



VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY  
PROCUREMENT DEPARTMENT

ADDENDUM NO. 1

**DATE:** March 25, 2026  
**TO:** All Offerors  
**FROM:** Kim Widrig, Contracting Officer  
**TOTAL PAGE(S):** 1 page (not including attachments)  
**SOLICITATION TITLE:** McBryde Hall Toilets Floors 1-3  
**SOLICITATION NUMBER:** 049302620

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**I. CLARIFICATIONS AND ADDITIONAL INFORMATION**

1. The sign-in sheet from the Pre-Bid Meeting held on March 25, 2025, is attached as **Exhibit A** for reference.
2. The Pre-Bid Agenda is attached as **Exhibit B** for reference. A typographical error in the version distributed at the meeting has been corrected. The deadline for submitting RFI's is **Friday, March 27, at 2:00 PM.**

**II. REQUESTS FOR INFORMATION**

None

**EXHIBIT A**  
**Pre-Bid Sign-In Sheet**

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY  
ATTENDANCE ROSTER  
NON-MANDATORY PRE-BID CONFERENCE

**McBryde Hall Toilets Floors 1-3**  
**IFB: 049302620**

Date: March 25, 2026  
Time: 10:00 AM

PLEASE PRINT

REPRESENTATIVE	COMPANY NAME	PHONE/EMAIL
Kim Widrig	VT Procurement	PHONE: 540-231-8543
		EMAIL: kdcromer@vt.edu
BRADY COCHRAN	KESLER CONTRACTING	PHONE: 540-320-9024
		EMAIL: BRADY@KESLERCONTRACTING.COM
BRIAN BOWER	THOR CONSTRUCTION	PHONE: 540 580 6897
		EMAIL: bbower@thorconstruction.com
ROBBIE McCRAW	ENVISICON Company	PHONE: 276-233-3374
		EMAIL: ROBBIE@ENVISICON.COM
Ryan Wall	Snyder & Associates	PHONE: 540 320 7017
		EMAIL: RWall@SnyderandAssoc.com
Wendy Teran	Cornerstone GC	PHONE: 540 558 5920
		EMAIL wendy@csGCva.com
Jeremy Hurt	SRC, Inc	PHONE: 304 809 2779
		EMAIL: jeremyhurt@src-inc.net

REPRESENTATIVE	COMPANY NAME	PHONE/EMAIL
Charlie - Butera	F&S Building Innovations	PHONE: 540 855-8583 EMAIL: cbutera@fsbuildinginc.com
Jason PALJUC	VT REC	PHONE: 434-382-7116 EMAIL: JLPALJUC@VT.EDU
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**EXHIBIT B**  
**Pre-Bid Agenda**

Project Name:	McBryde Hall ADA Restrooms Floor 1-3	Work Order #:	23-568216
VTR Project Manager:	Ethan Roe	Meeting Date:	3/20/26
Architect:	Colley/Dewberry	Meeting Time:	10:00 AM
VT Building #:	0151	Meeting Location:	McBryde Hall Lobby

## 1. PROJECT OVERVIEW

1. **Scope of Work.** The project's scope can generally be summarized as follows:
  - a. Demo of existing restrooms and reconfigure room to allow for ADA clearances.
  - b. Demo of existing plumbing utilities and install new plumbing and fixtures.
  - c. Modify electrical and fire alarm within all restrooms.
  - d. Slight modifications to janitors closet as needed for ADA restroom layouts.
  - e. All new finishes within restrooms as well as tie-ins where restrooms meet corridors.
2. **Key Dates.**
  - a. Pre-bid RFI due date: **2:00PM on Friday, March 27, 2026**
  - b. Bid due date: **2:00PM on Friday, April 10, 2026**
  - c. Bid opening: **2:00PM on Monday, April 13, 2026**
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 **[7:00AM – 6:00PM]**. 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 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 through the VTR project manager.
11. **Restrooms.** The contractor is responsible for supplying portable toilets for the duration of this project.

## 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](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. **VTR Project Manager.** Below is the contact information for the VTR Project Manager.

Name	Desk Phone	Mobile Phone	E-mail Address
Ethan Roe	N/A	540-922-3452	eroe@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

Proposed LOI	Construction Start Date	Substantial Completion Date	Final Completion Date
4/17/26	5/18/26	8/21/26	30 days from substantial completion

- *Letter of Intent (LOI) basis is to start on submittals and laydown mobilization. If there's any long lead items (i.e. floor tile) we will need to discuss duration impacts or alternative materials.*
- *The 2<sup>nd</sup> and 3<sup>rd</sup> floor bathrooms are to be completed over the summer months (final inspection by Friday, August 21).*
- *The 1<sup>st</sup> floor will start during Thanksgiving break and have an 80 day duration.*

## 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. Project timeline – 90 days total (3 months 2 & 3 floors)
2. Capital construction project impacts – see attached page
3. Submittals – upon LOI please start preparing submittals for long lead items specifically
4. Thresholds – we have a very tight tolerance at thresholds. Please review the details related to thresholds and floor slopes carefully.
5. Toilet Accessories – VT will be providing accessories as indicated on G-003