



VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY
PROCUREMENT DEPARTMENT

ADDENDUM NO. 2

DATE: May 11, 2026
TO: All Offerors
FROM: Kim Widrig, Contracting Officer
TOTAL PAGE(S): 1 page (not including attachments)
SOLICITATION TITLE: University Scholarship and Financial Aid Suite Renovation
SOLICITATION NUMBER: 049302623

I. CLARIFICATIONS AND ADDITIONAL INFORMATION

1. The sign-in sheet from the pre-bid meeting held on May 7, 2025, is attached as **Exhibit A** for reference.
2. An updated pre-bid agenda is attached as **Exhibit B** for reference. An error was included in the Agenda distributed at the Pre-Bid meeting. Proposals will only be accepted through Virginia Tech's submission portal. Instructions for submission are provided in the Notice of Invitation for Bids within the Project Manual. Virginia Tech does not accept bids through eVA.

II. REQUESTS FOR INFORMATION

None

Exhibit B
Updated Pre-Bid Agenda

Project Name:	Financial Aid Renovation	Work Order #:	26-788730
VTR Project Manager:	Preston Duff	Meeting Date:	5/7/26
Architect:	5 Design	Meeting Time:	9AM
VT Building #:	0192	Meeting Location:	Onsite

1. PROJECT OVERVIEW

1. **Scope of Work.** The project's scope can generally be summarized as follows:
 - a. Extensive selective demolition
 - b. New lights
 - c. New ceiling grid and tiles
 - d. New flooring
 - e. New domestic plumbing and chilled water pipe
 - f. Mechanical rework and new VAV boxes
 - g. Sprinkler and fire alarm rework
 - h. New partitions and walls
 - i. Electrical rework and low voltage
2. **Key Dates.**
 - a. Pre-bid RFI due date: 5/15/26 by 2PM to Kim Widrig, kdcromer@vt.edu
 - b. Bid due date: 6/4/26 by 2PM on VT Website
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 to 5PM**. 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 VTR 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 6:30 am to 4:30 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 through the VTR 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.

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 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 VTR 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. *In the event of a health and safety concern adhere to state, local, university and CDC guidelines at all times.*

3. ADMINISTRATION

1. **VTR Project Manager.** Below is the contact information for the VTR Project Manager.

Name	Mobile Phone	E-mail Address
Preston Duff	540-767-9184	Pduff12@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 VTR Project Manager after award/prior to construction.
- b. All submittals are to be sent to the VTR 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 VTR 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 VTR 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 VTR Project Manager.
 - b. Issues may be verbally discussed with the VTR 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 VTR 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 VTR 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 VTR 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 VTR Project Manager should any conflicts arise during the project. The VTR Project Manager will engage the necessary resources to resolve such conflicts.

4. SCHEDULE

Phase	Anticipated NTP	Construction Start Date	Substantial Completion Date	Final Completion Date
1	July 20, 2026	August 3, 2026	November 6, 2026	December 6, 2026
2	July 20, 2026	November 30, 2026	February 26, 2027	March 28, 2027

5. INSPECTION(S)

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

6. ROUNDTABLE

1. All submittals, schedule of values, and project baseline schedule need to be sent to VT PM within 3 weeks of notice of award.
2. This area is highly visible to students and families, cleanliness and professionalism are of the utmost importance.
3. Work is done in the 2 phases noted above, coordination with Keith Nunn and the staff will need to be done before moving between the two phases. Phase 1 is 3rd floor, Phase 2 is 2nd floor.