

ADDENDUM NUMBER 4

Friday, November 7, 2025

**PROJECT: NORTHEAST GEORGIA REGIONAL COMMISSION RENOVATION
ATHENS, GA
GMC PROJECT NO. AATL250009**

AD3-1 GENERAL:

- A. The following revisions and/or additions to the Drawings and Project Manual are hereby made a part of same, and shall be incorporated in the Work of the Contract the same as if originally included in the Bid and Construction Documents.
- B. Bidders shall acknowledge receipt of this Addendum in writing, as provided on the Proposal Form.
- C. When a revision and/or addition is called for to the Drawings or Project Manual, they shall be fully coordinated with and carried through all applicable Drawings and portions of the Project Manual, including in part, all related Civil, Landscaping, Architectural, Structural, Plumbing, Mechanical, Electrical, and other Documents.

AD3-2 PROJECT MANUAL AND SPECIFICATIONS:

- A. Not Applicable.

AD3-3 DRAWINGS:

- A. Not Applicable

AD3-4 MISCELLANEOUS:

- A. Revised Invitation to Bid. Bid date has been changed from November 10, 2025, at 5:00 pm to November 17, 2025 at 5:00 pm.
- B. Revised Instruction to Bidders. Bid date has been changed from November 10, 2025, at 5:00 pm to November 17, 2025 at 5:00 pm.
- C. Revised Proposal Form. Revised construction duration from 180 days to 210 days.

END OF ADDENDUM NUMBER 4

Attachments – 10 pages (8.5"x11") **PREPARED BY:**

6120 Powers Ferry Rd Suite 500
Atlanta, GA 30339

Tel (770) 952-2481 | **GMCNETWORK.COM**
Goodwyn Mills Cawood, LLC

INVITATION FOR BIDS

Sealed proposals will be received from invited bidders by Northeast Georgia Regional Commission (NEGRC), at their offices at 305 Research Drive, Athens, GA 30605, **UNTIL 5:00 PM Local Time; November 17th, 2025**, for:

**NORTHEAST GEORGIA REGIONAL COMMISSION RENOVATIONS
ATHENS, GEORGIA**

Any bid received after that time will not be considered. All bids will be opened in public and read aloud immediately following the specified closing time.

Work includes, but is not limited to, selective demolition, sitework, renovations, new building construction, coordination of the entire project, and all related work, as indicated in the Bid and Contract Documents. All bid documents are posted on the NEGRC's website at <https://negrc.org/news>. No copies will be printed or mailed. Bidders are responsible for accessing PDF files online and having prints made.

Drawings and Specifications may be examined at the Office of the Architect; and digital Plan Rooms of: Dodge SCAN; Reed Construction Data and Internet Plan Rooms in Athens, Georgia.

Invited General Contractors may procure one (1) set of plans from the Architect upon deposit of two hundred fifty dollars (\$250.00) per set, which will be refunded in full to each invited general contract bidder submitting a bonafide bid, upon return of plans and specifications, complete and in good and reusable condition, within ten (10) days after bids are opened. Plans are available for free when issued electronically.

Certified check or bid bond payable to the Owner, for not less than five percent (5%) of amount of bid, must accompany each proposal.

Workmen's Compensation, public liability and property damage insurance, performance and payment bond; and Builders Risk insurance will be required. Insurance in compliance with requirements, will be required at the signing of the Contract.

Additional contract requirements include those outlined in AIA General Conditions, AIA Document A-201 "General Conditions of Contract for Construction", 2017 Edition, issued by the American Institute of Architects.

Bids must be submitted on proposal forms furnished by the Architect or copies thereof. All bidders bidding must show such evidence of license before bidding or bid will not be received or considered by Architect or Owner; The bidder shall show such evidence by clearly displaying their current license number on the outside of the sealed envelope in which the proposal is delivered; Bidders must also include their current license number on the Proposal Form. No bid may be withdrawn after the scheduled closing time for receipt of bids for a period of **SIXTY (60)** days.

Inquiries regarding this Invitation to Bid should be made to Eva Kennedy, NEGRC Executive Director, at ekennedy@negrc.org or (706) 336-3962. Technical Questions may be directed Goodwyn Mills Cawood, LLC., Kim Ross, kim.ross@gmcnetwork.com, (770) 952-2481. The deadline for questions is **5:00 PM Local Time; October 29th, 2025**. Replies of substance will be answered in the form of an addendum and made available to all potential bidders.

A **MANDATORY PRE-BID CONFERENCE** will be held at the same location where bids will be received, at **2:00 PM LOCAL TIME, ON OCTOBER 20th, 2025**, for the purpose of reviewing the project and answering Bidder's questions. **Attendance at the Pre-Bid Conference is REQUIRED** for all invited General Contractor Bidders **intending to submit a Proposal**, and recommended for all Subcontractors.

Additional qualifications and requirements for invited General Contractor Bidders and separate Subcontractors and Manufacturers are indicated in the Bid and Contract Documents.

The Owner reserves the right to reject any or all proposals and to waive technical errors if, in their judgment, the best interests of the Owner will thereby be promoted.

NORTHEAST GEORGIA REGIONAL COMMISSION
Athens, Georgia
Eva Kennedy, Executive Director

GOODWYN MILLS CAWOOD, LLC.
MEMBERS, AMERICAN INSTITUTE OF ARCHITECTS
6120 Powers Ferry Road NW
Suite 500, Atlanta, GA 30339
Phone: (770) 952-2481
Fax: (770) 955-1064

INSTRUCTIONS TO BIDDERS

1.1 A.I.A. INSTRUCTIONS TO BIDDERS:

- A. Printed Form A701, "Instructions to Bidders", (2018 edition) issued by American Institute of Architects, is part of these specifications as if written in full herein. In case of conflict, these specifications take precedence over and modify aforesaid AIA Instructions to Bidders. Submission of a proposal will be evidence that the articles have been examined, read, and accepted as part of these contract documents, including the revisions as noted hereinafter.

1.2 ADDITIONS TO A.I.A. INSTRUCTIONS TO BIDDERS:

- A. In Article 4 - BIDDING PROCEDURES, add the following:

"4.5 PROPOSAL

- a. Proposal shall not contain any recapitulation of work to be done.
- b. Telegraphic modifications will be considered if received by the Owner before opening hour, provided a letter of confirmation is received by the Owner within 48 hours thereafter.
- c. Proposal shall be delivered by **5:00 PM Local Time; November 17th, 2025**, enclosed in an opaque envelope marked "**Northeast Georgia Regional Commission Renovation**"; and addressed to **Northeast Georgia Regional Commission, ATTN: Eva Kennedy, 305 Research Drive, Athens, GA 30605**. Bids received after this time will not be considered. Each sealed envelope containing a bid should include the name and address of the bidder, their Georgia General Contractor License Number, and E-Verify affidavit. Only one (1) hard copy is required. In-person deliveries must be turned in during regular NEGRC business hours, 8:30 AM – 5:00 PM local time, Monday-Friday.
- d. Proposals shall be submitted on Proposal Forms provided; Numbers shall be both in writing and in figures. If words and figures conflict, the words shall govern. Addenda, if any, must be acknowledged. Signature shall be in long hand and in ink, and forms shall be complete without interlineation, alterations or erasures. Anyone signing proposal and contract as an agent of a firm or corporation shall present legal evidence of their authority.

4.6 CERTIFIED CHECKS OR BID BONDS

- a. Each proposal must be accompanied by a certified check or bid bond issued by an acceptable surety company for not less than 5% of the bid, as a guarantee that the successful Bidder will, within 10 days from receipt of notice to that effect, enter into a contract for performance of the work awarded to them. Proceeds of the check or Bid Bond will become property of the Owner if the bidder withdraws from competition after opening of bids or fails to execute the required contract or bonds, if their bid is accepted by Owner."

- B. In Article 7 - PERFORMANCE BOND AND PAYMENT BOND, add the following:

“7.3 PERFORMANCE BOND AND PAYMENT BOND

7.3.1 Performance and Payment Bond equal to 100% of the contract price will be required of the Bidder to whom the contract or any part(s) of the contract is awarded. This bond must be acceptable to the Owner, and shall be attached (along with acceptable insurance certificate(s) in compliance with requirements) to each copy of the contract executed by the Contractor.

7.3.2 Performance Bond shall also extend as a maintenance bond for one year after the date of acceptance of the entire project. Said bond shall guarantee against defective materials and workmanship which may develop during that time, in any portion of the work included in the contract.

7.3.3 Performance Bond and Labor and Material Payment Bond shall be executed on AIA Document A312, latest edition, copies of which are available for viewing in the office of the Architect, and which can be purchased from an AIA documents vendor by the Contractor and/or their surety.

7.3.4 The Surety issuing the Performance and Payment Bonds must be listed on the most recent edition of the U.S. Department of Treasury Circular 570 as being authorized to issue surety bonds in the amount required hereunder. Performance and Payment Bonds must be accompanied by Powers of Attorney reflecting that the signatory on said Bonds is authorized to execute said Bonds on behalf of the Surety.”

1.3 PERMITTING:

- A. Based on the scope of work, the project does not anticipate any right-of-way or easement acquisitions.
- B. Permits are expected to be available around November 3. The contractor shall be responsible for obtaining all permits once the Authority Having Jurisdiction has completed and approved the permit documents.

1.4 OWNER’S SECURITY:

- A. Site Visits: All site visits shall be coordinated in advance with Owner’s Project Contact, Eva Kennedy, Phone: (706) 336-3962, ekennedy@negrc.org.
- B. Any power outages shall be scheduled in advance with the Owner’s Project Contact (above) and shall only occur on weekends between 5:00 PM on Fridays and 6:00 AM on Mondays.

1.5 LIST OF SUBCONTRACTORS AND SUPPLIERS:

- C. Each bid shall have attached a list of major subcontractors and suppliers proposed for the principal parts of the work, which is to be turned in with a copy of the Proposal Form on Bid Date, unless there are no subcontractors and major suppliers are otherwise indicated as mutually agreed in writing with the Owner. Bidders failing to submit such list, as indicated, will be considered non-responsive and will be rejected; Bidders failing to submit a complete list may be rejected.

- D. Subcontractors listed and thereafter approved may not be changed without approval of the Owner and/or Architect. The list of subcontractors will not constitute a qualification of the bid, and acceptance of a bid with such list will not constitute a waiver of any pre-approval requirement or other requirement of qualification or experience as applies to subcontractors.

1.6 BIDDER QUALIFICATION:

- A. Release of bidding documents by the Architect to a prospective Bidder, Subcontractor, or Supplier will not constitute any determination by the Owner or Architect that said bidder has been found to be “qualified”, or “responsible”, or properly licensed, or insurable, or bondable, under applicable state law or under the requirements of these Bid and Contract Documents.

END INSTRUCTIONS TO BIDDERS

PROPOSAL FORM

[illegible]

DATE: _____

The Undersigned, as Bidder, hereby declares that the only person or persons interested in this Proposal as Principal or Principals is or are named herein and that no other person has any interest whatever in this Proposal or in the Contract to be entered into; that this Proposal is made without connection with any other person, company, or parties making a bid or proposal and that it is in all respects fair and in good faith without collusion or fraud.

Bidder further declares that he/she has examined the site of the work, informed himself/herself fully in regard to all conditions pertaining thereto, and has examined the plans and specifications and contractual documents, and has read all special provisions furnished prior to opening of bids, and that he/she has satisfied himself/herself relative to work to be performed.

In compliance with your Invitation for Bids, dated or issued on or about **October 6th, 2025**, and subject to all the conditions thereof,

the undersigned _____.

a Corporation organized and existing under the State of _____.

or a Partnership consisting of _____.

or an individual trading as _____.

having principal offices in the City of _____.

hereby proposes to furnish all labor and materials and perform all work required in strict accordance with

Drawings, dated **August 29, 2025** and

Addenda No(s). _____, all of which are made a part hereof and designated as follows:

CONSTRUCTION OF: NORTHEAST GEORGIA REGIONAL COMMISSION RENOVATION
305 RESEARCH DRIVE, ATHENS, GEORGIA 30605

AND AS PREPARED BY: GOODWYN MILLS CAWOOD, LLC.
ARCHITECTS■ENGINEERS■LANDSCAPE ARCHITECTS■PLANNERS
6120 Powers Ferry Road NW
Suite 500, Atlanta, GA 30339
OFFICE: (770) 952-2481
FAX: (770) 955-1064

BASE BID: For construction complete as shown and specified, the sum of:

_____ DOLLARS
(\$_____).

ALLOWANCES: None.

ALTERNATES: None.

UNIT PRICES: None.

**MAJOR
SUBCONTRACTOR
& SUPPLIER LISTING:** (DUE along with Proposal Form on Bid Date)

NOTE THAT ALL SUBCONTRACTORS AND SUPPLIERS ARE SUBJECT
TO APPROVAL BY THE OWNER.

COMPLETION DATES: Time required for proper completion of the Work and reopening the facilities to the public is very significant to the Owner; Time required for completion of the Work will be a consideration in any award of the Contract and any Alternate work included therein;

Bidder further proposes and agrees to commence work under the contract with adequate work force and equipment within 14 consecutive calendar days after being notified by Owner, by the earlier of either the receipt of the fully executed contract from the Owner and/or the Owner's written "Notice To Proceed", and to complete all Base Bid and any Alternate Work of the Contract as follows:

Renovation, as indicated: Within **210 consecutive calendar days** thereafter.

**CERTIFIED:
CHECK:** (To be filled out if certified check accompanies bid.)

The Undersigned further agrees that in case of failure on their part to execute the Contract Agreement and required Contract Bonds within ten consecutive calendar days after being given written notice of the award of the contract, the check accompanying this bid and the monies therefrom shall be paid into the funds of the Owner as liquidated damages for such failure; otherwise, the check accompanying this proposal shall be returned to the Undersigned.

Attached hereto is a certified check on the _____

Bank of _____

for the sum of _____ Dollars

(\$ _____) made payable to the **NORTHEAST GEORGIA
REGIONAL COMMISSION.**

BID BOND: (To be filled out if Bid Bond accompanies bid.)

The Undersigned further agrees that in case of failure on their part to execute the Contract and required Contract Bonds within ten consecutive calendar days after being given written notice of the award of the Contract, the Bid Bond accompanying this Bid is callable, and the Surety will be called upon by the Owner for its liquidation; otherwise, said Bid Bond shall be returned to the Undersigned.

Attached hereto is a Bid Bond of _____

for the sum of _____ Dollars

(\$ _____) made payable to the **NORTHEAST GEORGIA
REGIONAL COMMISSION.**

**KNOWLEDGE OF
CONDITIONS:**

The undersigned, or their representative, has visited the site of work and examined existing conditions, and this proposal is made with adequate knowledge of the Drawings, and conditions at the job site which affect the work; They acknowledge the right of Owner to waive technicalities and reject any and all bids.

CHANGES IN WORK:

Changes in the work which would increase the cost of the whole work and which are ordered by Architect on behalf of Owner, will be executed by the Undersigned on (1) the basis of the actual cost of the changed work to the project under the change order, plus a fee of **15%** of cost of the change which shall cover the contractor's overhead and profit, or (2) on the basis of a lump sum amount agreed to by the Owner and Contractor before work is commenced.

Should changes occur which will decrease the cost of the work be ordered by the Architect, then the Contract Price shall be reduced by an amount equal to the agreed estimated saving resulting from these changes, less the Contractor's overhead and profit.

Where subcontract work is involved, the total mark-up for the Contractor and the Subcontractor shall not exceed **25%**.

CONTRACTOR:

This proposal made by _____
(legal name of contractor)

Signed by _____ (L.S.)

(Name) _____

(Title) _____

(Street Address) _____

(P.O. Box #) _____

(City) _____ ,

(State) _____

(Zip Code) _____

WITNESS:

_____ (L.S.)

DATE: _____

**THIS PROPOSAL
IS MADE BY:**

(1) An individual _____

(2) A Partnership consisting of following partners:

(3) A Corporation incorporated in State of:

(4) Georgia General Contractor's License:

_____ (License No.)	_____ (Bid Limit)	_____ (Renewal Date)
_____ (Classification/Types of Work)		

The full names and residences of persons and/or firms interested in the foregoing
Bid as Principals are as follows:

END OF PROPOSAL FORM