



**Bid
26-17**

for

Robert Crown Kiln Room HVAC

ADDENDUM No. 2

April 7, 2026

Any and all changes to the Bid are valid only if they are included by written addendum to all potential respondents, which will be emailed prior to the proposal due date. Each respondent must acknowledge receipt of any addenda by indicating in its proposal. Each respondent, by acknowledging receipt of addenda, is responsible for the contents of the addenda and any changes to the bid therein. Failure to acknowledge receipt of addenda may cause the submittal to be rejected. If any language or figures contained in this addendum are in conflict with the original document, this addendum shall prevail.

This addendum consists of the following:

1. Addendum No. 1 is attached and consists of a total of five (5) pages, including this cover sheet.

Please contact me at 847-866-2910 lithomas@cityofevanston.org with any further questions or comments.

Sincerely,

Linda Thomas
Purchasing Specialist

BID 26-17
Robert Crown Kiln Room HVAC

ADDENDUM No. 2

April 7, 2026

This addendum forms a part of the Bid Documents for Bid # **26-17** and modifies these documents. This addendum consists of the following:

QUESTIONS:

1. OSHA CERT - IS THIS NECESSARY TO HAVE

1. Answer: Yes

2. DEPOSIT TO BID- HOW MUCH IS THE DEPOSIT, AND WHERE DO I SUBMIT THE DEPOSIT, AND TO WHOM DOES IT GO?

2. Answer: The Bid deposit is 5% of the Contract Amount (Exhibit A – Bid Form Section 1.10 Proposed Price/ Total Base Bid Amount entered)

3. WHEN DOES THE PROJECT START?

3. Answer: We anticipate the project starting in early June

CLARIFICATION:

The drawings have been updated to clarify that the existing kiln exhaust ducts should be insulated for their full length.

ATTACHMENTS:

Drawings

Sign-In Sheet from the non- mandatory pre-bid meeting held on March 30, 2026

Note: Acknowledgment of this Addendum is required in the Submittal.

PROJECT DATA	
USE GROUP CLASSIFICATION	B
CONSTRUCTION TYPE	III-B
TOTAL FLOOR AREA	412 SF
EXIT ACCESS TRAVEL DISTANCE	17 FEET
AUTOMATIC SPRINKLERS	YES
OCCUPANTS	3 (200 GROSS SF/PERSON)
MAXIMUM HEIGHT	1 STORY
REQUIRED NUMBER OF EXITS	1
ACTUAL NUMBER OF EXITS	1
MINIMUM CORRIDOR WIDTH	48"

APPLICABLE BUILDING CODES

ALL DRAWINGS DEVELOPED TO ADHERE TO THE FOLLOWING NATIONAL & STATE CODES ADOPTED & AMENDED BY THE CITY OF EVANSTON, ILLINOIS.

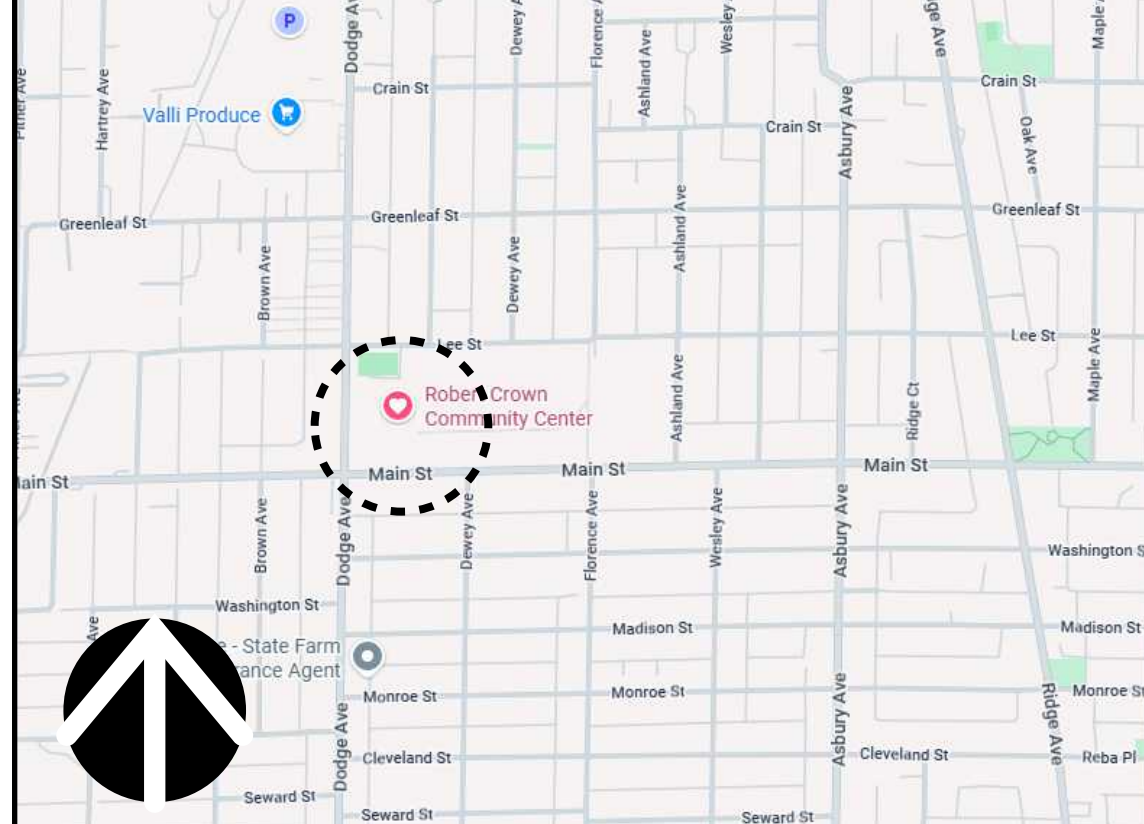
2021 International Building Code (IBC) - Local IBC Amendments
 2021 International Existing Building Code (IEBC)
 2021 International Mechanical Code (IMC) - Local IMC Amendments
 2021 International Fuel Gas Code (IFGC) - Local IFGC Amendments
 2020 NFPA 70 National Electric Code (NEC) - NEC Amendments
 2021 NFPA Life Safety Code (LSC)
 2021 International Fire Code (IFC) - IFC Amendments
 Illinois Energy Conservation Code - Local IECC Amendments
 Illinois Plumbing Code - Local Plumbing Code Amendments
 2018 Illinois Accessibility Code

ENERGY CODED COMPLIANCE METHOD

PERFORMANCE PATH

DESIGN CRITERIA	
GROUND SNOW LOAD	25 LB / FT ²
ULTIMATE WIND DESIGN	117 MPH
SEISMIC DESIGN CATEGORY	A
WEATHERING	SEVERE
SUBJECT TO DAMAGE FROM:	FROST LINE DEPTH
	TERMITES
	MODERATE TO SEVERE
WINTER DESIGN TEMPERATURE	-4° F, 97 ½ %
SUMMER DESIGN TEMPERATURE	89° F Dry Bulb, 2 ½ % 76° F Wet Bulb, 2 ½ %
ICE BARRIER UNDERLAYMENT	REQUIRED
FLOOD HAZARDS	FIRM #170214 PANELS 0606H-0609H 12/16/2004
AIR FREEZING INDEX	AIR FREEZING INDEX
ANNUAL MEAN TEMPERATURE	49.4 °F
HEATING DEGREE DAYS (HDD)	6,155
COOLING DEGREE DAYS (CDD)	942
CLIMATE ZONE	5A
INDOOR DESIGN CONDITIONS	MAX. 76° F - HEATING MIN. 76° F - COOLING

SITE LOCATION MAP



SHEET INDEX

G	COVER PAGE, GENERAL NOTES, MECHANICAL SCHEDULES, PHOTOS
M1	MECHANICAL PLANS - PHASE 1

NOTE TO TRADE PROFESSIONALS

OUR GOAL IS TO CREATE AN ACCURATE AND FULL COORDINATED SET OF CONSTRUCTION DOCUMENTS FOR EASE OF USE IN THE FIELD. IF YOU HAVE ANY SUGGESTIONS ON HOW TO IMPROVE THE QUALITY OF THE INFORMATION ON THESE DRAWINGS, PLEASE CONTACT US AT TKIRKBY@CITYOFEVANSTON.ORG

WE WELCOME ALL FEEDBACK.

SUMMARY OF WORK

REPLACEMENT OF VENTILATION FANS AND DUCTWORK FOR POTTERY KILNS IN THE ART ROOM OF THE ROBERT CROWN CENTER.

PHASE 1 SCOPE OF WORK DESCRIPTION:
 REPAIR, REPLACE EXISTING KILN EQUIPMENT EXHAUST SYSTEM AND ASSOCIATED DUCTWORK INCLUDING NEW EQUIPMENT EXHAUST FAN (KEEF-1) AND NEW FRESH AIR FAN (FAF-1) CONNECTED TO EXISTING EXHAUST DUCTWORK TO BE REUSED AS MAKE UP AIR INTAKE. INSTALL NEW KILN ROOM EXHAUST FAN (GEF-1) AND ASSOCIATED DUCTWORK WITH THERMOSTATIC CONTROLS.

PHASE 2 SCOPE OF WORK DESCRIPTION:
 INSTALL NEW SPLIT A/C DUCTLESS MINISPLIT SYSTEM FOR SUPPLEMENTAL COOLING, IF DETERMINED TO BE NECESSARY TO MEET COMFORT GOALS OF THE END USERS. PROVIDE SEPARATE PRICING ESTIMATE FOR PHASE 1 AND PHASE 2 SCOPES OF WORK.

GENERAL PROJECT NOTES

THESE DRAWINGS ARE SCOPE DOCUMENTS INDICATING THE GENERAL PROJECT DESIGN CONCEPT, DIMENSIONS OF THE PROJECT, MAJOR ARCHITECTURAL ELEMENTS, AND BASIC ORGANIZATION OF MECHANICAL, ELECTRICAL AND PLUMBING SYSTEMS. AS SCOPE DOCUMENTS, THESE DRAWINGS DO NOT NECESSARILY DESCRIBE OR INDICATE ALL MATERIALS OR WORK REQUIRED FOR FULL PERFORMANCE AND COMPLETION OF THE PROJECT. ON THE BASIS OF THE GENERAL SCOPE INDICATED OR DESCRIBED, THE CONTRACTOR(S) SHALL FURNISH ALL ITEMS REQUIRED FOR PROPER EXECUTION AND COMPLETION OF THE PROPOSED PROJECT. THE ARCHITECT IS NOT RESPONSIBLE FOR THE FAILURE OF THE CONTRACTOR(S) TO EXECUTE NECESSARY WORK OR TO SUPPLY REQUIRED MATERIALS FOR PROPER COMPLETION OF THIS PROJECT. FURTHER MORE THE ARCHITECT MAKES NO WARRANTY EXPRESSED OR IMPLIED ON THESE DOCUMENTS.

DUE TO THE NATURE OF THIS WORK THE ARCHITECT DOES NOT WARRANT THE EXISTING CONDITIONS AS DEPICTED IN THESE DRAWINGS AS BUILT CONDITIONS. THE MEASUREMENTS ON THESE DRAWINGS ARE REASONABLY ACCURATE FOR THE PURPOSE OF "FIGURING" HOWEVER, IN THE EXECUTION OF WORK ON THE JOB, DO NOT SCALE DRAWINGS. EACH CONTRACTOR IS REQUIRED TO VERIFY ALL DIMENSIONS WITH THE ACTUAL CONDITIONS AND TO REPORT ANY DISCREPANCIES TO THE ARCHITECT, OWNER, OR THE OWNER'S REPRESENTATIVE.

CONTRACTOR SHALL OBTAIN AND PAY FOR ANY PERMITS AND FEES REQUIRED TO PERFORM THE WORK, UNLESS DIRECTED OTHERWISE BY OWNER.

EACH CONTRACTOR SHALL BE RESPONSIBLE FOR STORAGE AND SAFETY OF HIS OWN MATERIALS AND WORK, AND FOR PROPERLY REMOVING HIS DEBRIS FROM THE JOB SITE. GENERAL CONTRACTOR (GC) SHALL PROVIDE FOR ALL SITE DEMOLITION AND DEBRIS REMOVAL REQUIRED TO PERFORM NEW CONSTRUCTION WHILE ADEQUATELY MAINTAINING THE PREMISES AND ADJACENT PREMISES TO INSURE NORMAL OCCUPANCY AND SECURITY. THE GC SHALL COORDINATE PROPER TRANSPORTATION AND STORAGE OF BUILDING MATERIALS ON THE SITE TO AVOID OVERLOADING OF EXISTING FLOOR.

CONTRACTORS INSTALLING PIPES, DUCTS AND CONDUIT WILL BE REQUIRED TO DO ALL CUTTING AND PATCHING IN CONNECTION WITH THEIR WORK, INCLUDING EXCAVATION AND DIGGING. THE OWNER WILL ASSUME NO RESPONSIBILITY FOR THE COST OF CHANGES OR EXTRA WORK MADE NECESSARY BY THE FAILURE OF TRADES TO COORDINATE THEIR WORK DURING CONSTRUCTION.

WHERE APPLICABLE THE GC SHALL CONSTRUCT PHYSICAL BARRIERS AROUND AREAS UNDER CONSTRUCTION AS REQUIRED TO ENSURE GENERAL PUBLIC AND PERSONAL SAFETY.

THE GC SHALL SUPERVISE AND DIRECT THE WORK, HE SHALL BE SOLELY RESPONSIBLE FOR ALL CONSTRUCTION MEANS, METHODS, TECHNIQUES, SEQUENCES AND PROCEDURES. THE GC SHALL BE RESPONSIBLE FOR COORDINATING ALL PORTIONS OF THE WORK UNDER HIS CONTRACT. ALL WORK SHALL BE COMPLETED USING PRACTICES ACCEPTED AND ENDORSED BY THE CORRESPONDING TRADE INDUSTRIES.

THE TERM "PROVIDE" SHALL MEAN TO FURNISH AND INSTALL.

THE CONTRACT AND SUBCONTRACT AMOUNTS SHALL PROVIDE COMPLETE WORKING MECHANICAL, ELECTRICAL AND PLUMBING SYSTEMS COMMENSURATE WITH THE REQUIREMENTS OF THE CONTRACT DOCUMENTS AND THE APPLICABLE CODES.

WHEN WALLS ARE TO BE "ALIGNED", THE ALIGNMENT OF SUCH WALLS IS TO THE OUTSIDE FINISHED SURFACE, SUCH AS DRYWALL SURFACE.

ALL DIMENSIONS SHOWN ARE TO FINISH FACE OF WALL UNLESS NOTED OTHERWISE. DIMENSIONS AND NOTES FOR A GIVEN CONDITION ARE TYPICAL FOR ALL SIMILAR CONDITIONS UNLESS NOTED OTHERWISE.

WHERE NEW WORK ADJOINS EXISTING, ALL SUCH NEW WORK SHALL BE PROPERLY INTERGRATED WITH THE EXISTING TO ENSURE UNIFORM APPEARANCE. ANY REPAIR WORK REQUIRED TO EXISTING WORK SHOULD BE TAKEN CARE OF BY THE CONTRACTOR - PROVIDING ALL NECESSARY CUTTING, FITTING AND PATCHING AND SHALL FURNISH ALL NECESSARY LABOR AND MATERIALS FOR THIS WORK. ALL WORK REQUIRING SPECIAL DETAILING, AND NOT DETAILED ON THE DRAWINGS SHOULD BE BROUGHT TO THE ATTENTION OF THE ARCHITECT / OWNER.

THE GENERAL CONTRACTOR SHALL COORDINATE ALL TRADES TO AVOID INTERFERENCE, TO PRESERVE MAXIMUM HEADROOM, AND AVOID OMISSIONS.

THE ARCHITECT HAS NO CONTRACTUAL DUTY TO CONTROL MEANS AND METHODS OF THE WORK NOR TO PROVIDE JOB SITE SUPERVISION, ENSURE SAFETY OR CONSTRUCTION MANAGEMENT AND DOES NOT VOLUNTARILY ASSUME ANY SUCH RESPONSIBILITIES

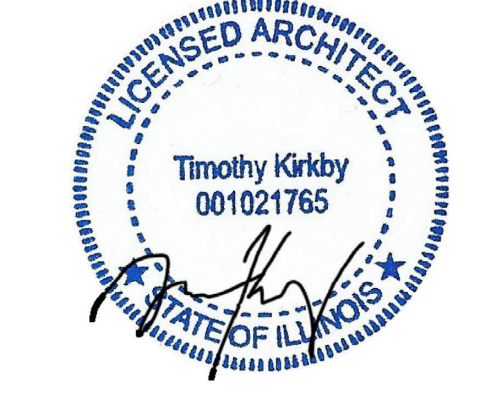
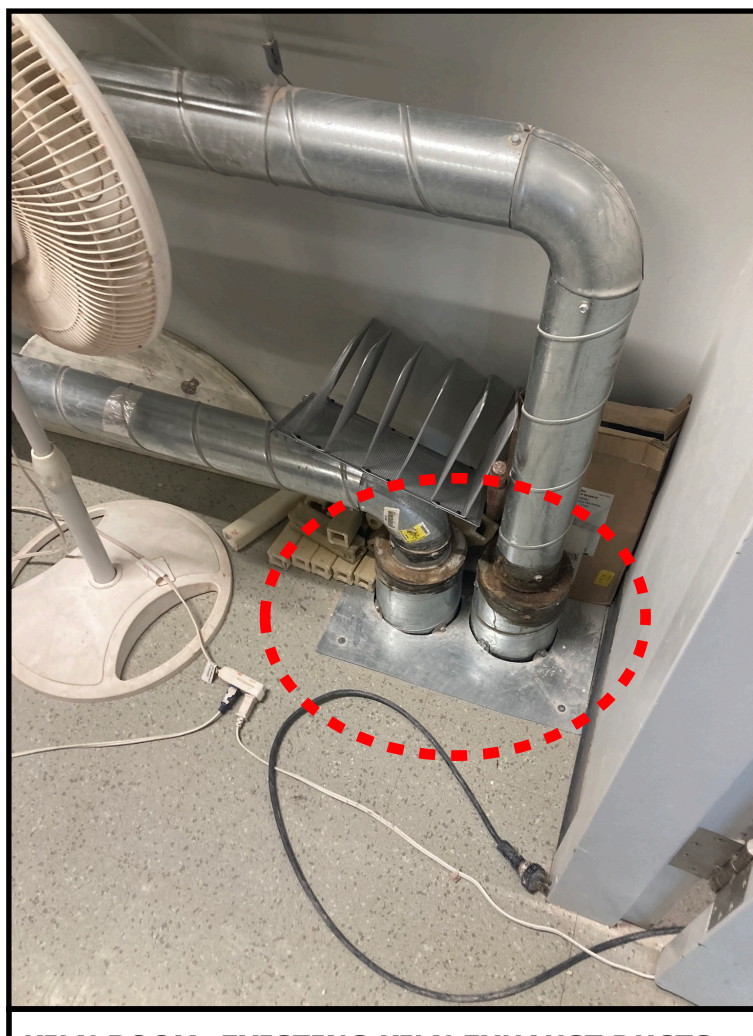
PHASE 1 VENTILATION EQUIPMENT SCHEDULE												
GENERAL DATA							SYSTEM REQUIREMENTS & CAPACITY					
TAG	QTY.	EQUIPMENT TYPE	A/C EQUIP.	LOCATION SUPPLIED / EXHAUSTED	EQUIPMENT LOCATION	MANUFACTURER	MODEL	PLAN CFM	ORDINANCE REQUIRED CFM SUPPLY/EXHAUST	SQUARE FEET SERVED	AREA OF DISCHARGE SQ IN	NOTES
KEEF-1	1	KILN EQUIPMENT EXHAUST FAN	N	ELECTRIC KILNS	KILN ROOM	L&L KILNS	M-V-VENT00	130	N/A	N/A	12.5	1
GEF-1	1	GENERAL ROOM EXHAUST FAN	N	KILN ROOM	KILN ROOM	PANASONIC	FV-1115VK3	110	71	142	28.3	2
FAF-1	1	FRESH AIR FAN	N	KILN ROOM	1ST FLOOR STAIR	FIELD CONTROLS	FAPV-180AC	130	N/A	142	28.3	3

PHASE 2 COOLING EQUIPMENT SCHEDULE														
GENERAL DATA							SYSTEM REQUIREMENTS & CAPACITY							
TAG	QTY.	EQUIPMENT TYPE	A/C EQUIP.	LOCATION SUPPLIED / EXHAUSTED	EQUIPMENT LOCATION	MANUFACTURER	MODEL	PLAN CFM	ORDINANCE REQUIRED CFM SUPPLY/EXHAUST	SQUARE FEET SERVED	RATED BTU OUTPUT/HR	EFFICIENCY	AREA OF DISCHARGE SQ IN	NOTES
AHU-1	1	SPLIT A/C	Y	KILN ROOM	KILN ROOM	MITSUBISHI	PCA-AK42NL	740	-	142	43,000	VARIES	12.5	1

NOTES: NONE

PHASE 2 COOLING EQUIPMENT SCHEDULE													
GENERAL DATA							SYSTEM REQUIREMENTS & CAPACITY						
TAG	QTY	LOCATION	INTENDED USE	COMPRESSOR TYPE	MANUFACTURER	MODEL	REMOTE (Y/N)	AIR COOLED (Y/N)	# OF COMP PER UNIT	REFRIGERANT TYPE	REFRIGERANT AMOUNT (LBS)	CAPACITY (TONNAGE)	H.P.
COMP-1	1	EXTERIOR ON GRADE	SPACE CONDITIONING	INVERTER ROTARY	MITSUBISHI	PCA-AK42NL	Y	Y	1	R-454B	11.44	3.5	5.6

NOTES: NONE



ARCHITECT:
 T. KIRKBY
 6874 N. NW HWY
 CHICAGO, IL 60631
 773.225.7166

CONTRACTOR:
 TBD

OWNER:
 City of Evanston

1801 Main St, Evanston, IL 60202

DRAWN BY: TK
DOCUMENT DATE: April 7, 2026

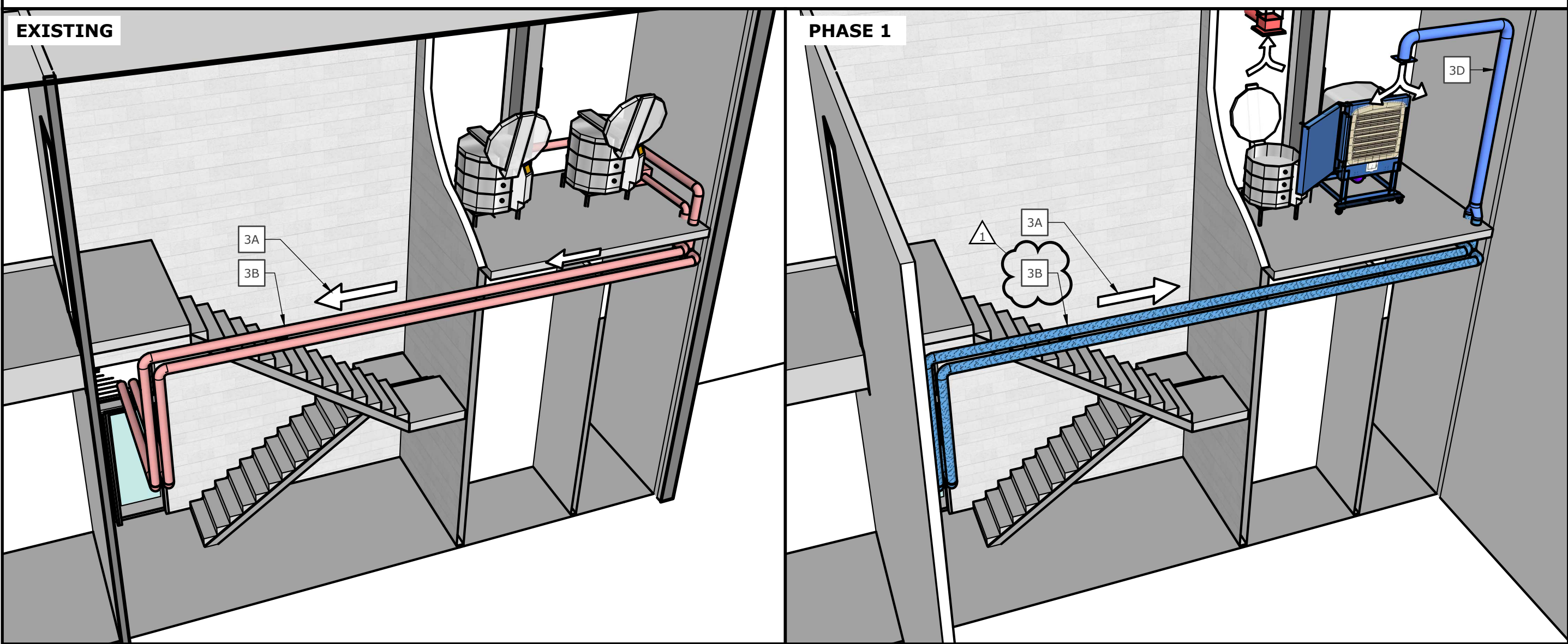
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JOB#: 2025.04

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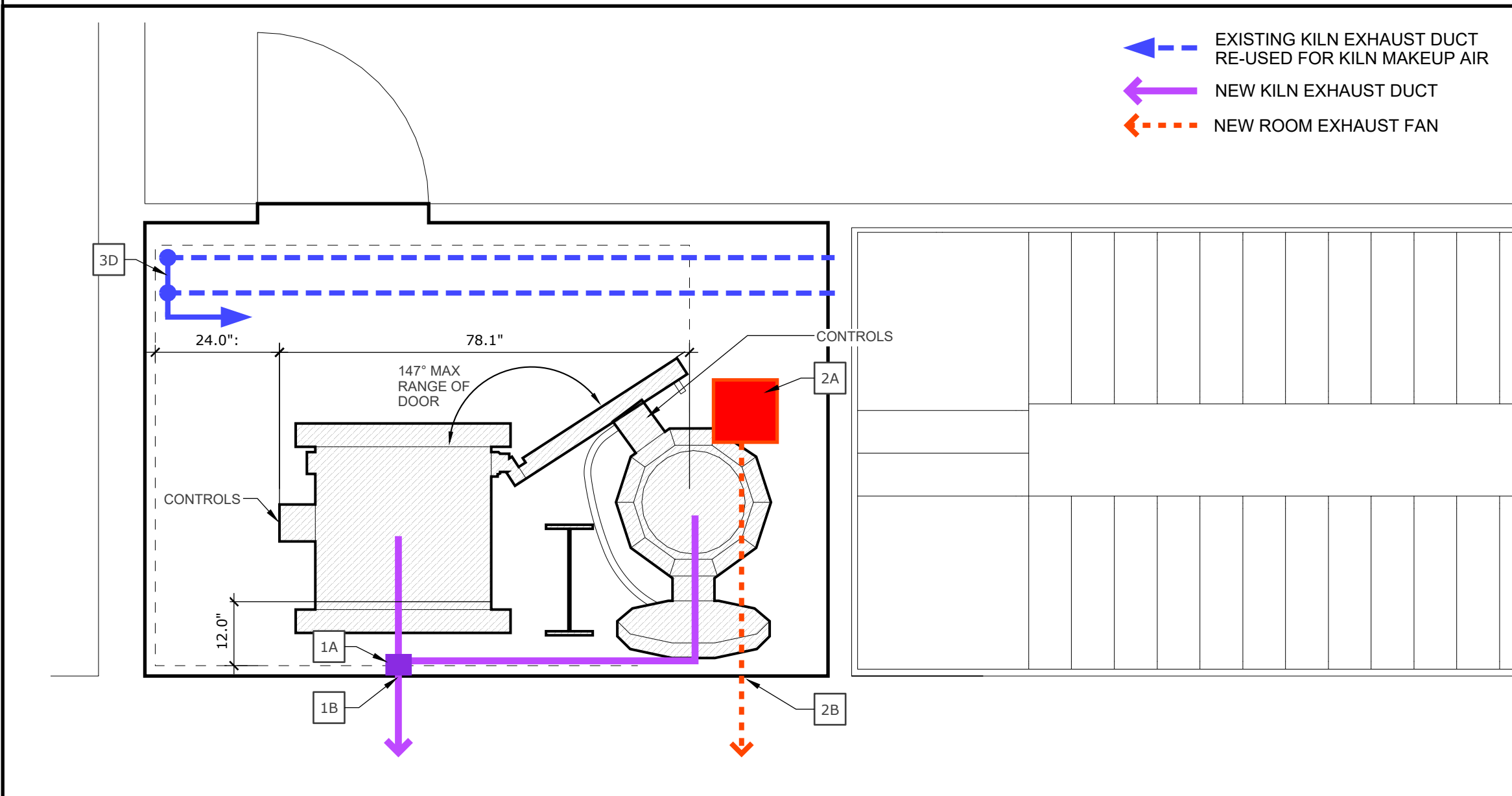
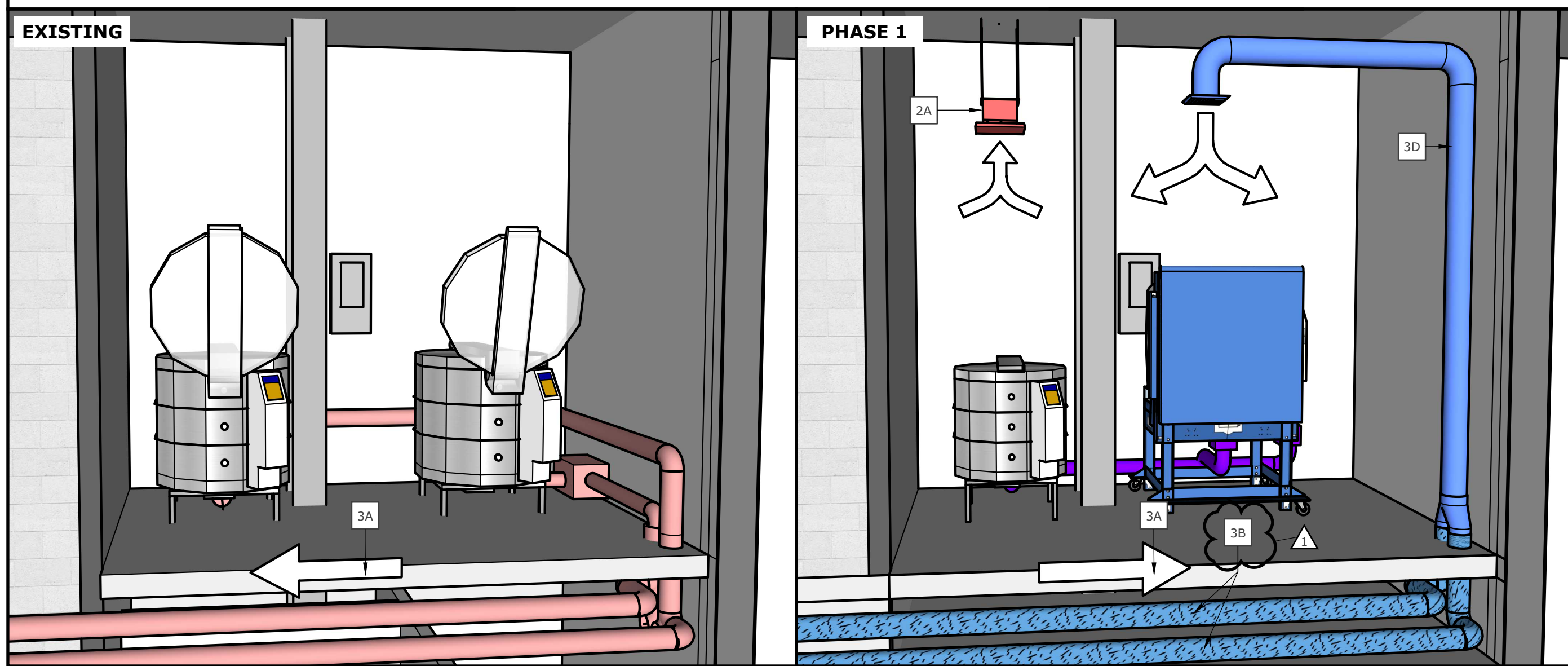


COVER PAGE, GENERAL NOTES MECHANICAL SCHEDULES, PHOTOS

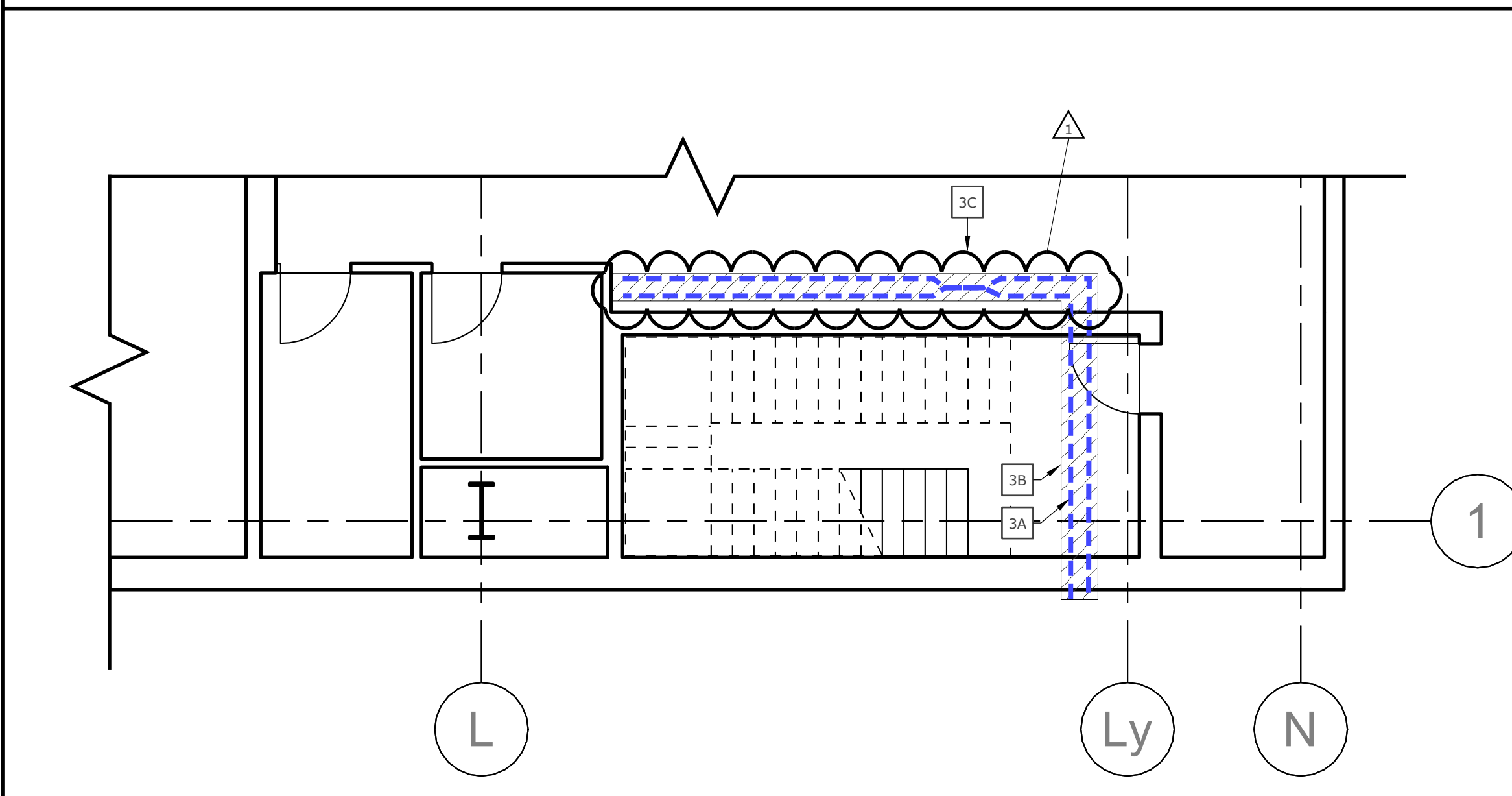
KILN ROOM EXHAUST AND MAKEUP AIR



KILN ROOM EXHAUST AND MAKEUP AIR

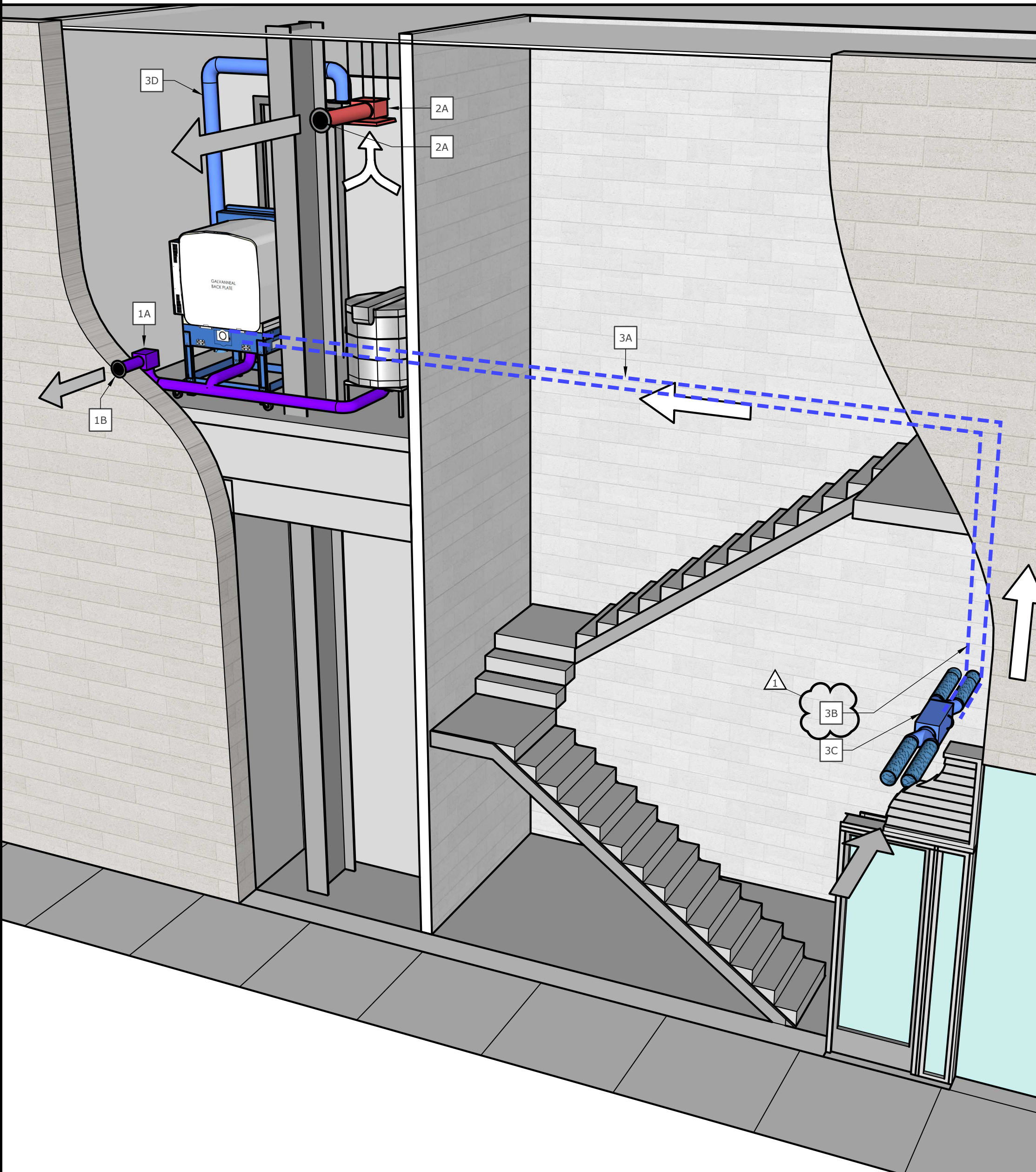


SECOND FLOOR PLAN - PHASE 1



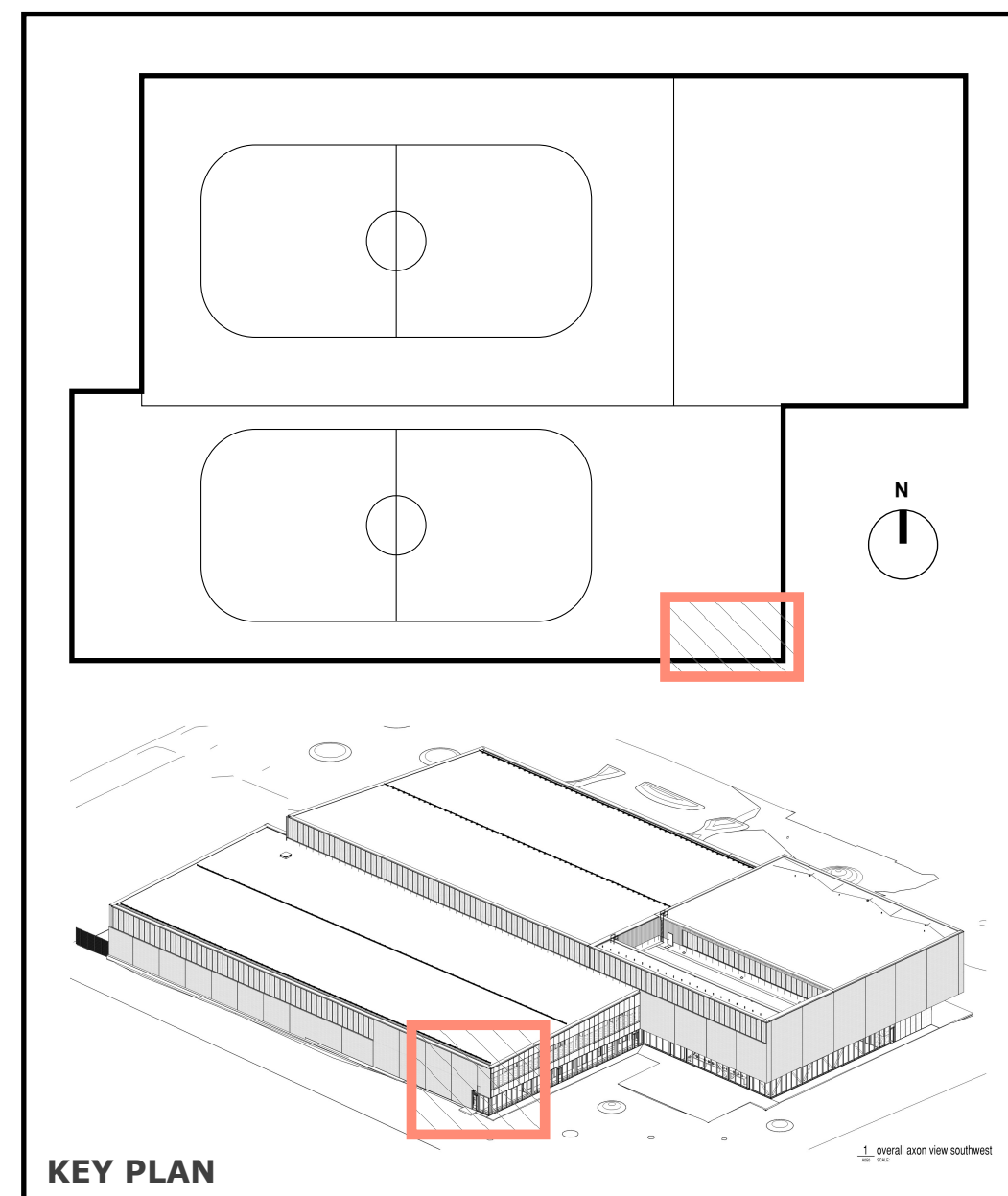
FIRST FLOOR PLAN - PHASE 1

NEW EXHAUST FANS DUCTED DIRECTLY THROUGH WEST WALL



PLAN NOTES

PHASE 1	
1A	NEW KILN EXHAUST FAN (KEEF-1) DUCTED DIRECTLY THROUGH WEST WALL.
1B	ROUND OUTSIDE AIR LOUVER, 6" ALUMINUM.
2A	NEW GENERAL EXHAUST FAN (GEF-1) SUSPENDED FROM CEILING, DUCTED DIRECTLY THROUGH WEST WALL.
2B	ROUND OUTSIDE AIR LOUVER, 5" ALUMINUM.
3A	EXISTING KILN EXHAUST DUCTS TO REMAIN FOR RE-USE AS MAKEUP AIR.
3B	INSULATE DUCTWORK CONTINUOUSLY FOR THE FULL LENGTH OF THIS RUN.
3C	EXISTING DUCTS COMBINED AND CONNECTED TO NEW FRESH AIR FAN (6" to 4" 2-Way Splitter Duct Connection)
3D	EXISTING DUCTS COMBINED (6" to 4" 2-Way Splitter Duct Connection) INTO SINGLE 6" DUCT EXTENDING TO CEILING, TERMINATING W/ SUPPLY VENT.



KEY PLAN

