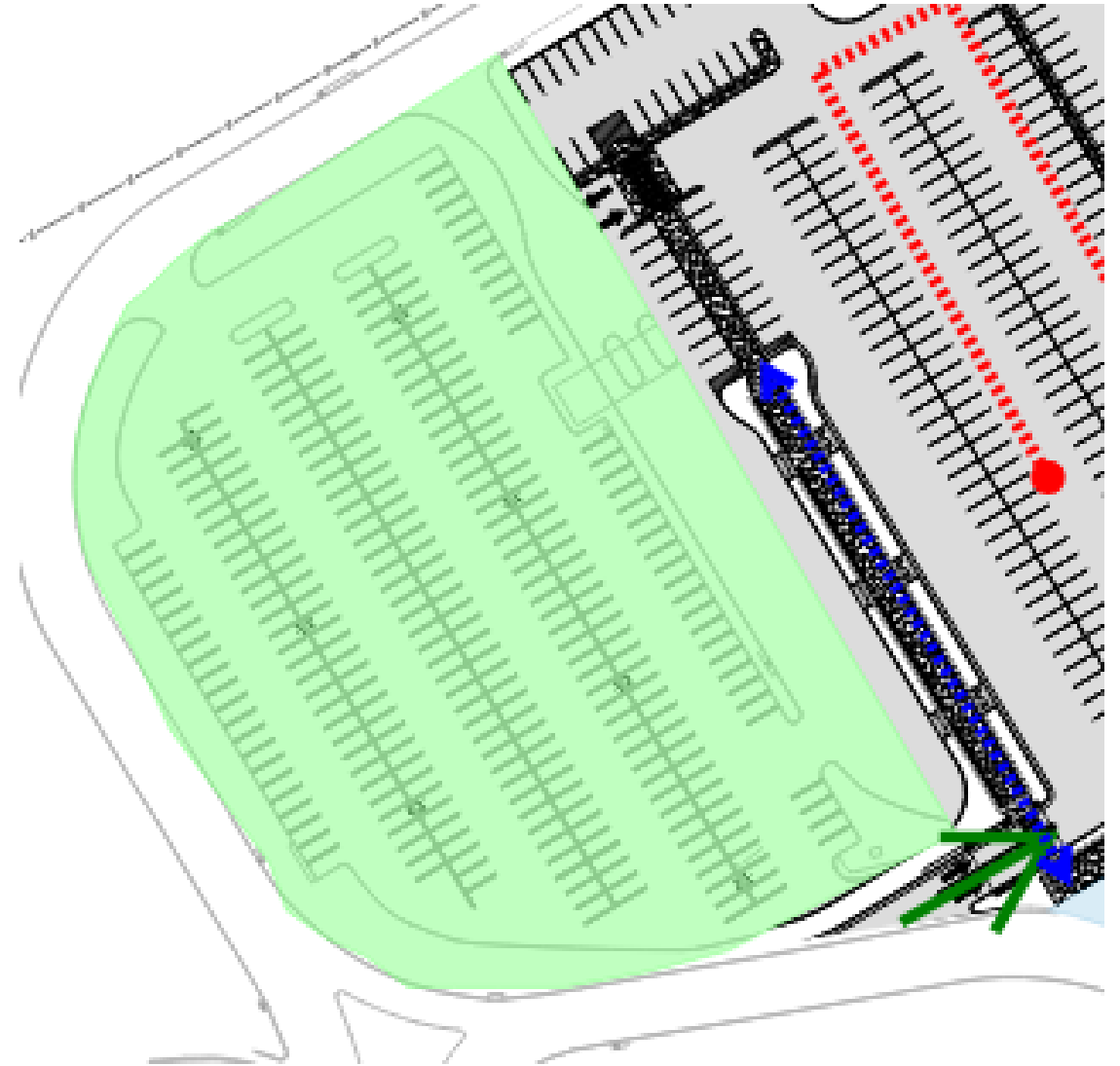
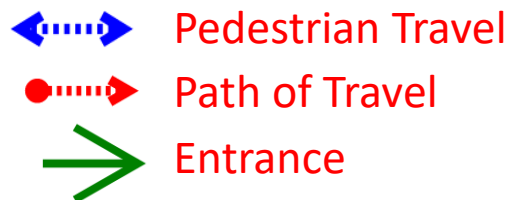


# PHASE 5 – WEST STANDARD LOT ENTRY / EXIT CANOPY



# PHASE 6 – WEST STANDARD LOT

- Relocate 276 Parking Spaces during construction.
- East Standard Entry could be closed off.

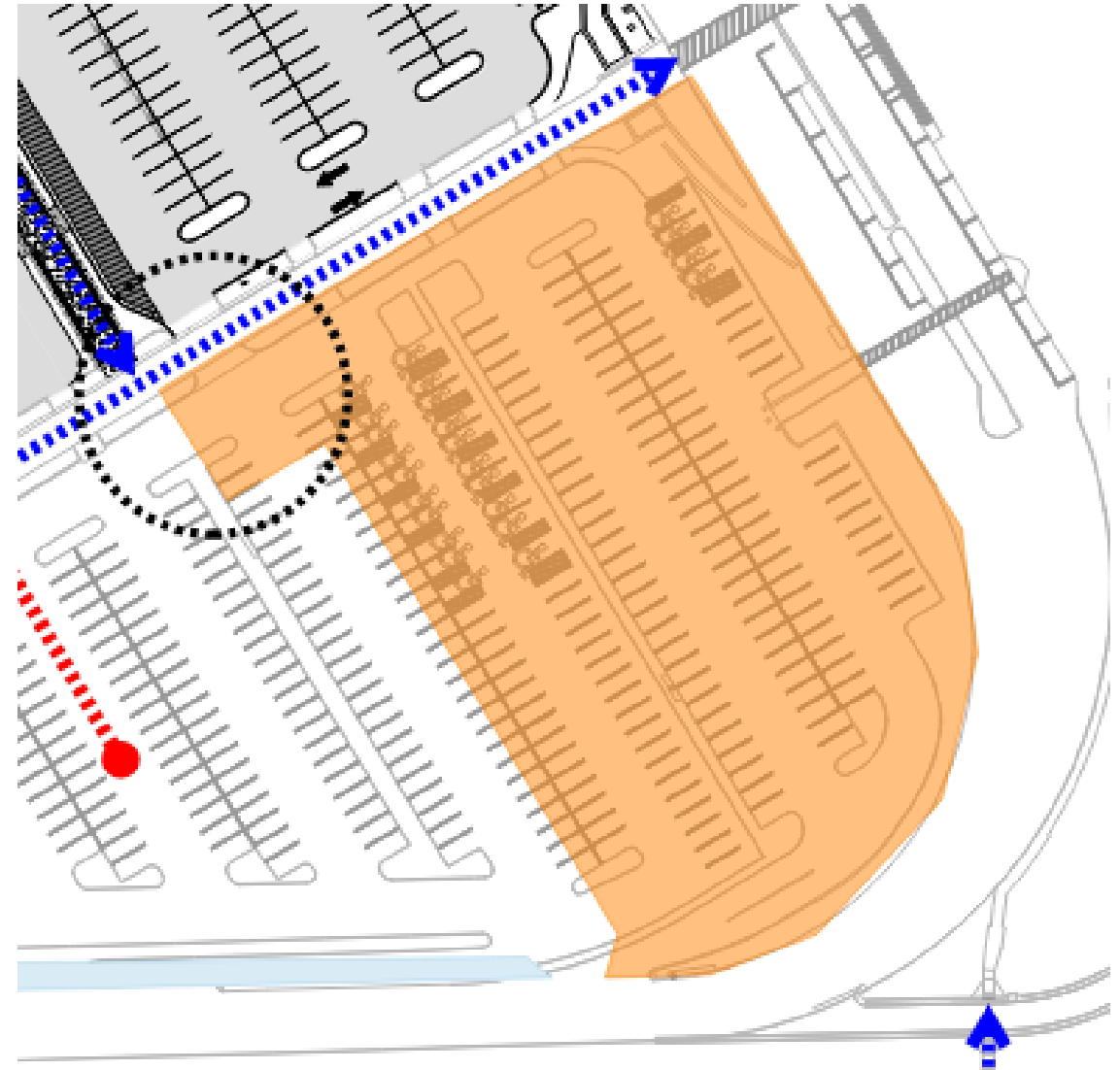
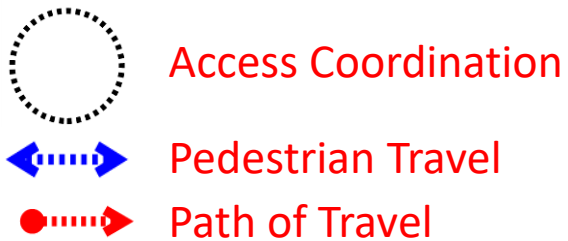


# PHASE 6 – WEST STANDARD LOT

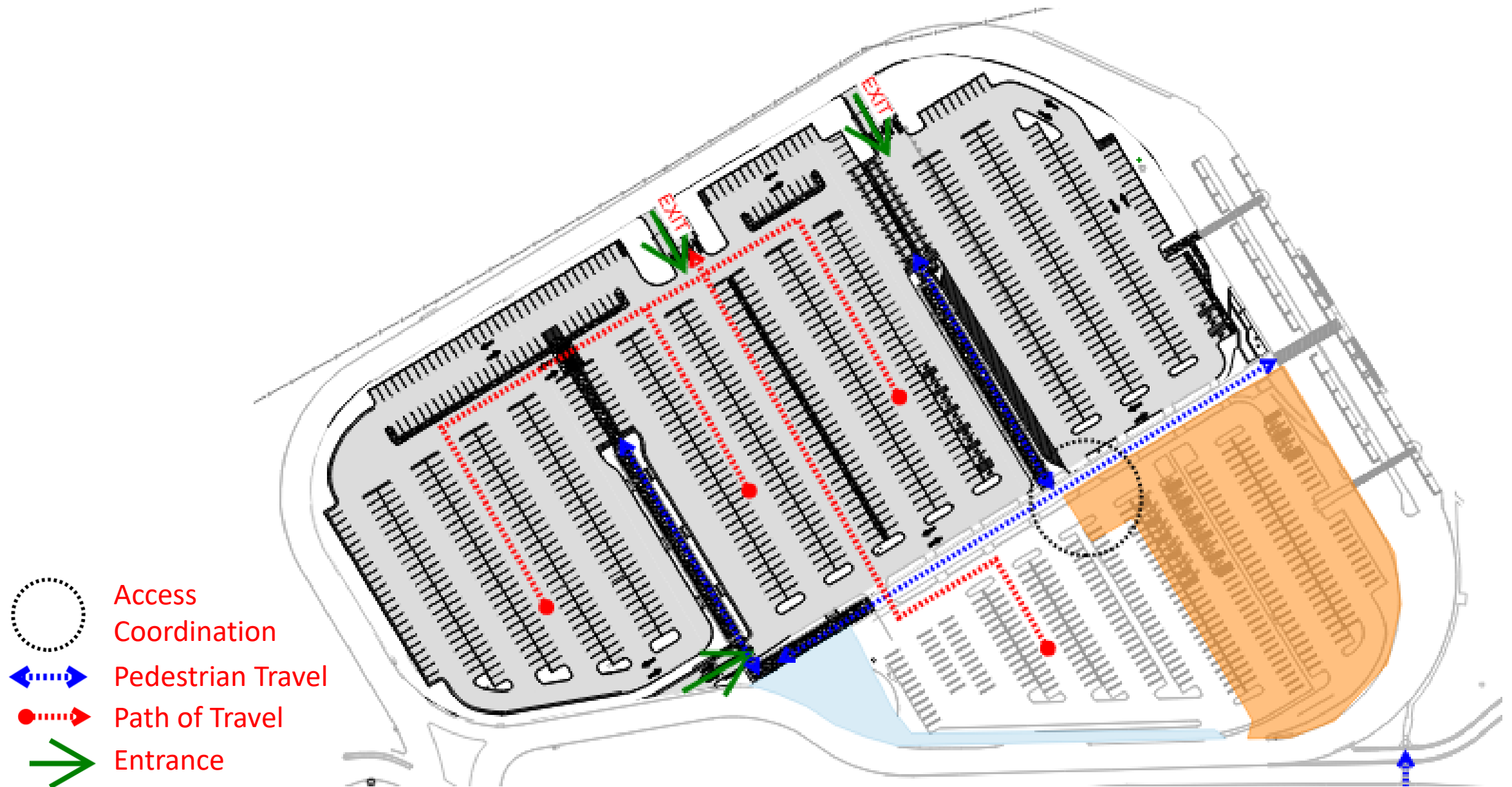


# PHASE 7 – EAST PREFERRED LOT

- Relocate 185 Parking Spaces during construction.
- Temporary lighting to East Standard Lot.
- New medians.
- Set new equipment.



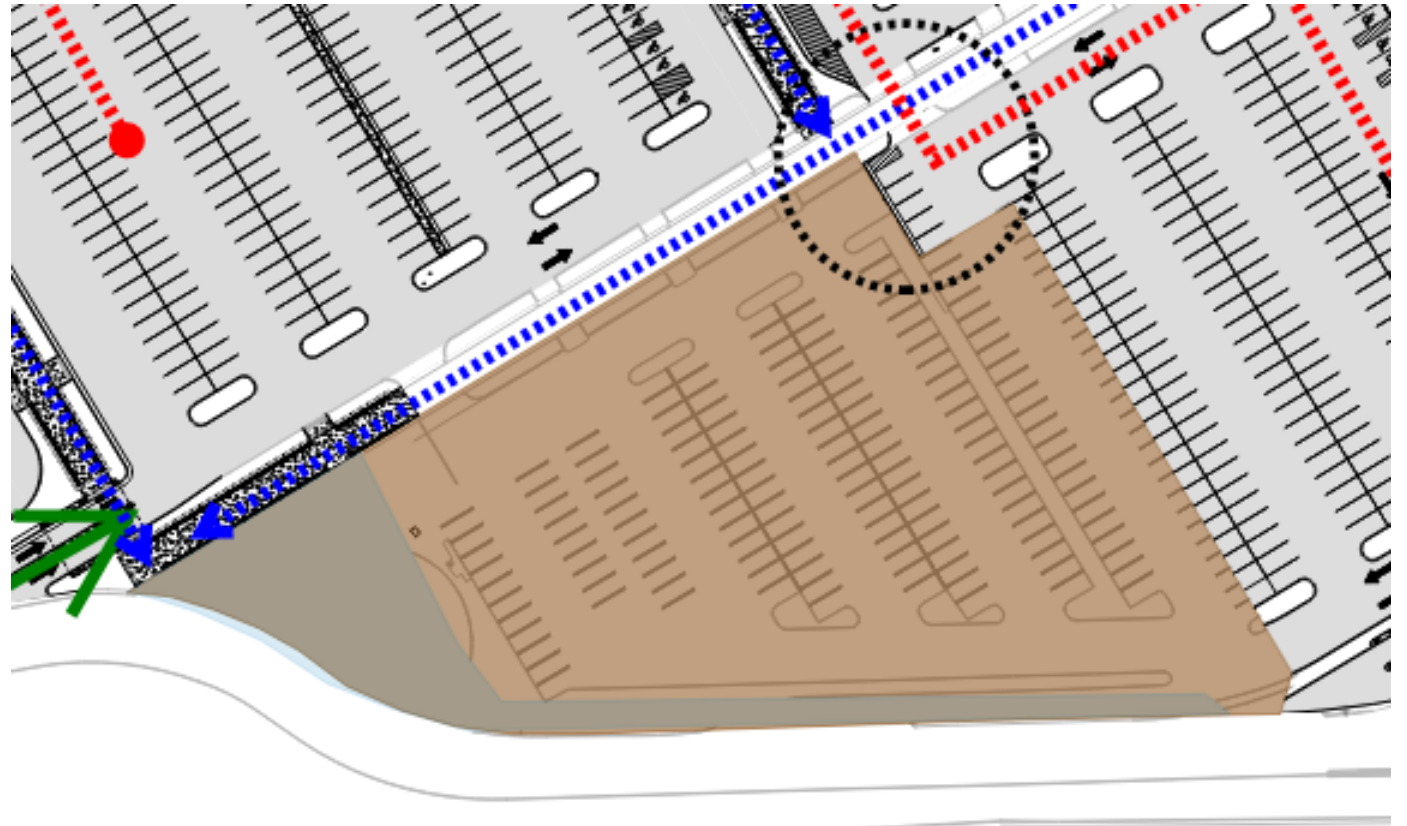
# PHASE 7 – EAST PREFERRED LOT



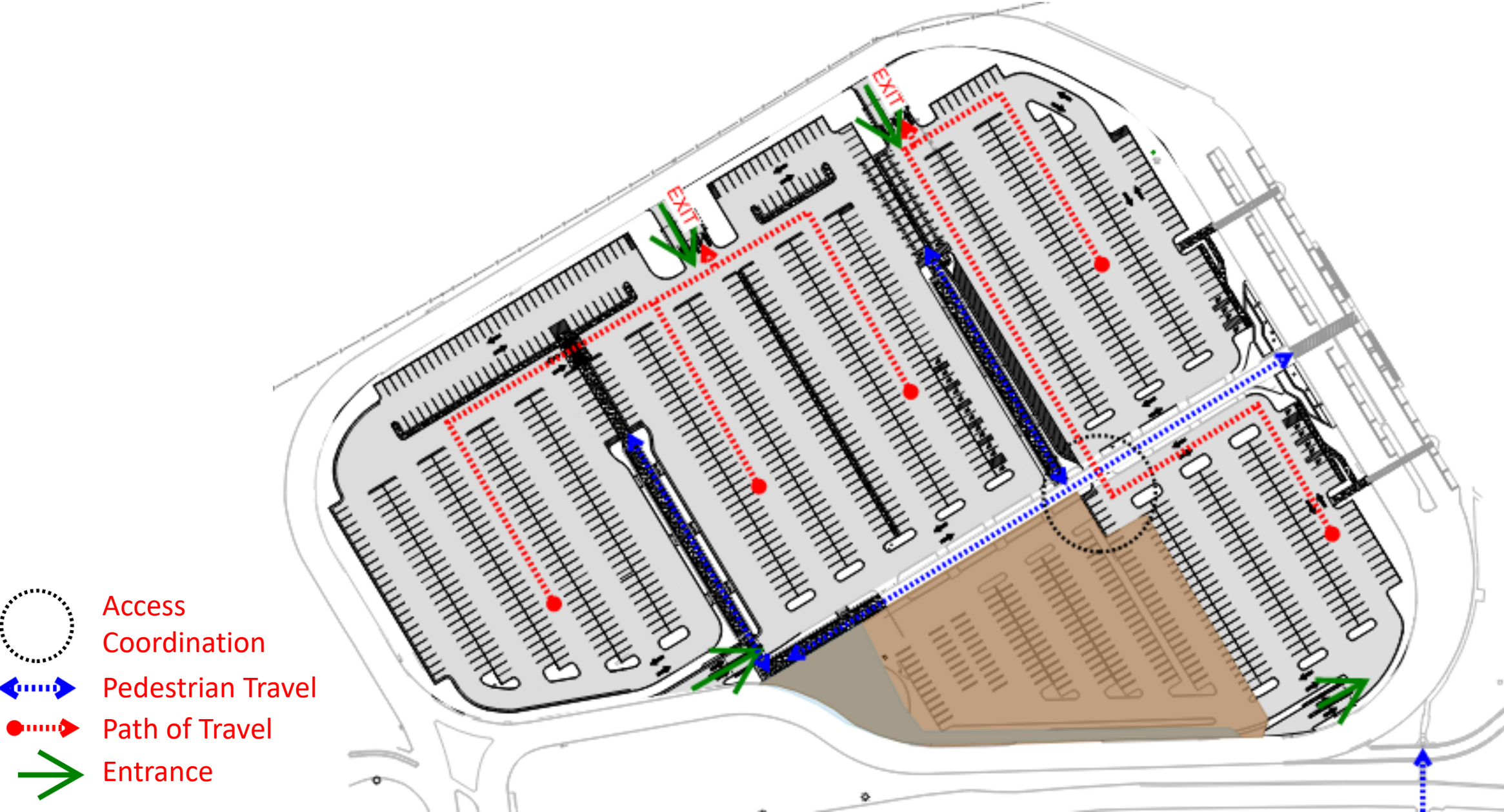


# PHASE 8 – EAST STANDARD LOT

- Relocate 141 Parking Spaces during construction.



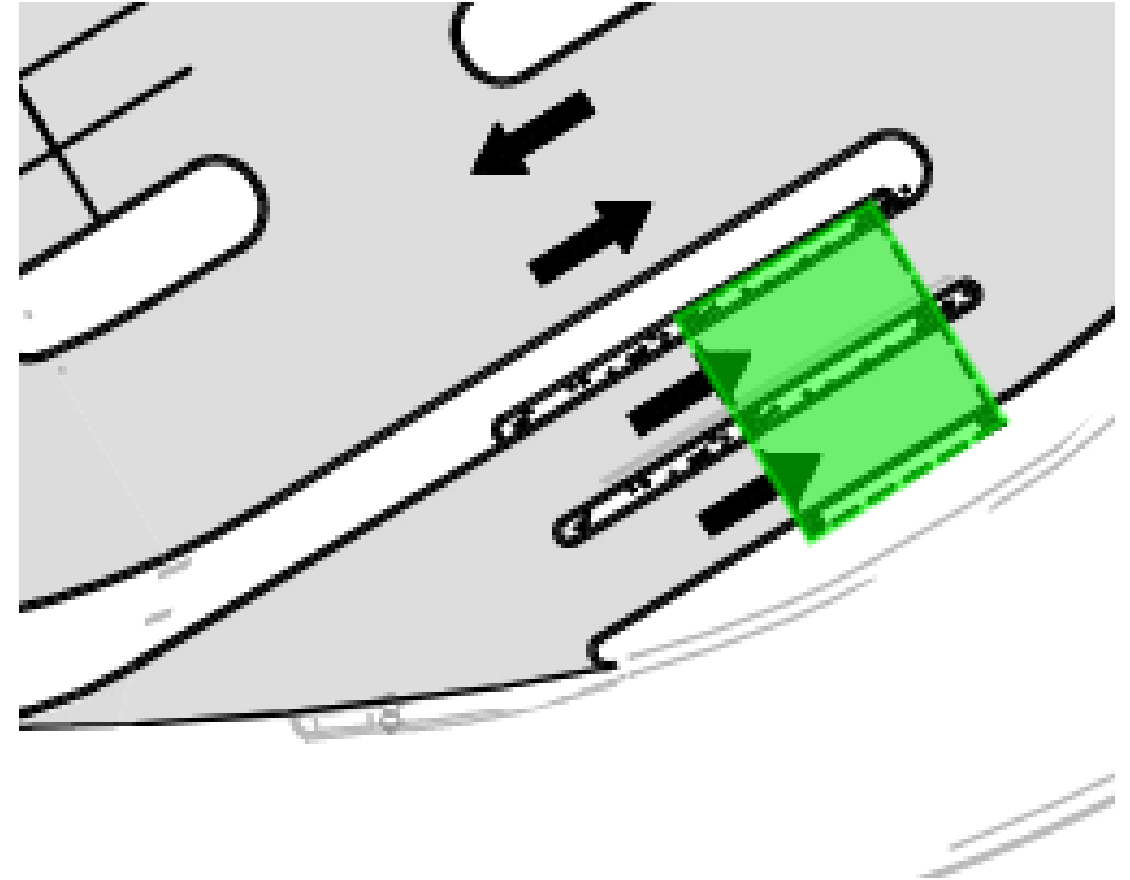
# PHASE 8 – EAST STANDARD LOT



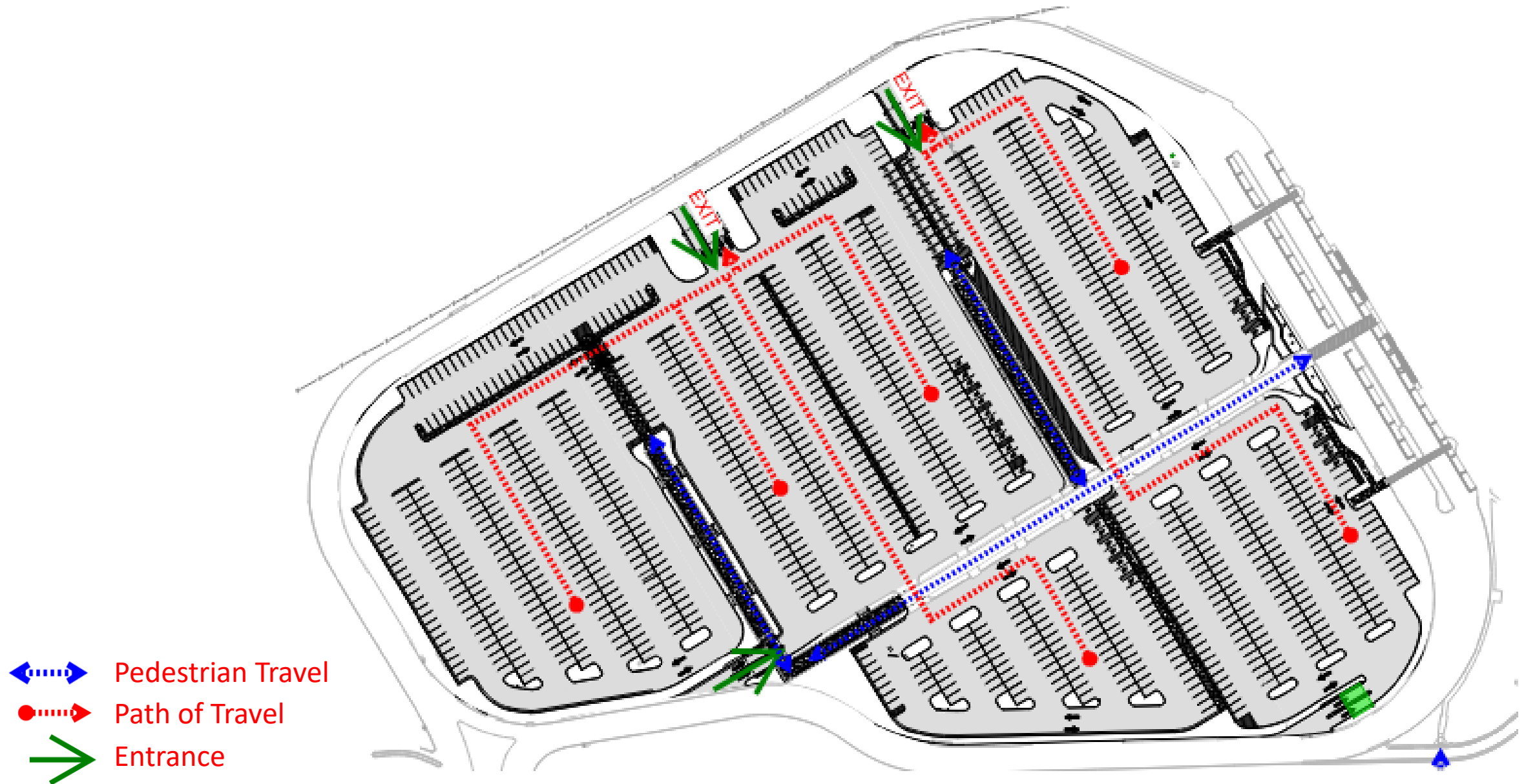


## PHASE 9 – EAST PREFERRED LOT ENTRY CANOPY

- East Preferred entrance closed.

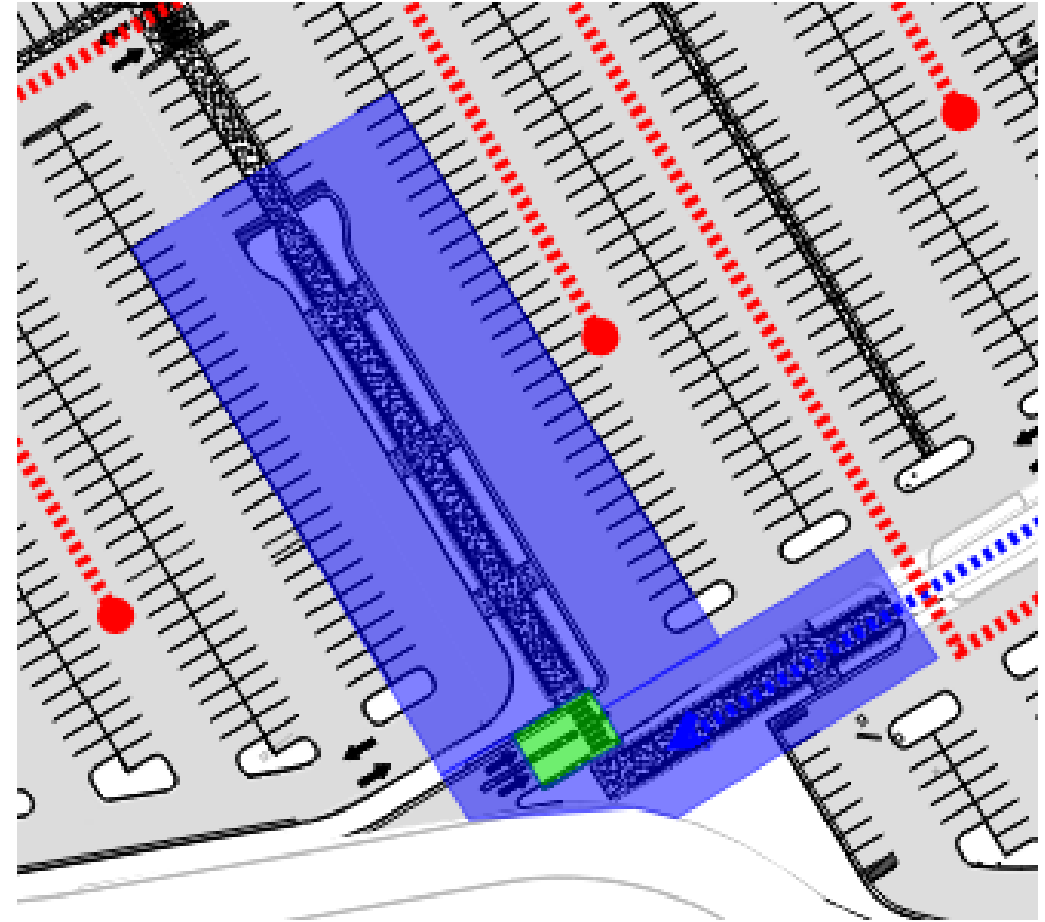


# PHASE 9 – EAST PREFERRED LOT ENTRY CANOPY



# PHASE 10 – WEST STANDARD ENTRY CANOPY AND PEDESTRIAN CANOPIES

- Relocate 58 Parking Spaces during construction.
- West Standard Lot entrance closed.



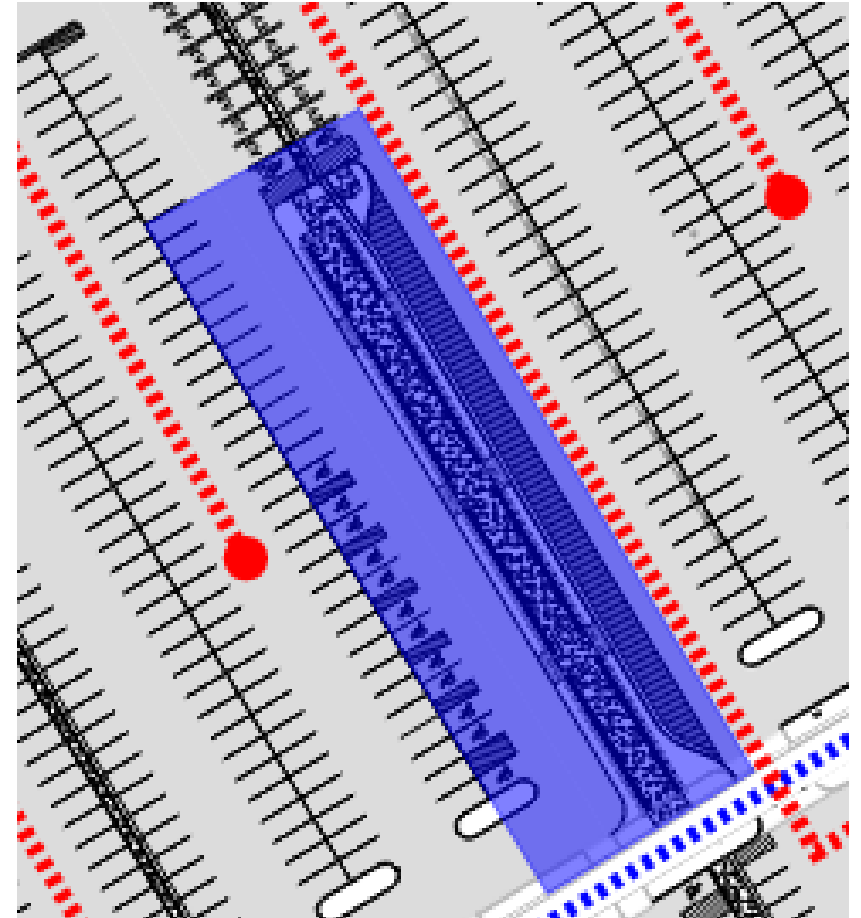
- ◀.....▶ Pedestrian Travel
- .....▶ Path of Travel

# PHASE 10 – WEST STANDARD ENTRY CANOPY AND PEDESTRIAN CANOPIES



# PHASE 11 – WEST PREFERRED PEDESTRIAN CANOPY

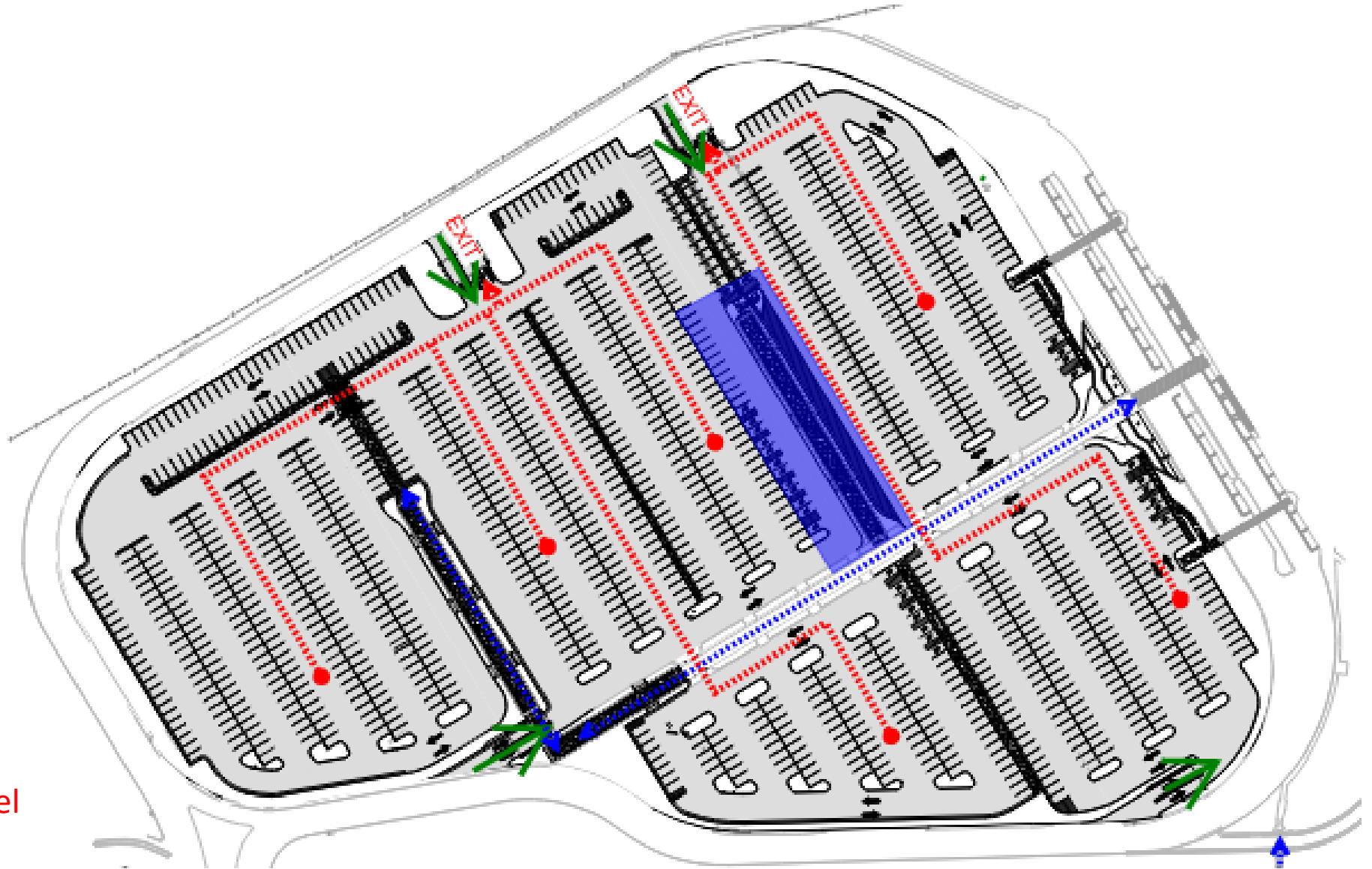
- Relocate 26 Parking Spaces during construction.




- ◀.....▶ Pedestrian Travel
- .....▶ Path of Travel



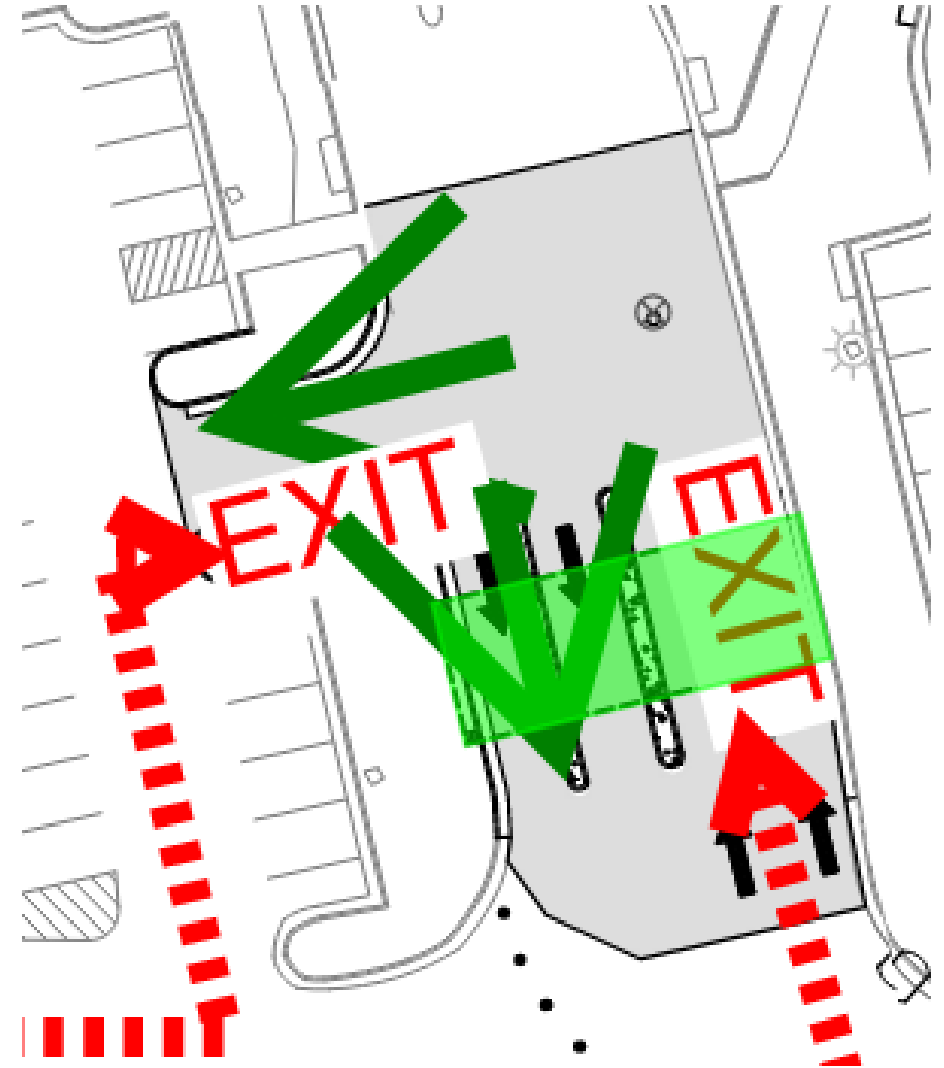
# PHASE 11 – WEST PREFERRED PEDESTRIAN CANOPY



-  Pedestrian Travel
-  Path of Travel
-  Entrance

# PHASE 12 – ECONOMY LOT ENTRY/EXIT CANOPY

- .....▶ Path of Travel
- ➔ Entrance



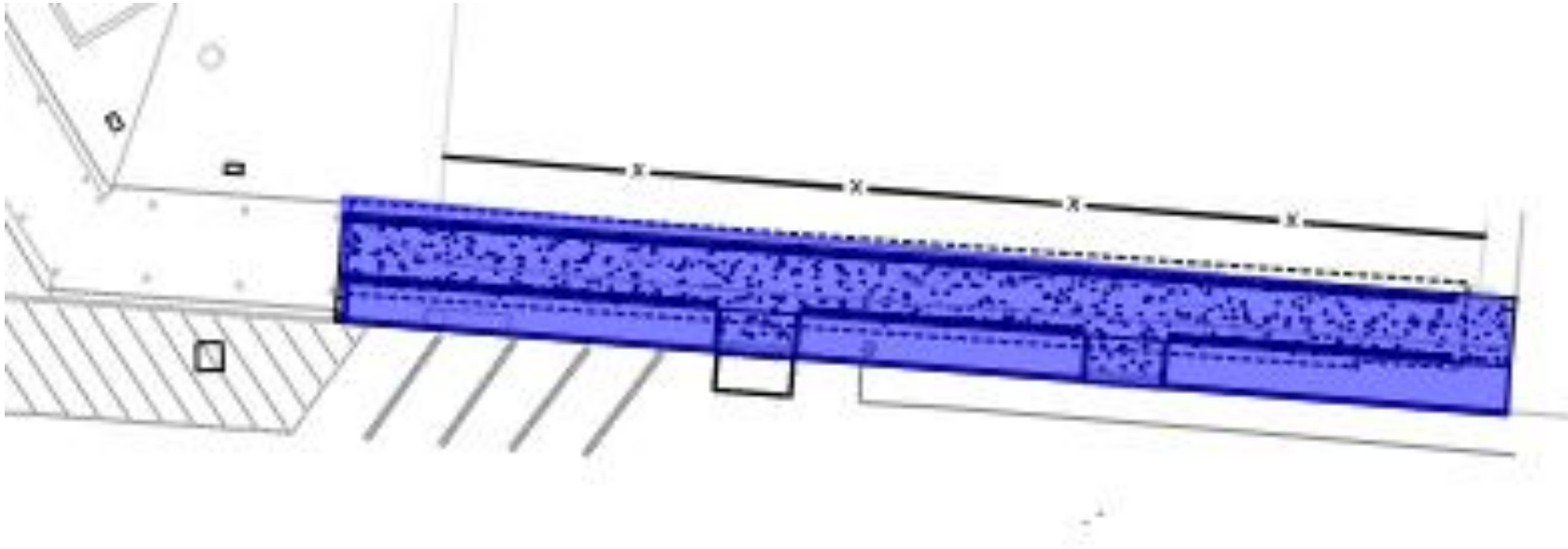
# PHASE 12 – ECONOMY LOT ENTRY/EXIT CANOPY





# PHASE 13 – RENTAL CAR PEDESTRIAN CANOPY EXTENSION

- Relocate 15 Parking Spaces during construction.
- Relocate existing black chain link fence.





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**PRE-BID CONFERENCE  
ATTENDANCE RECORD  
TUESDAY, AUGUST 8, 2023  
2:00 PM - CONFERENCE ROOM A**

**RRAC Parking Lot Reconfiguration  
T&L Project No. 16261**

NAME	COMPANY	WORK NUMBER	INITIALS	EMAIL ADDRESS
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Troy Philpott	Roanoke Regional Airport	540-362-1999	✓	Troy.Philpott@flyroa.com
David Tickner	Roanoke Regional Airport	540-362-1999	✓	David.Tickner@flyroa.com
Jay Ball	Roanoke Regional Airport	540-362-1999	✓	Jay.Ball@flyroa.com
<del>David Tickner</del>	<del>Roanoke Regional Airport</del>	<del>540-362-1999</del>		<del>David.Tickner@flyroa.com</del>
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T&L Project No. 16261**

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