



Main Office Renovation
201 Reading Road, Mason, Ohio
Frequently Asked Questions
Last Updated on 9/30/2022

There were four attendees at the September 29th pre-proposal site visit. Those attendees were:

Joe Turk	Kramer & Feldman
Jon Lutz	Lutz Construction Management
Tyler Ponchot	K+T Construction
Derrick McCormick	DFS

The following questions and answers were asked during the site visit:

Q: What is the budget for the project?

A: Currently, \$325,000 has been budgeted for the project.

Q: Is there a specific bid form needed for the total amount of the bid?

A: No, that can be provided on letterhead.

Q: Are there currently specifications for flooring and light fixtures?

A: No, there is not. While we are trying to match the existing architectural style of the building as much as possible, we understand that may not be possible. Using a flooring or lighting allowance in the bid is acceptable as long as the Owner is allowed to make the final selection. Any further clarifications will be in the final bid addendum that will be posted by 5:00 PM on October 6th.

Q: Will any staff or other individuals be occupying the building while construction is taking place?

A: No, staff will be working offsite. However, we will need to maintain the ability to access the building for gathering documents or other items as we need them.

Q: How will the building be accessed during construction?

A: An alarm code and a key will be provided for this purpose.

Q: Has a building permit been applied for? Have mechanical drawings already been developed?

A: No, applying for a building permit will be the responsibility of the contractors. In addition, any drawings or permits for HVAC, electrical, plumbing, etc. will be the responsibility of the contractor. Any changes to the architectural plans will be made by the architect that drafted the plans.

Q: Is all of the flooring going to be carpeted?

A: It was identified during the meeting that a correction needs to be made to the architectural plans. The existing plans state that there will be carpet in the common areas, however the intentions was for this to be LVT. These updates and any other corrections to the plans will be denoted in final bid addendum. The final bid addendum will be available by October 6th at 5:00 PM.