



Purchasing Department  
900 Kenyon Street, Medford OR 97504  
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(541) 842-3780

## ADDENDUM 2

Project: Outdoor Eating Spaces Oak Grove and/or Hoover

Date: April 4, 2024

Invitation to Bid No.: 24-00-06

Project Address: 2 District Sites

Owner: Medford School District 549C

Issued By: Pam Thoren, Purchasing Coordinator

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### Instructions to Prospective Bidders:

This Addendum forms a part of the Contract Documents and modifies the original Bidding Documents and/or prior Addenda as noted below. All conditions, requirements, materials and workmanship are to be as described in the Contract Documents unless specifically stated otherwise. This Addendum consists of two pages, plus the Pre-Bid Meeting Minutes (2 pages), Pre-Bid Sign-In Sheets (2 pages), Oak Grove Partial Utility Map (1 page), and Hoover Partial Utility Map, for a total of eight pages.

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#### 1. Changes to prior Addenda: (none)

#### 2. Changes to Part I – Bid & Contract Documents:

- a. Pre-Bid Meeting Minutes: See attached minutes from the Pre-Bid Meeting (2-pages).
- b. Pre-Bid Meeting Sign-In Sheet: See attached sign-in sheets from the Pre-Bid Meeting (2-pages).

#### 3. Changes to Part II – Project Drawings:

- a. Oak Grove Partial Utility Map: See attached partial Utility Map for Oak Grove. Bidder shall verify existing utilities.
- b. Hoover Partial Utility Map: See attached partial Utility Map for Hoover. Bidder shall verify existing utilities.
- c. Oak Grove Landscape Drawings:
  - i. On Drawing L0.1, delete the “Architect” entry in the Contact Information.
- d. Hoover Landscape Drawings:
  - i. On Drawing L0.1, delete the “Architect” entry in the Contact Information.
  - ii. Add the following General Note to Drawing L1.0:  
E. See Asphalt Repair (and Key Note 11) on Drawing L2.0 for additional asphalt removal. See sawcuts on Drawing L2.1 for additional asphalt removal.
  - iii. Add the following General Note to Drawing L2.0:  
E. See sawcuts on Drawing L2.1 for additional asphalt removal.



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**4. Questions and Answers:**

Q: Various structural details for this work (Sheet S3.1) refer to a Geotech Report. Is there a Geotechnical Report available for these projects?

A: Yes, they will be posted on the website as of the date of this Addendum.

**End of Addendum**

**ITB # 24-00-06 OPTIONAL PRE-BID CONFERENCE MINUTES  
OUTDOOR EATING SPACES – OAK GROVE & HOOVER**

SITES: Oak Grove & Hoover Elementary Schools

PROJECT: Outdoor Eating Spaces

DATE AND LOCATION: March 27, 2024, Oak Grove & Hoover Elementary Schools

ATTENDING FOR MEDFORD SCHOOL DISTRICT: Jeffrey Morejohn, Pam Thoren

CONTRACT MANAGEMENT: Steve Ennis and Matt Robinson, Steve Ennis Project Management

ATTENDING CONSULTANTS: N/A

ATTENDING CONTRACTORS: See attached sign-in sheet

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INTRODUCTIONS: Steve Ennis

PROJECT SCOPE DISCUSSION: Steve Ennis

CONTRACT & BIDDING PROCESS DISCUSSION: Steve Ennis

QUESTIONS & ANSWERS (BID PROCESS): Steve Ennis

- Fill out bid forms correctly
- Hoover and Oak Grove may be awarded to different contractors

QUESTIONS & ANSWERS (PROJECT SCOPE): Steve Ennis

- April 18<sup>TH</sup> Intent to Award
- August 9<sup>th</sup> completion date
- These will be separate contracts
- The bidder will need to include private locating services

SITE WALK THROUGHS:

OAK GROVE:

- Taking out a good amount of asphalt, but we are limited with replacement asphalt to stay under 5,000 square feet.
- Structure will have raised walls and steps down.
- There are utilities in the construction area.

- Steve will send out the name of the company he used in the past of a private locator with ground penetrating radar (Joseph Wullaert, Advanced Underground Utility Locating (541) 678-0629 [Josephhauul@gmail.com](mailto:Josephhauul@gmail.com) ).
- Tether poles are to be reinstalled after construction.
- Access was discussed because construction will take place when children are present. Access to the LaClinica building to the east can be routed north of the fenced construction area.
- Owner will hire special inspectors (both projects).

HOOVER:

- Tree will be removed
- Four trees at parking lot will remain
- This site has a lot of utilities
- New trash enclosure CMU with metal gates
- Some regrading around it
- New sidewalk and curb work
- Storm drains were discussed
- Contractor asked about guidewire – Steve will look into it (will be high enough above new sidewalk).
- There will be new pole lights in the parking lot, district will pull wire and put poles up
- 40 x 60 slab with no raised walls

Pam Thoren, Purchasing Coordinator  
Medford School District 549c  
Office: 541-842-1118



**ITB #24-00-06 - Outdoor Eating Spaces Oak Grove and/or Hoover**  
**Optional Pre-Bid Conference Sign-In Sheet - March 27, 2024 • 10:00 a.m.**

**Please provide the information below:**

<b>Name</b>	Von Jeska
<b>Company</b>	<b>Vitus Construction</b>
<b>Phone</b>	541-821-7535
<b>Email</b>	vcjeska@yahoo.com

<b>Name</b>	Nick Kapphahn
<b>Company</b>	<b>Adroit Construction</b>
<b>Phone</b>	541-482-4098
<b>Email</b>	Nick.Kapphahn@adroitbuilt.com

<b>Name</b>	Steve Ennis
<b>Company</b>	<b>Steve Ennis Project Manager</b>
<b>Phone</b>	541-601-9480
<b>Email</b>	steve@ennisarchitect.net

<b>Name</b>	Brian Vicklund
<b>Company</b>	<b>Vicklund &amp; Son</b>
<b>Phone</b>	541-944-9257
<b>Email</b>	vicklundandson@aol.com

<b>Name</b>	Matt Robinson
<b>Company</b>	<b>OTAK</b>
<b>Phone</b>	253-328-0644
<b>Email</b>	Matt.Robinson@Otak.com

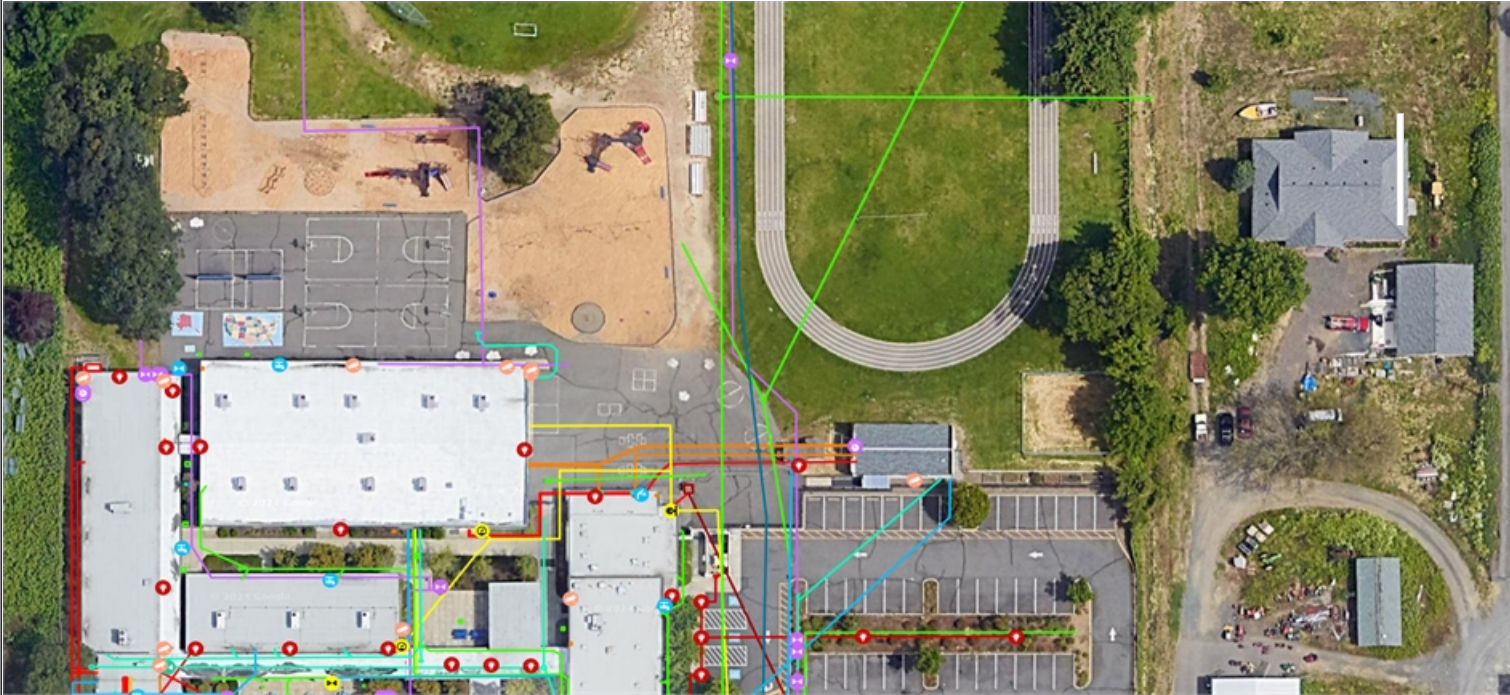
<b>Name</b>	Jeff Morejohn
<b>Company</b>	<b>Medford School District</b>
<b>Phone</b>	541-864-9671
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<b>Name</b>	Pam Thoren
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<b>Phone</b>	541-842-1118
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# Oak Grove

## Description

### Outdoor Eating Structure



## Legend

- Communications
- Electric
- Fire Alarm
- Gas
- Irrigation
- Lighting
- Sanitary Sewer
- Security
- Storm Drainage
- Water



# Hoover

## Description

### Outdoor Eating Structure



## Legend

- Cable Television
- Chilled Water
- Communications
- Electric
- Fire Alarm
- Fire Hydrants
- Gas
- Hot Water
- Irrigation
- Lighting
- Other/Unspecified
- Sanitary Sewer
- Security
- Steam
- Storm Drainage
- Water