

Addendum No. 4 for:

Specifications for:

WEST DEPTFORD FIRE HOUSE CONVERSION TO A LIBRARY

611 Academy Avenue
West Deptford, New Jersey 08096

ACKNOWLEDGEMENT OF ADDENDUM NO. 4

Contractor shall sign and acknowledge receipt of this Addendum No. 4 with (5) pages.

Please return this confirmation sheet via email to michelle@mckernanarchitects.com.

Firm Name: _____

Signature: _____

Title: _____

Date: _____

Prepared By:
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Architect Project No. 1214A

March 5, 2024



WEST DEPTFORD TOWNSHIP
Firehouse Conversion to a Library

Addendum No. 4

March 5, 2024

Project No. 1214A

This Addendum forms a part of the Contract Documents and modifies / clarifies the original Bidding Documents dated November 21, 2023, and Addenda 1 and 2 dated December 11, 2023 and as noted below. Acknowledge receipt of the Addendum in the space provided on the Form of Proposal for Addendum. Failure to do so may subject the Bidder to disqualification.

Except as herein modified / clarified, all other provisions of the Contract Documents shall remain in full force as originally set forth. Additional Work called for herein, unless otherwise described in the Addendum, shall comply with the requirements originally specified for similar Work.

I. CHANGES / CLARIFICATIONS TO SPECIFICATIONS: Sections identified below are attached.

- A. Section 0129000 "Payment Procedures" has been revised to **add sentences 1.5.A.1 and 1.5.A.2.**

II. CHANGES / CLARIFICATIONS TO DRAWINGS: None

III. CHANGES TO BID OPENING DATE:

- A. The Bid Opening Date and Time shall be remain at March 20, 2024 at 11:00am in the Township Municipal Building's Council Meeting Room.

END OF ADDENDUM NO. 4

SECTION 012900 - PAYMENT PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes administrative and procedural requirements necessary to prepare and process Applications for Payment.
- B. Related Requirements:
 - 1. Document 004373 "Proposed Schedule of Values Form" for requirements for furnishing proposed schedule of values with bid.
 - 2. Section 012100 "Allowances" for procedural requirements governing the handling and processing of allowances.
 - 3. Section 012200 "Unit Prices" for administrative requirements governing the use of unit prices.
 - 4. Section 012600 "Contract Modification Procedures" for administrative procedures for handling changes to the Contract.
 - 5. Section 013200 "Construction Progress Documentation" for administrative requirements governing the preparation and submittal of the Contractor's construction schedule.

1.3 DEFINITIONS

- A. Schedule of Values: A statement furnished by Contractor allocating portions of the Contract Sum to various portions of the Work and used as the basis for reviewing Contractor's Applications for Payment.

1.4 SCHEDULE OF VALUES

- A. Coordination: Coordinate preparation of the schedule of values with preparation of Contractor's construction schedule.
 - 1. Coordinate line items in the schedule of values with items required to be indicated as separate activities in Contractor's construction schedule.
 - 2. Submit the schedule of values to Architect at earliest possible date, but no later than seven days before the date scheduled for submittal of initial Applications for Payment.
- B. Format and Content: Use Project Manual table of contents as a guide to establish line items for the schedule of values. Provide at least one line item for each Specification Section.
 - 1. Identification: Include the following Project identification on the schedule of values:
 - a. Project name and location.
 - b. Owner's name.
 - c. Owner's Project number.

- d. Name of Architect.
 - e. Architect's Project number.
 - f. Contractor's name and address.
 - g. Date of submittal.
2. Arrange schedule of values consistent with format of AIA Document G703.
 3. Arrange the schedule of values in tabular form, with separate columns to indicate the following for each item listed:
 - a. Related Specification Section or division.
 - b. Description of the Work.
 - c. Name of subcontractor.
 - d. Name of manufacturer or fabricator.
 - e. Name of supplier.
 - f. Change Orders (numbers) that affect value.
 - g. Dollar value of the following, as a percentage of the Contract Sum to nearest one-hundredth percent, adjusted to total 100 percent. Round dollar amounts to whole dollars, with total equal to Contract Sum.
 - 1) Labor.
 - 2) Materials.
 - 3) Equipment.
 4. Provide a breakdown of the Contract Sum in enough detail to facilitate continued evaluation of Applications for Payment and progress reports. Provide multiple line items for principal subcontract amounts in excess of five percent of the Contract Sum.
 5. Provide a separate line item in the schedule of values for each part of the Work where Applications for Payment may include materials or equipment purchased or fabricated and stored, but not yet installed.
 - a. Differentiate between items stored on-site and items stored off-site.
 6. Allowances: Provide a separate line item in the schedule of values for each allowance. Show line-item value of unit-cost allowances, as a product of the unit cost, multiplied by measured quantity. Use information indicated in the Contract Documents to determine quantities.
 7. Overhead Costs, Proportional Distribution: Include total cost and proportionate share of general overhead and profit for each line item.
 8. Temporary Facilities: Show cost of temporary facilities and other major cost items that are not direct cost of actual work-in-place as separate line items.
 9. Closeout Costs. Include separate line items under Contractor and principal subcontracts for Project closeout requirements in an amount totaling five percent of the Contract Sum and subcontract amount.
 10. Schedule of Values Revisions: Revise the schedule of values when Change Orders or Construction Change Directives result in a change in the Contract Sum. Include at least one separate line item for each Change Order and Construction Change Directive.

1.5 APPLICATIONS FOR PAYMENT

- A. Each Application for Payment following the initial Application for Payment shall be consistent with previous applications and payments, as certified by Architect and paid for by Owner.
 1. Retainage shall be set to Two Percent (2 %).
 2. Retainage shall be paid upon completion of all Punch-List Items.
- B. Payment Application Times: Submit Application for Payment to Architect by the first Wednesday of the month. The period covered by each Application for Payment is one month, ending on the last day of the month..

- C. Application for Payment Forms: Use AIA Document G702 and AIA Document G703 as form for Applications for Payment.
- D. Application Preparation: Complete every entry on form. Notarize and execute by a person authorized to sign legal documents on behalf of Contractor. Architect will return incomplete applications without action.
 - 1. Entries shall match data on the schedule of values and Contractor's construction schedule. Use updated schedules if revisions were made.
 - 2. Include amounts for work completed following previous Application for Payment, whether or not payment has been received. Include only amounts for work completed at time of Application for Payment.
 - 3. Include amounts of Change Orders and Construction Change Directives issued before last day of construction period covered by application.
 - 4. Indicate separate amounts for work being carried out under Owner-requested project acceleration.
- E. Stored Materials: Include in Application for Payment amounts applied for materials or equipment purchased or fabricated and stored, but not yet installed. Differentiate between items stored on-site and items stored off-site.
 - 1. Provide certificate of insurance, evidence of transfer of title to Owner, and consent of surety to payment for stored materials.
 - 2. Provide supporting documentation that verifies amount requested, such as paid invoices. Match amount requested with amounts indicated on documentation; do not include overhead and profit on stored materials.
 - 3. Provide summary documentation for stored materials indicating the following:
 - a. Value of materials previously stored and remaining stored as of date of previous Applications for Payment.
 - b. Value of previously stored materials put in place after date of previous Application for Payment and on or before date of current Application for Payment.
 - c. Value of materials stored since date of previous Application for Payment and remaining stored as of date of current Application for Payment.
- F. Transmittal: Submit three signed and notarized original copies of each Application for Payment to Architect by a method ensuring receipt within 24 hours. One copy shall include waivers of lien and similar attachments if required. Transmit each copy with a transmittal form listing attachments and recording appropriate information about application.
- G. Initial Application for Payment: Administrative actions and submittals that must precede or coincide with submittal of first Application for Payment include the following:
 - 1. List of subcontractors.
 - 2. Schedule of values.
 - 3. Contractor's construction schedule (preliminary if not final).
 - 4. Products list (preliminary if not final).
 - 5. Sustainable design action plans, including preliminary project materials cost data.
 - 6. Schedule of unit prices.
 - 7. Submittal schedule (preliminary if not final).
 - 8. List of Contractor's staff assignments.
 - 9. List of Contractor's principal consultants.
 - 10. Copies of building permits.
 - 11. Copies of authorizations and licenses from authorities having jurisdiction for performance of the Work.
 - 12. Initial progress report.
 - 13. Report of preconstruction conference.

- H. Application for Payment at Substantial Completion: After Architect issues the Certificate of Substantial Completion, submit an Application for Payment showing 100 percent completion for portion of the Work claimed as substantially complete.
 - 1. Include documentation supporting claim that the Work is substantially complete and a statement showing an accounting of changes to the Contract Sum.
 - a. Complete administrative actions, submittals, and Work preceding this application, as described in Section 017700 "Closeout Procedures."
 - 2. This application shall reflect Certificate(s) of Substantial Completion issued previously for Owner occupancy of designated portions of the Work.

- I. Final Payment Application: After completing Project closeout requirements, submit final Application for Payment with releases and supporting documentation not previously submitted and accepted, including, but not limited, to the following:
 - 1. Evidence of completion of Project closeout requirements.
 - 2. Certification of completion of final punch list items.
 - 3. Insurance certificates for products and completed operations where required and proof that taxes, fees, and similar obligations were paid.
 - 4. Updated final statement, accounting for final changes to the Contract Sum.
 - 5. AIA Document G706.
 - 6. AIA Document G706A.
 - 7. AIA Document G707.
 - 8. Evidence that claims have been settled.
 - 9. Final meter readings for utilities, a measured record of stored fuel, and similar data as of date of Substantial Completion or when Owner took possession of and assumed responsibility for corresponding elements of the Work.
 - 10. Final liquidated damages settlement statement.
 - 11. Proof that taxes, fees, and similar obligations are paid.
 - 12. Waivers and releases.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 012900