



Department of Building & Grounds  
Architectural Services Division

City of Baton Rouge  
Parish of East Baton Rouge

P.O. Box 1471  
Baton Rouge, Louisiana 70821  
225 389-4694 Voice  
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**ADDENDUM #3**

**December 8, 2023**

**TO ALL BIDDERS**

**PROJECT: PARISH PRISON BUILDING Q HVAC REPLACEMENT  
CITY PARISH PROJECT NO. 21-ASC-CP-1454**

The following revisions shall be incorporated in and take precedence over any conflicting part of the original contract documents.

1. Clarification: Bidders must include in their bids all sales and/or use taxes on materials, supplies and equipment to be furnished for use on the project.
2. Specification Section 01 0000.1.09, "City Parish Summary of Work", "Work Restrictions: : add Item E, "All contractors will be required to pass a background check prior to entering East Baton Rouge Parish Prison."
3. See attached Addendum prepared by Thompson Luke and Associates, LLC and dated December 6, 2022. (5 pages).

The following revisions shall be incorporated in and take precedence over any conflicting part of the original contract documents.

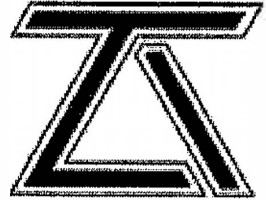
**TOTAL PAGES .....7 (INCLUDING THIS PAGE)**

***FAILURE TO INDICATE RECEIPT OF THIS ADDENDUM ON BID FORM MAY BE CAUSE FOR THE BID TO BE REJECTED***

Rob Gray, AIA, LEED AP BD+C, Senior Architect  
Architectural Services Division  
1100 Laurel Street, Rm. 227  
Baton Rouge, LA 70802

# Thompson Luke & Associates, LLC

10705 Rieger Road, Suite 101  
Baton Rouge, LA 70809  
225.293.9474



**December 6, 2023**

**Parish Prison Building Q  
HVAC Replacement  
City Parish Project No. 21-ASC-CP-1454  
TLA Project No. 23-019**

## **ADDENDUM #3**

The following items shall be considered part of the Contract Documents for the above referenced project and shall take precedence over any conflicting statements contained therein. Revise all other notes, schedules, details, elevations, and sections as required.

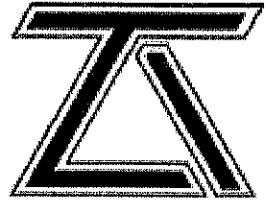
### **GENERAL:**

1. The first two air handling units to be replaced are the locations where existing AHU's have been previously replaced by packaged units.
2. Contractor shall replace existing 24"x18" manual volume damper on backside of outside air louver. Balance outside air louver to the sum of the two new air handling unit's fresh air CFM specified on the air handler schedule, refer to sheet M2.0.
3. Pro-Press and Mega-press fittings for hydronic piping are allowed.
4. Contractor is responsible for following proper lock out tag out procedure. Existing air handler circuits are as follows: Q-1: 2-QH3; Q-2: \_-QH3; Q-3: \_-QH3; Q-4: 20-QH-3; Q-11: 1-QH3; Q-12: 7-QH3; Q-13: 13-QH3; Q-14: 19-QH3; Q-5: 1-QH2; Q-6: 7-QH2; Q-16: 2-QH2; Q-17: 3-QH2. Panel QH2 is in Elec Q167 (accessed from Sally Port Q168 at center of east façade.) Panel QH3 is in Elec Q200 (accessed from Sally Port Q202 at center of west façade.) Contractor is to field verify all electrical circuiting and panel locations. Existing architectural, mechanical and electrical drawings are available from Architectural Services Division upon request.
5. The new chilled water and heating hot water valves shall be installed in the horizontal position above the new air handling units. Contractor shall freeze the existing chilled and heating hot water lines in order to complete this work.
6. Attached are the pre-bid meeting minutes and sign-in sheet.

If you have any questions, please contact our office.

Thompson Luke & Associates, L.L.C.  
A Professional Engineering Company

# PRE-BID MEETING MINUTES



DATE: 11/28/2023

TLA Project No. 23-019

PROJECT NAME: EBR Parish Prison Building Q HVAC Replacement

PERSONS PRESENT: Frank Thompson – Thompson Luke & Associates  
Robert Gray – Building and Grounds Architectural Service Division  
Robert Hernandez – Gallo Mechanical  
Garrett Strickland – Gallo Mechanical  
Louis Brown – Comfort Air & Mechanical  
Michael Evans – GMC  
Joseph Butler – Department of Building & Grounds  
Jason Ganaway – Department of Building & Grounds  
Paul Garcia – ISE  
Bob Walsh – Calcasieu Mechanical

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*Anyone taking exception to the notes should notify the Engineer, in writing, with seven (7) days of receipt of this document; otherwise, the minutes shall stand approved as written.*

## ITEMS DISCUSSED:

1. All questions or prior approvals must be submitted to the designer by December 6, 2023.
2. The owner reviewed the policies and procedures of entering the prison i.e., access through main gate with an escort, all tools required for the entire day's work as subsequent exit and re-entry is discouraged and time consuming; ID badge worn on clothing and visible at all times; absolutely no contact with inmates allowed; tool inventory upon entrance and exit, daily.
3. The owner stated that the core work hours are 7:00 AM – 3:30 PM Monday through Friday. Any work outside of these times need to be approved by Owner.
4. Security clearance and background checks of the workers was reviewed. The background checks are at the Warden's discretion. [Subsequent discussion with Parish Prison warden revealed ALL contractors entering facility will be required to pass background check.]
5. The owner has first right of refusal on all demolition's equipment. Any items that the owner wishes to salvage will need to be delivered to a designated location at the maintenance building by the contractor. Owner expressed interest in salvaging the two newest existing AHUs. These will be identified in the pre-construction meeting/walk-through.
6. Items with extended lead times were discussed. (Control Valves and Air Handling Units).
7. The owner will prioritize the order of the air handling unit replacements. First two units to be replaced are locations where existing AHUs have been previously replaced with packaged units.
8. The owner reminded the bidders that this project is federally funded. All Davis-Bacon federal guidelines for certified payroll must be strictly followed. All information is in the project front end documents.
9. Permits from Louisiana State Fire Marshal or City-Parish Permits and Inspections will not be required for this project.
10. The existing fresh air intake louver controls and damper will be addressed in the addendum.
11. Pro-Press or Mega-Press fittings are allowed for the hydronic piping.
12. Contractor is responsible for following proper lock out tag out procedure. Existing air handler circuits are as follows: Q-1: 2-QH3; Q-2: \_-QH3; Q-3: \_-QH3; Q-4: 20-QH-3; Q-11: 1-QH3; Q-12: 7-QH3; Q-13: 13-QH3; Q-14: 19-QH3; Q-5: 1-QH2; Q-6: 7-QH2; Q-16: 2-QH2; Q-17: 3-QH2. Panel QH2 is in Elec Q167 (accessed from Sally Port Q168 at center of east façade.) Panel QH3 is in Elec

**Thompson Luke & Associates, LLC**

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Q200 (accessed from Sally Port Q202 at center of west façade.) Contractor is to field verify all electrical circuiting and panel locations. Existing architectural, mechanical and electrical drawings are available from Architectural Services Division upon request.

13. The location of the new chilled water valves was discussed. They must be in the horizontal position above the air handling unit. This will help in future equipment change out.
14. Staging area, contractor parking, temporary facilities and dumpster locations were discussed. Contractor parking, equipment laydown, portable toilets and dumpster to be located at Building Maintenance facility just north of prison.

Attachment: Sign In Sheet

Date: November 28, 2023






Project: EBR Parish Prison Building Q HVAC Replacement

Project No: 21-ASC-CP-1454

Bid Date: December 14, 2023

### PRE-BID CONFERENCE SIGN-IN SHEET

PLEASE SIGN IN AND WRITE YOUR PHONE NUMBER AND FAX NUMBER

(Print) Name & Email	Phone Number	Fax Number	Company Name & License#	Signature
Name: <u>JOSEPH BUTLER</u> Email: <u>JR BUTLER@BRLA.GOV</u>			<u>B+G</u>	
Name: <u>Jason Ganaway</u> Email: <u>jganaway@brla.gov</u>			<u>B+G</u>	
Name: <u>FRANK THOMPSON</u> Email: <u>FRANK@TLAENG.COM</u>			<u>TLA</u>	
Name: <u>Paul Garcia</u> Email: <u>paul.garcia.9880@att.net</u>	<u>275-7074</u>		<u>ISE</u>	
Name: <u>BOB WALSH</u> Email: <u>R.WALSH@CALUMECT.NET</u>	<u>225-705-2544</u>		<u>CALCASIEU MGMT</u>	

Date: November 28, 2023



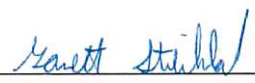

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PLEASE SIGN IN AND WRITE YOUR PHONE NUMBER AND FAX NUMBER

(Print) Name & Email	Phone Number	Fax Number	Company Name & License#	Signature
Name: <u>ROB GRAY</u> Email: <u>rgray@brla.gov</u>	<u>(225) 389-4694</u>		<u>DEPT. OF BUDGET &amp; FINANCE - ARCHITECTURAL SERVICES DIVISION</u>	
Name: <u>Robert Hernandez</u> Email: <u>robert.hernandez@sheet-metal-systems.com</u>	<u>(225) 937-5341</u>		<u>Gallo</u>	
Name: <u>Garrett Strickland</u> Email: <u>garrett.strickland@gallomech.com</u>	<u>229-270-4702</u>		<u>Gallo mech</u>	
Name: <u>Louis Brown com</u> Email: <u>comfortairserviceLLC@gmail.com</u>	<u>(985) 510-8609</u>		<u>comfort Air and mechanical</u>	
Name:				
Email:				

Date: November 28, 2023


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<u>(Print) Nam &amp; Email</u>	<u>Phone Number</u>	<u>Fax Number</u>	<u>Company Name &amp; License#</u>	<u>Signature</u>
Name: <u>Michael Evans</u>	<u>225-325-7917</u>		<u>LMC</u>	<u></u>
Email : <u>Michael.Evans@LME.com</u>				
Name:				
Email :				
Name:				
Email :				
Name:				
Email :				