Local Studio
ARCHITECTURE AND DESIGN

Montgomery County IFB #27-07

Addendum #01

Project	Montgomery County Fire-EMS Headquarters Bid Request #27-07
Date	November 6, 2026
Bid Due Date	December 10, 2026

This Addendum is hereby made part of the Contract Documents and modifies the original Bidding Documents dated October 22, 2026. Bidders must acknowledge receipt of this Addendum in the designated space provided on the Bid Form. Failure to acknowledge receipt may result in disqualification of the Bid.

Included in this Addendum:

1. Site Visits
    a. **The project site will be open for additional site visits during the following days/times (no questions will be answered on site during these site visits; questions must be submitted per the instructions outlined in the project manual):**
        i. **Tuesday, November 10, 2026 from 10am – 12pm**
        ii. **Wednesday, November 11, 2026 from 3pm – 5pm**
2. Notes from the Pre-Bid Conference are enclosed.
3. The Pre-Bid Conference Attendance Roster is enclosed.

Pre-Bid Conference Notes

Topic Montgomery County Fire & EMS Headquarters, Bid Request No. 27-07

Date November 5, 2026

Location Part 1: Montgomery County Government Center, Board Room (Second Floor)
755 Roanoke Street
Christiansburg, VA 24073

Part 2: Project Location
305 Roanoke Street
Christiansburg, VA 24073

Local Studio Project Number: 2317B

Notes

Part 1

1. Welcome and Housekeeping
    a. Jeff Groseclose, Purchasing Manager, Montgomery County
        i. Questions may be answered during the meeting; however, answers are not official unless issued in addendum.
            1. Pre-Bid Question Submission Deadline: November 13, 2026 by 5pm.
            2. An addendum will be issued with any required answers to Pre-Bid Questions.
        ii. Bids are due to the Montgomery County Purchasing Office by 3pm (Prevailing Eastern Time) on Thursday, December 10, 2026.
            1. It is the contractor's responsibility to ensure a timely delivery of bids. Please allow sufficient time for delivery if using a delivery service (USPS, UPS, FedEx, courier, etc.). Mail is sorted in a mail room for general delivery; however, UPS and FedEx will deliver to the office suite if correctly addressed.
            2. The Purchasing Office is located in Suite 2C of the Montgomery County Government Building. It is to the right at the top of the stairs and all the way at the end of the hall.
        iii. There will be a site visit directly after the Pre-Bid Conference with a ladder on-site for attic access.

2. Design Team Introductions
   (* Designates design team members in attendance at Pre-Bid Conference)
   a. Architect: Local Studio Architecture and Design
      i. Braxton Cox*
      ii. Lydia Blevins*
      iii. Austin Hamilton*
   b. Civil Engineer: Foresight Design Services
      i. Matt Tomlinson*
      ii. John Neel
   c. Structural Engineer: Truesdell Engineering
      i. Jordan Truesdell*
   d. Plumbing and Mechanical Engineer: MDR Engineering
      i. Melinda Ruble*
   e. Electrical Engineer: Gibson Engineering
      i. Daniel Gibson
   f. Questions today and throughout the bidding and construction process need to be addressed directly to Local Studio via the processes outlined in the project manual and Local Studio will disseminate to the design team members as needed.

3. Bid Schedule Overview
   a. Thursday, October 22, 2026: Advertise for Bids
   b. Thursday, November 5, 2026 at 10:00 am: Pre-bid Conference
   c. Friday, November 13, 2026 by 5:00 pm: Pre-Bid Questions Due
   d. Friday, November 20, 2026: Final Addendum to be Issued
   e. Thursday, December 10, 2026 by 3:00 pm: Bids Due
      i. Deliver Bids to: Purchasing Office in the Mont. Co. Government Center
      755 Roanoke Street, **Suite 2C**
      Christiansburg, VA, 24073

4. Project Manual Overview
   a. Bid Documents
      i. Bid Documents have to be requested by email (mcfemshq@localstudiova.com)
      ii. MoCo website and eVA only contain the IFB and Project Manual
   b. A701 Instructions to Bidders / Terms and Conditions to Bid
      i. Electronic bid via eVA is allowed, though a paper bid is highly recommended
      ii. Bid bond required, as outlined in the bid documents
      iii. Site access is open today directly after conference
      iv. Bids will be opened after submission deadline on December 10th
   c. Pre-Bid Question Form
      i. Included in the Project Manual, as well as a fillable PDF form in the shared folder to which you will receive a link when you request the project documents via email to mcfemshq@localstudiova.com. All questions should be submitted on the form and emailed to mcfemshq@localstudiova.com

d. Bid Form
    i. The bid form is available as a fillable pdf in the Bid Documents shared folder.
    ii. There is a base bid with a base bid drawing set.
    iii. We are requesting some allowances for noted work.
    iv. We are requesting unit prices for the work outlined in the allowances.
    v. There are also some bid alternates
        1. Alternate 1: Replace existing roof structure with new roof structure. There are three finish options for replacing the roof, so there is a place on the bid form for bids for each of those options.
            a. Option 1: Standing Seam Metal Roofing
            b. Option 2: Exposed Fastener Metal Roofing
            c. Option 3: Asphalt Shingle Roofing
    vi. There is a 10-month construction window to complete the work
    vii. There is a $500/day liquidated damages if work is not substantially complete at the end of the 10-month construction window.
    viii. After substantial completion you have a 30-day window to reach final completion. After the 30-day window, liquidated damages will resume.
e. The bid bond form is included in the Project Manual. Required bid bond of 5% of the base bid to be submitted with the bid.
f. The construction contract, the terms and conditions of the contract, and the insurance / bod requirements are outlined in the Project Manual. A performance bond and a payment bond are required in the amount of 100% of the contract sum.
g. Application and Certification of Payment
    i. May use the G702/703.
    ii. May submit an alternate form for the County to review. The county reserves the right to reject non-standard options.
h. County will be used G704 for substantial completion.
i. The State DGS forms will be used by the architect and contractor to certify completion.
j. Close out documents—can use the AIA documents or submit an alternate format for the County to review.
k. Division 1 Specs
    i. Substitutions: The county will allow substitutions. Contractors to follow procedures outlined in the project manual for submitting substitutions.
    ii. Close Out Procedures: Be sure to review the division 1 specifications related to project close out, O&M manuals, and Demonstration and Training

l. At the end of the project manual there are some reference documents for contractors to review.
    i. Special Inspection Form
    ii. Backwater valve certification
    iii. Asbestos and Lead Inspection Report
        1. The County has already completed the testing and asbestos abatement.
    iv. Station Alerting System Plans
        1. The County will contract directly for the following work:
            a. Security (cameras, etc.)
            b. Access Control
            c. Station Alerting System
            d. Contractor expected to complete the rough-in for all these systems. Owner to provide rough-in requirements for all systems.

5. Permit Drawings Overview
    a. Base Bid
        i. Base Bid drawings identified with the Base Bid in the Title Block
            1. Alternates are in a separate drawing set as required by the plan reviewer.
        ii. Only a few specific sheets are different between the two sets
        iii. Civil
            1. Demo
                a. Address location of North
                b. The main building has a gable roof. There is a bump out on the Ellett drive side of the property that has a flat roof.
                c. Attic access is located on the south side in the gable end
                d. Topography around building: matches finished floor at north side of building, but rises to 18” – 24” above finished floor at south side of building
                    i. The project requires grade adjustments, particularly where garage doors are being installed and at the main building entrance.
                e. Underground fuel tank to be drained, filled, and abandoned in place
                f. Existing storm drains to be replaced (downspouts currently daylight at grade, but will be changed to tie in to storm sewer system)
                g. Utilities to be located underground on Ellett Drive side of property

2. Proposed
    a. Stair on west side of building
    b. New storm drains to replace existing (downspouts to tie in to storm drain system)
    c. Utilities
        i. Electric Service to be moved underground
        ii. Domestic Water / Fire Water for fire sprinkler, new service all the way to the main
        iii. Sanitary Sewer
            1. 2 lines exiting building
            2. Backwater valve required on both lines
            3. Line from trench drains to pass through new Oil/Water Separator
    d. Concrete
        i. Sidewalks
        ii. Accessible parking
        iii. Stair on west side of building (small retaining wall) at new exterior door
        iv. Pads for generator and HVAC equipment
        v. Gurb / Curb and Gutter
        vi. Sidewalk along ellett drive with curb cut at entrance
    e. Asphalt – patching as needed in areas where asphalt is removed
3. Landscaping
    a. 1 new tree
    b. Minimal landscaping (grass areas) at south end of building and a few new parking lot islands

iv. Demo
1. Slab demo for footings, perimeter bearing concrete, thicker slab at apparatus bay, underslab plumbing, and underslab electrical. Also concrete ramp to be removed and damaged areas to be repaired for epoxy flooring install.
    a. Contactor can choose to demo entire slab if that is more economical
2. Interior – full gut: walls, recessed entry wall and storefront on north façade, glass block windows, exterior doors, overhead doors, sections of walls for new exterior openings, all things attached to exterior of building, all plumbing (existing trench drains), HVAC, and electrical.
    a. Water heater and HVAC equipment in southeast corner
    b. Salvage brick or provide new brick to match existing
    c. Demo sections of front awning
3. Ceilings
    a. Demo all ceilings, light fixtures, plumbing, HVAC, and electrical.

4. Overview of existing ceiling and roof structure system
    a. Original building had a low slope roof that took all water to back of the building
    b. Original roof structure:
        i. North End: Steel girts with wood framing above supporting wood roof joists
        ii. South End: Steel beams supported at mid-span with steel column, wood trusses on top of steel beams supporting wood roof joists
        iii. Gable wood roof trusses have been added above the original roof system
        iv. The base bid strengthening the existing wood roof trusses. All of the original roof structure to remain. The alternate is for a complete replacement of the wood roof trusses of the newer gable roof.

v. Structural
1. Explained insufficiency of existing structural system
    a. Due to change from occupancy category 2 to occupancy category 4 (essential facility).
2. Wall Framing Plan
    a. Add 2x6 wall at 3 existing exterior walls – extends up to gable roof trusses
        i. This is in the main building and the bump out
    b. CMU Wall – extends up through attic
        i. Wall gets new footing
    c. Interior Shear Walls – extend up to gable roof trusses – trusses to be modified at shear walls
        i. Walls get new footings
3. Attic Framing Plan
    a. Perimeter 2x6 wall, CMU wall, and shear walls extend up to bottom of existing roof trusses
    b. Bump out – Add LVLs
4. Roof Framing Plan
    a. Trusses at shear walls to be modified as detailed
    b. All trusses to be strengthened as detailed
5. Roof Truss Strengthening Plan
    a. Every truss to be strengthened (ALTERNATE is for replacement of gable roof trusses)
    b. Truss strengthening will require an inspection of the strengthening details on each truss by the structural engineer to ensure all details are aligned with the construction documents

vi. Architectural
    1. Overall Floor Plan
    2. Code Floor Plans
        a. Fire and Smoke partitions due to residential use in building
        b. Fire sprinkler and fire alarm systems throughout building
            i. Drawings and permitting are contractor's responsibility
    3. Enlarged Floor Plans
        a. Pharmacy – There are some security requirements associated with the pharmacy
    4. Equipment Platform Floor Plan
        a. In the bump out area there is an equipment platform above the pharmacy room and storage room accessed via a fixed ladder
    5. Ceiling Plan
        a. Apparatus bay and bump out area is all exposed structure ceiling
        b. Most of the rest of the building is standard drop ceiling
        c. Two shower rooms, pharmacy, and EMS storage to have gypsum ceiling
    6. Roof Plans
        a. Base bid the exposed metal fastener roofing will remain on main building
        b. New TPO roofing on flat roof on bump out – remove existing roof membrane and install insulation above roof deck under new TPO roof membrane
    7. Building Elevations
        a. Noted areas where demo of existing openings requires brick infill.
        b. Brick infill where doors and window are removed
        c. May want to salvage some brick or find a new brick that matches the existing brick
    8. Interior Elevations
        a. Casework noted
        b. OFCI items
            i. Some appliances and restroom accessories to be furnished by county
            ii. Notes in plans about what is owner furnished and contractor installed
    9. Doors
        a. Exterior doors are aluminum storefronts and hollow metal doors with hollow metal frames
        b. Interior doors are mostly solid core wood doors with hollow metal frames, but some doors are hollow metal
    10. Windows
        a. New windows are aluminum storefronts
    11. Interior Finishes
        a. Epoxy floors throughout most of the space
        b. Standard dropped ceilings
    12. Revised drawings including additional specifications to be issued soon

vii. Plumbing
1. (3) Trench drains in apparatus bay with exterior oil/water separator
2. (2) backwater valves
3. PRV and Backflow preventer in bump out
4. Drinking fountains
5. (2) Accessible shower compartments
6. Clothes Washing Machine and Clothes Dryer
7. Ice Maker water line and floor drain
8. (2) interior hose bibbs
9. (2) wall hydrants
10. Valves above the ceiling where water lines enter each room
11. Water Heater on equipment platform
12. Gas piping for unit heaters and generator
13. Compressed air piping (air compressor on equipment platform)

viii. Mechanical
1. VRF system
    a. 1 outdoor unit
    b. 11 indoor units above ceiling
        i. Some serve a single room / space; others serve multiple rooms / spaces
    c. Manifold system and central controller above ceiling
2. Energy Recovery Ventilator
    a. Exhausts air
    b. Brings in fresh air
3. Unit heaters, circulating fan, and exhaust fan in apparatus bay – apparatus bay not served by VRF system
4. Kitchen Hood with fire suppression system, exhausts to exterior
5. Power ventilator on clothes dryer exhaust

ix. Electrical
1. Light fixtures
    a. Interior and exterior (building mounted)
    b. Some interior are designated as emergency egress lights
        i. No pole mounted site lighting
2. Power and Data
    a. Overhead and wall mounted cord reels in apparatus bays
    b. Conference Room
        i. Floor box for power, data, and conduit to wall mounted monitor location
    c. Training Room
        i. Power and data in ceiling for projector
        ii. Conduit from wall to above ceiling for presenter podium (2) locations
    d. IT equipment provided by contractor
3. Security and Access Control
    a. MoCo to contract directly with a security and access control vendor
    b. Contractor to provide rough-in for security and access control

4. Station Alerting System
    a. MoCo to contract directly with a station alerting system vendor
    b. Contractor to provide rough-in for station alerting system – see documents in project manual

b. Alternates
    i. Alternate #1
        1. New roof plan and details associated with that (new gable roof trusses)
            a. Note that the sheer walls are still required to come up to the trusses and/or the roof deck as detailed in the drawings
        2. Architectural Standpoint
            a. Existing roofing and roof sheathing to be removed and replaced with a new system
            b. Contractors to submit alternate pricing for three options for new roof system (standing seam metal roofing, exposed fastener metal roofing, and asphalt comp shingle roofing)
            c. Complete installation required including new fascia, soffit, and siding on gable ends to match existing
            d. The building would have the same look, just new trusses and finishes
    ii. Alternate #2
        1. New Gas Fired Unit Heaters
            a. Base Bid: Salvage units, service, verify working conditions, install in new locations
            b. Alternate: Spec on mechanical schedule sheet for a new gas-fired unit heaters, New units to be located in the apparatus bay

6. Statement of Special Inspections Overview
    a. County to contract directly with Schnable Engineering
    b. Steel, concrete, masonry, and soil special inspections required
        i. Soil: New footings require special inspections
            1. GeoTech testing required for location of new footers

7. Questions
    a. Reviewed questions already received – those questions and their associated responses will be issued in a future addendum
    b. No new questions posed

Part 2

8. Site Visit to Project Location
    a. There was a ladder on site to provide access to the attic

9. Questions
    a. A few questions were received. Those questions and their associated responses will be issued in a future addendum.

County of Montgomery

ATTENDANCE ROSTER

Pre-Bid Conference - IFB #27-07

Title: Montgomery County Fire-EMS Headquarters

Date: November 5, 2026 at 10 am

Name	Company	Email Address
Joel Ginter	Harper GC	Joel.Ginter@HarperGC.com
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Name	Company	Email Address
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