

**ADDENDUM NO. 1**

**City of Chiloquin  
Mercantile Building Debris Pile Removal**

This addendum is hereby made part of the Contract Documents to the same extent as though it was originally included therein.

Issued this 13<sup>th</sup> day of October 2023

The following changes, additions or alterations to the contract documents are hereby made a part of the requirements and conditions of Addendum No. 1.



EXPIRES 6/30/24

Adkins Engineering & Surveying, Inc.  
1435 Esplanade Ave.  
Klamath Falls, OR 97601  
(541) 884-4666

**ITEM NO. 1**  
**BIDDER'S PACKET**  
**FIRST-TIER SUBCONTRACTOR DISCLOSURE FORM**

Replace the following:

- Phone # with 541-783-2717,
- Fax # with 541-783-2035, and
- Owner's Address with PO Box 196 / 127 S 1<sup>st</sup> Street, Chiloquin, Oregon 97624.

New First-Tier Subcontractor Form is attached and is to be used in Bid.

**ITEM NO. 2**  
**PRE-BID MINUTES/SIGN IN SHEET/AGENDA**

Attached.

**MINUTES  
PRE-BID CONFERENCE**

**City of Chiloquin  
Mercantile Building Pile  
Debris Removal**

**Meeting Date: October 4, 2023**

**Meeting Time: 10:00 a.m.**

**ACE Project No. 1011-83**

**Minutes Developed By: Keith J. Ziobron  
CHA Consulting, Inc.**

**Purpose:** This document summarizes the events associated with the pre-bid meeting for the project referenced above.

- Attendees congregated at Chiloquin City Hall.
- The City of Chiloquin was represented by Keith Ziobron of CHA Consulting and Fred Jackson City of Chiloquin Public Works.
- Representatives from three contractor were present, including:
  - Belfor Environmental
  - Alpine Abatement
  - Elder Demolition

**Note:** See Sign in Form included as Attachment 1.

- The final contractor arrived at roughly 10:20 pm, after which time the matters noted in the pre-bid agenda (Attachment 2) were discussed. Hard copies of the agenda were provided to each attendee.
- During the discussion, attendees were informed to put all questions in writing per the bid form and associated specifications.
- At the close of the presentation of the agenda items, a tailgate safety meeting was held in City Hall before walking to the project location. See attached signed safety meeting acknowledgement form (Attachment 3).
- All present visited the project site. F. Jackson and K. Ziobron identified the truck access route and location of the construction entrance.
- Again, those present were told to put questions in writing so that answers could be provided in a formal addendum.
- The meeting was concluded by roughly 11:15 am Pacific.

**Attachments:**

- 1: Completed Sign In Sheet
  2. Meeting Agenda
  3. Completed Tailgate Safety Meeting Acknowledgement Form
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**Attachment 1:**

**Completed Sign In Sheet**

October 4, 2023

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## **Attachment 2**

### **Meeting Agenda**

**PRE-BID CONFERENCE  
FOR THE CONSTRUCTION OF  
City of Chiloquin  
Mercantile Building Pile  
Debris Removal  
October 4, 2023  
2:00 p.m.  
ACE Project No. 1011-83**

**AGENDA:**

- 1) Introduction
- 2) Discussion
  - a) Project description
  - b) Prevailing Wage – OR BOLI
  - c) General information
  - d) Bid security
  - e) Questions

## **INTRODUCTIONS:**

### **ENGINEERS:**

Dan Scalas, Adkins Engineering & Surveying, Inc. *Owner's Authorized Representative*

Darryl Anderson, Anderson Engineering & Surveying, Inc. *Engineer of Record*

## **DISCUSSION:**

- a) Project Description
- b) Prevailing Wage – OR BOLI
- c) General Info

### i) Owner and Engineer Contacts:

Owner Contact: Fred Jackson  
*Public works Director*  
City of Chiloquin  
Chiloquin, OR  
541-783-2717

Engineer Contact: Dan Scalas, P.E.  
*Civil Engineer*  
Adkins Engineering & Surveying, Inc.  
Klamath Falls, OR  
Office: 541-884-4666

### ii) Document Acquisition

QuestCDN eBid #8637139

### iii) Site Examination

Following the Prebid meeting.

### iv) Interpretations, clarifications, and substitution requests

All interpretations or clarifications requests shall be submitted to Adkins, in writing, no later than 2:00 pm, October 10 , 2023.

Email to [dscalas@adkinsengineering.com](mailto:dscalas@adkinsengineering.com)

Substitution requests will not be accepted or reviewed during bidding. Substitution requests of "equivalent" products or materials will be accepted after Notice of Award and reviewed at the contractor's expense with no guarantee of acceptance.



v) Addenda

An addenda response will be issued by 2:00 pm, October 13, 2023 via QuestCDN.

vi) Hours of Work & Extended Work Hours

Working hours are between the hours of 7 AM and 7 PM, extended work hours are those beyond 8 hours per day for a 5-day work week or 10 hours per day for 4-day work week. The contractor is responsible for all engineering, inspection, and testing costs associated with extended work hours.

vii) Inspection & Staking

- Regular Inspections will be limited to daily air monitoring completed by a CHA subcontractor.
- Staking is not applicable.

viii) Bid Submittal

When submitting your bids, submit only the Bid Form, pages 1-11, of the Bidder's Packet (Contract Documents) in a sealed envelope.

ix) Addenda Acknowledgement

The contractor shall acknowledge addendums in Bidder's Packet

x) Bids Due

Sealed bids shall be submitted to:

Teresa Forman  
City of Chiloquin  
127 So. 1<sup>st</sup> Street / PO Box 196  
Chiloquin Oregon 97624

by 2:00 pm, October 19, 2023, at which time they will be opened and read aloud publicly.

d) 5% Bid Security

Each bid must be submitted on the prescribed form and be accompanied by a certified check, cashier's check, or Bid Bond payable to the City of Chiloquin in an amount not less than five percent (5%) of the amount of the bid ORS 279C.365(5).

e) Questions. All questions shall be submitted in writing.

**Attachment 3**

**Completed Tailgate Safety Meeting Acknowledgement Form**



## TAILGATE MEETING SAFETY FORM

### NAME AND LOCATION OF PROJECT OR WORK ACTIVITY:

10/4/23

Chiloquin Mercantile Pile Removal Pre-bid Meeting

### TOPICS/HAZARDS and SITE CONTROLS DISCUSSED:

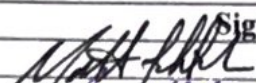
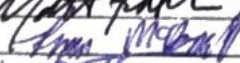


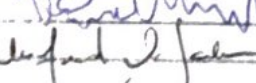
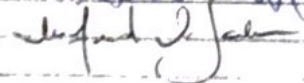
General site visit to inform bidders of scope of cleanup work.

### INFORMAL TRAINING CONDUCTED:

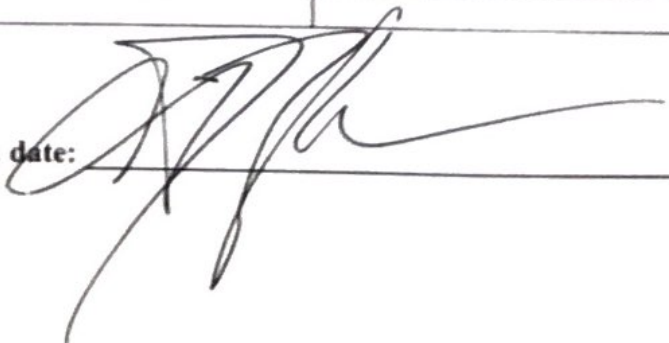
#### Notification of hazards:

- Slip/trip/fall associated with unstable pile and adjacent surfaces
- Take care not to stir up dust

### NAMES:

Staff/Visitor Name (Please Print)	Signature
MAT FLETCHER	
Ryan McDonald	
Joe Billings	
RYAN MERRITT	
RUSSELL ANDERSON	
FRED JACKSON CITY OF CHILOQUIN	

CHA Supervisor signature & date:

 10/4/23