

TOWN HALL RENOVATIONS - ADDENDUM 03

ADDENDUM NO. 03

Project: BERLIN TOWN HALL & ANNEX RENOVATIONS

Owner: MAYOR & COUNCIL OF THE TOWN OF BERLIN

Architect: HALEY ARCHITECTURE, LLC

Project No.: 2024-41

Date: JANUARY 02, 2026

This Addendum forms a part of the Contract Documents and modifies the original Bidding Documents as noted below. All requirements of the original Bidding Documents remain in effect except as specifically modified by this Addendum.

Receipt of this Addendum shall be acknowledged on the Bid Form.

A. GENERAL INFORMATION

1. Purpose of Addendum

This Addendum is issued to clarify, revise, and/or supplement the Bidding Documents.

B. CHANGES TO PROCUREMENT REQUIREMENTS

1. Instructions to Bidders

- BIDDERS SHALL SUBMIT ONE (1) ORIGINAL SIGNED COPY OF THE COMPLETE BID PACKAGE, INCLUDING ALL REQUIRED FORMS AND BID SECURITY. THE ORIGINAL BID COPY SHALL BE CLEARLY MARKED AS "ORIGINAL." SUBMIT THREE (3) ADDITIONAL COPIES OF THE COMPLETE BID PACKAGE. TOTAL OF FOUR (4) PRINTED COPIES OF THE BID PACKAGE ARE REQUIRED. ELECTRONIC SUBMISSION OF BIDS IS NOT PERMITTED. BIDDERS ARE RESPONSIBLE FOR ENSURING TIMELY DELIVERY OF THE BID TO THE LOCATION AND BY THE DEADLINE INDICATED IN THE ADVERTISEMENT FOR BIDS.
- ALL BIDDER QUESTIONS MUST BE SUBMITTED IN WRITING TO THE ARCHITECT NO LATER THAN **5:00 PM EST ON JANUARY 5, 2026**. QUESTIONS RECEIVED AFTER THIS TIME WILL **NOT** BE CONSIDERED OR ADDRESSED. THE FINAL DATE FOR ISSUING ADDENDA IS **JANUARY 8, 2026**, WHICH IS FOUR (4) CALENDAR DAYS PRIOR TO THE BID DUE DATE. THE BID SUBMISSION DEADLINE REMAINS **JANUARY 12, 2026**, AT THE TIME AND LOCATION INDICATED IN THE ADVERTISEMENT FOR BIDS.

2. Bid Date / Time Adjustments

- NO ADJUSTMENT TO BID DATE OR TIME

C. CHANGES TO DRAWINGS

- NO ADJUSTMENTS TO BIDDING DRAWINGS THIS ADDENDUM

D. CHANGES TO SPECIFICATIONS

- **ADD Section 055100 - METAL STAIRS in its entirety. (ATTACHED)**
- **Section 230593 TESTING, ADJUSTING, AND BALANCING**
DELETE subsection C. in Section 2.3 FIRE ALARM PATHWAY CLASS AND SURVIVABILITY LEVEL
~~C. Interconnection of Multiple Fire Alarm Panels:-~~

1. The pathways of interconnected fire alarm panels or systems shall be as follows:-
2. Pathway Class X: Circuits with redundant pathways capable of transmitting an alarm signal during an open or a non-simultaneous single ground fault on a circuit conductor wiring system. Wiring of outgoing and return conductors shall be physically separated by a minimum of 50 feet or by a 2-hour rated enclosure.-
3. Pathway Survivability Level 2: Pathway survivability includes one or more of the following:-
 - a. Listed 2-hour fire-rated circuit integrity (CI) or fire-resistive cable.-
 - b. Pathway installed in a 2-hour fire-rated enclosure or assembly.-
4. Pathway Survivability Level 3: Circuits protected by an automatic sprinkler system and one or more of the following:-
 - a. Listed 2-hour fire-rated circuit integrity (CI) or fire-resistive cable.-
 - b. Pathway installed in a 2-hour fire-rated enclosure or assembly.-

- **ADD Section 274100 – Audio Visual Systems in its entirety. (ATTACHED)**

E. QUESTIONS & RESPONSES (RFI CLARIFICATIONS)

1. **QUESTION:** S100 shows monumental stair to be "By others". ID-002.1 Construction Note 17 states "by others" is under a separate contract. Confirm whose scope is "By Others". If this scope of work is intended to be part of this scope, A401 just has IBC requirements. Structural Steel spec (051223) references 055100 Metal stairs, which is not included. Please provide spec, material type, and details, design responsibility, etc. for monumental stairs. 6/S500 also shows.
ANSWER: DELEGATED DESIGN: STEEL SUBCONTRACTOR TO DESIGN AND ENGINEER STEEL STRINGERS AND SUPPORTING STRUCTURE; PROVIDE STAMPED CALCULATIONS AND SHOP DRAWINGS USING STRUCTURAL STEEL SHAPES PER ASTM A992 OR ASTM A36. SHEET A401 AND SHEET I-413 INDICATE STAIR GEOMETRY, TREAD/RISER DIMENSIONS, AND FINISH REQUIREMENTS. SHEET S500 SHOWS GENERAL DETAILS; FINAL DESIGN BY STEEL SUBCONTRACTOR. SEE NEW SPECIFICATION SECTION 055100 METAL STAIRS ATTACHED.
2. **QUESTION:** Please provide Revised sheet ID-002.1, confirming that ALL permit fees will be waived, including trade permits (not just the building permit). It is assumed that permit and inspection process will still take place but there will not be fees associated with pulling any permits.
ANSWER: THE TOWN WILL COVER ALL PERMIT FEES. THE CONTRACTOR AND/OR SUBCONTRACTORS WILL BE RESPONSIBLE FOR FILLING OUT THE APPROPRIATE FORMS AS REQUIRED AND THE PERMIT AND INSPECTION PROCESS WILL STILL TAKE PLACE.
3. **QUESTION:** Per Addendum #1 response to A/V, confirm the following items are NOT included in this scope of work:
 - EQPM-07, EQPM-08, EQPM-09 shown on I-602
 - AV conduits to any TVs and Poke-throughs NOT in Council Chambers. (26 27 26 2.5 calls for 1" A/V conduit but per Addendum #1 E.13 response this is by Owner)**ANSWER: EQPM-07, EQPM-08, AND EQPM-09 ARE INCLUDED IN THE BASE BID SCOPE OF WORK AND NOT TO BE USED WITH A/V BUT AS A 24/7 INFORMATION DISPLAY. A/V CONDUITS TO BE PROVIDED BY CONTRACTOR AS PART OF BASE BID WHERE SHOWN WITH THE EXCEPTION OF COUNCIL CHAMBERS, WHICH IS TO BE INCLUDED IN ALTERNATE #2.**
4. **QUESTION:** For Alternate No. 2: Provide a layout of AV scope (devices) listed in Alternate No. 2 for conduit

and AV cabling quantification in Council Chambers. (26 27 26 2.5 calls for 1" A/V conduit but it is not clear where these should go.). Provide specs or model numbers for all devices in Alternate no.2 as a spec has not been provided.

ANSWER: SEE ATTACHED SKETCH SKA-03 COUNCIL CHAMBERS A/V SYSTEM LAYOUT AND NEW SPECIFICATION SECTION 274100 AUDIO-VISUAL SYSTEMS.

5. **QUESTION:** How much furniture is expected to be demo'd to reasonably estimate dumpsters and labor associated with removal?
ANSWER: ALL EXISTING FURNITURE TO BE REMOVED BY OWNER PRIOR TO THE START OF CONSTRUCTION. ALL EQUIPMENT AND BUILT-IN CASEWORK/COUNTERTOPS AND OTHER BUILT-IN FIXTURES TO BE REMOVED BY CONTRACTOR AS NOTED ON DEMOLITION DRAWINGS.
6. **QUESTION:** Please confirm if a new pad should be included in the Generator alternate.
ANSWER: YES, NEW GENERATOR PAD AS SHOWN ON SHEET A101 SHOULD BE INCLUDED AS A PART OF GENERATOR ALTERNATE. DETAIL 5/S300 WILL APPLY TO THE NEW GENERATOR PAD, AND PAD SHALL BE 6" LARGER THAN EQUIPMENT ON ALL SIDES.
7. **QUESTION:** A402 shows a series of rails, but not the material or finish. Confirm these are to be wood rails per 064023 and provide finish and detail (if applicable). (Not shown on I-452)
ANSWER: THE RAMP LEADING TO THE RAISED PLATFORM WILL HAVE A PONY WALL INSTEAD OF HANDRAIL WITH BALUSTERS. PONY WALL TO HAVE A FINISH CAP (WD-21) TO BE PAINTED (PT-04SG)
8. **QUESTION:** Per Discussion with Manufacturer, the LULA elevator needs a separate machine room, which is not indicated on the drawings. Please clarify the intent for the location (in a dedicated, lockable space) for the elevator equipment.
ANSWER: THE LULA FDS'S ARE CURRENTLY SHOWN IN THE PIT AS IT WERE, BUT THEY CAN BE FLIPPED INTO THE OTHER SIDE OF THE WALL, INTO THE ROOM LABELED EXISTING HVAC EQUIPMENT. THE EXISTING HVAC EQUIPMENT IN THIS ROOM IS TO BE REMOVED AS A PART OF THE SCOPE OF WORK. COORDINATE ELEV. EQUIPMENT LOCATION WITH MECHANICAL CONTRACTORS TO MAKE SPACE/CLEARANCE AROUND DUCTWORK SHOWN IN THE LOCKABLE, DEDICATED EQUIPMENT SPACE.
9. **QUESTION:** Cameras: We will be installing the Cat6 cable from the location on the drawings to the IT Closet (111A) and terminating them in a Rack provided by others?
ANSWER: YES.
10. **QUESTION:** Who will be purchasing the cameras and Network Video Recorder (NVR)? If it is on the contractor, do you have requirements as far as Manufacturer and Specifications? Do you have a requirement for the Hard drive in the NVR for days of storage?
ANSWER: CONTRACTOR TO PROVIDE CAMERAS AND NVR AS A PART OF THE BASE BID. SPECIFICATIONS PROVIDED IN SECTION 282000 – VIDEO SURVEILLANCE.
11. **QUESTION:** For the Camera system and Access Control System: Will pathway (conduit) be provided by others for any wall penetrations or in an exposed environment?
ANSWER: PATHWAYS TO BE PROVIDED AS PART OF THE BASE SCOPE OF THE PROJECT.
12. **QUESTION:** Access Control: We will be installing the Cat6 cable from the location on the drawings to the IT Closet (111A) and terminating them in a Rack provided by others?
ANSWER: YES

13. **QUESTION:** Who will be purchasing the Access Control System? If it is on the contractor, do you have requirements as far as Manufacturer and Specifications?
ANSWER: CONTRACTOR TO PROVIDE ACCESS CONTROL SYSTEM AS A PART OF THE BASE BID. SPECIFICATIONS PROVIDED IN SECTION 281000 – ACCESS CONTROL.
14. **QUESTION:** Will the doors be manufactured with the associated hardware?
ANSWER: ASSOCIATED HARDWARE WILL BE PART OF HARDWARE PACKAGE AS OUTLINED IN SECTION 087111 DOOR HARDWARE.
15. **QUESTION:** Will the doors be using an electric strike or a Mag Lock?
ANSWER: DOORS WILL USE ELECTRIC STRIKE AS OUTLINED IN SECTION 087111 DOOR HARDWARE.
16. **QUESTION:** DOAS-1 - Please consider adding Valent and Addison to the list of pre-approved equivalent manufacturer's list in the specification section 23 74 16.15 - Packaged Heat Pump Unit for Dedicated Outside Air, paragraph 2.1.
ANSWER: VALENT AND ADDISON WILL NOT BE ADDED TO THE PRE-APPROVED LIST BUT CAN BE SUBMITTED AS A FORMAL SUBSTITUTION REQUEST PER SPECIFICATION SECTION 002600 PROCUREMENT SUBSTITUTION PROCEDURES AND SECTION 012500 SUBSTITUTION PROCEDURES.
17. **QUESTION:** The demolition plans do not specify removal of wall finish nor replacement of it for all perimeter walls but it will need to come off to facilitate new wiring and is also preferable than patching all existing disturbances where interior walls are removed. Is it the intent to leave whatever framing or furring exists and recover with 5/8" drywall in all areas or will there be new framing or furring? If so, what exactly will be used?
ANSWER: THE INTENT IS TO PRESERVE ALL EXISTING EXTERIOR WALL ASSEMBLIES AND FINISHES TO THE MAXIMUM EXTENT FEASIBLE. WHERE NEW WIRING OR ROUGH-IN REQUIRES ACCESS, THE CONTRACTOR MAY SELECTIVELY REMOVE INTERIOR FINISH LAYERS (PLASTER/GYPSUM) ON THE ROOM SIDE ONLY OF PERIMETER WALLS, WITHOUT ALTERING OR REMOVING EXTERIOR WALL SUBSTRATES. EXISTING FRAMING/FURRING SHALL BE RETAINED AND REUSED WHEREVER IT IS STRUCTURALLY SOUND AND DIMENSIONALLY SUITABLE. IN AREAS WHERE EXISTING FURRING IS UNSALVAGEABLE OR MISSING, PROVIDE NEW CORROSION-RESISTANT 7/8" HAT CHANNEL ON ISOLATION CLIPS SPACED AT 16" O.C., WITH CONTINUOUS INSULATION/VAPOR CONTROL LEFT UNDISTURBED BEHIND (IF PRESENT). INSTALL 5/8" TYPE X GYPSUM BOARD, TAPED AND FINISHED TO LEVEL 4, MATCHING ADJACENT PROFILES, REVEALS, AND TRIM. DO NOT DEMOLISH OR MODIFY EXTERIOR MASONRY/BLOCK BACKUP; NO CHASE CUTTING IN EXTERIOR WALLS. USE SURFACE RACEWAYS ONLY WHERE APPROVED IN WRITING BY ARCHITECT. COORDINATE WITH ELECTRICAL TO CLUSTER PENETRATIONS AND MINIMIZE FINISH REMOVAL; USE CUT-AND-PATCH RATHER THAN BLANKET REMOVAL WHERE FEASIBLE.
18. **QUESTION:** There are references on Drawing S100 to sections on Drawing S301 but there is no drawing S301. Please clarify.
ANSWER: SECTION 1/S301 CORRESPONDS TO THE DETAIL SHOWN ON SKS-02 WHICH WAS ISSUED AS PART OF ADDENDUM 2.
19. **QUESTION:** Can we offer Wilsonart Substitutes to the finishes provided by the architect for cost savings?
ANSWER: THIS CAN BE SUBMITTED AS A FORMAL SUBSTITUTION REQUEST PER SPECIFICATION SECTION 002600 PROCUREMENT SUBSTITUTION PROCEDURES AND SECTION 012500 SUBSTITUTION PROCEDURES. WITHOUT FORMAL APPROVAL FROM INTERIOR DESIGNER, PRICING SHOULD ONLY REFLECT APPROVED SELECTIONS.

20. **QUESTION:** Conference Room 218 shows countertop and cabinetry per plans on 1/I-461 yet Elevation 2/I-462 shows no countertop or cabinetry. Is this in scope?
ANSWER: THERE IS NO CABINETY IN ROOM 218. THE REFERENCED ITEM IS FFE AND IS NOT IN CONTRACTOR'S SCOPE.
21. **QUESTION:** Some elevations, like those for Workroom 123, show 33" countertops (below ADA Standard 34"). Are we to provide 33" countertops?
ANSWER: COUNTER TOPS SHOULD MEET ADA STANDARD OF 34"
22. **QUESTION:** Can we get clarification on the depth of the countertop for 100 Main Entry" which is "built-in" with no cabinetry below? Height is given on 6/I-502 but no depth.
ANSWER: THE BUILT-IN IN THE MAIN LOBBY IS 12" DEEP.
23. **QUESTION:** Can we get clarification on the "built-in" cabinetry and countertop in Council Chambers 211. Is this in scope? this appears to be standard cabinetry/countertop with the exception of the kick, what makes this "built-in"?
ANSWER: THIS CABINETY IS WITHIN THE CONTRACTOR'S SCOPE. THE GOAL IS TO MAKE THE PIECE APPEAR TO BE A PIECE OF FURNITURE INSTEAD OF A BUILT-IN.
24. **QUESTION:** How many copies of the bid are to be submitted?
ANSWER: BIDDERS SHALL SUBMIT ONE (1) ORIGINAL SIGNED COPY OF THE COMPLETE BID PACKAGE, INCLUDING ALL REQUIRED FORMS AND BID SECURITY. THE ORIGINAL BID COPY SHALL BE CLEARLY MARKED AS "ORIGINAL." SUBMIT THREE (3) ADDITIONAL COPIES OF THE COMPLETE BID PACKAGE. TOTAL OF FOUR (4) PRINTED COPIES OF THE BID PACKAGE ARE REQUIRED. ELECTRONIC SUBMISSION OF BIDS IS NOT PERMITTED. BIDDERS ARE RESPONSIBLE FOR ENSURING TIMELY DELIVERY OF THE BID TO THE LOCATION AND BY THE DEADLINE INDICATED IN THE ADVERTISEMENT FOR BIDS.
25. **QUESTION:** Will a new Bid Form be issued reflecting the changes from Addendum #1?
ANSWER: YES, ATTACHED.
26. **QUESTION:** Are the Annex Building Appliances and Water Cooler included in the Scope of Work?
ANSWER: YES, THE ANNEX BUILDING APPLIANCES AND WATER COOLER WILL BE PART OF ALTERNATE NO. 01.
27. **QUESTION:** What is to be included for the Generator Alternate? Is there a housekeeping pad? Details? Location?
ANSWER: YES, NEW GENERATOR PAD AS SHOWN ON SHEET A101 SHOULD BE INCLUDED AS A PART OF GENERATOR ALTERNATE. DETAIL 5/S300 WILL APPLY TO THE NEW GENERATOR PAD, AND PAD SHALL BE 6" LARGER THAN EQUIPMENT ON ALL SIDES.
28. **QUESTION:** The Storage/Equipment Areas are called to receive RB-02. I do not see a RB-2 on the Finish Schedule. Is this the same as the RWB-02?
ANSWER: YES
29. **QUESTION:** On the Finish Plan Room #'s 127 and 123 are showing RF-01 but the Finish Schedule is calling for CPT-02. Which material is to be used in these areas?
ANSWER: BOTH ARE TO RECEIVE RF-01 AS SHOWN ON THE FINISH PLAN.

30. **QUESTION:** I do not see Hall #118 on the Finish Schedule. It is showing RF-01 on the Finish Plan. Could you please confirm if RF-01 is to be used in Hall #118?
ANSWER: YES, RF-01 IS THE STANDARD MATERIAL THROUGHOUT THE CORRIDORS ON LEVEL ONE.
31. **QUESTION:** With the clarification of the underslab plumbing scope in Addendum 1, will we still need to provide Unit Prices #1 and #3?
ANSWER: YES, UNIT PRICES #1 & #3 TO REMAIN AS A PART OF THE BID.
32. **QUESTION:** Please confirm who is responsible for hiring the independent testing agency per 033000-3.12?
ANSWER: CONTRACTOR SHALL BE RESPONSIBLE FOR ALL TESTING AS REQUIRED BY SPECIFICATION.
33. **QUESTION:** Equipment Schedule I-602 lists appliances for Break Room 119 only. Please confirm any appliances to be provided in Break Room AN-101 as part of Alternate 01?
ANSWER: APPLIANCES THAT WILL BE INCLUDED AS A PART OF ALTERNATE NO. 01 AS SHOWN ON AN-101 TO INCLUDE – EQPM-01, EQPM-02, EQPM-03, EQPM-04
34. **QUESTION:** In reference to the Monumental Stair there is no details other than "steel stringers" We will need more info to price.
ANSWER: DELEGATED DESIGN: STEEL SUBCONTRACTOR TO DESIGN AND ENGINEER STEEL STRINGERS AND SUPPORTING STRUCTURE; PROVIDE STAMPED CALCULATIONS AND SHOP DRAWINGS USING STRUCTURAL STEEL SHAPES PER ASTM A992 OR ASTM A36. SHEET A401 AND SHEET I-413 INDICATE STAIR GEOMETRY, TREAD/RISER DIMENSIONS, AND FINISH REQUIREMENTS. SHEET S500 SHOWS GENERAL DETAILS; FINAL DESIGN BY STEEL SUBCONTRACTOR. SEE NEW SPECIFICATION SECTION 055100 METAL STAIRS ATTACHED.
35. **QUESTION:** The specs call out items to be reused and items that will be thrown away based on owner's decision. Does that apply to furniture and interior items only or does that include such things as scrap and demoed material?
ANSWER: THAT ONLY APPLIES TO FURNITURE, ARTWORK, AND ANY ITEMS OF NOTABLE HISTORIC SIGNIFICANCE AS DETERMINED BY THE OWNER/ARCHITECT THAT MAY BE UNCOVERED DURING DEMOLITION. THIS DOES NOT APPLY TO SCRAP BUILDING MATERIALS.
36. **QUESTION:** We are wondering if the lead abatement is going to be classified as a risk reduction or lead free/complete removal. I have been notified by our demo and abatement contractor that complete removal would not be possible without removal of the substrate which means complete demolition of the block the lead paint is on. Also they are not licensed to do complete removal and certification and almost no one is. We are looking for clarification on the level of lead abatement requested. Also the same with asbestos, we will obviously remove any seen during demo but are we also looking to remove asbestos in undisturbed areas which would lead to more demo not in the scope?
ANSWER: THE INTENT OF THE PROJECT IS TO ACHIEVE RISK REDUCTION RATHER THAN FULL LEAD-FREE OR ASBESTOS-FREE CERTIFICATION. LEAD ABATEMENT SHOULD FOCUS ON STABILIZATION OR REMOVAL ONLY IN AREAS IMPACTED BY DEMOLITION OR RENOVATION. SIMILARLY, ASBESTOS REMOVAL IS EXPECTED ONLY WHERE MATERIALS ARE DISTURBED DURING WORK; REMOVAL FROM UNDISTURBED AREAS IS NOT REQUIRED UNLESS SPECIFICALLY DIRECTED BY THE OWNER.
37. **QUESTION:** Finish plans and Finish Schedule are not matching up perfectly. IE. Finish schedule calls for CPT-02 for room 123 however the finish plan on I-401 shows RF01 flooring. There are a few rooms with conflicting finishes similar to this example
ANSWER: ROOM 123 IS ESSENTIALLY IN THE CORRIDOR AND SHOULD HAVE RF-01 AS THE FLOORING

MATERIAL. IN AN EARLIER QUESTION ROOM 127 WAS ALSO CALLED OUT AND THAT AREA SHOULD ALSO RECEIVE RF-01 AS IT IS ESSENTIALLY PART OF THE MAIN CORRIDOR.

38. **QUESTION:** Finish plans and finish schedule are showing different carpet selections for the “typical” rooms receiving carpet. IE. Finish schedule calls for CPT02 for room 128 however the finish plan on I-401 has a finish note of CPT01. There are several rooms throughout with the same conflict.

ANSWER: ALL OFFICES WILL RECEIVE CPT-02. CPT-01 WILL ONLY BE USED IN ROOM 115. COUNCIL CHAMBER TO HAVE PATTERN consisting of CPT-03, CPT-04 AND CPT-05. CONFERENCE ROOM 218 TO HAVE PATTERN consisting of CPT-03, CPT-04. THE FLOOR WILL BE UNFINISHED IN 211B AND 211C.

39. **QUESTION:** Please confirm the flooring finish for all of the rooms on finish schedule listed as “Storage / Equipment”. Should we assume sealed concrete (SC01)? Finish plans show a few of these rooms as SC01 however others are without a finish designation

ANSWER: CORRECT

40. **QUESTION:** Please confirm extent of CT-04 wall tile in restrooms A105, 212, and 214. Finish schedule notes CT-04 wainscot up to 48” AFF. Elevations are shown for restrooms 120 and 121 which only show wall tile on the wet walls. Are restrooms A105, 212, and 214 to have wall tile wainscot on all walls or only the wet walls?

ANSWER: THE WAINSCOT TILE WILL ONLY BE INSTALLED ON THE WET WALLS IN ALL RESTROOMS. PLEASE INCLUDE THE WAINSCOT TILE AROUND THE SHOWER ENCLOSURE WALLS IN 120 AND 121. NOTE THAT THE SHOWER INTERIOR TAKES THE TILE FROM FLOOR TO CEILING.

41. **QUESTION:** Please confirm the finishes of shower in room 121. SH-1 calls for a prefab unit by plumber however elevations on I-441 show wall tile on the shower walls. Please confirm that this is not a tiled shower pan. Please confirm if CT04 wall tile is required on the walls as shown on elevations

ANSWER: SHOWER WALLS TO BE TILED WITH CT-04. SHOWER FLOOR SHALL BE PREFAB PAN.

42. **QUESTION:** Please confirm subfloor for each level (Annex, 1st floor, and 2nd floor). Are they plywood or concrete subfloors. Plywood subfloors would require a tile underlayment. Is Schluter Ditra or Mapei Mapeguard UM uncoupling membranes an acceptable underlayment over plywood floors?

ANSWER: ANNEX AND 1ST FLOOR ARE ASSUMED TO HAVE CONCRETE SUBFLOORS. 2ND FLOOR OF TOWN HALL HAS A HARDWOOD SUBFLOOR. YES, BOTH SCHLUTER DITRA AND MAPEI MAPEGUARD UM ARE ACCEPTABLE UNCOUPLING MEMBRANE UNDERLAYMENTS OVER PLYWOOD FLOORS WHEN INSTALLED PER THEIR MANUFACTURER’S INSTRUCTIONS AND SUBSTRATE REQUIREMENTS. CONTRACTOR RESPONSIBLE FOR VERIFYING EXISTING SUBFLOOR MEETS OR EXCEEDS SUBSTRATE REQUIREMENTS PRIOR TO INSTALLATION.

43. **QUESTION:** Spec 93013 2.4.D note “Thickset”. Please confirm which location thickset / mudset bed is required. Thickset would require a depressed floor. Please confirm areas requiring mudset have depressed subfloor.

ANSWER: NO AREAS WILL REQUIRE A THICKSET / MUDSET BED. IF A THICKSET METHOD IS DESIRED BY THE CONTRACTOR, IT WOULD BE CONSIDERED A MEANS AND METHODS DECISION AND MUST MAINTAIN FINISHED FLOOR ELEVATIONS AS INDICATED.

44. **QUESTION:** Spec 93013 3.3 notes both waterproofing and crack -isolation membranes. Please confirm which areas each is required. Is there a specific product for each desired?

ANSWER: WATERPROOFING MEMBRANES ARE REQUIRED IN WET AREAS. CRACK-ISOLATION

MEMBRANES ARE ONLY REQUIRED WHERE SUBSTRATE CONDITIONS WARRANT. NO SPECIFIC PRODUCT IS DESIGNATED IN THE CONTRACT DOCUMENTS; THE CONTRACTOR SHALL PROVIDE PRODUCTS THAT COMPLY WITH THE PERFORMANCE REQUIREMENTS IN SECTION 093013 AND RELATED STANDARDS. EQUIVALENT PRODUCTS FROM RECOGNIZED MANUFACTURERS (E.G., LATICRETE, MAPEI, SCHLUTER) ARE ACCEPTABLE PROVIDED THEY MEET THE SPECIFIED CRITERIA.

45. **QUESTION:** Please clarify is carpet pad is desired for any of the areas / rooms receiving carpet. None specified.

ANSWER: NO CARPET PAD REQUIRED.

46. **QUESTION:** CPT01 and CPT02 carpets have a minimum order requirement of 65 sqyd (585 SF). Currently as drawn, CPT01 is only being used in the Conference room #115. This room is only 150 SF. That means I will have to purchase aprox 435 SF extra with no home. I think it makes more sense to use CPT01 in another room to be able to use what I am forced to purchase. I was thinking possibly offices 216 and 217. Using this carpet in these two offices would use up the extra carpet.

ANSWER: FINISHES TO REMAIN AS INDICATED IN THE CONTRACT DOCUMENTS. THE BIDDER IS RESPONSIBLE FOR MEETING MANUFACTURER MINIMUMS AND MANAGING ANY SURPLUS MATERIAL AS PART OF THEIR BID.

47. **QUESTION:** In room 113 (the back lobby and staircase) the plans show a cmu elevator shaft being built in the center of the staircase that wraps around it which is to remain. The existing walls are supposed to be removed however I assume that they hold up the inside stringer of the staircase. When the walls get removed shoring would need to be installed to hold up the inside stringer while the cmu wall gets built, also with the saw cutting for the pit and the construction of the emu shaft in such a tight space would it make more sense to demolish the staircase entirely and replace once the emu shaft is up? This would allow more room for the construction of the shaft and reduce the risk of damage during construction.

ANSWER: THE EXISTING WRAP-AROUND STAIRCASE SHALL REMAIN. CONTRACTOR SHALL PROVIDE TEMPORARY SHORING AND PROTECTION OF THE INSIDE STRINGER AND LANDINGS TO FACILITATE REMOVAL OF EXISTING INTERIOR WALLS AND CONSTRUCTION OF THE ELEVATOR PIT AND CMU SHAFT. MEANS AND METHODS, SEQUENCING, MONITORING, AND FINISH RESTORATION SHALL BE INCLUDED IN THE CONTRACTOR'S SCOPE.

48. **QUESTION:** Is the EC to provide the DMM noted in the riser diagrams or will this be provided by the Town of Berlin?

ANSWER: THE DMM'S CAN BE DISREGARDED AS BERLIN ELECTRIC HAS THEIR OWN MEANS OF DEMAND METERING.

49. **QUESTION:** Is a DMM, in this case, a demand meter module or a disconnect meter module. We can't seem to find it noted in the drawings. If it is a DEMAND module, where is the disconnect?

ANSWER: DISCONNECT IS THE MAIN CIRCUIT BREAKER OF THE MAIN DISTRIBUTION PANELBOARD.

50. **QUESTION:** Clearly define the responsibilities of the electric service provider (Town of Berlin) and the EC for all elements of the service from existing meter to the MDP, such as conduit provide/install, service wire provide/install, DMM provide/install, etc.

ANSWER: THE EC IS RESPONSIBLE FOR REPLACING THE DISTRIBUTION SYSTEM WITH NEW, AND CONNECTING TO THE EXISTING UTILITY SERVICE/FEEDERS, ETC.

51. **QUESTION:** Will this building require a DAS system, or will testing need to be performed after

completion? My understanding is that if it's under 12K SQF, it will not be needed.

ANSWER: CONTRACTOR TO CONFIRM WITH LOCAL FIRE AHJ PRIOR TO THE START OF CONSTRUCTION, BUT AS IT'S UNDER 12K SF, NOT REQUIRED BY CODE.

52. **QUESTION:** Can you include drawings for existing light fixtures to be demoed?

ANSWER: TOWN HALL GROUND FLOOR AND THE ANNEX BUILDING IS MAJORITY 2x4 LAY-IN LIGHT FIXTURES IN ACT CEILINGS. TOWN HALL SECOND LEVEL IS MAJORITY SURFACE-MOUNTED FIXTURES ON HARD CEILINGS WITH THE EXCEPTION OF COUNCIL CHAMBERS WHICH HAS MAJORITY CAN LIGHT FIXTURES IN A DECORATIVE DROP CEILING. THE CONTRACTOR IS RESPONSIBLE FOR IDENTIFYING AND REMOVING ALL EXISTING FIXTURES AND CEILINGS AS REQUIRED BY THE SCOPE OF WORK AND FOR FIELD VERIFICATION OF EXISTING CONDITIONS. PROSPECTIVE BIDDERS ARE ENCOURAGED TO SCHEDULE ANY ADDITIONAL SITE INVESTIGATION VISITS BY CONTACTING JIMMY CHARLES, DIRECTOR OF PUBLIC WORKS, TOWN OF BERLIN, MD BY REQUEST IN WRITING VIA EMAIL AT JCHARLES@BERLINMD.GOV DURING NORMAL BUSINESS HOURS (MONDAY THROUGH FRIDAY 8AM - 4PM SUBJECT TO APPROVAL).

53. **QUESTION:** Please confirm there are no WS-03 wall sconce Fixtures. If there are, please provide locations on drawing.

ANSWER: WS-03 IS A THREE LIGHT VANITY FIXTURE AND WILL BE INSTALLED AT EVERY RESTROOM VANITY.

54. **QUESTION:** In the Basic Electrical Requirements, there is a statement about where required to install cable tray. Is any cable tray needed on this project?

ANSWER: CABLE TRAY IS NOT REQUIRED. DELETE NOTE.

55. **QUESTION:** On drawing E201A, released in Addendum #2, it shows a vanity wall sconce. Is this a WS-03 fixture? If not, can you please specify what fixture this will be?

ANSWER: CORRECT, WS-03 IS A THREE LIGHT VANITY FIXTURE.

56. **QUESTION:** Specs state generator to match existing, is this correct? Will only CAT be accepted?

ANSWER: MATCH EXISTING NOTE APPLIES TO RATINGS/TYPE ONLY, EQUIVALENT MANUFACTURERS SHALL BE ACCEPTED WITH APPROPRIATE DOCUMENTATION SUBJECT TO REVIEW AND APPROVAL OF OWNER / DESIGN TEAM.

57. **QUESTION:** Lighting control specifies, lighting control testing, and programming to be done by a factory-authorized technician. Is this required on this project?

ANSWER: YES, WHERE LIGHTING CONTROLS ARE INDICATED.

58. **QUESTION:** Lighting control specifies training duration to be no less than (3) days by a factory-authorized technician. Is this required on this project?

ANSWER: TRAINING REQUIREMENT SHALL BE REDUCED TO ONE (1) DAY.

59. **QUESTION:** Are HVAC Units ODU-e and AHU-E to be fed out of the panel Annex? Can you please revise the schedule to show breaker sizing? Also these units are not shown on the connection schedule.

ANSWER: YES, FED OUT OF PANEL ANNEX. COORDINATE WITH MECHANICAL, BUT THE EXISTING UNITS WILL BE REFED USING 50A/2-POLE BREAKER AND SAME SIZE WIRING FOR THE INDOOR AHU-E, AND USING 30A/2-POLE BREAKER AND SAME SIZE WIRING FOR THE OUTDOOR ODU-E. CONFIRM EXISTING AS THIS WAS NOTED ON THE EXISTING PANEL DOOR SCHEDULE.

60. **QUESTION:** Note on S100 indicates the Monumental Stair Stringers, Treads and Risers are all structural steel. Revised I602 does not have stringers listed but shows the treads and risers to be Oak. Please clarify what part of the Monumental Stair is steel as well as how steel stringers are to be finished (if applicable).
ANSWER: TREADS AND RISERS TO BE WOOD. STEEL STRINGERS WILL BE COVERED BY WOOD PANELING AND/OR GWB IN ALL LOCATIONS AND DO NOT NEED TO BE FINISHED WITH SHOP PRIMER PER NEW SPECIFICATION SECTION 055100-METAL STAIRS.
61. **QUESTION:** Room #'s 204, 206, 211B, and 211C are showing to receive CPT-02 on the Finish Schedule but is Showing CPT-01 for #204 and 206 and only base for room #'s 211B and 211C on the Finish Plan. Can you please confirm which materials are to be installed in these rooms
ANSWER: PLEASE SEE EARLIER RESPONSES QUESTIONS #20, #37, AND #38
62. **QUESTION:** How are the carpet tiles on the stage area terminated in the Council Chambers Room, rubber stair nosing? Will carpet tiles be going on the face of the stage?
ANSWER: PLEASE SEE ELEVATION 4/I-425. THERE IS A WOOD MOLDING ACROSS THE FRONT OF THE STAGE THAT WILL BE PAINTED. THE CARPET WILL RUN DOWN THE RAMP. THE TWO STAIRS LEADING TO THE STAGE TO MATCH MAIN LOBBY STAIRWAY.
63. **QUESTION:** ADA Lav #121 and 120 show wall tiles only on the wet walls on I-441 but on the finish plan it calls for a tile wainscot on all 4 walls. Which walls are to receive a tile wainscot?
ANSWER: PLEASE SEE RESPONSE ON QUESTION #41.
64. **QUESTION:** ADA Lav #A105 does not have an elevation diagram. Is this room to receive a tile wainscot?
ANSWER: YES, JUST ON THE WET WALL
65. **QUESTION:** Is tile being installed on all three walls in the ADA LAV 121 Shower? Per 1-441 it is only showing the back wall of the shower to receive tile.
ANSWER: ALL WALLS OF SHOWER TO BE TILED FROM FLOOR TO CEILING.
66. **QUESTION:** I-601 Indicates Wall Covering on the wet wall above the tile. If the tile wainscot is on every wall, will the wallpaper be above the tile on every wall as well?
ANSWER: THE WAINSCOTT TILE WITH WALL COVERING DETAIL IS ONLY ON THE WET WALLS. ALL OTHER WALLS TO BE PAINT.
67. **QUESTION:** Is there a basis of design for the acoustical ceiling tiles (095123-2.3)? There also appears to be a discrepancy on the ceiling legend on A104.
ANSWER: CEILING TILES SHALL COMPLY WITH THE REQUIREMENTS OUTLINED IN SECTION 095123 – ACOUSTICAL TILE CEILINGS. THE CONTRACTOR IS RESPONSIBLE FOR PROVIDING A PRODUCT THAT MEETS OR EXCEEDS THESE SPECIFICATIONS. NO SPECIFIC MANUFACTURER OR PRODUCT IS DESIGNATED AS BASIS-OF-DESIGN. SEE ADDENDUM 01 FOR REVISED CEILING LEGEND.
68. **QUESTION:** Please confirm the entire project is to be in EMT, and anything longer than 6' MC whips will not be accepted.
ANSWER: CORRECT, BUT USAGE OF MC CAN ALSO BE CONFIRMED/COORDINATED IN NEW WALLS/CEILING WITH THE ARCHITECT IF DONE NEATLY AND HIDDEN.
69. **QUESTION:** The Electrical Connection Schedule shows WH-E and CP-1 to be fed from panel H; however, the

Panel H schedule and load do not reflect this.

ANSWER: CP-1 FED FROM CIRCUIT #25 IN PANEL H FROM 20A/1-POLE CIRCUIT BREAKER, FRACTIONAL HP WITH A LOAD OF 0.25KVA . WH-E IS ALSO FED FROM PANEL H, FROM CIRCUIT #26/28 – 30A/2-POLE CIRCUIT BREAKER WITH A TOTAL LOAD OF 4.5KVA.

70. **QUESTION:** Is the generator pad and enclosure part of Alternate #5 or in the Base Bid?

ANSWER: YES, THE NEW GENERATOR PAD AND ENCLOSURE ARE PART OF ALTERNATE #5. BASE BID – EXISTING GENERATOR AND PAD TO REMAIN.

71. **QUESTION:** Existing town Hall drawings show reusing an existing meter. Please see the photo attached. No meter is present; the utility company has C/T's at the top of the incoming feed. The box looks like where they read their c/t's. Please advise what will be required here, are we to reuse the wires coming down from the overhead? I do not believe they will be long enough to reach the main breaker in the new MDP panel.

ANSWER: CONTRACTOR TO COORDINATE METER REQUIREMENTS WITH BERLIN ELECTRIC. THE EXISTING CONNECTIONS AT THE OVERHEAD WIRING COMING DOWN TO BE CONFIRMED, AS THE NEW MAIN PANEL IS AT THE SAME LOCATION AS THE EXISTING.

72. **QUESTION:** Please instruct on how to feed panel SUB as well, one line shows a tap off the main feeder; however, no tap appears to be present or possible without adding an exterior junction box.

ANSWER: CONTRACTOR TO CONFIRM EXISTING 3-PHASE SUBPANEL CONNECTION LOCATED NEXT TO EXISTING MAIN PANEL LOCATION. EXISTING CONNECTION TO BE DUPLICATED IN NEW WORK.

73. **QUESTION:** No incoming service disconnects are shown; are they not needed on this project?

ANSWER: CONTRACTOR TO PROVIDE SERVICE ENTRANCE RATED MAIN CIRCUIT BREAKER AT NEW MDP. CONTRACTOR TO CONFIRM ACCEPTABLE SERVICE DISCONNECT MEANS WITH BERLIN ELECTRIC.

74. **QUESTION:** On the Annex, one line shows DMM module between the meter and panel. Can you please provide some documentation of what that is?

ANSWER: DMM AT ANNEX CAN BE REMOVED FROM PROJECT SCOPE, AS THE EXISTING UTILITY METER SHALL BE USED.

75. **QUESTION:** Who is the utility company for the project?

ANSWER: BERLIN ELECTRIC IS THE UTILITY.

76. **QUESTION:** Addendum 1, Question 11 says that drywall replacement on existing walls is to be case by case. However, nearly every existing wall shows devices to be demo'd and installed in new locations. This will require cutting into walls (assumed to have asbestos). Please provide quantifiable direction for which walls (or parts thereof) are to be removed and replaced. Is the intent to leave parts of asbestos in existing walls if no other work takes place at the walls (or portions thereof)?

ANSWER: ALL INTERIOR WALLS AND PORTIONS OF WALLS SHOWN AS EXISTING TO REMAIN ON TOWN HALL 2ND FLOOR TO RECEIVE NEW 5/8" GWB OVER EXISTING FRAMING. SEE I-SHEETS FOR FINISH REQUIREMENTS. AREA WHERE DEVICES ARE SHOWN TO BE REMOVED WILL BE ADDRESSED BY SELECTIVE REMOVAL OF WALL FINISHES IN THE AFFECTED STUD BAY(S) ONLY. ACM MAY REMAIN IN PLACE WHERE UNDISTURBED. ANY ACM REMOVAL SHALL BE PERFORMED BY THE ABATEMENT CONTRACTOR UNDER THE IH'S OVERSIGHT AND PER DIVISION 02. FULL-HEIGHT WALL REPLACEMENT IS ONLY REQUIRED IF EXPLICITLY SHOWN.

77. **QUESTION:** MEP basic requirements require a set of coordination drawings. Please confirm if this is

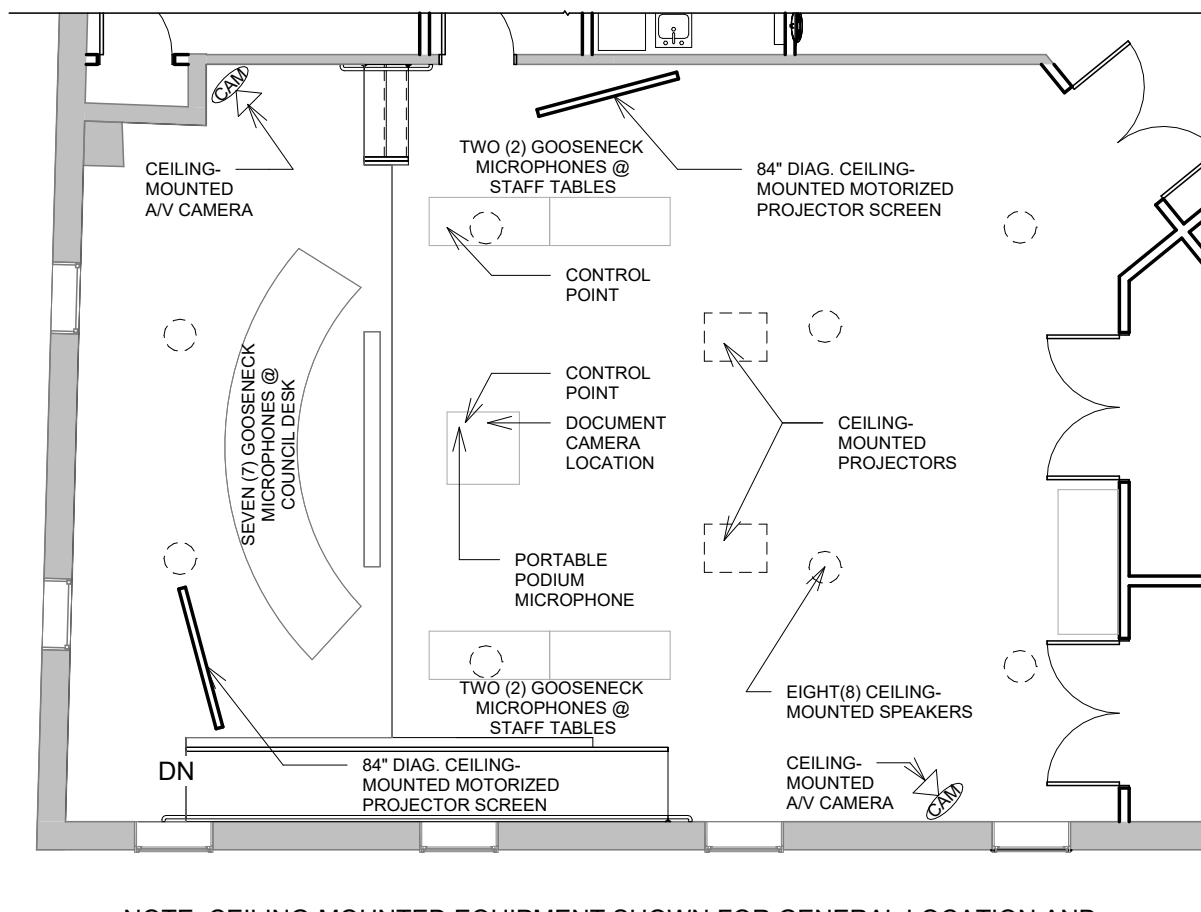
required for this size project. If so, is this a 3D effort and will the architectural and structural models be made available to support this?

ANSWER: COORDINATION DRAWINGS ARE REQUIRED AS PER SPECIFICATIONS BUT NOT REQUIRED TO BE 3D. CAD FILES SHALL BE PROVIDED UPON REQUEST FOR THE SELECTED CONTRACTOR(S) DURING THE CONSTRUCTION PHASE.

F. ATTACHMENTS

- SKA-03 COUNCIL CHAMBERS A/V SYSTEM LAYOUT
- REVISED BID FORM SECTION 004113
- NEW SPECIFICATION SECTION 274100 AUDIO-VISUAL SYSTEMS
- NEW SPECIFICATION SECTION 055100 METAL STAIRS

END OF ADDENDUM



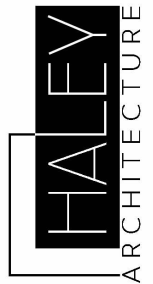
NOTE: CEILING-MOUNTED EQUIPMENT SHOWN FOR GENERAL LOCATION AND QUANTITY PURPOSES ONLY. FINAL LOCATION SHALL BE COORDINATED BY OWNER/ARCHITECT AND CONTRACTOR'S A/V SUBCONTRACTOR IN THE FIELD. CAMERAS SHOWN FOR A/V PURPOSES AND ARE SEPARATE AND INDEPENDENT OF BUILDING VIDEO SURVEILLANCE SYSTEM.

TOWN OF BERLIN TOWN HALL & ANNEX

ATTN: MAYOR & COUNCIL OF THE
TOWN OF BERLIN
10 WILLIAMS ST.
BERLIN, MD 21811

COUNCIL CHAMBERS A/V LAYOUT

Project number	2024-41	SKA-03	Scale 1/8" = 1'-0"
Date	01.02.2026		
Drawn by	DNH		
Checked by	DNH		



DOCUMENT 004113 - BID FORM - STIPULATED SUM (SINGLE-PRIME CONTRACT)

PART 1 - GENERAL

1.1 BID INFORMATION

- A. Bidder: _____.
- B. Project Name: BERLIN TOWN HALL & ANNEX RENOVATIONS.
- C. Project Location: 10 WILLIAMS STREET, BERLIN, MARYLAND, 21811.
- D. Owner: MAYOR AND COUNCIL OF THE TOWN OF BERLIN.
- E. Owner Project Number: 202500603.
- F. Architect: HALEY ARCHITECTURE, LLC.
- G. Architect Project Number: 2024-41.

1.2 CERTIFICATIONS AND BASE BID

- A. Base Bid, Single-Prime (All Trades) Contract: The undersigned Bidder, having carefully examined the Procurement and Contracting Requirements, Conditions of the Contract, Drawings, Specifications, and all subsequent Addenda, as prepared by Haley Architecture, LLC and Architect's consultants, having visited the site, and being familiar with all conditions and requirements of the Work, hereby agrees to furnish all material, labor, equipment and services , including all scheduled allowances indicated in Section 012100 "Allowances, necessary to complete the construction of the above-named Project, in accordance with the requirements of the Procurement and Contracting Documents, for the stipulated sum of:
 - 1. _____ Dollars
(\$ _____).
 - 2. The above amount may be modified by amounts indicated by the Bidder under the "Unit Prices" Article and the "Alternates" Article below.

1.3 UNIT PRICES

- A. The undersigned Bidder proposes the amounts below be added to or deducted from the Contract Sum on performance and measurement of the individual items of the Work, as described in Section 012200 "Unit Prices" and if applicable for adjustment of the quantity given in the Unit-Price Allowance for the actual measurement of individual items of the Work.
- B. If the Unit Price does not affect the Work of this Contract, the Bidder to indicate "NOT APPLICABLE."

C. Unit-Price No. 1: Cutting and patching of concrete floor slabs.

1. _____ dollars (\$ _____) per unit.

D. Unit-Price No. 2: Miscellaneous cleaning / painting existing steel beams where corroded.

1. _____ dollars (\$ _____) per unit.

E. Unit-Price No. 3: Under-slab sanitary piping.

1. _____ dollars (\$ _____) per unit.

1.4 ALTERNATES

A. The undersigned Bidder proposes the amount below be added to or deducted from the Base Bid if particular Alternates are accepted by Owner. Amounts listed for each Alternate include costs of related coordination, modification, or adjustment.

B. If the Alternate does not affect the Contract Sum, the Bidder to indicate "NO CHANGE."

C. The Bidder is responsible for determining from the Contract Documents the effects of each Alternate on the Contract Time and the Contract Sum.

D. Owner reserves the right to accept or reject any Alternate, in any order, and to award or amend the Contract accordingly within 60 days of the Notice of Award unless otherwise indicated in the Contract Documents.

E. Acceptance or non-acceptance of any Alternates by Owner is to have no effect on the Contract Time unless the Alternate description below provides a formatted space for the adjustment of the Contract Time.

F. Alternate No. 01: RENOVATIONS TO ANNEX BUILDING:

1. ☐ ADD ☐ DEDUCT ☐ NO CHANGE ☐ NOT APPLICABLE.2. _____ Dollars
(\$ _____).

3. Contract Time: Acceptance of this Alternate will add _____ calendar days to the Contract Time.

G. Alternate No. 02 A/V UPGRADES IN COUNCIL CHAMBERS

1. ☐ ADD ☐ DEDUCT ☐ NO CHANGE ☐ NOT APPLICABLE2. _____ Dollars
(\$ _____).

3. Contract Time: Acceptance of this Alternate will add _____ calendar days to the Contract Time.

H. Alternate No. 03 REPLACE EXISTING LIFT WITH LULA ELEVATOR

1. ☐ ADD ☐ DEDUCT ☐ NO CHANGE ☐ NOT APPLICABLE
2. _____ Dollars
(\$_____).
3. Contract Time: Acceptance of this Alternate will add _____ calendar days to the Contract Time.

I. Alternate No. 04 FRONT FACADE IMPROVEMENTS

1. ☐ ADD ☐ DEDUCT ☐ NO CHANGE ☐ NOT APPLICABLE.
2. _____ Dollars
(\$_____).
3. Contract Time: Acceptance of this Alternate will add _____ calendar days to the Contract Time.

J. Alternate No. 05 NEW GENERATOR

1. ☐ ADD ☐ DEDUCT ☐ NO CHANGE ☐ NOT APPLICABLE.
2. _____ Dollars
(\$_____).
3. Contract Time: Acceptance of this Alternate will add _____ calendar days to the Contract Time.

1.5 BID SECURITY

- A. The undersigned Bidder agrees to execute a contract for this Work in the above amount and to furnish surety as specified within 10 days after a written Notice of Award, if offered within 60 days after receipt of bids, and on failure to do so agrees to forfeit to Owner the attached Bid Security, as liquidated damages for such failure as follows:

1. In the following amount constituting 1% of the Base Bid amount above:
 - a. _____ Dollars
(\$_____).

- B. Form of Bid Security: Bidder has attached the following:

1. ☐ AIA Document A310-2010, "Bid Bond."
2. ☐ Cashier's check.

- C. In the event Owner does not offer Notice of Award within the time limits stated above, Owner will return to the undersigned the cashier's check, certified check, or bid bond.

1.6 TIME OF COMPLETION

- A. Time of Completion:

1. The undersigned Bidder proposes and agrees hereby to commence the Work of

the Contract Documents on a date specified in a written Notice to Proceed to be issued by Architect, and to substantially complete the Work within 248 calendar days.

1.7 ACKNOWLEDGMENT OF ADDENDA

- A. The undersigned Bidder acknowledges receipt of and use of the following Addenda in the preparation of this Bid:

1. Addendum No. 1, dated _____.
2. Addendum No. 2, dated _____.
3. Addendum No. 3, dated _____.
4. Addendum No. 4, dated _____.

1.8 CONTRACTOR'S LICENSE

- A. The undersigned further states that it is a duly licensed contractor, for the type of work proposed, in the Town of Berlin, Maryland and that all fees, permits, etc., pursuant to submitting this proposal have been paid in full.

1.9 DEBARMENT

- A. ☐ By checking this box, I hereby certify that the individual or organization represented in the submission of this response to Town of Berlin Request for Bids #2026-01 is not debarred by the federal government from contracting with a federal agency, nor with the State of Maryland, Worcester County, or the Town of Berlin.

1.10 SUBMISSION OF BID

- A. Respectfully submitted this ____ day of _____ (month, year)
- B. Submitted by: _____ (Name of bidding firm or corporation).
- C. Authorized Signature: _____ (Handwritten signature).
- D. Signed by: _____ (Type or print name).
- E. Title: _____ (Owner/Partner/President/Vice President).
- F. Witnessed by: _____ (Handwritten signature).
- G. Attest: _____ (Handwritten signature).

- H. By: _____ (Type or print name).
- I. Attester Title: _____ (Corporate Secretary or Assistant Secretary).
- J. Street Address: _____.
- K. City, State, Zip: _____.
- L. Phone: _____.
- M. License No.: _____.
- N. Federal ID No.: _____.
- O. (Affix Corporate Seal Here)

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

<attachments>: AIA DOCUMENT A310 – 2010 BID BOND

END OF DOCUMENT 004113

SECTION 055100 – METAL STAIRS

PART 1 GENERAL

1.1 SUMMARY

A. Section Includes:

1. Steel stair framed of structural sections.

1.2 SUBMITTALS

A. Shop Drawings:

1. Indicate profiles, sizes, connection attachments, reinforcing, anchorage, size and type of fasteners, and accessories.
2. Indicate welded connections using standard AWS A2.4 welding symbols. Indicate net weld lengths.

B. Welders' Certificates: Certify welders and welding procedures employed on the Work, verifying AWS qualification within previous 12 months.

C. Delegated Design Submittals: Submit signed and sealed Shop Drawings with design calculations.

D. Field Quality-Control Submittals: Indicate results of Contractor-furnished tests and inspections.

1.3 QUALITY ASSURANCE

A. Welders and Welding Procedures: AWS D.1 qualified within previous 12 months for employed weld types.

B. Fabricator: Company specializing in fabricating products specified in this Section with minimum three years' documented experience.

C. Erector: Company specializing in performing Work of this Section with minimum three years' documented experience and approved by manufacturer.

D. Licensed Professional: Professional engineer experienced in design of stairs, licensed in the state that the project is located.

PART 2 PRODUCTS

2.1 PERFORMANCE AND DESIGN CRITERIA

A. Live Load: 100 lb./sq. ft. and concentrated load of 300 lbs in accordance with ASCE-7.

B. Dead Load: Calculated in accordance with ASCE-7

C. Maintain deflection limits for stringers of Span/240 for Total load and Span/360 for Live Load.

- D. Maintain a maximum deflection for threads of Span/240 for Total load and Span/360 or 1/4-inch, whichever is less, for Live Load.

2.2 MATERIALS

- A. Structural W-Shapes: ASTM A992.
- B. Structural T-Shapes: Cut from structural W-shapes.
- C. Channels and Angles: ASTM A36.
- D. Round Hollow Structural Sections: ASTM A500, Grade C.
- E. Square and Rectangular Hollow Structural Sections: ASTM A500 Grade B.
- F. Structural Pipe: ASTM A53, Grade B.
- G. Structural Plates: ASTM A36.
- H. Floor Plates: ASTM A786 raised pattern.
- I. Bolts: ASTM A325.
- J. Nuts: ASTM A563, heavy-hex type.
- K. Washers:
 - 1. ASTM F436; Type 1.

2.3 FINISHES

- A. Prepare structural component surfaces according to SSPC SP 3.
- B. Shop Primer: Primer shall be applied in the shop prior to transportation of material to the job site. The shop primer shall be a fast curing, universal modified alkyd, rust inhibiting shop coat with good resistance to normal atmospheric corrosion. Primer shall comply with all federal standards for VOC, lead and chromate levels. Shop primer shall be applied per manufacturer's recommendations.
- C. Touchup Primer: Match shop primer.

2.4 FABRICATION

- A. Fit and shop-assemble components in largest practical sections, for delivery to Site.
- B. Fabricate components with joints tightly fitted and secured.
- C. Continuously seal joined pieces by intermittent welds and plastic filler.
- D. Grind exposed joints flush and smooth with adjacent finish surface. Make exposed joints butt tight, flush, and hairline. Ease exposed edges to small, uniform radius.
- E. Supply components required for anchorage of fabrications. Fabricate anchors and related components of same material and finish as fabrication, except where specifically noted otherwise.

PART 3 EXECUTION**3.1 EXAMINATION**

- A. Verify that field conditions are acceptable and are ready to receive Work.
- B. Verify that concealed blocking and reinforcement is installed and correctly located to receive wall-mounted handrails.

3.2 PREPARATION

- A. Clean and strip primed steel items to bare metal where Site welding is required.
- B. Supply items required to be cast into concrete and/or embedded in masonry with setting templates.

3.3 INSTALLATION

- A. Install components plumb and level, accurately fitted, free from distortion or defects.
- B. Install anchors, plates, angles, hangers, and struts required for connecting stairs to structure.
- C. Allow for erection loads. Install sufficient temporary bracing to maintain framing safe, plumb, and in alignment.
- D. After erection, prime welds, abrasions, and surfaces not shop primed, except surfaces to be in contact with concrete.

3.4 TOLERANCES

- A. Maximum Variation from Plumb: 1/4-inch per story, noncumulative.
- B. Maximum Offset from Alignment: 1/4-inch.

3.5 FIELD QUALITY CONTROL

- A. Inspection: Inspect welds according to AWS D1.1

END OF SECTION 055100

SECTION 274100 - AUDIO-VIDEO SYSTEMS

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes:
 - 1. AV devices.
 - 2. AV cable and cable hardware.
- B. Related Requirements:
 - 1. Section 260500 "Basic Electrical Requirements"

1.3 DEFINITIONS

- A. EDID: Extended Display Identification Data - format for [display devices](#) to describe their capabilities to a video source.
- B. HDBase-T: commercial connectivity standard for transmission of AV signals over a common category cable using the same modular connectors used by Ethernet.
- C. HDCP: High-bandwidth Digital Content Protection – a form of digital copy protection.
- D. HDMI: High-Definition Multimedia Interface – proprietary digital AV interface.
- E. USB: Universal Serial Bus – industry standard for cables, connectors, and protocols of low power devices.
- F. USB-IF: USB Implementers Forums – organization that maintains the USB specification and compliance program.

1.4 INFORMATIONAL SUBMITTALS

- A. Qualification Data: For Installer.

1.5 CLOSEOUT SUBMITTALS

- A. Operation and Maintenance Data: For AV Systems to include in operation and maintenance manuals.
- B. Software and Firmware Operational Documentation:
 - 1. Software operating and upgrade manuals.
 - 2. Program Software Backup: On digital media, complete with data files.
 - 3. Device address list.
 - 4. Printout of software application and graphic screens.

1.6 QUALITY ASSURANCE

- A. Installer Qualifications: An entity that employs installers and supervisors who are trained and approved by manufacturer.

1.7 WARRANTY

- A. Manufacturer's Warranty: Manufacturer and Installer agree to repair or replace components of AV systems that fail(s) in materials or workmanship within specified warranty period.
 - 1. Warranty Period: Minimum of one year(s) from date of Substantial Completion. If Manufacturer warranty is greater than one year, then Manufacturer will honor full term of warranty.

PART 2 - PRODUCTS

2.1 AV DEVICES

- A. All AV Devices must:
 - 1. Reproduce video and audio signals that are clear and free of hum, noise, or other distortion.
 - 2. Communicate proper EDID information between devices. If required EDID emulation devices shall be utilized to ensure EDID conformity.
 - 3. Use cables, adapters, and/or accessories capable of supporting HDCP v1.1 when connecting to devices that utilize HDCP.
- B. HDBase-T devices must be:
 - 1. Certified by the HDBase-T Alliance.
 - 2. Capable of providing 4K Ultra-HD resolution at the the installed distance between devices.
 - 3. HDBase-T Class A when distance between devices exceeds Class B (aka HDBase-T Lite) specification, or where transmission of Ethernet via the HDBase-T device is required.
- C. HDMI Devices must be:
 - 1. Certified for HDMI v1.4 or greater.
- D. Color: As indicated on Drawings..
 - 1. Coordinate final color selection with Designer and Owner prior to ordering.

2.2 AV CABLE AND CABLE HARDWARE

- A. Cable Manufacturers:
 - 1. Must be supplied by listed Manufacturers or have equal specifications to those:
 - a. Kramer Electronics USA
 - b. Extron Electronics
 - c. Comprehensive Connectivity Company
- B. HDBase-T cable must meet the following criteria:

1. Manufacturer must be certified in the HDBase-T Alliance Recommended Cable Program.
- C. USB cable must meet the following criteria:
 1. USB 2.0 High Speed certified by USB-IF.
- D. Analog Audio Cable must meet the following criteria:
 1. Speaker cable must be 18/2 stranded, with shield and drain wires.
- E. Generic audio cable must be a minimum of 22/2 stranded wire.
- F. Patch Cords:
 1. All patch cords required to provide a complete and functional installation are required. This includes audio, video, and data cables for Contractor and Owner supplied equipment.
- G. Connectors:
 1. Connectors are to be factory installed. Field terminated connectors are not allowed.
- H. Faceplates:
 1. Faceplates to be plastic unless indicated otherwise.
 2. Color to match existing electrical faceplates unless indicated otherwise. Coordinate final color selection with Designer and Owner prior to ordering.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine areas and conditions for compliance with requirements for installation tolerances and other conditions affecting performance of the Work.
- B. Examine roughing-in of surface-mount raceway or in-wall pathway to verify actual locations of connections before equipment installation.
- C. Examine walls for suitable conditions where large flat panels will be installed.
- D. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 INSTALLATION OF AV CABLES

- A. Comply with NECA 1.
- B. Comply with TIA-568-C.0 and TIA-568-C.1.
- C. Wiring Method: Install cables in raceways and cable trays except within consoles, cabinets, desks, and counters and except in accessible ceiling spaces and in gypsum board partitions where unenclosed wiring method may be used. Conceal raceway and cables except in unfinished spaces.
 1. Install plenum cable in environmental air spaces, including plenum ceilings.
 2. Comply with requirements for raceways and boxes specified in Section

260533 "Raceways and Boxes for Electrical Systems."

- D. Wiring within Enclosures: Bundle, lace, and train conductors to terminal points with no excess and without exceeding manufacturer's limitations on bending radii. Install lacing bars and distribution spools.
- E. Do not install bruised, kinked, scored, deformed, or abraded cable. Do not splice cable between termination, tap, or junction points. Remove and discard cable if damaged during installation, and replace it with new cable.

3.3 FIRESTOPPING

- A. Comply with requirements in Section 210503 "Through Penetration Firestopping."

3.4 CONFIGURATION OF DEVICES

- A. Control Systems:
 - 1. Control systems should be configured to control the following:
 - a. Display device power (on/off), synchronous with power on/off of AV system.
 - b. Motorized screen activation, synchronous with power on/off of AV system.
 - c. Display source selection.
 - d. Master Audio volume (up/down/mute).
 - 2. Review functionality and layout of control systems with Designer and Owner prior to programming devices.
- B. HDBase-T Devices:
 - 1. When not used in conjunction with a control system (button panel, touch screen, etc.), ALL HDBase-T transmitting devices should be programmed to:
 - a. Power on the display device and switch to the appropriate source when an input device is connected.
 - b. Wait 60 seconds, then power down display device when all input devices are disconnected.
 - 2. Review functionality of HDBase-T devices with Owner prior to programming devices.
- C. Audio Devices:
 - 1. Speakers: Speakers should be aimed to provide appropriate coverage for the space in which they are installed. Adjust relative volume levels of speakers to provide a consistent volume level for the audience seated in the space.
 - 2. Equalization: Adjust equalization settings to accommodate room acoustics using reference signal and spectrum analyzer or other industry accepted test equipment.
 - 3. Input Levels: Adjust and balance input levels at each source to provide consistent output volume levels between sources.
 - 4. Audio Enhancement: Audio Enhancement system to remain operational while the rest of the AV system is powered down.
 - 5. Wireless Microphones:
 - a. Coordinate the assignment of wireless microphone channels for

- each system to avoid conflicts with other wireless equipment including any existing or Owner provided microphones.
6. Lock channels to prevent accidental reconfiguration.

3.5 IDENTIFICATION

- A. Cable and Wire Identification:
 1. Label each cable within 4 inches of each termination and tap, where it is accessible in a cabinet or junction or outlet box, and elsewhere as indicated.
 2. Label each terminal strip, and screw terminal in each cabinet, rack, or panel.
 3. Labels shall be preprinted or computer printed type.
 4. Labels shall be self-laminating cable-wrap style.
- B. Device Labeling:
 1. Label the front panel controls of all devices indicating their function.
 - a. Indicate typical volume, balance, and mixing levels.
 - b. Identify each source.
 2. Label all wireless microphones with the room number and channel to which they are assigned.

3.6 SOFTWARE SERVICE AGREEMENT

- A. Technical Support: Beginning at Substantial Completion, service agreement shall include software support for one year.
- B. Upgrade Service: At Substantial Completion, update software to latest version. Install and program software upgrades that become available within one year from date of Substantial Completion. Upgrading software shall include operating system, new or revised licenses for using software, and firmware for devices.
 1. Upgrade Notice: At least 30 days to allow Owner to schedule and access the system and to upgrade computer equipment if necessary.

3.7 DEMONSTRATION

- A. Train Owner's personnel to adjust, operate, and maintain units.
- B. Provide at minimum 2 hours of on-site training with Owner's personnel and manufacturer representatives to properly train the Owner on all AV Systems.

END OF SECTION 274100