

## ADDENDUM NO. 1

May 1, 2026

RE: New Orleans Regional Business Park Capital Improvements  
13801 Old Gentilly Road  
New Orleans, LA 70128  
NORBP Project No. 2025-009-001

FROM: Studio West Design and Architecture  
2340 Dauphine Street  
New Orleans, Louisiana 70117  
(504) 380-9880  
Project No. 25088

TO: Prospective Bidders

This Addendum forms a part of the Contract Documents and modifies the original Bid Documents dated March 16, 2026, as noted below. Acknowledge receipt of this Addendum in the space provided on the Bid Form. Failure to do so may subject Bidder to disqualification.

This Addendum consists of (2) two pages in addition to the enumerated documents, specification sections and drawing sheets.

**Agenda, meeting notes and sign-in sheet for the Pre-Bid Conference held on Wednesday, April 10, 2026, are attached to this addendum.**

### PRIOR APPROVALS

The following manufacturers, materials, products or equipment have been submitted for approval. Items listed are approved for use on the Project if all requirements of the Documents are satisfied (except those indicated as "Not Approved").

1. Section 07 42 13 – 2.01, A: Metal Roofing Systems, Inc, MRS Flush Seam.

### CHANGES TO PROCUREMENT REQUIREMENTS

2. Instructions to Bidders, page 5, Paragraph 5.2.1, revise to read as follows:  
"No bid shall be considered or accepted unless the bid is accompanied by bid security in an amount of five percent (5.0%) of the base bid and all alternates.

The bid security shall be in the form of a certified check or cashier's check drawn on a bank insured by the Federal Deposit Insurance Corporation, or a Bid Bond written by a surety company licensed to do business in Louisiana and signed by the surety's agent or attorney in fact. The Bid Bond shall be written on the Form provided in the Project Manual, and the surety for the bond must meet the qualifications stated thereon. The Bid Bond shall include the legal name of the Bidder, be in favor of the New Orleans Regional Business Park, and shall be accompanied by appropriate power of attorney. The Bid Bond must be signed by both the Bidder/principal and the surety in the

space provided on the Bid Bond Form. Failure by the Bidder/principal or the surety to sign the Bid Bond shall result in the rejection of the bid.

Bid security furnished by the Bidder shall guarantee that the Bidder will, if awarded the work according to the terms of his proposal, enter into the Contract and furnish Performance and Payment Bonds as required by these Bid Documents, within fifteen (15) days after written notice that the instrument is ready for his signature.

Should the Bidder refuse to enter into such Contract or fail to furnish such bonds, the amount of the bid security shall be forfeited to the Owner as liquidated damages, not as penalty.”

#### CHANGES TO CONTRACTING REQUIREMENTS

NONE

#### CHANGES TO SPECIFICATIONS

3. Section 00 01 10 – Table of Contents: Paragraph 2.07, C.; delete this paragraph and its reference to Section 07 22 00 – Thermal Roof Insulation. Section 07 22 00 is not a part of the Contract Documents. Roof insulation requirements are located in Section 07 54 00.

#### CHANGES TO DRAWINGS

NONE

#### ATTACHMENTS

##### Procurement Documents

- o Pre-bid Conference Agenda
- o Pre-bid Sign-in Sheet
- o Pre-bid Meeting minutes

##### Contracting Documents

- o NONE

##### Specifications

- o NONE

##### Drawings

- o NONE

END OF ADDENDUM

# STUDIOWEST

PRE-BID CONFERENCE  
NEW ORLEANS REGIONAL BUSINESS PARK CAPITAL IMPROVEMENTS  
Project No. 2025-009-001  
Studio West Project No. 25088

Date: Wednesday, April 29, 2026.  
Time: 10:00 am

Location: 13801 Old Gentilly Rd, New Orleans, LA 70128

## Invitees:

Martin Steib, DM Steib, LLC  
Jason Richards, Studio West  
Interested General Contractors, Subcontractors and Suppliers

## AGENDA

- 1.0 Opening Remarks
  - 1.1 Introductions
  - 1.2 Sign-in sheet
  - 1.3 Q&A to follow presentation
  - 1.4 Pre-bid RFI and response procedure
    - 1.4.1 All questions to: [jason@studiowest.design](mailto:jason@studiowest.design) and [maria@auzennelaw.com](mailto:maria@auzennelaw.com).
    - 1.4.2 Bid documents and addenda available at website listed in advertisement.
- 2.0 Existing Conditions
  - 2.1 Existing Roof Conditions
  - 2.2 Warehouse Exterior
- 3.0 Scope of Work Review
  - 3.1 Re-cover of warehouse roof.
  - 3.2 Re-cover with additional insulation of office area roof, with areas of full roof replacement.
  - 3.3 Alternate No. 1 – Exterior Painting and Access Ladder
  - 3.4 Alternate No. 2 – Seal Existing Concrete Panel Wall Joints
  - 3.5 Alternate No. 3 – Replace and Insulate Second Floor Office Soffit
  - 3.6 Unit Prices for concealed wood blocking locations and damaged roof insulation.
- 4.0 Bid Procedures
  - 4.1 Bidding Schedule
  - 4.2 Bidding Documents and Forms
  - 4.3 Bid Bond required
  - 4.4 Substitutions and questions: requests must be received 7 days prior to bid date. Deadline end-of-day Tuesday, May 5, 2026.
  - 4.5 Addenda will be emailed to plan holders and available at bid document link.
  - 4.6 Bid Opening / Award of Contract

#### 4.7 Post-Bid Docs

- 4.7.1 Attestation Affidavit within 10 days or with bid.
- 4.7.2 Performance and Payment Bond must be delivered at time of contract signing
- 4.7.3 Other items as in Article 7 of Instructions to Bidders.

#### 5.0 Project Execution

##### 5.1 Construction Schedule – 90 days

- 5.1.1 Per NORBP funding agreement, all work must be completed no later than September 30, 2026

##### 5.2 Coordination with Owner's existing tenants.

##### 5.3 Points of contact for Coordination

##### 5.4 Building permit applied-for by Architect. Contractor responsible for payment.

##### 5.5 Site Access and Staging Area

##### 5.6 Hours of Operation

##### 5.7 On-site Procedures / Security and Safety Requirements

##### 5.8 Payment Procedure

##### 5.9 Closeout

#### 6.0 Questions from Bidders

End of Agenda

MEETING RECORD

DATE OF MEETING APR 29, 2026 LOCATION OF MEETING 10:00 am 13801 Old Gentilly Rd, N.O. LA  
 PURPOSE OF MEETING NORBP PRE-BID

ATTENDEES

<u>NAME</u>	<u>ORGANIZATION ROLE</u>	<u>EMAIL ADDRESS</u>	<u>TELEPHONE</u>
Chris Wall	Fidelis Builds Bus Dev Rep	chris@fidelisnola.com	504-296-3244
Jacob McManus	Coleman Roofing	estimating@colemanroof.com	225-379-7663
Daniel Smith	Mid-Western Comm Roofers	dsmith@midwesternroofers.com	334-332-8385
Max Heidingsfelder	TEH Enterprise LLC	jack@tehnola.com	504-733-9141
Bobby Morgan	Marcore Roofing LLC	office@marcoreroofing.com	337-930-7161
Reeve Kirkland	Grizzly Commercial Roofing	estimating@grizzlyroofing.com	337-243-6700

MEETING RECORD

DATE OF MEETING Apr 29, 2026 LOCATION OF MEETING 10:00 am 13801 Old Gentilly Rd, N.O. LA  
 PURPOSE OF MEETING NORBP PRE-BID

ATTENDEES

NAME	ORGANIZATION ROLE	EMAIL ADDRESS	TELEPHONE
H&H Enterprises OPLA LLC	MEMBER	RoofPROTECTION41@yahoo	504-913-1261
CHATMON CONSTRUCTION	MEMBER	MCHATMON@CHATMONCONSTRUCTION.COM	985 651 2357
BRAZOS Industries	LL / /	L.fattig@brazosurethane.com	303-260-8218
Murray Commercial <del>Roofing</del>		John@MurrayRoofing.com	402-770-6213
Roofing Solutions	PM	Estimating@roofingsolutions.com	225-837-9770

MEETING RECORD

DATE OF MEETING: APR 29, 2026  
 LOCATION OF MEETING: 10:00 am 13801 Old Gentilly Rd, N.O. La  
 PURPOSE OF MEETING: NORBP PRE-BID

ATTENDEES

NAME	ORGANIZATION ROLE	EMAIL ADDRESS	TELEPHONE
Kevin Spence	Roofing solutions	<del>Kspence@roofsolutions.com</del> Kspence@roofingsolutions.com	813-400-5372
BOSEMAN, Raymond K	R2CARS CON LLC	ESTIMATING@ R2CARS.COM	(504) 305- 5309
Eric LaGrange	Roof Technologies LLC	eric@rooftech-no.com	504-365- 9283
Logan Gardner/ Stepan Desmidt	Roofing Solutions	estimating@roofingsolutions.com	225-831-9118



# STUDIOWEST

PRE-BID CONFERENCE  
NEW ORLEANS REGIONAL BUSINESS PARK CAPITAL IMPROVEMENTS  
Project No. 2025-009-001  
Studio West Project No. 25088

Date: Wednesday, April 29, 2026 | Time: 10:00 am  
Location: 13801 Old Gentilly Rd, New Orleans, LA 70128

## Attendees:

Martin Steib, DM Steib, LLC  
Jason Richards, Studio West  
Interested General Contractors, Subcontractors and Suppliers, see  
attached sign-in sheet.

## MEETING NOTES

### Topics:

1. Opening Remarks
  - A. Introductions
  - B. Existing Conditions
  - C. Scope of Work review
  - D. Bid Procedures review
  
2. Questions
  - A. How will the roof be accessed during construction?
    - i. Access through the existing tenant space will not be permitted. Contractors shall provide temporary measures to access the roof from the exterior.
  - B. Has any thermal drone imagery been performed?
    - i. No.
  - C. Can there be follow-up site visits?
    - i. Follow-up site visits can be scheduled, but will require coordination with the existing tenant. Contact architect and board attorney with any requests.
    - ii. Drones may be flown on-site without coordination with the tenant, but architect and board attorney should be notified.
  
3. Site Walk
  - A. Bidders walked the roof to review existing conditions.
  
4. Pre-bid meeting and site walkthrough concluded at approximately 11:20 am

End of Minutes