

ADDENDUM

DESCRIPTION: Scope clarification and revised bid form	ADDENDUM NUMBER:	01		
	DATE OF ISSUE:	September 12, 2025		
DED # 04 D = 4=0	ISSUED BY:	Mike Ford		
RFP #: CAP 7452	PAGE(S):	1		

INSTRUCTIONS:

- 1. Amend your copy of the proposal in accordance with the details below.
- 2. Retain one (1) copy for your file; sign a 2nd copy and attach it to your submission as confirmation that the Addendum was taken into account in your proposal submission.
- 3. Failure to sign and attach this form with your submission may result in a non-compliant proposal.

ATTACHMENTS TO THIS ADDENDUM

- 1. Delete the original Bid Form and replace it with the attached Bid Form. Changes have been highlighted.
- 2. Delete the original Summary of Work and replace it with the attached Summary of Work. Changes have been highlighted.
- 3. Delete the photos for UB5 only and replace them with the attached photos for UB5.

QUESTIONS AND ANSWERS:

Question 1:

The drawings mentioned Not to Scale. Can we use these drawings for our takeoff.

Answer 1:

The drawings are for illustration only and are not to scale. Proponents should not use the drawings for their take-off, rather site measurements are required.

Question 2:

The estimated quantities on the bid form do not appear to be accurate in many cases, example the wood siding replacement for UB6 at 1251 Palliser Lane. Are we to bid to the quantities on the bid form?

Answer 2:

No. The revised Bid Form attached has updated estimated quantities to be closer to what the actual may be, but it is still the proponent's responsibility to complete their own quantity takeoffs.



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Question 3:

The eavestroughs at UB6 are to be replaced, but the bid form does not mention the fascia board beneath the eavestrough to be replaced. This fascia board appears to need replacement. Will this be replaced?

Answer 3:

Please refer to the Scopes of Work section which requires inspection and replacement as required. This should be considered in the base bid upon visual site inspection.

Question 4:

The walls of the second building at UB5 appears to be structural tongue and groove boards. Are we to remove these walls or cover them?

Answer 4: You are correct, these are structural wood walls on this one building. Please see attached the revised photos for this building as well as the revised summary of work and bid form.

Question 5:

Will truck traffic be allowed to UB1?

Answer 5:

Yes. Access can be coordinated through the Project Manager. See the attached image showing the nearest access point once the gate is unlocked.



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Image for Answer 5



END OF ADDENDUM 01

Name of Firm	
Authorized Signature	
Printed Name	Date



Addendum 01 BID FORM

Date:
I/we,
(Company Name)
of
(Business Address)
Having carefully examined the Bid Documents, as listed in Section 7.0 of the Request for Proposal, and having visited the Project Site; hereby offer to enter into a Contract to perform the Work required by the Bid Documents for the stipulated price as follows.
CANADIAN DOLLARS (\$
I/we acknowledge receipt of the following Addenda and have included for the requirements thereof in my/our RFP response: Addendum # to
(Signature)

Project Title:	CAP 7452 Exterior Finishes Rehabilitation
Location:	Town of Canmore, AB
Submitted To:	Town of Canmore c/o Mike Ford Utility Project Manager
	mike.ford@canmore.ca
Bid Submitted by:	

SCHEDULE OF PRICES

The Schedule of Prices forms the basis for determining the Stipulated Contract Price. Quantities for Unit Price Items in the Schedule of Prices are estimated, and all Work to be invoiced under the unit price items must be approved by the Engineer before proceeding with the Work. Final Contract Value and payment amounts will be calculated as per the actual work quantities measured on site upon completion of the Work. All contractors are responsible for taking their own on-site measurements to verify building dimensions in order to accurately price their work.

The Schedule of Prices include the specified cost, overhead, profit, and all applicable provincial taxes in force at date of Bid, with the exception of Goods and Services Tax.

Wo	ork	Est. Qty	Unit Price	Item Price
1.	Exterior Finishes Rehabilitation - A25083-BER25 – Town of Canmore, AB – 10 Van Horne (UB1 – Two Buildings) Exterior Finishes Rehabilitation as per Tender Package.			
	a. Cover Existing Wood Fascia	~160 Inft	Lump Sum	\$
	b. Wood Siding Replacement (Gable)	~150 ft²	Lump Sum	\$
	c. Vent Replacement	~1 each	Lump Sum	\$
		•	Total UB1	\$

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2.	Exterior Finishes Rehabilitation - A25083-BER25 – Town of Canmore, AB – 100 Crossbow Lane (UB2 – Two Buildings) Exterior Finishes Rehabilitation as per Tender Package.			
	a. Asphalt Shingle Roof Replacement	~1,000 ft²	Lump Sum	\$
	b. Cover Existing Wood Fascia	~250 Inft	Lump Sum	\$
	c. Wood Siding Replacement (Gable)	~150 ft²	Lump Sum	\$
	d. Vent Replacement	Lump Sum	N/A	\$
		1	Total UB2	\$
3.	Exterior Finishes Rehabilitation - A25083-BER25 – Town of Canmore, AB – 240 Benchlands Trail (UB3) Exterior Finishes Rehabilitation as per Tender Package. a. Wood Shingle Roof Replacement b. Cover Existing Wood Fascia c. Cover Existing Wood Soffit d. Remove Wood Cladding & Refinish Front Doors e. Vent Replacement	~2,600 ft² ~350 lnft ~100 ft² 1 each 1 each	Lump Sum Lump Sum Lump Sum Lump Sum Lump Sum Total UB3	\$\$ \$\$ \$\$
4.	Exterior Finishes Rehabilitation - A25083-BER25 – Town of Canmore, AB – 602 4 th Street (UB4 – Two Buildings) Exterior Finishes Rehabilitation as per Tender Package.			
	a. Cover Existing Wood Fascia	~180 ft²	Lump Sum	\$
	b. Wood Siding Replacement	~2,500 ft²	Lump Sum	\$
	c. Eavestrough Replacement	~100 Inft	Lump Sum	\$
			Total UB4	\$
				•

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5.	Exterior Finishes Rehabilitation - A25083-BER25 – Town of Canmore, AB – 938 17 th Street (UB5 – Two Buildings) Exterior Finishes Rehabilitation as per Tender Package.			
	a. Wood Siding Replacement	~1,300 ft²	Lump Sum	\$
	b. Cover Existing Wood Siding	~1,000 ft²	Lump Sum	\$
	c. Cover Existing Wood Soffit	~170 ft²	Lump Sum	\$
	d. Window Replacement	~1 each	Lump Sum	\$
			Total UB5	\$
6.	Exterior Finishes Rehabilitation - A25083-BER25 – Town of Canmore, AB – 1251 Palliser Trail (UB6) Exterior Finishes Rehabilitation as per Tender Package.			
	a. Wood Shingle Roof Replacement	~600 ft²	Lump Sum	\$
	b. Wood Siding Replacement	~1,000 ft²	Lump Sum	\$
	c. Eavestrough Replacement	~100 Inft	Lump Sum	\$
			Total UB6	\$
			Total Price	\$

Summary of Work

Background

BTC performed a site review in August 2025 to identify building envelope exterior finishes and roofing rehabilitation items on Utility Buildings to conform with the FireSmart Inspection documents provided by the Town of Canmore.

Summary of Work

The scopes of work below identify repairs required. It is to be generally understood that any existing surfaces affected by this scope will be Made Good. The intent is to replace combustible components with fire-rated and/or flame-resistant cladding, roofing, and trims. All repairs and new installations must comply with applicable fire safety standards and building codes, with materials and methods selected to enhance the fire resistance of the structure wherever applicable. Contractors are responsible for taking their own on-site measurements prior to submitting bids to ensure accurate quantities, areas, and pricing.

Wood Repairs and Replacements – General Scope

- 1. Mobilize to site and access components as necessary, using high-reach equipment as necessary.
- 2. Remove any hardware connections and/or fasteners from components and carefully remove cladding and trims. Town of Canmore to determine disposal or recycling options.

Locations – Repairs Required

Building UB1: (two buildings) - 10 Van Horne

- Supply and install prefinished metal cladding over existing wood fascia on all sides of the building. Work to include proper fastening, overlapping, and sealing of joints to ensure weather-tight coverage. All exposed edges to be finished with matching trim.
- Remove and replace existing wood cladding on the upper front and rear gable elevations of the building with new prefinished metal siding. Work to include proper substrate preparation, installation of weather resistive barrier, metal panels, trim, and flashing to ensure a complete and weather-tight system.
- Replace existing louvre wall vents with ember-resistant rated vents compliant with applicable fire safety standards. Work to ensure proper airflow is maintained while providing protection against ember intrusion and debris.

Building UB2: (two buildings) – 100 Crossbow Lane

- Complete removal of existing asphalt shingle roof system and disposal of all debris. Supply and install new Standing Seam Metal Roof (SSMR) system, including underlayment, metal panels, clips, fasteners, flashings, and all necessary trim to provide a complete, weather-tight installation.
- Supply and install prefinished metal flashing over existing wood fascia on all sides of the building. Work to include proper fastening, overlapping, and sealing of joints to ensure weather-tight coverage. All exposed edges to be finished with matching trim.
- Replace existing wood cladding on the upper front and rear gable elevations of the building with new prefinished metal siding. Work to include proper substrate preparation, installation of weather resistive barrier, metal panels, trim, and flashing to ensure a complete and weather-tight system.
- Replace existing louvre wall vents with ember-resistant rated vents compliant with applicable fire safety standards. Work to ensure proper airflow is maintained while providing protection against ember intrusion and debris.

Building UB3: - 240 Benchlands Trail

- Complete removal of existing wood shingle roof system and disposal of all debris. Supply and install new Standing Seam Metal Roof (SSMR) system, including underlayment, metal panels, clips, fasteners, flashings, and all necessary trim to provide a complete, weather-tight installation.

- Supply and install prefinished metal flashing over existing wood fascia on all sides of the building. Work to include proper fastening, overlapping, and sealing of joints to ensure weather-tight coverage. All exposed edges to be finished with matching trim.
- Cover existing wood soffit at all roof overhangs with new prefinished metal soffit panels to match the Standing Seam Metal Roof (SSMR) system, including necessary surface preparation, trims, vented or solid panels as required, and all fasteners to ensure a clean, uniform, and durable finish.
- Remove existing wood cladding or trim surrounding the front entrance doors, including any associated framing
 or decorative elements. Leave only the existing metal doors and frames in place, clean and free of obstruction.
 Refinish the exposed metal doors and frames, and finish any exposed edges as needed to ensure a clean and safe
 appearance.
- Replace existing louvre wall vents with ember-resistant rated vents compliant with applicable fire safety standards. Work to ensure proper airflow is maintained while providing protection against ember intrusion and debris.

Building UB4: (two buildings) - 602 4th Street

- Supply and install prefinished metal cladding over existing wood fascia on all sides of the building. Work to include proper fastening, overlapping, and sealing of joints to ensure weather-tight coverage. All exposed edges to be finished with matching trim.
- Remove existing wood siding and replace with fiber cement Lap Siding, on all elevations of the building including removal of old materials, sheathing repairs as needed, installation of weather-resistive barrier, proper flashing, trim, and sealants to ensure a durable and weather-tight system.
- Remove and replace all damaged eavestroughs with new prefinished metal to match the roof system. Install gutter guard screens over all eavestroughs to reduce debris accumulation and improve drainage performance. Work to include all necessary brackets, downspout connections, and proper alignment for effective water management. All eavestroughs must be thoroughly cleaned of organic debris.

Building UB5: (two buildings) – 938 17th Street

- Remove existing wood siding and replace with fiber cement Lap Siding, on all elevations of the building including removal of old materials, sheathing repairs as needed, installation of weather-resistive barrier, proper flashing, trim, and sealants to ensure a durable and weather-tight system. (Building 1)
- Clad over the existing structural wood siding with new fiber cement Lap Siding on all elevations of the building, including sheathing repairs as needed, installation of a weather-resistive barrier, proper flashing, trim, and sealants to ensure a durable and weather-tight system. (Building 2)
- Cover existing wood soffit at all roof overhangs with new prefinished metal soffit panels to match the Standing Seam Metal Roof (SSMR) system, including necessary surface preparation, trims, vented or solid panels as required, and all fasteners to ensure a clean, uniform, and durable finish.
- Remove existing single-pane windows and replace with new energy-efficient multi-pane or tempered safety glass units. Work to include all necessary framing adjustments, sealing, trim, and finishing to ensure proper installation, improved thermal performance, and compliance with applicable building and safety codes.
- Remove and replace all damaged eavestroughs with new prefinished metal to match the roof system. Install gutter guard screens over all eavestroughs to reduce debris accumulation and improve drainage performance. Work to include all necessary brackets, downspout connections, and proper alignment for effective water management. All eavestroughs must be thoroughly cleaned of organic debris.

Building UB6: - 1251 Palliser Trail

- Complete removal of existing wood shingle roof system and disposal of all debris. Supply and install new Standing Seam Metal Roof (SSMR) system, including underlayment, metal panels, clips, fasteners, flashings, and all necessary trim to provide a complete, weather-tight installation.
- Remove existing wood siding and replace with fiber cement Lap Siding, on all elevations of the building including removal of old materials, sheathing repairs as needed, installation of weather-resistive barrier, proper flashing, trim, and sealants to ensure a durable and weather-tight system.

- Remove and replace all damaged eavestroughs with new prefinished metal to match the roof system. Install gutter guard screens over all eavestroughs to reduce debris accumulation and improve drainage performance. Work to include all necessary brackets, downspout connections, and proper alignment for effective water management. All eavestroughs must be thoroughly cleaned of organic debris.

Scopes of Work

Asphalt and Wood Shingle Roofing Replacement

- Remove existing asphalt shingle roofing system, underlayment, and flashings and dispose of properly off site.
- Inspect existing sheathing for damage or moisture infiltration. Replace with new material to match existing type and thickness ensuring new decking.
- Install high-temperature self-adhered ice & water shield at eaves, valleys, and penetrations.
- Install synthetic underlayment over remaining roof deck, lapped and fastened per manufacturer's requirements.
- Layout and install standing seam metal panels (minimum 24 ga.), fastened with concealed clips and screws, allowing for thermal expansion.
- Mechanically seam or snap-lock panels per manufacturer's system requirements.
- Install pipe boots, penetration flashings, and counter-flashings at all curbs, walls, and transitions.
- Provide closure strips, sealants, and butyl tape at all panel terminations and transitions for weather tightness.
- Use color-matched fasteners and accessories throughout.
- Perform final inspection; verify fasteners/seams/flashings are watertight and panels properly aligned.
- Remove all construction debris and deliver warranty and maintenance documentation to owner.

Acceptable Materials:

- Panels: 24–22 ga. G-90 galvanized steel or Galvalume.
- Coating: PVDF (Kynar 500/Hylar 5000) paint finish, 20–30 year warranty.
- Underlayment: High-temp ice & water shield + synthetic underlayment. Soprema LastoBond Shield HT or equivalent.
- Fasteners: Concealed stainless steel or corrosion-resistant fasteners.
- Flashings: Same gauge and finish as roof panels.

Wood Siding Replacement

- Remove and dispose of existing wood siding, underlayment, trims, and fasteners off-site.
- Inspect sheathing for rot/moisture damage; replace as required to match existing thickness and type.
- Install new weather-resistive barrier (WRB), overlapped and fastened per manufacturer's instructions.
- Flash rough openings using self-adhered flashing membranes, installed sill, jamb, head.
- Install starter strips/base trims at the bottom of siding runs.
- Install new James Hardie Statement Collection | ColorPlus HardiePlank Lap Siding, fastened per manufacturer's specifications.
- Maintain required clearances at grade, roofing, decks, and penetrations.
- Install trim boards, corner trims, and flashing accessories for a complete system.
- Seal penetrations and joints per manufacturer's recommendations.
- Final inspection for alignment, fastening, and finish quality; remove debris; provide warranties.

Acceptable Materials:

- Siding: James Hardie Statement Collection ColorPlus HardiePlank Lap Siding (fiber cement).
- Finish: Factory-applied ColorPlus (Color to match existing) (15-year finish warranty).
- Trim: James Hardie | HardieTrim boards (fiber cement, factory finished).
- WRB: Code-approved air vapor barrier (Tyvek, DELTA-Vent, or equivalent).
- Flashing: Corrosion-resistant metal flashings or manufacturer-approved flashing accessories.
- Fasteners: Stainless steel or hot-dipped galvanized siding nails, installed with pneumatic nailer or hand-driven per Hardie requirements.

Wood Fascia Replacement

- Remove and dispose of existing wood fascia boards, trims, and fasteners off-site.
- Inspect underlying framing/sub-fascia for rot, damage, or moisture; replace deteriorated sections with new lumber matching existing size and profile.
- Install new prefinished metal fascia system (gauge, finish, and color as specified), ensuring full coverage of sub-fascia.
- Secure fascia panels with concealed fasteners or color-matched exposed fasteners per manufacturer's recommendations.
- Install matching metal trim pieces at joints, corners, and transitions for continuous weather-tight coverage.
- Integrate fascia installation with existing or new soffit panels for a seamless transition.
- Ensure proper overlap at panel joints and apply sealants or closure strips where required to prevent water infiltration.
- Use color-matched fasteners and accessories for uniform appearance.
- Final inspection to verify alignment, fastening, and weatherproofing.
- Remove all debris from site and provide manufacturer's warranty and installer workmanship warranty.

Acceptable Materials:

- Panels: Prefinished steel (24-26 ga.) VicWest, Ideal Roofing, Cascadia or equivalent. Colours to be chosen from a standard series colour chart.
- Finish: PVDF or baked polyester paint system.
- Fasteners: Concealed or color-matched corrosion-resistant fasteners.

Wood Soffit Replacement

- Inspect existing wood soffit and framing for signs of rot, damage, or loose sections; secure or repair as needed to provide a stable substrate.
- Clean and prepare existing soffit surface to ensure proper adhesion and alignment of new metal covering.
- Install new prefinished metal soffit panels (vented or solid as specified) over the existing soffit, securing to framing or furring strips per manufacturer's recommendations.
- Maintain proper ventilation by using vented panels or incorporating ventilation strips where required by code.
- Install matching prefinished metal trims, J-channels, and moldings at wall, fascia, and corner transitions for a complete and professional finish.
- Ensure integration with existing fascia system for a seamless appearance and continuous ventilation path where applicable.
- Apply sealants or closure strips at penetrations, transitions, and end joints to ensure weather-tightness.
- Use color-matched fasteners and accessories for a uniform appearance.
- Final inspection to confirm proper fastening, alignment, ventilation, and weatherproofing.
- Provide manufacturer's warranty and installer workmanship warranty upon completion; remove all construction debris from site.

Acceptable Materials:

- Panels: Prefinished aluminum (.019–.024") vented or non-vented. Colour to be chosen from a standard colour chart.
- Finish: PVDF or polyester coating.
- Trims: Prefinished J/H-channels to match soffit panels.
- Fasteners: Corrosion-resistant, color-matched.

Wood Door Replacement

- Remove and dispose of existing wood cladding/trim surrounding front entrance doors, including moldings, fasteners, and sealants, off-site.
- Protect existing metal doors and frames during demolition to prevent damage.
- Inspect underlying framing and substrate for rot, deterioration, or moisture damage; repair or replace as required with new material matching existing size and type.
- Supply and install new prefinished metal trim/cladding system (gauge, finish, and color as specified) around door perimeters.
- Install metal trims to provide a neat, weather-tight transition between doors and adjacent wall surfaces.

- Seal all joints, corners, and transitions with manufacturer-approved sealants for weather tightness.
- Use color-matched fasteners and accessories.

Vent Replacement

- Remove and dispose of existing exterior vents (gable, foundation, or wall-mounted).
- Inspect vent openings and surrounding substrate for damage, rot, or deterioration; repair or replace framing or sheathing as required.
- Supply and install new self-adhering membrane flashing at rough opening as required to maintain continuity with vapour barriers and weather resistive barriers.
- Supply and install new exterior vents sized to match existing openings, securely fastened per manufacturer's recommendations.
- Ensure vents maintain required airflow and ventilation clearances while providing ember and pest protection.
- Integrate vent installation with adjacent siding, soffit, or cladding systems to maintain weather tightness.
- Apply sealants around vent perimeters were required for water intrusion protection.
- Final inspection to verify vent alignment, secure fastening, screening coverage, and compliance with fire safety standards.
- Remove all debris from site and provide manufacturer's warranty and installer workmanship warranty.

Acceptable Materials:

- Vents: Galvanized steel, aluminum, or ember-resistant rated units.
- Screening: Non-combustible stainless steel or aluminum mesh (3 mm/1/8").
- Sealants: Exterior-grade UV/weather-resistant sealant.

Window Replacement

- Remove and dispose of existing wood framed window units, frames, trims, and sealants off-site.
- Protect adjacent finishes (interior and exterior) during demolition.
- Inspect rough openings and surrounding framing for damage, rot, or deterioration; repair or replace as required.
- Adjust and prepare rough openings as necessary to accommodate new window units and maintain continuity between vapour barriers and weather resistive barriers.
- Supply and install new energy-efficient multi-pane or tempered safety glass windows (type, size, and performance rating as specified).
- Shim, level, and fasten window units per manufacturer's instructions and applicable building code requirements.
- Seal rough openings using self-adhered flashing membrane: sill flashing extending up jambs, jamb flashings overlapping sill, and head flashing installed last for positive lap sequence.
- Apply low-expansion foam insulation or approved sealant around perimeter of window frames to ensure airtightness and thermal performance.
- Install new interior and exterior trims/molds as required for a complete, finished appearance.
- Final inspection to verify window alignment, operation, weatherproofing, and thermal performance.
- Remove all construction debris and provide manufacturer's warranty and installer workmanship warranty.

Acceptable Materials:

- Frames: Vinyl, fiberglass, aluminum-clad wood, or thermally broken aluminum.
- Glazing: Double or triple-pane IGUs, Low-E coated, argon-filled.
- Safety: Tempered/laminated glass per code (near doors/floor).
- Flashing: Self-adhered membranes; aluminum/steel drip caps.
- U-Value / SHGC: Meet or exceed local energy codes.

Eavestrough Replacement

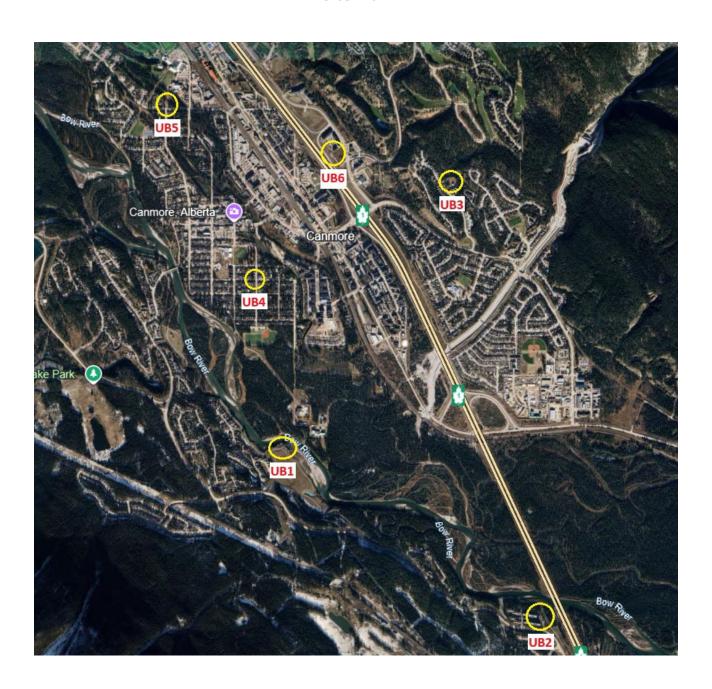
- Remove and dispose of existing eavestroughs hangers, straps, and related accessories off-site.
- Inspect fascia/substrate for rot, damage, or deterioration; repair or replace as required prior to new gutter installation.
- Supply and install new prefinished metal eavestrough (profile, gauge, and color as specified).

- Secure eavestroughs with new hangers/brackets at spacing per manufacturer's recommendations and building code.
- Install new matching downspouts, elbows, straps, and extensions to direct water away from foundation.
- Seal gutter joints, miters, and end caps with manufacturer-approved sealant to ensure leak-free performance.
- Ensure proper slope of eavestroughs for positive drainage to downspouts.
- Integrate gutter system with fascia/soffit assembly and roof edge flashings for continuous water management.
- Final inspection to confirm alignment, secure fastening, watertight seams, and proper drainage.
- Remove all debris from site and provide manufacturer's warranty and installer workmanship warranty.

Acceptable Materials:

- Eavestroughs: Prefinished aluminum (.027–.032") or galvanized steel (26–24 ga.) with PVDF finish.
- Profiles: K-style (5"/6") or half-round.
- Downspouts: Prefinished aluminum or steel, 2"x 3" or 3"x 4".
- Fasteners/Hangers: Hidden hangers with corrosion-resistant screws.
- Sealants: Exterior grade polyurethane.

Site Plan





Town of Canmore Utilities Buildings - Site Review 5

Town of Canmore Utilities Buildings

Building Envelope Condition Assessment Town of Canmore Canmore, Alberta (CA) Report number: A25083-BECA25-5

Date: August 05 2025

Project Status at time of Site Review

UB5



Observations

Observation	Description
Overview	
• Address	938 17th Street, Canmore. AB

Roof SectionOverview









Building 1

Building 1

Building 1

Building 1







Building 1

Building 2

Building 2

Siding

Building 1: Remove and replace existing wood siding with new fiber cement Lap Siding. Building 2: Clad over existing wood siding with new fiber cement Lap Siding.









Building 1

Building 1

Building 2

Building 2



Building 2

Soffit

Cover existing wood soffit at all roof overhangs with new prefinished metal soffit panels to match the existing SSMR system.









Building 1

Building 1

Building 2

Building 2

Windows

Replace single-pane windows with multi-pane or tempered glass.



Limitations of this Report:

Site reviews are conducted by BTC Group for the sole purposes of assessing the status of the work observed during the site visit, and to comment on the general conformance of the work with the contract documents. Unless specifically identified as a SITE INSTRUCTION, all instructions or directions given during the site review, or in this report, are merely recommendations to assist the parties to this work in fulfilling their contractual obligations for this project.

In addition, the contents of this report shall in no way limit or reduce the obligations of all parties to this work for completing their work as per the contract documents and prevailing applicable laws.

Should the Contractor believe that an observation or recommendation in this report (other than a formal SITE INSTRUCTION) will result in a substantial change in the scope of work and additional costs, the Contractor is required to advise the Engineer before proceeding.