

03 December 2025

Project #: 2418

NOVUM BAPTIST CHURCH
ADDITION & ALTERATIONS
1629 NOVUM CHURCH ROAD
REVA, VA 22735

RE: PRE-BID MEETING NOTES **ADDENDA #1**

In Attendance:

Kat Stoner	Dominion Construction Group
Lee Shifflett	3RC Services
Bo Loudin	Loudin Building Systems

Fred Henshaw	Novum Baptist
Dex Sanders	Sanders Architecture, PC

The following meeting notes and attachments are incorporated into the Contract Documents as Addenda #1:

1. Introductions made by Fred Henshaw. Fred noted that this site can become very windy with strong gusts.
2. Fred Henshaw will be the church contact person authorized to provide decisions and give direction. Contract Fred for access to the church during bidding. 540-547-2768
3. The building & MEP permits are filed at the County and under review.
4. Health Department Permit – Gabe Bryant is preparing a permit to be filed with VDH tomorrow.
5. **Modify sheet AS.2: The existing septic and pump tank are to remain. No tank relocation required. Protect existing tanks to remain and re-connect sanitary line that runs through the addition path.**
6. Dex Sanders reviewed the project contract documents and cover sheet – Work by Others, Base Bid and Alternates.
7. ASBESTOS ABATEMENT – none expected
8. Allowances – a carpet allowance is indicated on sheet CS.1
9. Add Alternate #1 – Elevator / Lift replacement
10. Add Alternate #2: **Modify cover sheet CS.1 and Elevation sheet A4.1 to provide a Bid Add Alternate to replace the new composition shingles indicated on sheet A4.1 with new metal roof to match the lower addition roof.**
11. Schedule: Project schedule is flexible on start time. The church anticipates a completion date of October 2026.
12. Church hours and Services: Services are held Sunday and Wednesday evening starting at 5:30pm. Services will be held in the Fellowship Hall during construction.
13. Working hours: no restrictions except no work on Sunday.
14. The church will give the Contractor as much notice as possible for special services or events which may impact construction operations.
15. Documents are available in PDF format for electronic download at www.sanders-pc.com
16. Bids are due 12-23-25. Bids may be submitted to the Architect / Fred Henshaw in PDF format with hardcopies delivered to the Owner within 24 hours. Questions should be submitted no later than December 19. All questions and communications concerning the project should be submitted to the Architect in writing.
17. Contractor should be prepared to start work as soon as permits are released, weather permitting.
18. Substitution requests should be made as soon as possible but should be approved before bid award.

19. Contractors should be aware that major sub-contractors must be properly licensed and qualified.
20. A bid bond is not required. However, as invited Contractors please note that bids are to be valid for 60 days.
21. Performance bond line item cost is to be included on the Bid Form. The Owner does not yet know if a Performance Bond will be required.
22. No burning to occur on this site.
23. Contractor must protect building occupants & public ways during construction.
24. Maintain Exits from assembly areas & classrooms in the existing building during construction.
25. All excess soil, except topsoil and other demolished items not otherwise noted shall become property of the Contractor and be removed from the site. A fill area is available on site for excavation spoils.
26. Specific safety fencing, barricade and dust control measures are not indicated on the construction documents. Protect open areas during construction.
27. Utilities: Contractor may use existing electric and water as long as building service is not interrupted. Maintain heat and water to the building for Owner use except for scheduled interruptions. Existing electric service is provided by REC.
28. Gas service: maintain existing service to active equipment.
29. Contractor staging and parking will be available in the North parking lot. Dumpsters may be placed on site as approved by the Owner. The North lot has been recently paved. Protect existing paving and keep heavy equipment off the paved area above the existing drainfield.
30. Temporary toilets are required.
31. During construction, periodic site progress and coordination meetings will be required.
32. Any items remaining on walls to be demolished at the start of construction will become the property of the Contractor and be removed under this contract.
33. Walk through and review of existing conditions was performed.