

ADDENDUM #1

September 3, 2025

Project: **Virginia Polytechnic Institute & State University
Inn at Virginia Tech – Interior Renovation
Blacksburg, Virginia 24061**

TO ALL BIDDERS:

GENERAL: Addenda are part of the Contract Documents and are issued to amend or interpret the Drawings and Specifications. The Addenda shall be acknowledged in the Bid Form – Section I – in the space provided for addenda acknowledgement.

CHANGES AND CLARIFICATIONS - GENERAL

1. The pre-bid meeting notes and attendance sheet are included below.
2. The FFE Matrix is attached. All items on this list are provided by the owner. Reference drawings for what items are installed by contractor.
3. Date changes:
 - a. RFI's to be due 9/11/25 @ 2PM
 - b. Bid due date to be 9/26/25 @ 2PM
4. In addition to the bid form, contractors are asked to provide additional information for consideration of bid award or further interviews:
 - a. A five (5) project list of similar project scope involving hotel, conference centers, restaurants, or working in a heavily occupied public space
 - b.

All other terms, conditions and descriptions remain the same.

END OF ADDENDUM #1

PRE-BID MEETING



Project Name:	Inn at Virginia Tech – Interior Renovation	Work Order #:	
VTR Project Manager:	Jason Paljug, Jesse-Allen Morris	Meeting Date:	8/28/25
Architect:	Baskervill	Meeting Time:	10AM
VT Building #:		Meeting Location:	Inn at Virginia Tech

1. PROJECT OVERVIEW

1. **Scope of Work.** The project's scope can generally be summarized as follows:
 - a. Remove and install new finishes to floors, ceilings and walls in the public space and the restaurant.
 - b. Reconfigure the restaurant layout to include below slab utility demo and connection.
 - c. Installation of owner provided materials (see specs, FFE Matrix, drawings)
 - d. Coordination with restaurant equipment to confirm connection points per the electrical drawings
2. **Key Dates.**
 - a. Pre-bid RFI due date: 9/11/25 @ 2PM
 - b. Bid due date: 9/26/25 @ 2PM
3. **Documents.** The Contractor will receive permitted drawings and UBO issued permits electronically at the Preconstruction meeting. A set of permitted drawings, permits and project revisions/RFIs, submittal are to be kept in a project binder on-site at all times.
4. **Work Hours.** All work is to be performed between the hours of **7AM – 6PM**. Off Hours/Weekend work is allowed, but must be coordinated in advance with the VTR Project Manager.
5. **Parking.** Parking passes are the responsibility of the contractors. Parking on the Blacksburg campus is extremely limited. Contractor personnel are to park in designated areas only. Park on paved or gravel areas only, do not park in the grass. Blocking accessible routes/sidewalks/ramps is not acceptable at any time; violators will be towed without warning.
6. **Utilities Shutdowns.** Coordinate with VT NCC Project Manager for utility shutdowns. Please allow 1 week notice for local shutdown and 1 month notice if a full building shutdown is required. Failure to give proper notification to Virginia Tech can result in delay of your shutdown and will be the responsibility of the contractor to make up any time lost due to the postponement.
7. **Dumpster(s)/Connex(s).** Identify dumpster locations and verify that all necessary coordination has taken place prior to dumpster(s') arrival. If parking spaces are used for placement of dumpster/connex, parking services will charge per day/per space or per month/per space, which will be the contractor's responsibility to pay for. Contractor to check with Parking Services for rates.
8. **Road/Sidewalk Closures.** Contractor to provide at least 2 weeks' notice for single lane closures and 1 month for full road closure.
9. **N&IS.** NI&S provides demo and wiring of data. Coordination between contractor and NI&S for this scope of work. Please allow 2 weeks notice for coordination with NI&S prior to demo or installation of new devices.
10. **Key Shop.** The Key Shop operating hours are 7:00 am to 3:30 pm. Please limit the number of keys checked out for each job. The GC should check out the keys for its subcontractors to share. All contractors must

provide a name for the person(s) that will be checking out keys to be added to the key shop list. All Keys must be returned at the end of each shift. Key pick up for off hours/weekend work must be coordinated thru the VT NCC project manager.

11. Restrooms. Assume the restrooms within the building area available for use. The restrooms must be kept clean and the use of the respectful at all times. 1 incident related to contractors use of the restrooms, the contractor will be responsible to place/maintain within 24 hours a portable toilet outside of the building (location TBD by VT NCC Project Manager).

2. SAFETY

1. Personal Protective Equipment (PPE).

- a. Job site safety is the contractor's responsibility.
- b. Proper hand protection, hard-soled shoes, hard hats and safety glasses will be required for all workers on the project. Signage shall be posted at the jobsite notifying all personnel of PPE requirements (per VT EHS standards).

2. Virginia Tech Environmental Health & Safety (EHS)

- a. Any work that can create a spark, welding or an open flame requires a Hot Work Permit program and shared with the VT NCC Project Manager. Hot work program should be kept onsite at all times.
- b. Safety Data Sheets (SDSs) for any hazardous chemicals will need to be submitted to Robin McCall-Miller and copied to the VT NCC Project Manager. In addition, the SDS sheets must be available on-site at all times throughout the duration of the project.
- c. Visit the link below for EHS standards for construction on the Virginia Tech campus
http://www.ehss.vt.edu/programs/contractor_safety.php
- d. All contractor personnel are to wear an item that identifies the worker as an employee of the Contractor.
- e. Daily Reports. Each General Contractor is to submit a Daily Report for every project. The Daily Report is to include the name of EVERY individual working that day and where they were working. "Where they are working" includes the floor of the building.
- f. *Any Other Project Specific Hazards – Roof, confined space, etc.*
- g. *In the event of a health and safety concern adhere to state, local, university and CDC guidelines at all times.*

3. ADMINISTRATION

1. **VT NCC Project Manager.** Below is the contact information for the VT NCC Project Manager.

Name	Mobile Phone	E-mail Address
Jason Paljug	540-581-2991	jlpaljug@vt.edu
Jesse-Allen Morris	540-230-6146	jesseallenmorris@vt.edu

2. Submittals

- a. Submittals are to be as specified in the Project Manual, as specified in notes on the Drawings or if not listed coordinated with the VT NCC Project Manager after award/prior to construction.
- b. All submittals are to be sent to the VT NCC Project Manager, who will review and forward them on to the project's Architect/Engineer; reviewed submittals will be returned by the Architect/Engineer to the VT NCC Project Manager, who will review and forward them to the Contractor.

3. Requests for Information (RFIs)

- a. Any questions/clarifications that arise during construction should be submitted in writing as an official RFI to the VT NCC Project Manager, who will coordinate with the client and Project Architect/Engineer, as required. E-mails will not suffice, although an RFI form can be e-mailed. Answered RFIs will be transmitted to the Contractor through the VT NCC Project Manager.
- b. Issues may be verbally discussed with the VT NCC Project Manager prior to submission, but doing so will not negate the requirement of a written submission.
- c. Answered/Approved RFI's are to be kept on-site for reference during UBO inspections.

4. Change Orders

- a. No additional work is to be performed without receipt of a fully executed VT (Change Order) Purchase Order.
- b. Any proposed changes should be submitted to the VT NCC Project Manager.
- c. All change orders must be submitted using a GCI, SCI, SSI Form or DGS-30-092 CO-11 form (for IFB projects only).

5. Invoices

- a. Invoices should be submitted electronically to the VT NCC Project Manager.
- b. Retainage will be released at the end of the project after all as-builts and close-out documents have been submitted and approved.
- c. The VT NCC PM will review, approve or reject the invoice in 48 hours from receipt. The invoice will be processed and release payment within 30 days.
- d. Include an updated schedule with each submitted invoice.

- 6. **Conflicts.** The Contractor shall contact the VT NCC Project Manager should any conflicts arise during the project. The VT NCC Project Manager will engage the necessary resources to resolve such conflicts.

4. SCHEDULE

Proposed NTP	Construction Start Date	Substantial Completion Date	Final Completion Date
9/30/25	12/22/25	3 months	30 days from substantial completion

5. INSPECTION(S)

1. The Contractor will be responsible for notifying the VT NCC Project Manager when an inspection needs to be scheduled. Please allow 48-72 hours to schedule inspections. The VT NCC Project Manager will coordinate with the UBO office to arrange for the required inspections.

6. ROUNDTABLE

1. Project timeline – a NTP is anticipated by the end of September with submittals to start at that time. The on site construction start date is anticipated for 12/22/25 with a construction duration of 3 months to substantial completion. The first phase will be focused on the dining area renovation. The second phase will be the public spaces.
2. Owner furnished items – all items listed in the FFE matrix are OWNER FURNISHED. Some items (i.e. lighting, wall covering, carpet) are contractor installed. Please coordinate your estimated installation areas (SY) with VT-NCC Project Manager for confirmation of quantity being ordered and provided. The contractor is responsible for providing everything necessary to install the furnished goods (i.e. equipment, adhesives).
3. Material storage – will parking lot areas or grassy areas be needed for construction duration?
4. Site access and containment

Pre-Bid Meeting Attendance Roster




Pre-Bid Meeting Date: 8/28/25
 Pre-Bid Meeting Time: 10:00 AM
 Pre-Bid Meeting Location: Inn at Virginia Tech

Work Order No.: 25-686453
 Project Name: Inn at Virginia Tech – Interior Renovations
 Project Manager: Jason Paljug & Jesse-Allen Morris

PRE-BID MEETING SIGN-IN SHEET

NAME	COMPANY	PHONE	E-MAIL ADDRESS
CHAD A. BECK	THOR CONSTRUCTION	540.312.5641	bbeaver@thorconstruction.com
DAVID WEAVER	ALTUS	540-494-4210	dweaver@altusconstruction.com
AARON BOST	MB CONTRACTORS	540-343-6758	bids@mbcontractors.com
JESSE REGISTER	BRANCH BUILDS	540-460-4974	Jesse.Register@Branchbuilds.com

	Baskervill				
	1051 E Cary St, Suite 200				
	Richmond,VA 23219				
	(804) 343-1010				
Inn at Virginia Tech					
Public Space FF&E Matrix					
Project Reference #2.230500					
GENERAL NOTES:					
ALL COSTS ARE ESTIMATED AND SUBJECT TO CHANGE, PRICING DOES NOT INCLUDE TAX OR FREIGHT					
PURCHASING AGENT TO VERIFY COM REQUIREMENTS AND WORK WITH GENERAL CONTRACTOR TO CONFIRM QUANTITIES FOR ITEMS NOTED "VIF". DRAPERY FABRICATOR TO DETERMINE QUANTITY OF MATERIAL REQUIRED FOR WINDOW TREATMENTS.					
PURCHASING AGENT TO PRIORITIZE ORDER OF STOCKED ACCESSORIES AND FABRICS UPON RECIEVING SPECIFICATIONS TO PREVENT RESELECTION DUE TO DISCONTINUATION.					
DRAPERY FABRICATOR TO DETERMINE QUANTITY OF MATERIAL REQUIRED FOR WINDOW TREATMENTS.					
PURCHASING AGENT TO VERIFY COM REQUIREMENTS					
PURCHASING AGENT TO WORK WITH GENERAL CONTRACTOR CONFIRM QUANTITIES FOR ITEMS NOTED VIF PRIOR TO PURCHASING					
PURCHASING AGENT TO HOLD ALLOWANCE UNTIL COMPLETED PERMIT DRAWINGS					
ISSUE DATE: 5/19/2025					
REVISION 1: 7/25/2025					
SPEC #	DESCRIPTION	VENDOR	QTY	UOM	REVISION #
03 CARPET					
LOBBY					
CPT-400	AXMINSTER CARPET	SHAW	VIF	SY	
CPT-400P	AXMINSTER CARPET PAD	SHAW	VIF	SY	
CPT-401	WALKOFF CARPET TILE	PATCRAFT	VIF	SY	
04 CASEGOODS					
LOBBY					
CSG-400	COFFEE TABLE	BERNHARDT HOSPITALITY	2	EA	
CSG-401	SIDE TABLE	BERNHARDT HOSPITALITY	1	EA	
RESTAURANT/BAR					
CSG-500	SIDE TABLE	BERNHARDT HOSPITALITY	2	EA	REVISION 1
CSG-501T	4 TOP SQUARE LEG TABLE - TOP	TABLE TOPICS	7	EA	REVISION 1
CSG-501B	4 TOP SQUARE LEG TABLE - BASE	TABLE TOPICS	7	EA	REVISION 1
CSG-502T	2 TOP TABLE TOP	TO BID	7	EA	
CSG-502B	2 TOP TABLE BASE	TABLEBASES.COM	7	EA	
CSG-503T	4 TOP TABLE TOP	TO BID	13	EA	
CSG-503B	4 TOP TABLE BASE	TO BID	13	EA	
CSG-504B	2 TOP BAR HEIGHT BASE	TABLEBASES.COM	4	EA	
CSG-504T	2 TOP BAR HEIGHT TOP	TO BID	4	EA	
CSG-505T	4 TOP ADA TABLE BASE	TO BID	16	EA	
CSG-505B	4 TOP TABLE TOP	TO BID	4	EA	
MEDIA LOUNGE					
CSG-700	SIDE TABLE	TO BID	1	EA	
EXTERIOR					
CSG-800	DINING TABLE	OXFORD GARDEN	1	EA	
CSG-801	SQUARE DINING TABLE	OXFORD GARDEN	4	EA	
CSG-802	OVAL COFFEE TABLE	OXFORD GARDEN	2	EA	
CSG-803	SIDE TABLE	IAP	3	EA	
05 EQUIPMENT					
RESTAURANT/BAR					
EQU-500	TV - 55"	LG ELECTRONICS	5	EA	
EQU-501	TV MOUNTING BRACKET	PEERLESS AV	5	EA	

SPEC #	DESCRIPTION	VENDOR	QTY	UOM	REVISION #
EXTERIOR					
EQU-800	PERGOLA	TUUCI	1	EA	
06 LIGHTING					
LOBBY					
LTG-400	LOUNGE PENDANT	VISUAL COMFORT	12	EA	
LTG-401	LOBBY CHANDELIER	VISUAL COMFORT	3	EA	
<i>LTG-401B</i>	<i>BULB FOR CHANDELIER</i>	1000BULBS.COM	24	EA	
RESTAURANT/BAR					
LTG-500	BAR LOUNGE PENDANT LIGHTS	CB2	4	EA	
<i>LTG-500B</i>	<i>BULB FOR PENDANT</i>	1000BULBS.COM	4	EA	
LTG-501	RESTAURANT CHANDELIER	ARHAUS	5	EA	
<i>LTG-501B</i>	<i>BULB FOR RESTAURANT CHANDELIER</i>	1000BULBS.COM	40	EA	
LTG-502	RESTAURANT WALL SCONCE	LIGHTOLOGY	17	EA	
<i>BULB INCLUDED</i>					
PREFUNCTION					
LTG-600	PREFUNCTION WALL SCONCE	LIGHTOLOGY	16	EA	
LTG-600B	PREFUNCTION WALL SCONCE BULB	1000 BULBS	32	EA	
07 UPHOLSTERY					
LOBBY					
UPH-400	LOBBY BENCH	LILY JACK	2	EA	
<i>FAB-10</i>	<i>(BODY) SEDONA - SIENNA 5</i>	ARCCOM	VIF	YD	
<i>FAB-11</i>	<i>(STRAP) CARTHAGE - BLACK</i>	APPIAN	VIF	YD	
UPH-401	LOBBY LOUNGE CHAIR	BERNHARDT	3	EA	
<i>FAB-12</i>	<i>VANDERBILT VELVET - RUSSET</i>	SCHUMACHER	VIF	YD	
UPH-402	LOBBY SOFA	HIGHTOWER	2	EA	
<i>FAB-13</i>	<i>HONEYMOON - DALMATION</i>	ERICA SHAMROCK	VIF	YD	
UPH-402P1	SOFA PILLOW 1	MARTAPOW	2	EA	
<i>FAB-14</i>	<i>CHEERS - BEIGE</i>	WEITZNER	VIF	YD	
<i>FAB-06</i>	<i>MEYER BRUSH FRINGE - SAND</i>	SCHUMACHER	VIF	YD	
UPH-402P2	SOFA PILLOW 2	MARTAPOW	4	EA	
<i>FAB-15</i>	<i>HOLMES - CAMEL</i>	FIL DOUX	VIF	YD	
RESTAURANT/BAR					
UPH-500	DINING CHAIR 1	CHARTER	28	EA	REVISION 1
<i>FAB-01</i>	<i>CLASSIC - BURGUNDY</i>	OPUZEN	VIF	YD	
UPH-501	BARSTOOL 2	MARQUIS	8	EA	
	<i>NO FAB</i>		VIF	YD	
UPH-502	BAR STOOL	CHARTER	14	EA	
<i>FAB-08</i>	<i>(SEAT) CLASSIC - BURGUNDY</i>	HBF TEXTILES	VIF	YD	
<i>FAB-07</i>	<i>(BACK) TESSELLATIONS - BRICKWORK</i>	OPUZEN	VIF	YD	
UPH-503	DINING CHAIR 3	CHARTER	68	EA	
<i>FAB-03</i>	<i>TUDOR CITY - ROPE</i>	WOLF GORDON	VIF	YD	REVISION 1
<i>FAB-09</i>	<i>(BACK) KRAVET SMART-9</i>	KRAVET	VIF	YD	REVISION 1
UPH-504	DINING CHAIR 2	MARQUIS	14	EA	
<i>FAB-</i>	<i>NO FAB</i>		VIF	YD	
UPH-505	BAR SOFA	HIGHTOWER	2	EA	
<i>FAB-19</i>	<i>TAHITI - BRICK</i>	MOKUM	VIF	YD	REVISION 1
<i>FAB-20</i>	<i>(BACK) TRIPTYGH - CHECKERED-WHITE</i>	BRETANO	VIF	YD	REVISION 1
UPH-506	BAR LOUNGE CHAIR	CHARTER	4	EA	
<i>FAB-02</i>	<i>BON VIVANT - CIGARETTE</i>	POLLACK	VIF	YD	
MEDIA LOUNGE					
UPH-700	MEDIA LOUNGE LOUNGE CHAIR	CHARTER	2	EA	
<i>FAB-12</i>	<i>VANDERBILT VELVET - RUSSET</i>	SCHUMACHER	VIF	YD	
UPH-700P1	LOUNGE PILLOW 1	MARTAPOW	2	EA	
<i>FAB-04</i>	<i>CHECKERED - ORANGE TABBY</i>	JUSTIN DAVID	VIF	YD	
<i>FAB-05</i>	<i>(TRIM) - CEDRIC COTTON LIP CORD WIDE - LINEN</i>	SCHUMACHER	VIF	YD	
EXTERIOR					

SPEC #	DESCRIPTION	VENDOR	QTY	UOM	REVISION #
UPH-800	BAR STOOL	STYLE NATIONS	2	EA	
UPH-801	COUNTER STOOL	OXFORD GARDEN	18	EA	
UPH-802	ROCKING CHAIR	FERMOB	4	EA	
UPH-803	LOUNGE CHAIR	WOODARD	4	EA	
UPH-804	OUTDOOR DINING CHAIR	OXFORD GARDEN	6	EA	
UPH-805	OUTDOOR SOFA	WOODARD	2	EA	
08 VINYL WALLCOVERING					
LOBBY					
VWC-400	ZURA - SEASHELL	WOLF GORDON	VIF	LY	
RESTAURANT/BAR					
VWC-500	SERENA - BLOSSOM	NATIONAL SOLUTIONS	VIF	LY	
VWC-501	CUSTOM TECH ICONOGRAPHY	MOMENTUM TEXTILES	VIF	LY	REVISION 1
VWC-502	SERRA - RUSSET	WOLF GORDON	VIF		
09 WINDOW TREATMENTS					
RESTAURANT/BAR					
WTR-500	SHEER DRAPERY AND FABRICATION	VALLEY FORGE	4	SETS	
FAB-21	CURIOUS BLOSSOM - BURNT SIENNA	VALLEY FORGE	VIF	YD	
WTR-501	SOLAR SHADE AND FABRICATION	VALLEY FORGE	4	EA	
FAB-17	SHEER WEAVE 1000 - P02 WHITE	PHIFER	VIF	YD	
PREFUNCTION					
WTR-600	SHEER DRAPERY AND FABRICATION	VALLEY FORGE	8	SETS	
FAB-16	FADED ILLUSION - SKI LIFT	VALLEY FORGE	VIF	YD	
WTR-601	SOLAR SHADE AND FABRICATION	VALLEY FORGE	8	EA	
FAB-17	SHEER WEAVE 1000 - P02 WHITE	PHIFER	VIF	YD	