



**Date: November 14, 2025**

**ADDENDUM NO: ONE**

**TO ALL OFFERORS:**

**REFERENCE:** RFP No: 2026-IFB-3120920  
Commodity: ADA Walkway Woolen Mills  
IFB Closing On: December 9, 2025, 2:00 PM ET

1. Please see the attached Addendum 1 including the pre-bid conference agenda and the sign-in sheet.
2. All other terms and conditions of the solicitation remain unchanged. Sealed bids in accordance with the solicitation requirements shall be submitted by 2:00 PM ET on Tuesday, December 9, 2025. Late bids will not be considered.
3. A **signed acknowledgement of this addendum** must be received by this office attached to your bid document. Signature on this addendum does not constitute your signature on the original bid document. The original bid document must also be signed.

Sincerely,

*Fidhi Danak*

Procurement Manager,  
Office of Procurement

---

Name of Firm

---

Signature/Title

---

Date

---

Printed Name



**COUNTY OF ALBEMARLE**  
**Facilities & Environmental Services**  
**Facilities Planning & Construction Division**  
**401 McIntire Road, 4<sup>th</sup> Floor**  
**Charlottesville, Virginia 22902-4596**

**Pre-Bid Conference Agenda**  
**IFB #2026-IFB-3120920**

**PROJECT:** ADA Walkway Woolen Mills

**LOCATION:** Charlottesville, VA

**DATE:** November 12, 2025

**1. INTRODUCTIONS and SIGN-IN**

**2. PROJECT PERSONNEL:**

Purchasing:	Vidhi Danak
Owner's Rep:	Audrey Storm
Architect/Engineering Firm:	Timmons Group

**3. PROJECT SCOPE**

Elevated bridge connection and concrete path with associated sitework and parking improvements. The estimated construction cost range is \$300K-\$500K.

**4. SCHEDULE**

Prebid Questions: Due by December 2, 2025

Bids Due: Tuesday, December 9, 2025 at 2:00 PM

Construction Start: pending permits

Notice To Proceed (NTP): Issued no later than January 2, 2025

Substantial Completion / Contract Completion: April 15, 2025

Damages for Delay per Supplemental General Conditions

\$500 / calendar day for Contract Completion OR ACTUAL damages for loss of income (wedding event)

\$1000 / calendar day for Final Completion OR ACTUAL damages for loss of income (wedding event)

**5. BID DOCUMENTS**

Plans, project specifications, Addendums, Bid tabulations and other documents are available at: <https://www.albemarle.org/government/finance/procurement>

Plans

Project Manual

Addenda – to be posted

**6. BID REQUIREMENTS**

**A. INSTRUCTIONS TO BIDDERS**

1. Pre-Bid Question Form and Procedures
2. Read Full instructions
3. Withdrawal or Modification of Bids

**B. REQUIREMENTS:**

1. Bid Form – Complete all parts and include acknowledgement of addenda.
2. Bid Bond - Required if the Total Base Bid, including an additive bid items, amount exceeds \$100,000 and it **MUST** accompany the bid form at the time of submission.
3. State Corporation Commission & Registered Agent Form
4. Vendor Data Sheet
5. Certification of Crimes Against Children
6. Ensure a company officer or an officially authorized person signs the Bid Form
7. Ensure the bid bond identifies the name and address of an attorney-in-fact who is appointed to act on behalf of the surety within the Commonwealth of Virginia. The address shall be within the Commonwealth of Virginia. The attorney-in-fact shall affix to the bond a certified and current copy of the power of attorney (Instructions to Bidders, 5. Bid Guarantee, (a), 3<sup>rd</sup> and 4<sup>th</sup> sentences).

**C. BID RECEIPT:**

1. Clearly marked
2. Confirmation of bid location, date and time:
  - Purchasing Office, Albemarle County Office Building, Room 248**
  - 401 McIntire Road, Charlottesville, VA
  - a. Bids Received by 2:00 pm on December 9, 2025
  - b. Bids Opened and Read Aloud at 2:30 pm on December 9, 2025
  - c. NOTE: No bids will be accepted after 2:00 pm
  - d. Bids and bid modifications may NOT be faxed.
3. Bid Receipt Protocol is covered under Bid Receipt and Bid Opening Procedures
4. If the County of Albemarle is closed for business at the time scheduled for bid opening due to weather or other unforeseen circumstances then sealed bids will be accepted on the next scheduled business day, at the originally scheduled time.

**7. CONTRACT DOCUMENTS**

General Conditions, Supplemental General Conditions

**8. SPECIAL CONCERNS**

- A. Owner Occupancy of nearby buildings and public trail users
- B. Protection of Adjacent Areas including landscaping & facilities (Contractor Responsibility)
- C. OSHA / VOSH Regulations (where applicable).

**9. JOBSITE SAFETY AND PROTECTION**

- A. Access – portion of adjacent property is only accessible through the project site, but access should not be necessary during construction.
- B. Site Limitations – review plans for floodway which will define the “do not cross” limits
- C. Staging, Storage, and Lay-Down Area
- D. Utilities – existing shed does have power; use has not been coordinated
- E. Temporary Offices not required
- F. Contractor Parking – existing “Trail Use” parking spaces
- G. Sanitary Facilities (contractor-furnished portable toilet)
- H. Fencing to close area and trail – signage to be coordinated with ACPR along trail to warn hikers of closure ahead.

**10. ADMINISTRATION**

- A. Retainage: 5%
  - B. Coordination through Owner’s Representative

**11. Pre-Bid- Questions**

- A. Confirm understanding that the existing stairs will go away. Yes, there is a bid Alternates for on-grade stairs (with options for construction process)
- B. County acknowledged that schedule for completion is critical because The Wool Factory has an outdoor wedding event scheduled on May 8<sup>th</sup>. County will begin the permitting process this week to help expedite this step and requested notice ASAP if there are any concerns regarding the ability to finish in time

**12. Walk Through of Project Areas**

**COUNTY OF ALBEMARLE  
PRE-BID CONFERENCE ATTENDEES**

**Project:** ADA Walkway Woolen Mills

**Location:** Project Site, 1835 Broadway Street, Charlottesville

**Date:** November 12, 2025

Name:	Audrey Storm
Organization:	Albemarle County
Phone No.:	434.989.2411
E-Mail:	<a href="mailto:astorm@albemarle.org">astorm@albemarle.org</a>

Name:	Matt Denhard
Organization:	Timmons Group
Phone No.:	256.783.8652
E-Mail:	<a href="mailto:Matt.denhard@timmons.com">Matt.denhard@timmons.com</a>

Name:	Roger Hammer
Organization:	Caton Co
Phone No.:	540.293.9049
E-Mail:	<a href="mailto:rhammer@ccg-builds.com">rhammer@ccg-builds.com</a>

Name:	Dereck Perry
Organization:	McKim & Creed (survey)
Phone No.:	540.836.7686
E-Mail:	<a href="mailto:dperry@mckimcreed.com">dperry@mckimcreed.com</a>