



City of Myrtle Beach
SOUTH CAROLINA

PURCHASING AND
MATERIALS MANAGEMENT

(843) 918-2170
FAX: (843) 918-2182

ADDENDUM 001

JULY 18, 2018

18-B0149

CHARLIE'S PLACE RENOVATIONS

A Pre-Bid meeting was held on July 9, 2018. Those in attendance were:

Johnny Sellers	Seller's General Construction
Arthur Vereen	Grand Strand Builders
Garrett Skipper	Richardson Custom Builders
Fred Shenny	Harrington Construction
Ashley Bunker	Chancel HRT
Michael Allen	Allen's Demolition
Russell Hartley	Larry Pittman and Assoc.
Rick Ruonala	Baldwin Construction
Mark Pruity	KB Holdings, LLC
Kia Ford	Stalvey Construction
Jake Grimmett	Skyline Signs

Attached please find:

1. Answers to questions received.
2. Changes to the Project Manual
3. Information on Signage
4. Substitutions
5. Asbestos Inspection and Report
6. Site Construction Plans

Thank you for your interest in this project.


Ruth Burleson/Buyer
City of Myrtle Beach

MEMO TO: PLAN HOLDER FOR CHARLIE'S PLACE

FROM: RON ANDREWS, SPECIAL PROJECTS MANAGER

SUBJECT: ANSWERS TO QUESTIONS RECEIVED

DATE: JULY 17, 2018

1. In regard to the required forms that are part of the Bid Document, please include: Bidder's Representation, signed Non-Collusion Affidavit, Statement of License Certificate, Statement of Experience, Project Superintendence, Subcontractor list, Bid Bond, Proposal, Acknowledgements of Addenda, Signed Debarment Certification, Signed Drug-Free Workplace Certification, Signed Anti-Lobbying Form, and Sample Insurance Certificate. The remaining forms in the list of required forms will be required of the bidder selected for the project.
2. On the Bid Proposal Form, list all addendum issued with the dates. Also, after Base Bid, please place your number followed by the number written in words and in parenthesis.
3. The section (0400-1) has an area to list the items being subcontracted and the name of the Sub-Contractor. This can be left blank for the bid proposal but will need to be completed by the successful bidder.
4. The bid proposal will need to only show the Experience of the Project Superintendent. Project Manager/Safety Officer is not required.

The Bid Item pricing sheet is on p. 410-8. While this will be awarded as a lump sum bid, the form is required to provide specific areas of cost. It will also assist in the process of any changes in the various quantities for the project.

END OF RESPONSE TO QUESTIONS.

DOCUMENT 00901

ADDENDUM NUMBER ONE

DATE: July 16, 2018
PROJECT: Charlies Place Phase 1 Office Renovations and Additions
PROJECT NO: City Project No. Bid #18-B0149
OWNER: City of Myrtle Beach, SC
ARCHITECT: Carter Architecture Inc.

TO: Plan Holders and Prospective Bidders

This addendum forms a part of the Contract Documents and modifies the Bidding Documents dated June 2018 with amendments and additions noted below.

Acknowledge receipt of this Addendum in the space provided on the Bid Form. Failure to do so may disqualify the Bidder.

This Addendum consists of the following pdf formatted sheets
_____ 8.5"x 11" sheets

Please notify the sender if you did not receive all.

Project Manual Items and Drawing Items

CHANGES TO THE PROJECT MANUAL (BID SPECIFICATIONS PACKAGE)

1. RE: ADD SECTION 00200 Information Available to Bidders as attached
2. RE: SECTION Bid Forms 00410-8
 - a. ADD the following subparagraphs

“Allowances: The undersigned understands that the lump sum amount for the base bid on this project includes all allowance amounts as described in Section 01210 of these specifications.

Unit Prices: The undersigned agrees that the contract amount will be adjusted in accordance with the following unit price schedule for changes to work (if required) as listed hereafter.

For changing quantities of work items from those indicated by the contract documents upon written instructions from the Architect, the following unit prices shall prevail. The prices shall be applied for either deductive or additive material adjustments to the contract. The unit prices shall include all labor, materials, bailing, shoring, removal, overhead, profit, insurance, etc., to cover the finished work of the kinds called for. Changes shall be processed in accordance with the General Conditions.

- | NO. | ITEM | UNIT PRICE |
|-----|--|------------|
| 1. | Roof Decking Replacement
above the estimated amount
of 448SF anticipated to be replaced | _____/SF |
| 3. | RE: SECTION 01210 Allowances: Paragraph 1.8B CLARIFICATION "Contractor's costs for receiving and handling at Project site, labor, installation, overhead and profit, and similar costs related to products and materials ordered by Owner under allowance shall be included as part of the Contract Sum and not part of the allowance " | |
| 4. | RE: ADD SECTION 01340 Submittals and Substitutions as attached | |
| 5. | RE: ADD SECTION 01500 Temporary Facilities and Controls as attached | |

CHANGES TO DRAWINGS

No changes to drawings in this addendum

END OF ADDENDUM

SECTION 01500 - TEMPORARY FACILITIES AND CONTROLS

PART 1 - GENERAL

1.1 SUMMARY

- A. This Section includes requirements for temporary utilities, support facilities, and security and protection facilities.
- B. See Division 1 Section "Execution Requirements" for progress cleaning requirements.
- C. See Divisions 2 through 16 Sections for temporary heat, ventilation, and humidity requirements for products in those Sections.

1.2 DEFINITIONS

- A. Permanent Enclosure: As determined by Architect, permanent or temporary roofing is complete, insulated, and weathertight; exterior walls are insulated and weathertight; and all openings are closed with permanent construction or substantial temporary closures.

1.3 USE CHARGES

- A. General: Cost or use charges for temporary facilities shall be included in the Contract Sum. Allow other entities to use temporary services and facilities without cost, including, but not limited to, Owner's construction forces, Architect, occupants of Project, testing agencies, and authorities having jurisdiction.
- B. Water Service: Water from Owner's existing water system is available for use without metering and without payment of use charges. Provide connections and extensions of services as required for construction operations.
- C. Electric Power Service: "Provide Temporary Electric power Provide connections and extensions of services as required for construction operations. Owner is willing to pay electric service usage charges

1.4 SUBMITTALS

- A. Site Plan: Show temporary facilities, utility hookups, phasing and staging areas, and parking areas for construction personnel.
- B. Safety, Traffic Control, Noise and Light Abatement Plan: Comply with requirements of authorities having jurisdiction

1.5 QUALITY ASSURANCE

- A. Electric Service: Comply with NECA, NEMA, and UL standards and regulations for temporary electric service. Install service to comply with NFPA 70.
- B. Tests and Inspections: Arrange for authorities having jurisdiction to test and inspect each temporary utility before use. Obtain required certifications and permits.

1.6 PROJECT CONDITIONS

- A. Temporary Use of Permanent Facilities: Installer of each permanent service shall assume responsibility for operation, maintenance, and protection of each permanent service during its use as a construction facility before Owner's acceptance, regardless of previously assigned responsibilities.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. Lumber and Plywood: Comply with requirements in Division 6 Section "Rough Carpentry."

2.2 TEMPORARY FACILITIES

- A. Field Offices, General: May use existing facilities as long as not interfering with temporary phased occupancy of portions in use by Owner. Prefabricated or mobile units with serviceable finishes, temperature controls, and foundations adequate for normal loading.
- B. Storage and Fabrication Sheds if needed : Provide sheds sized, furnished, and equipped to accommodate materials and equipment for construction operations.
- C. Portable Toilet Facilities and place to wash hands as required to meet health department standards

2.3 EQUIPMENT

- A. Fire Extinguishers: Portable, UL rated; with class and extinguishing agent as required by locations and classes of fire exposures.
- B. HVAC Equipment:
 - 1. Use of gasoline-burning space heaters, open-flame heaters, or salamander-type heating units is prohibited.
 - 2. Heating Units: Listed and labeled for type of fuel being consumed, by a testing agency acceptable to authorities having jurisdiction, and marked for intended use.
 - 3. Permanent HVAC System: If Owner authorizes use of permanent HVAC system for temporary use during construction, provide filter with MERV of 8 at each return air grille in system and remove at end of construction.

PART 3 - EXECUTION

3.1 INSTALLATION, GENERAL

- A. Locate facilities where they will serve Project adequately and result in minimum interference with performance of the Work. Relocate and modify facilities as required by progress of the Work.
- B. Provide each facility ready for use when needed to avoid delay. Do not remove until facilities are no longer needed or are replaced by authorized use of completed permanent facilities.

- C. Contractor may use existing facilities and utilities as much as feasible without interrupting Phased Occupancy. When Owner occupies one portion, the other portion under construction may be used, but not the occupied portion.

3.2 TEMPORARY UTILITY INSTALLATION

- A. General: Install temporary service or connect to existing service.
 - 1. Arrange with utility company, Owner, and existing users for time when service can be interrupted, if necessary, to make connections for temporary services.
- B. Sewers and Drainage: Provide temporary utilities to remove effluent lawfully.
 - 1. Connect temporary sewers to municipal system as directed by authorities having jurisdiction.
- C. Water Service: Install water service and distribution piping in sizes and pressures adequate for construction. May connect to existing water on site.
- D. Sanitary Facilities: Provide temporary toilets, wash facilities, and drinking water for use of construction personnel. Comply with authorities having jurisdiction for type, number, location, operation, and maintenance of fixtures and facilities.
- E. Heating and Cooling: Provide temporary heating and cooling required by construction activities for curing or drying of completed installations or for protecting installed construction from adverse effects of low temperatures or high humidity. Select equipment that will not have a harmful effect on completed installations or elements being installed.
- F. Ventilation and Humidity Control: Provide temporary ventilation required by construction activities for curing or drying of completed installations or for protecting installed construction from adverse effects of high humidity. Select equipment that will not have a harmful effect on completed installations or elements being installed. Coordinate ventilation requirements to produce ambient condition required and minimize energy consumption.
- G. Electric Power Service: Provide electric power service and distribution system of sufficient size, capacity, and power characteristics required for construction operations.
 - 1. Install temporary electric power service overhead, unless otherwise indicated. Permanent power will be fed from underground. Coordinate with City and Santee Cooper
- H. Lighting with local switching that provides adequate illumination for construction operations, observations, inspections, and traffic conditions.
 - 1. Install and operate temporary lighting that fulfills security and protection requirements without operating entire system.
- I. Telephone Service: Provide temporary telephone service in common-use facilities for use by all construction personnel. Install one telephone line(s) for each field office.
 - 1. At each telephone, post a list of important telephone numbers including police and fire departments Contractor's home office Architect's office Owner's office Principal subcontractors' field and home offices.
 - 2. Provide superintendent with cellular telephone or portable two-way radio for use when away from field office.

- J. Electronic Communication Service: Provide temporary electronic communication service, including electronic mail in field office.

3.3 SUPPORT FACILITIES INSTALLATION

- A. General: Comply with the following:
 - 1. Utilize existing building space or provide incombustible construction for offices, shops, and sheds located within construction area or within 30 feet (9 m) of building lines. Comply with NFPA 241.
 - 2. Maintain support facilities until near Substantial Completion. Remove before Substantial Completion. Personnel remaining after Substantial Completion will be permitted to use permanent facilities, under conditions acceptable to Owner.
- B. Existing Temporary Roads and Paved Areas:
 - 1. Provide dust-control treatment that is nonpolluting and nontracking. Reapply treatment as required to minimize dust.
- C. Traffic Controls: Comply with requirements of authorities having jurisdiction.
 - 1. Protect existing site improvements to remain including curbs, pavement, and utilities.
 - 2. Maintain access for fire-fighting equipment and access to fire hydrants.
- D. Parking: Provide temporary parking areas for construction personnel and for Owner employees parking displaced by construction activities.
- E. Project Identification and Temporary Signs: Provide Project identification and other signs as indicated on Drawings. Install signs where indicated to inform public and individuals seeking entrance to Project. Unauthorized signs are not permitted.
 - 1. Provide temporary, directional signs for construction personnel and visitors.
 - 2. Maintain and touchup signs so they are legible at all times.
 - 3. Provide 4 x 8 foot double sided Project Identification sign with name of project, Owner Developer, Architect and General contractor, and possibly Grant Funding information with logos in color and designs as provided by Owner and Architect. A layout sketch of the sign is included as an attachment to the end of this document .
- F. Waste Disposal Facilities: Provide waste-collection containers in sizes adequate to handle waste from construction operations. Comply with requirements of authorities having jurisdiction. Comply with Division 1 Section "Execution Requirements" for progress cleaning requirements.
- G. Lifts and Hoists: Provide facilities necessary for hoisting materials and personnel.
 - 1. Truck cranes and similar devices used for hoisting materials are considered "tools and equipment" and not temporary facilities.

3.4 SECURITY AND PROTECTION FACILITIES INSTALLATION

- A. Environmental Protection: Provide protection, operate temporary facilities, and conduct construction in ways and by methods that comply with environmental regulations and that minimize possible air, waterway, and subsoil contamination or pollution or other undesirable effects.

- B. Temporary Erosion and Sedimentation Control: Provide measures to prevent soil erosion and discharge of soil-bearing water runoff and airborne dust to adjacent properties and walkways, according to requirements of authorities having jurisdiction.
- C. Stormwater Control: Comply with authorities having jurisdiction. Provide barriers in and around excavations and subgrade construction to prevent flooding by runoff of stormwater from heavy rains.
- D. Tree and Plant Protection: Install temporary fencing located as indicated or outside the drip line of trees to protect vegetation from damage from construction operations. Protect tree root systems from damage, flooding, and erosion.
- E. Pest Control: Engage pest-control service to recommend practices to minimize attraction and harboring of rodents, roaches, and other pests and to perform extermination and control procedures at regular intervals so Project will be free of pests and their residues at Substantial Completion. Obtain extended warranty for Owner. Perform control operations lawfully, using environmentally safe materials.
- F. Site Enclosure Barrier: As may be required to satisfy safety requirements of project insurance carriers and before construction operations begin, furnish and install site barrier in a manner that will notify people who are authorized where to enter, and advise of safety requirements
- G. Security Enclosure and Lockup: Install substantial temporary enclosure around partially completed areas of construction. Provide lockable entrances to prevent unauthorized entrance, vandalism, theft, and similar violations of security.
- H. Barricades, Warning Signs, and Lights: Comply with requirements of authorities having jurisdiction for erecting structurally adequate barricades, including warning signs and lighting.
- I. Temporary Enclosures: Provide temporary enclosures for protection of construction, in progress and completed, from exposure, foul weather, other construction operations, and similar activities. Provide temporary weathertight enclosure for building exterior.
 - 1. Where heating or cooling is needed and permanent enclosure is not complete, insulate temporary enclosures.
- J. Temporary Fire Protection: Install and maintain temporary fire-protection facilities of types needed to protect against reasonably predictable and controllable fire losses. Comply with NFPA 241.
 - 1. Prohibit smoking in hazardous fire-exposure construction areas.
 - 2. Supervise welding operations, combustion-type temporary heating units, and similar sources of fire ignition according to requirements of authorities having jurisdiction.
 - 3. Develop and supervise an overall fire-prevention and -protection program for personnel at Project site. Review needs with local fire department and establish procedures to be followed. Instruct personnel in methods and procedures. Post warnings and information.

3.5 OPERATION, TERMINATION, AND REMOVAL

- A. Supervision: Enforce strict discipline in use of temporary facilities. To minimize waste and abuse, limit availability of temporary facilities to essential and intended uses.

- B. Maintenance: Maintain facilities in good operating condition until removal.
 - 1. Maintain operation of temporary enclosures, heating, cooling, humidity control, ventilation, and similar facilities on a 24-hour basis where required to achieve indicated results and to avoid possibility of damage.

- C. Temporary Facility Changeover: Do not change over from using temporary security and protection facilities to permanent facilities until Substantial Completion.

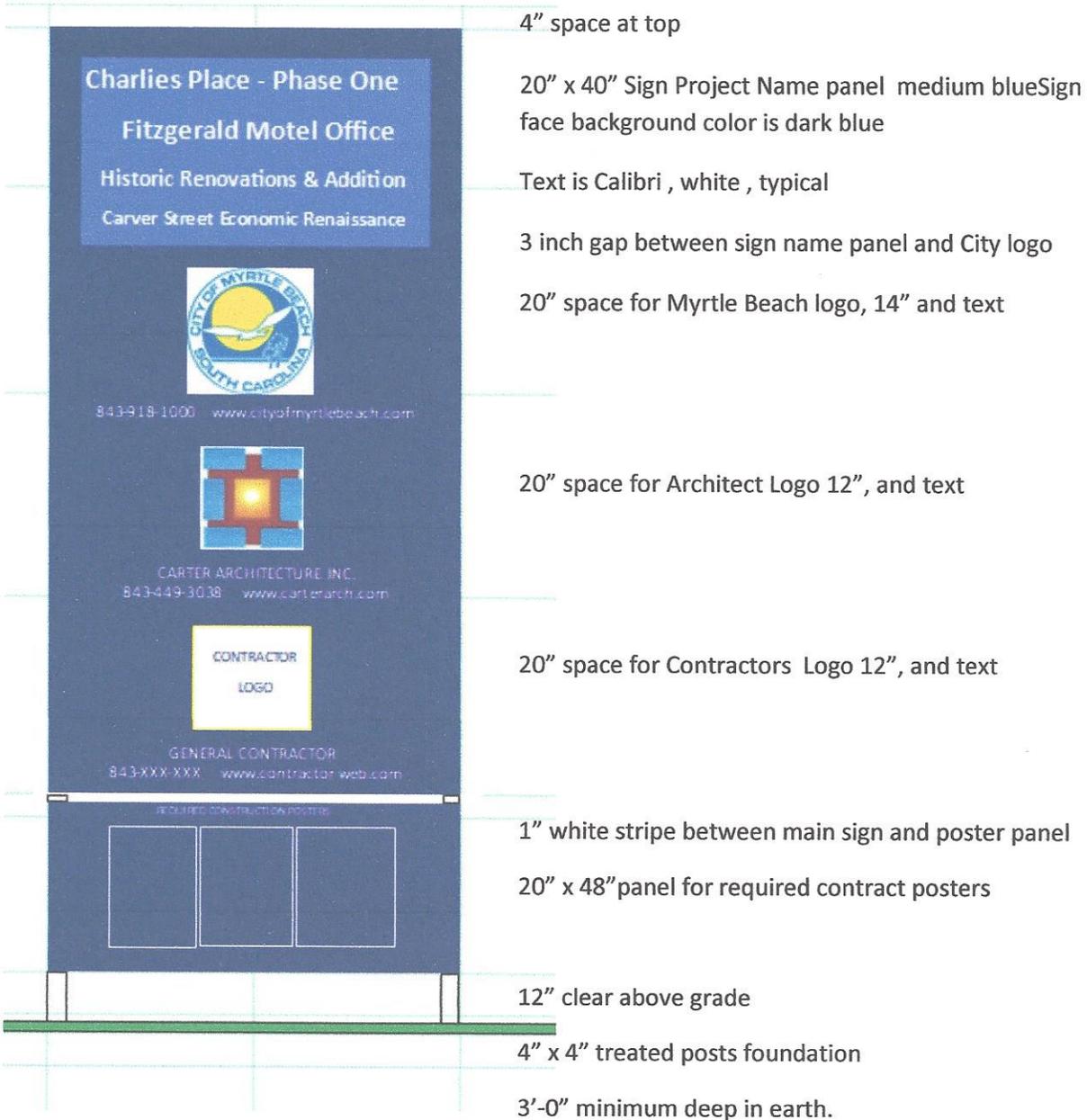
- D. Termination and Removal: Remove each temporary facility when need for its service has ended, when it has been replaced by authorized use of a permanent facility, or no later than Substantial Completion. Complete or, if necessary, restore permanent construction that may have been delayed because of interference with temporary facility. Repair damaged Work, clean exposed surfaces, and replace construction that cannot be satisfactorily repaired.
 - 1. Materials and facilities that constitute temporary facilities are property of Contractor. Owner reserves right to take possession of Project identification signs.
 - 2. At Substantial Completion, clean and renovate permanent facilities used during construction period. Comply with final cleaning requirements specified in Division 1 Section "Closeout Procedures."

Charlies Place Phase 1 Office Renovations and Additions for the City of Myrtle Beach, SC
1420 Carver Street, Myrtle Beach, SC

This Project Sign is to be included in the Base Bid, NOT a part of signage allowances

Project Sign 4' x 9' double sided, 1'0" clear above grade, with 4 x 4 treated wood posts 3 feet deep

4'-0" wide x 9'-0" tall



Project sign, shall be included in construction bid, not in signage allowances

Contractor to submit layout with colors for approval prior to installation

END OF SECTION 01500

Temporary Facilities And Controls

01500 - 7

SECTION 01340 SUBMITTALS AND SUBSTITUTIONS

PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Work Included: Make submittals required by the Project Manual, Bidding Requirements, and Contract Documents, and revise and resubmit as necessary to establish compliance with the specified requirements.
- B. Related Work:
 - 1. Documents affecting work of this Section include, but are not necessarily limited to General Conditions, and Sections in Division 1 of these Specifications.
 - 2. Individual requirements for submittals also may be described in pertinent Sections of these Specifications.
- C. Work Not Included:
 - 1. Unrequired submittals will not be reviewed by the Architect.
 - 2. The Contractor may require his subcontractors to provide drawings, setting diagrams, and similar information to help coordinate the Work, but such data shall remain between the Contractor and his subcontractors and will not be reviewed by the Architect.

1.2 QUALITY ASSURANCE

- A. Coordination of Submittals:
 - 1. Prior to each submittal, carefully review and coordinate all aspects of each item being submitted.
 - 2. Verify that each item and the submittal for it conform in all respects with the specified requirements.
 - 3. Verify field measurements and field construction criteria manufacturers catalog numbers, and conformance with requirements of Contract Documents.
 - 4. By affixing the Contractor's stamp to each submittal, he certifies that this coordination has been performed, regardless of the language on the stamp. Do not send any submittals for review without this certification.
 - 5. Submittals received without Contractor review, stamp, date, and signature will be returned un-reviewed until Contractor complies with the requirements for review, stamp, date, and signature.

- B. Substitutions:

1. The Contract is based on the standards of quality established in the Contract Documents. Substitutions will be considered only when submitted at time of bidding, The Architect will list approved substitutions in the addenda.
 2. The following products do not require further approval except for interface within the Work:
 - a. Products specified by reference to standard specifications such as ASTM and similar standards.
 - b. Products specified by manufacturer's name and catalog model number.
 3. Do not substitute materials, equipment, or methods unless such substitution has been specifically approved in writing for this Work by the Architect. After Contract award, any requests for substitutions for the Contractors convenience and for less expensive materials , methods or equipment shall include the amount of proposed credit to the Owner, the reason for the substitution and complete data required for review and comparison with the original item and other items as requested by the Architect.
 4. All proposed substitutions must be submitted with the completed Substitution Request Form at the end of this section.
- C. "Or equal":
1. Where the phrase "or equal", "approved substitution" or "or equal as approved by the Architect", occurs in the Contract Documents, do not assume that the materials, equipment, or methods will be approved as equal unless the item has been specifically so approved for this Work by the Architect.
 2. The decision of the Architect/Engineer will be final

1.3 SUBMITTAL AND PROCEDURE

- A. Make submittals of Shop Drawings, Samples, substitution requests and other items in accordance with the provisions of this Section.
- B. Transmit all submittals to the Construction Manager.
- C. Contractor will transmit to the Architect who will distribute to consultants. Allow 10 working days for review.
- D. Received shop drawings will be returned to the Contractor who will distribute to the originating Contractor or Subcontractor or material supplier.

1.4 RE-SUBMITTALS

- A. Make re-submittals under procedures specified for initial submittal. Identify changes made since previous submittal.

PART 2 PRODUCTS

2.1 SHOP DRAWINGS

- A. Scale and Measurements: Make Shop Drawings accurately to a scale sufficiently large to show all pertinent aspects of the item and its method of connection to the Work.
- B. Type of Prints Required:
 - 1. Submit Shop Drawings in the form of one sepia transparency of each sheet plus two blue line or black line prints of each sheet.
 - 2. Blueprints will not be acceptable.
- C. Review comments of the Architect/Engineer will be shown on the sepia transparency when it is returned to the Contractor. The Contractor may make and distribute such copies as are required for his purposes.
- D. Sufficient space will be provided on the drawings for review stamps of the Architect and Engineer, other contractors as required, and the Construction Manager.

2.2 MANUFACTURERS' LITERATURE

- A. Where contents of submitted literature from manufacturers include data not pertinent to the submittal, clearly show which portions of the contents is being submitted for review.
- B. Submit the number of copies which are required to be returned, plus two copies which will be retained by the Architect.

2.3 SAMPLES

- A. Provide Sample or Samples identical to the precise article proposed to be provided. Identify as described under "Identification of Submittals" below.
- B. Number of Samples Required:
 - 1. Unless otherwise specified, submit Samples in the quantity which is required to be returned, plus two which will be retained by the Architect and one which will be used in color board for the Owners.
 - 2. By pre-arrangement in specific cases, a single Sample may be submitted for review and, when approved, be installed in the Work at a location agreed upon by the Architect.

- C. Full scale mockups, unless otherwise stated, may be utilized in the work if approved by the Architect/Engineer.

2.4 COLORS AND PATTERNS

- A. Unless the precise color and pattern is specifically called out in the Contract Documents, and whenever a choice of color or pattern is available in the specified products, submit accurate color and pattern charts to the Architect for selection.

PART 3 EXECUTION

3.1 IDENTIFICATION OF SUBMITTALS

- A. Consecutively Number All Submittals.
 - 1. When material is resubmitted for any reason, transmit under a new letter of transmittal. The original number will be supplemented by a letter suffix. Beginning with the letter A for the first re-submittal, B for second, etc.
- B. Accompany each submittal with a letter of transmittal showing all information required for identification and checking.
- C. On at least the first page of each submittal, and elsewhere as required for positive identification, show the submittal number in which the item was included.
- D. Maintain an accurate submittal log for the duration of the Work, showing current status of all submittals at all times. Make the submittal log available to the Architect for his review upon request.

3.2 GROUPING OF SUBMITTALS

- A. Unless otherwise specified, make submittals in groups containing all associated items to assure that information is available for checking each item when it is received.
 - 1. Partial submittals may be rejected as not complying with the provisions of the Contract.
 - 2. The Contractor may be held liable for delays so occasioned.

3.3 TIMING OF SUBMITTALS

- A. Make submittals far enough in advance of scheduled dates for installation to provide time required for reviews, for securing necessary approvals, for possible revisions and re-submittals, and for placing orders and securing delivery.
- B. In scheduling, allow at least ten working days for review by the Architect following his receipt of the submittal.

3.4 ARCHITECT/ENGINEER'S REVIEW

- A. Review by the Architect/Engineer does not relieve the Contractor from responsibility for errors which may exist in the submitted data.
- B. Revisions:
 - 1. Make revisions required by the Architect/Engineer.
 - 2. If the Contractor considers any required revision to be a change, he shall so notify the Architect/Engineer within 24 hours.
 - 3. Make only those revisions directed or approved by the Architect/Engineer.

3.5 SUBSTITUTION REQUEST FORM

- A. Refer to page 6 of this section.

Substitution Request

Project: CHARLIES PLACE, PHASE 1 OFFICE Project No.: 1670
Bid Date: _____ Request Deadline: 10 days prior to bid date
Date of Substitution Request: _____
Specification Title: _____ Section Number: _____

TO ALL BIDDERS: The materials, products and equipment described in the project manual specifications establish a standard of required function, dimension, appearance, quality and performance to be met by and proposed substitutions. The burden of proof of the merit of the substitution is upon the entity that is proposing the substitution. All information relative to the substitution, including performance data, factory literature or other such data, that indicates that the substitution is or equal function, dimension, appearance, quality and performance must be submitted with this request. To be approved, a proposed product shall also meet or exceed all express requirements of the contract documents. Any request for substitution shall be submitted up until the tenth day prior to the bid opening date and time. The joint decision of the Architect and the Owner to approve or not approve the proposed substitution shall be final.

Proposed Manufacturer: _____
Proposed Product: _____
Model and Serial Number: _____
Manufacturer Address: _____
Manufacturer Website: _____

The undersigned certifies:

- Proposed substitution has been fully investigated and determined to be equal or superior in all respects to specified product.
- Same warranty will be furnished for proposed substitution as for specified product.
- Same maintenance service and source of replacement parts, as applicable, is available.
- Proposed substitution will have no adverse effect on other trades and will not affect or delay progress schedule.
- Proposed substitution does not affect dimensions and functional clearances.
- Payment will be made for changes to building design, including A/E design, detailing and construction costs caused by the substitution.

Submitted by: _____
Signature: _____
Firm: _____
Address: _____
Telephone / Fax / Email: _____

Supporting Data Attached:

Drawings Product Data Samples D Tests Reports Side by side Comparison _____

Submit product specific documents only. Substitution request will not be reviewed without specific information. If binders are submitted, products must be clearly marked and or indicated for review. Applicant must return this form with submission.

Architect / Engineer Review and Action:

Substitution Approved Substitution Approved as Noted Substitution Rejected

Signed by: _____ Date: _____

1310 Azalea Court, Suite K,

Charlies Place Phase 1 Office Renovations and Additions for the City of Myrtle Beach, SC
1420 Carver Street, Myrtle Beach, SC

Myrtle Beach, SC, 29577

843-449-3038 (p) • 843-449-4559(f)
E-mail: mail@carterarch.com

DOCUMENT 00200 - INFORMATION AVAILABLE TO BIDDERS

PART 1 GENERAL

1.1 INFORMATION INCLUDES

- A. Existing Facilities Asbestos Inspection & Report Clearance Letter for both the Residence and Motel Units

1.2 DESCRIPTION

- A. Asbestos Inspection Report and Clearance Letter provided by Richard A Eason, Environmental Services Group, PO Box 2798, Myrtle Beach, SC, 29578, Phone 843-902-4495, Fax 843-449-1768, Asbestos Report Job AS #1533 dated December 5, 2015 , Copies of the full report and clearance letter are on file and available upon request. Clearance letter dated April 1, 2016 is attached for Contractors use.

1.3 USE OF DATA

- A. These reports were obtained only for the owner's use in design and is not a part of the Contract Documents.
- B. The report is available for bidders information, but is not a warranty of the , accuracy of surveys, or presence hazardous materials of subsurface conditions.
- C. Bidders should visit the site and acquaint themselves with existing conditions.
- D. Prior to bidding, bidders may make their own surveys, calculations, subsurface investigations and analyses to satisfy themselves as to site and subsurface conditions, but such investigations may be performed only under time schedules and arrangements approved in advance by the Owner.

Attachment : Environmental Services Group Clearance Letter dated April 1 2016

Charlies Place Phase 1 Office Renovations and Additions for the City of Myrtle Beach, SC
1420 Carver Street, Myrtle Beach, SC

ENVIRONMENTAL SERVICE GROUP
ENVIRONMENTAL SERVICES

CLEARANCE LETTER

TO: Mr. Bruce Boulineau
Director Construction Services
City of Myrtle Beach
PO Box 2468
Myrtle Beach, SC 29578

From: Richard A. Eason, CEI

CC: Mr. Dale Norris
Strand Environmental, LLC
PO Box 3115
Myrtle Beach, SC 29578

Date: 1 April 2016

Subject: Asbestos containing/contaminated materials recovery and disposal.

Re: Single Family Residence & Motel Units
1420 Carver Street
Myrtle Beach, SC 29577

Mr. Boulineau:

Environmental Service Group (ESG) has reviewed the Report of Asbestos Inspection Residential Unit 1420 Carver Street, Myrtle Beach, SC (ESG Report # AS-1533) dated: 5 December 2015 and Report of Asbestos Inspection Motel Units 1420 Carver Street, Myrtle Beach, SC (ESG Report # AS-1535) dated: 18 December 2015 as prepared by Environmental Service Group, PO Box 2798, Myrtle Beach, SC 29578 and assumes that Asbestos Containing and/or Asbestos Contaminate Materials (ACBMs) associated with the facility were identified.

Strand Environmental LLC was contracted to conduct the physical removal of identified ACBMs from the facility. Environmental Service Group (ESG) provided air monitoring services during background, abatement and clearance actions.

Based on the above activities, coupled with follow-on analytical testing for asbestos contaminants, the undersigned has determined that identified asbestos materials capable of causing undue stress/harm to unprotected persons have been removed and properly disposed of.

As per regulatory protocols, Asbestos Waste Shipment Records have been forwarded to the South Carolina Department of Health and Environmental Control (SCDHEC).

If additional information is desired, please contact me at Telephone No. 843-902-4495.

Richard A. Eason

Richard A. Eason, CEI
Consultant

Certifications: NIOSH 582 Certificate No. 073-ROC702-002, Air Sampler SCDHEC # AS-00233,
SCDHEC Consultant Project Designer No. PD-00089, SCDHEC Supervisor # SA-01169

PO Box 2798, Myrtle Beach, SC 29578 • Telephone 843.902.4495 • Fax: 843.293.7977
E Mail: environmentalservice@sc.rr.com

END OF DOCUMENT

DOCUMENT 00200 - INFORMATION AVAILABLE TO BIDDERS

PART 1 GENERAL

1.1 INFORMATION INCLUDES

- A. Existing Facilities Asbestos Inspection & Report Clearance Letter for both the Residence and Motel Units

1.2 DESCRIPTION

- A. Asbestos Inspection Report and Clearance Letter provided by Richard A Eason, Environmental Services Group, PO Box 2798, Myrtle Beach, SC, 29578, Phone 843-902-4495, Fax 843-449-1768, Asbestos Report Job AS #1533 dated December 5, 2015 , Copies of the full report and clearance letter are on file and available upon request. Clearance letter dated April 1, 2016 is attached for Contractors use.

1.3 USE OF DATA

- A. These reports were obtained only for the owner's use in design and is not a part of the Contract Documents.
- B. The report is available for bidders information, but is not a warranty of the , accuracy of surveys, or presence hazardous materials of subsurface conditions.
- C. Bidders should visit the site and acquaint themselves with existing conditions.
- D. Prior to bidding, bidders may make their own surveys, calculations, subsurface investigations and analyses to satisfy themselves as to site and subsurface conditions, but such investigations may be performed only under time schedules and arrangements approved in advance by the Owner.

Attachment : Environmental Services Group Clearance Letter dated April 1 2016

ENVIRONMENTAL SERVICE GROUP
ENVIRONMENTAL SERVICES

CLEARANCE LETTER

TO: Mr. Bruce Boulineau
Director Construction Services
City of Myrtle Beach
PO Box 2468
Myrtle Beach, SC 29578

From: Richard A. Eason, CEI

CC: Mr. Dale Norris
Strand Environmental, LLC
PO Box 3115
Myrtle Beach, SC 29578

Date: 1 April 2016

Subject: Asbestos containing/contaminated materials recovery and disposal.

Re: Single Family Residence & Motel Units
1420 Carver Street
Myrtle Beach, SC 29577

Mr. Boulineau:

Environmental Service Group (ESG) has reviewed the *Report of Asbestos Inspection Residential Unit 1420 Carver Street, Myrtle Beach, SC (ESG Report # AS-1533) dated: 5 December 2015 and Report of Asbestos Inspection Motel Units 1420 Carver Street, Myrtle Beach, SC (ESG Report # AS-1535) dated: 18 December 2015* as prepared by Environmental Service Group, PO Box 2798, Myrtle Beach, SC 29578 and assumes that Asbestos Containing and/or Asbestos Contaminated Materials (ACBMs) associated with the facility were identified.

Strand Environmental LLC was contracted to conduct the physical removal of identified ACBMs from the facility. Environmental Service Group (ESG) provided air monitoring services during background, abatement and clearance actions.

Based on the above activities, coupled with follow-on analytical testing for asbestos contaminants, the undersigned has determined that identified asbestos materials capable of causing undue stress/harm to unprotected persons have been removed and properly disposed of.

As per regulatory protocols, Asbestos Waste Shipment Records have been forwarded to the South Carolina Department of Health and Environmental Control (SCDHEC).

If additional information is desired, please contact me at Telephone No. 843-902-4495.

Richard A. Eason

Richard A. Eason, CEI
Consultant

Certifications: NIOSH 582 Certificate No. 073-ROC702-002, Air Sampler SCDHEC # AS-00233,
SCDHEC Consultant/Project Designer No. PD-00089, SCDHEC Supervisor # SA-01169

PO Box 2798, Myrtle Beach, SC 29578 • Telephone 843.902.4495 • Fax: 843.293.7977
E Mail: environmentalservice@sc.rr.com

END OF DOCUMENT



PROJECT SUMMARY:
 LOCATED ON THE CORNER OF CARVER STREET AND 10TH AVE. NORTH
 MYRTLE BEACH, SOUTH CAROLINA
 TAX PARCEL: 434-16-04-0059
 CURRENT ZONING: NONE
 TOTAL PROJECT AREA = 1.8 ACRES
 PROPOSED LAND DISTURBANCE AREA = 1.8
 ACRES PROPOSED USE: COMMERCIAL RECREATION
 DRAINAGE: PRIVATE
 WATER AND SEWER: PRIVATE SERVICES
 OWNER & DEVELOPER:
 BOYS & GIRLS CLUB OF THE GRAND STRAND
 14040 CARVER STREET
 MYRTLE BEACH, SC 29577
 LAND SURVEYOR:
 CASTLES ENGINEERING
 2024 CORPORATE CENTRE DR, SUITE 102
 MYRTLE BEACH, SC 29577
 843-446-9910
 WETLANDS & GEOTECHNICAL CONSULTANT:
 GEOMETRICS CONSULTING LLC
 2903 4TH AVENUE
 CONWAY, SC 29527
 843-438-9283

SITE CONSTRUCTION PLANS FOR: BOYS & GIRLS CLUB BUILDING PACKAGE

Includes, but not limited to:

Asphalt, Vehicular Signage & Strippling, Water, Sewer, Storm Drainage, Power, & Gas Building Services.

LEGEND

○	IRON PIPE FOUND	○	CONCRETE
○	SEWER MANHOLE	○	BRICK
○	SEWER CLEANOUT	○	ASPHALT
○	WATER METER	○	GRASS
○	FIRE HYDRANT	○	WATER
○	WATER VALVE	○	WATER MAIN
○	SEWER VALVE	○	WATER MAIN
○	CATCH BASIN	○	WATER MAIN
○	JUNCTION BOX	○	WATER MAIN
○	DIRECTORY	○	WATER MAIN
○	VALVE MARKER	○	WATER MAIN
○	FDC	○	WATER MAIN
○	GAS SERVICE	○	WATER MAIN
○	TELEPHONE PEDestal	○	WATER MAIN
○	CABLE PEDestal	○	WATER MAIN
○	UTILIZATION MONUMENT	○	WATER MAIN
○	POWDER ROOM	○	WATER MAIN
○	TRANSFORMER	○	WATER MAIN
○	OVERHEAD POWER	○	WATER MAIN
○	CITY WIRE	○	WATER MAIN
○	WALL	○	WATER MAIN
○	HWAC	○	WATER MAIN
○	ELECTRICAL METER	○	WATER MAIN
○	ELECTRICAL BUS OUT	○	WATER MAIN
○	ELECTRICAL PANEL	○	WATER MAIN
○	SATELLITE DISH	○	WATER MAIN

SPECIFICATIONS LIST

- 1) WATER AND SEWER CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE CURRENT DHEC AND CITY OF MYRTLE BEACH.
- 2) ROAD AND DRAINAGE CONSTRUCTION SHALL BE IN ACCORDANCE WITH HORRY COUNTY AND SCOT. SPECIFICATIONS SHALL BE AS NOTED ON THESE PLANS.
- 3) FLOOD ZONE INFORMATION: THIS DRAWING HAS BEEN PREPARED IN ACCORDANCE WITH THE 1999 FLOOD ZONE MAP (DATE AUG. 23, 1999). THIS PLAN IS NOT THE BASIS FOR FLOOD ZONE DETERMINATION OR FLOOD ZONE RELATED ISSUES.

HORIZONTAL DATUM: NAD 83
 VERTICAL DATUM: NAVD 88
 BENCHMARK: SEE SHEET C3.0, C5.0 & C6.0

3 DAYS BEFORE
 SOUTH CAROLINA
 CALL 1-800-922-0983
 PUBLIC UTILITY FUNCTIONAL SERVICE

CONTRACTOR'S RESPONSIBILITIES:
 CONTRACTOR SHALL BE KNOWLEDGEABLE WITH LOCAL, CITY, COUNTY, STATE, AND FEDERAL REGULATIONS AS APPLICABLE TO THIS PROJECT AND SHALL ADHERE TO THESE REGULATIONS.

UNDERGROUND UTILITIES:
 INFORMATION REGARDING THE PRESENCE, SIZE, CHARACTER, AND LOCATION OF ANY UNDERGROUND UTILITIES IS THE RESPONSIBILITY OF THE CONTRACTOR. APPROXIMATELY IS THE CONTRACTOR'S RESPONSIBILITY TO HAVE ALL UNDERGROUND UTILITIES LOCATED.

PURPOSE OF ISSUE: PERMIT SET

NO.	DATE	DESCRIPTION	SHEETS AFFECTED	BY
1	03/08/18	SITE MODIFICATIONS PER ARCHITECT	C1.0, C4.0-C7.0, C8.2, C8.3	BJW
2	03/12/18	SITE MODIFICATIONS PER ARCHITECT	C4.0	BJW
3	03/19/18	SITE MODIFICATIONS PER ARCHITECT	ALL	BJW
4	04/11/18	SITE MODIFICATIONS PER ARCHITECT	C6.0	BJW

SHEET INDEX

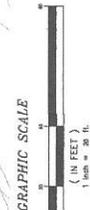
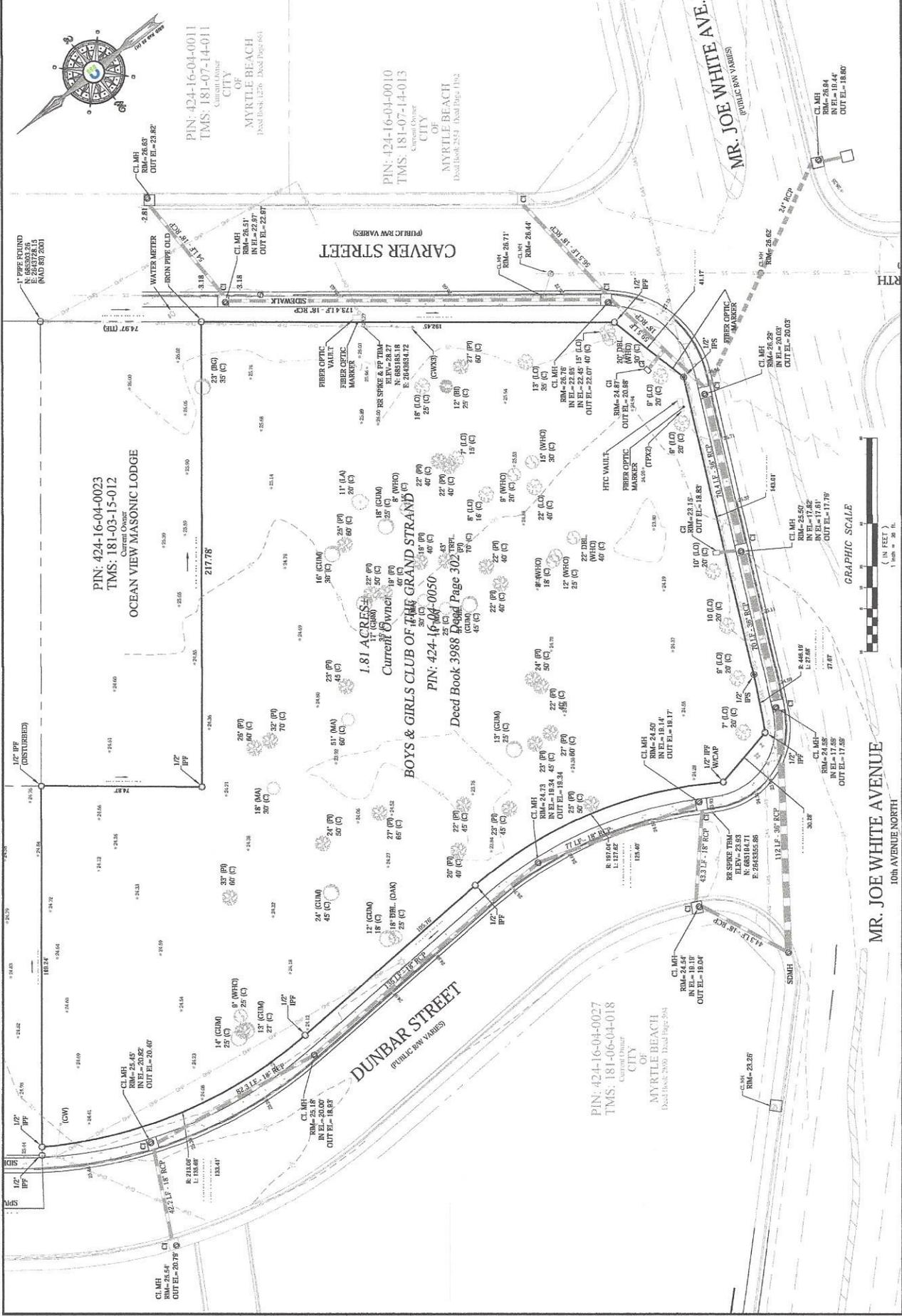
DESCRIPTION	SHEET
COVER SHEET	C1.0
GENERAL NOTES	C2.0
EXISTING CONDITIONS	C3.0
ASPHALT PLAN	C4.0
DEMO & EROSION CONTROL PLAN	C5.0
UTILITY PLAN	C6.0
GRADING PLAN	C7.0
DETAILS	C8.0-C8.2

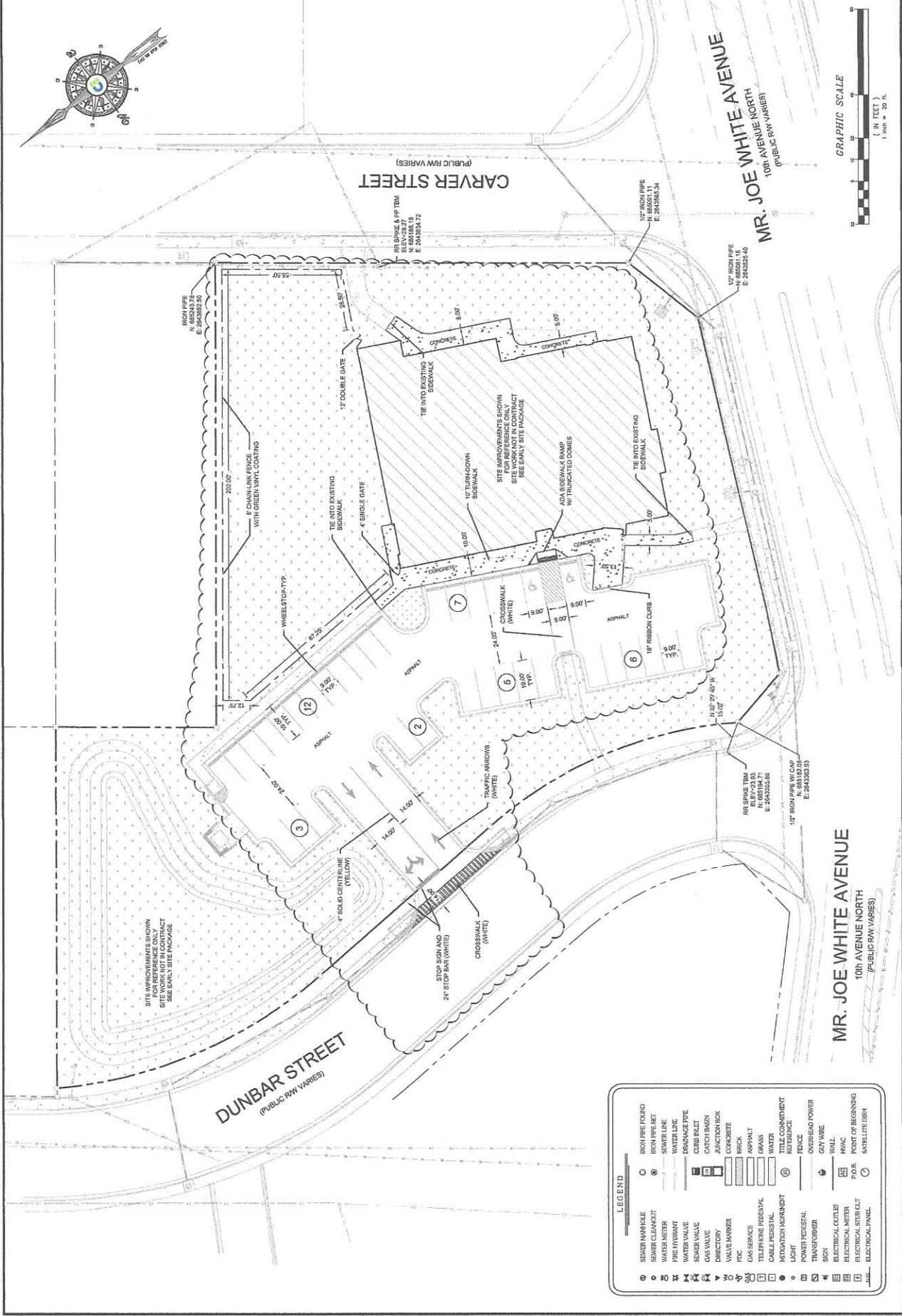
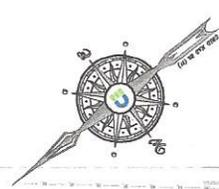


COVER SHEET
 BOYS & GIRLS CLUB BUILDING PACKAGE
 CITY OF MYRTLE BEACH, HORRY COUNTY, SOUTH CAROLINA

DATE	DESCRIPTION
03/08/18	SITE MODIFICATIONS PER ARCHITECT
03/12/18	SITE MODIFICATIONS PER ARCHITECT
03/19/18	SITE MODIFICATIONS PER ARCHITECT
04/11/18	SITE MODIFICATIONS PER ARCHITECT

SHEET NUMBER:
C1.0
 PROJECT #: 17-019

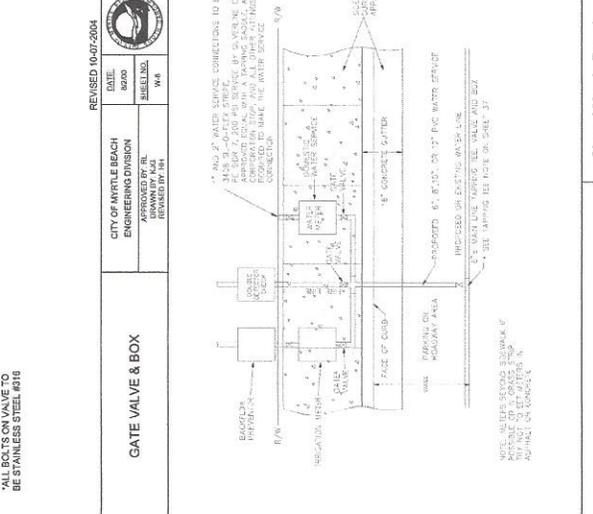
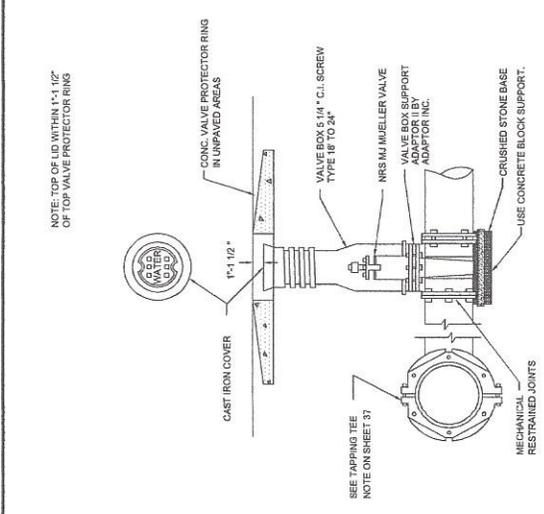
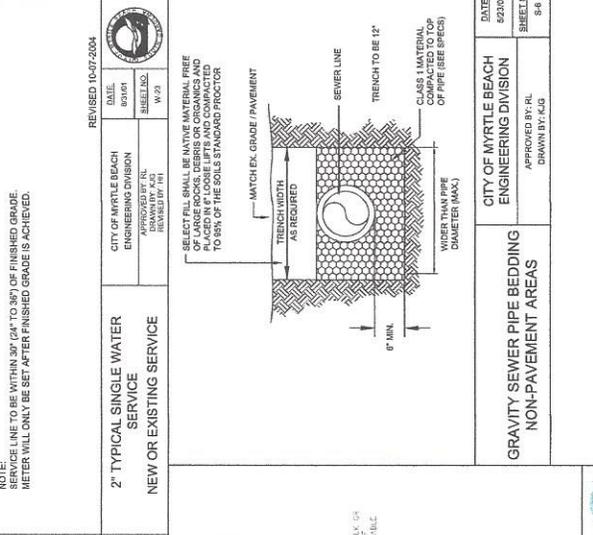
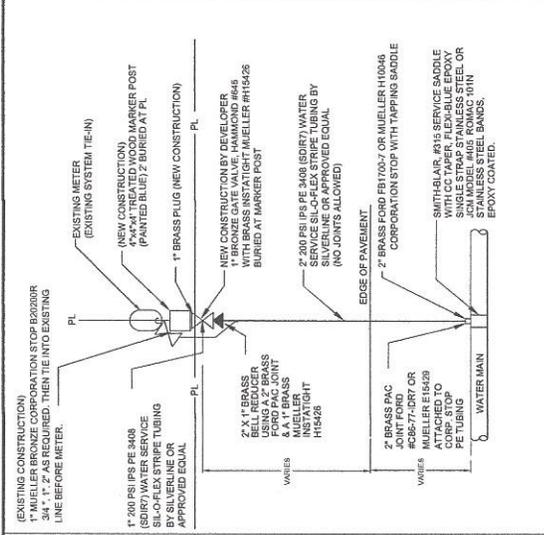
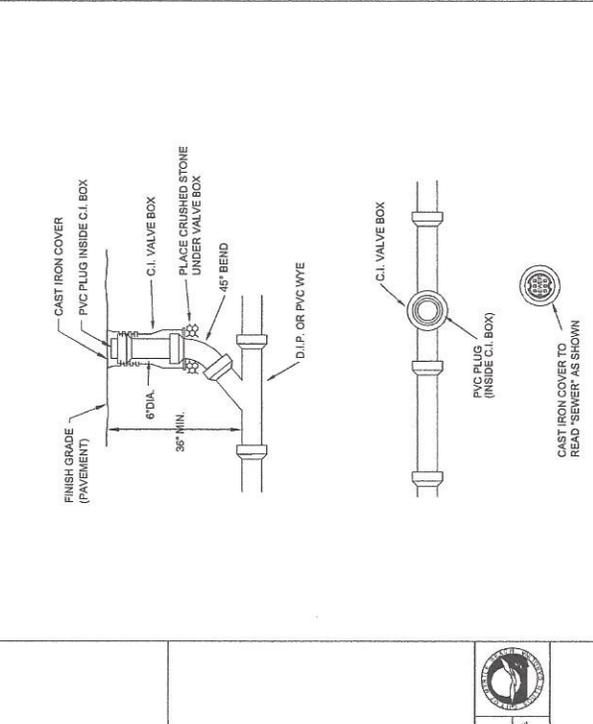
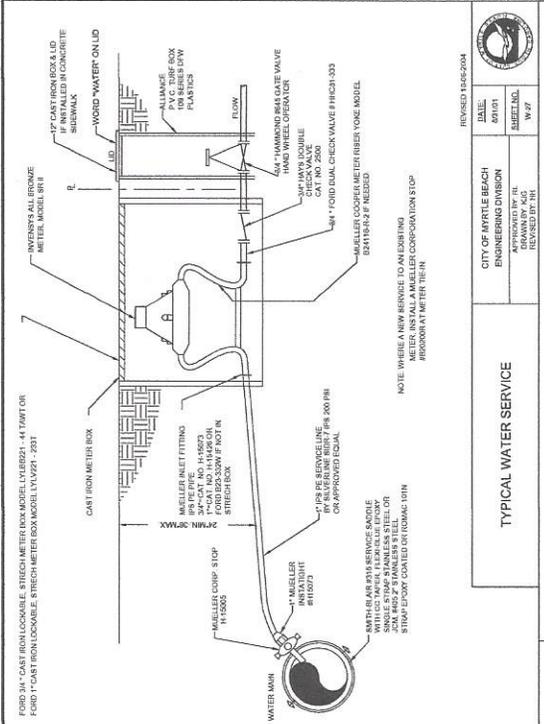
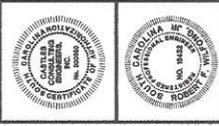




LEGEND

SEWER MANHOLE	IRON PIPE FOUND
SEWER CLEANOUT	IRON PIPE SET
WATER METER	SEWERLINE
PUBLIC HYDRANT	WATERLINE
WATER VALVE	DRAINAGE PIPE
SEWER VALVE	CURB INLET
GAS VALVE	CATCH BASIN
DIRECTORY	JUNCTION BOX
VALVE MARKER	CONCRETE
FDG	BRICK
GAS SERVICE	ASPHALT
TELEPHONE PERISTAL	GRASS
CABLE PERISTAL	WATER
MINUTEMAN MOUNT	REFERENCE
LIGHT	FENCE
POWER PERISTAL	OVERHEAD POWER
POWERSPODER	GUY WIRE
WALL	WALL
ELECTRICAL OUTLET	HVAC
ELECTRICAL METER	P.O.B.
ELECTRICAL SITE CUT	SAFETY LIGHT
ELECTRICAL PANEL	

DWG NAME: P:\17019 - BOYS AND GIRLS CLUBS\CONSTRUCTION SHEETS\BOYS&GIRLS BUILDING\PACKACE\17019 SITEPLAN.DWG
REPRODUCTION OR REUSE OF THIS DRAWING IN WHOLE OR IN PART WITHOUT PRIOR WRITTEN PERMISSION IS STRICTLY FORBIDDEN



SECTION 01782 - OPERATION AND MAINTENANCE DATA

PART 1 - GENERAL

1.1 SUMMARY

- A. This Section includes administrative and procedural requirements for preparing operation and maintenance manuals, including the following:
 - 1. Emergency manuals.
 - 2. Operation manuals for systems, subsystems, and equipment.
 - 3. Maintenance manuals for the care and maintenance of products, materials, and finishes systems and equipment.
- B. See Divisions 2 through 16 Sections for specific operation and maintenance manual requirements for the Work in those Sections.

1.2 SUBMITTALS

- A. Manual: Submit 1 of each manual in final form at least 15 days before final inspection. Architect will return copy with comments within 15 days after final inspection.
 - 1. Correct or modify each manual to comply with Architect's comments. Submit 3 copies of each corrected manual within 15 days of receipt of Architect's comments.

PART 2 - PRODUCTS

2.1 MANUALS, GENERAL

- A. Organization: Unless otherwise indicated, organize each manual into a separate section for each system and subsystem, and a separate section for each piece of equipment not part of a system. Each manual shall contain a title page, table of contents, and manual contents.
- B. Title Page: Enclose title page in transparent plastic sleeve. Include the following information:
 - 1. Subject matter included in manual.
 - 2. Name and address of Project.
 - 3. Name and address of Owner.
 - 4. Date of submittal.
 - 5. Name, address, and telephone number of Contractor
 - 6. Name and address of Architect.
 - 7. Cross-reference to related systems in other operation and maintenance manuals.
- C. Table of Contents: List each product included in manual, identified by product name, indexed to the content of the volume, and cross-referenced to Specification Section number in Project Manual.
- D. Manual Contents: Organize into sets of manageable size. Arrange contents alphabetically by system, subsystem, and equipment. If possible, assemble instructions for subsystems, equipment, and components of one system into a single binder.
 - 1. Binders: Heavy-duty, 3-ring, vinyl-covered, loose-leaf binders, in thickness necessary to accommodate contents, sized to hold 8-1/2-by-11-inch(215-by-280-mm) paper; with clear plastic sleeve on spine to hold label describing contents and with pockets inside covers to hold folded oversize sheets.

- a. Identify each binder on front and spine, with printed title "OPERATION AND MAINTENANCE MANUAL," Project title or name, and subject matter of contents. Indicate volume number for multiple-volume sets.
2. Dividers: Heavy-paper dividers with plastic-covered tabs for each section. Mark each tab to indicate contents. Include typed list of products and major components of equipment included in the section on each divider, cross-referenced to Specification Section number and title of Project Manual.
3. Protective Plastic Sleeves: Transparent plastic sleeves designed to enclose diagnostic software diskettes for computerized electronic equipment.
4. Drawings: Attach reinforced, punched binder tabs on drawings and bind with text.
 - a. If oversize drawings are necessary, fold drawings to same size as text pages and use as foldouts.
 - b. If drawings are too large to be used as foldouts, fold and place drawings in labeled envelopes and bind envelopes in rear of manual. At appropriate locations in manual, insert typewritten pages indicating drawing titles, descriptions of contents, and drawing locations.

2.2 EMERGENCY MANUALS

- A. Content: Organize manual into a separate section for type of emergency, emergency instructions, and emergency procedures.
- B. Type of Emergency: Where applicable for each type of emergency indicated below, include instructions and procedures for each system, subsystem, piece of equipment, and component for fire flood gas leak water leak power failure water outage equipment failure and chemical release or spill.
- C. Emergency Instructions: Describe and explain warnings, trouble indications, error messages, and similar codes and signals. Include responsibilities of Owner's operating personnel for notification of Installer, supplier, and manufacturer to maintain warranties.
- D. Emergency Procedures: Include instructions on stopping, shutdown instructions for each type of emergency, operating instructions for conditions outside normal operating limits, and required sequences for electric or electronic systems.
- E. Key Contact information :
 1. Name, address, and telephone number of Contractor, each Subcontractor, product or system supplier, manufacturer,

2.3 OPERATION MANUALS

- A. Content: In addition to requirements in this Section, include operation data required in individual Specification Sections and equipment descriptions, operating standards, operating procedures, operating logs, wiring and control diagrams, and license requirements.
- B. Descriptions: Include the following:
 1. Product name and model number.
 2. Manufacturer's name.
 3. Equipment identification with serial number of each component.
 4. Equipment function.
 5. Operating characteristics.

6. Limiting conditions.
 7. Performance curves.
 8. Engineering data and tests.
 9. Complete nomenclature and number of replacement parts.
- C. Operating Procedures: Include start-up, break-in, and control procedures; stopping and normal shutdown instructions; routine, normal, seasonal, and weekend operating instructions; and required sequences for electric or electronic systems.
- D. Systems and Equipment Controls: Describe the sequence of operation, and diagram controls as installed.
- E. Piped Systems: Diagram piping as installed, and identify color-coding where required for identification.

2.4 PRODUCT MAINTENANCE MANUAL

- A. Content: Organize manual into a separate section for each product, material, and finish. Include source information, product information, maintenance procedures, repair materials and sources, and warranties and bonds, as described below.
- B. Source Information: List each product included in manual, identified by product name and arranged to match manual's table of contents. For each product, list name, address, and telephone number of Installer or supplier and maintenance service agent, and cross-reference Specification Section number and title in Project Manual.
- C. Product Information: Include the following, as applicable:
1. Product name and model number.
 2. Manufacturer's name.
 3. Color, pattern, and texture.
 4. Material and chemical composition.
 5. Reordering information for specially manufactured products.
- D. Maintenance Procedures: Include manufacturer's written recommendations and inspection procedures, types of cleaning agents, methods of cleaning, schedule for cleaning and maintenance, and repair instructions.
- E. Repair Materials and Sources: Include lists of materials and local sources of materials and related services.
- F. Warranties and Bonds: Include copies of warranties and bonds and lists of circumstances and conditions that would affect validity of warranties or bonds.

2.5 SYSTEMS AND EQUIPMENT MAINTENANCE MANUAL

- A. Content: For each system, subsystem, and piece of equipment not part of a system, include source information, manufacturers' maintenance documentation, maintenance procedures, maintenance and service schedules, spare parts list and source information, maintenance service contracts, and warranty and bond information, as described below.

- B. Source Information: List each system, subsystem, and piece of equipment included in manual, identified by product name and arranged to match manual's table of contents. For each product, list name, address, and telephone number of Installer or supplier and maintenance service agent, and cross-reference Specification Section number and title in Project Manual.
- C. Manufacturers' Maintenance Documentation: Manufacturers' maintenance documentation including maintenance instructions, drawings and diagrams for maintenance, nomenclature of parts and components, and recommended spare parts for each component part or piece of equipment:
- D. Maintenance Procedures: Include test and inspection instructions, troubleshooting guide, disassembly instructions, and adjusting instructions, and demonstration and training videotape if available, that detail essential maintenance procedures:
- E. Maintenance and Service Schedules: Include service and lubrication requirements, list of required lubricants for equipment, and separate schedules for preventive and routine maintenance and service with standard time allotment.
- F. Spare Parts List and Source Information: Include lists of replacement and repair parts, with parts identified and cross-referenced to manufacturers' maintenance documentation and local sources of maintenance materials and related services.
- G. Maintenance Service Contracts: Include copies of maintenance agreements with name and telephone number of service agent.
- H. Warranties and Bonds: Include copies of warranties and bonds and lists of circumstances and conditions that would affect validity of warranties or bonds.

PART 3 - EXECUTION

3.1 MANUAL PREPARATION

- A. Emergency Manual: Assemble a complete set of emergency information indicating procedures for use by emergency personnel and by Owner's operating personnel for types of emergencies indicated.
- B. Product Maintenance Manual: Assemble a complete set of maintenance data indicating care and maintenance of each product, material, and finish incorporated into the Work.
- C. Operation and Maintenance Manuals: Assemble a complete set of operation and maintenance data indicating operation and maintenance of each system, subsystem, and piece of equipment not part of a system.
- D. Manufacturers' Data: Where manuals contain manufacturers' standard printed data, include only sheets pertinent to product or component installed. Mark each sheet to identify each product or component incorporated into the Work. If data include more than one item in a tabular format, identify each item using appropriate references from the Contract Documents. Identify data applicable to the Work and delete references to information not applicable.
- E. Drawings: Prepare drawings supplementing manufacturers' printed data to illustrate the relationship of component parts of equipment and systems and to illustrate control sequence and

Charlies Place Phase 1 Office Renovations and Additions for the City of Myrtle Beach, SC
1420 Carver Street, Myrtle Beach, SC

flow diagrams. Coordinate these drawings with information contained in Record Drawings to ensure correct illustration of completed installation.

1. Do not use original Project Record Documents as part of operation and maintenance manuals.

F. Comply with Division 1 Section "Closeout Procedures" for schedule for submitting operation and maintenance documentation.

END OF SECTION 01782