



VOLZ &  
ASSOCIATES, INC.

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ARCHITECTURE

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HISTORIC PRESERVATION

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HISTORICAL INTERIORS

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1105 W. 42<sup>nd</sup> Street  
Austin, Texas 78756  
(512) 476-0433  
(512) 476-2198 fax  
[mail@volzassociates.com](mailto:mail@volzassociates.com)

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## PRE-BID SUMMARY

Date: September 10, 2010  
Project Name: Comal County Courthouse  
Interior and Exterior Restoration

NOTE: Items discussed in greater detail, corrected, or clarified in discussion are noted in underlined green text within this document.

### I. INTRODUCTIONS

Comal County Representatives:

Tom Hornseth, County Engineer, Project Manager  
Ramona Womack, County Purchasing Officer  
Tiffany Colunga, County Attorney

The County has a Courthouse Restoration Committee that has been involved with the development of this project.

A/E Team

Tere O'Connell, AIA, Architect; Tracy Hirschman, Senior Preservation Designer; Volz & Associates, Inc.  
David Remerscheid, P.E., HMG & Associates, Inc., MEP  
Pat Sparks, P.E., Sparks Engineering, Structural (not present today, but a representative from SEI will be present for the 9/16 optional walk through)  
Don Pool, P.E., Baker Aicklen Engineering, Civil (not present today)

### II. PRESERVATION GOALS

The proposed work will primarily restore the historic exterior and primary interior spaces to their original 1898 appearance. The work will include but is not limited to: demolition of the 1931 and 1952 additions, the removal of the 1987 sky-bridge, the reconstruction of the double-height District Courtroom, reconstruction of the north exterior wall and chimney, restoration of historic features, and rehabilitation that complies with ADA requirements. Work will also include the replacement and upgrade of electrical and mechanical systems, supplemental modern lighting, and installation of a fire sprinkler system.

The project is being funded in part with a generous grant from the Texas Historical Commission, and they will have a very active role in the review and approval processes during construction. The project reviewer with THC is Mark Cowan.

### III. SCOPE

#### A. GENERAL

1. Bid Estimate \$7,658,000, GMP Budget \$8,182,600 (To clarify, the estimates were developed when the project was scheduled to be procured by Competitive Sealed Proposal. The Bid Estimate was the anticipated bid cost, and the GMP Budget was final project cost, excluding A/E fees)
2. Existing Building Area: 36,407 GSF Impervious Cover 88.5%
3. Restored Building Area: 20,806 GSF Impervious Cover 69.5%

4. Occupant Load: 270
  5. 4 Floors including a partial basement
  6. The building has been unoccupied for several months, but general cleaning and air circulation have continued in preparation for this work.
- B. SCOPE OF WORK: The scope of work includes but is not limited to:
1. Removal of one one-story addition and one three-story addition
  2. Removal of selected interior walls, all carpet, paneling and acoustic tile ceilings, all plumbing, electrical and mechanical systems
  3. Excavation, foundation underpinning, and finish out for new basement spaces. Comal County will provide a copy of the Geotechnical Report in Addendum.
  4. Reconstruction of the north masonry wall of the original building including chimney reconstruction and related roof and gutter reconstruction. While much of the wall area can make use of stone veneer salvaged from the Jail demolition, new stone headers, jambs, and sills will likely be required.
  5. New concrete drives, sidewalks and flatwork
  6. Reconstruction of the courtroom balcony
  7. Masonry cleaning, repair, and minor reconstruction at porches
  8. Replacement of all aluminum sash windows with reproduction wood double hung sash
  9. Restoration of historic wood windows and doors
  10. New decorative metal handrails
  11. Door and window hardware reproduction and restoration, including replating with an antiqued or flamed copper finish.
  12. Reproduction of a small metal framed skylight
  13. Reproduction and restoration of geometric tile floors
  14. Wood floor restoration and installation of new wood floors where original is missing or damaged beyond repair. Input from the CMR will be valuable in determining the viability of salvaging and restoring original wood floors vs replacement in kind with new material of equal quality.
  15. Complete interior and exterior painting
  16. Plaster repair and skim-coating, and reproduction of decorative plaster capitals
  17. Custom reproduction wallpaper band in Courtroom
  18. New courtroom fixed seating and built-in furnishings
  19. New elevator and new exterior ramp
  20. Reproduction and new lighting fixtures
  21. New mechanical, electrical, and plumbing systems and related finish out
- C. UNIQUE ASPECTS of this project include salvage of the 1931 addition stone to the extent feasible for reconstruction of the north wall, original windows stored in the attic are available for sash reproduction, and the original geometric tile remains in the third floor corridor, and will serve as a pattern for reconstruction of the same finishes at the first and second floor corridors.

The historic District Courtroom will be reconstructed based upon historic photographs and original construction drawings.

Building systems will be completely replaced (HVAC, electrical, fire alarm, and plumbing) or installed new (fire sprinkler). All power is routed through the switchboard in the basement of the Courthouse underground to a chase by behind the security desk in the Annex. Once the switchboard in the basement is removed the Annex no longer has power. The plan is to keep the switchboard in the basement active until the new service is ready then cut over to the new service. There will be outages required. Since there are seventeen separate feeders that must be rerouted and or reconnected it would probably require a long weekend at best. There is not room within the Annex to splice onto the existing feeders. Our recommendation would be to reconnect underground which would require a splice vault.

We would like CMR assistance to verify the routing of communications, energy management and other low voltage systems between the Courthouse basement and the Annex. If they go through the Courthouse basement a means will need to be provided for reestablishing these services prior to demolition. The record drawings indicate that these conduits follow the same route as the power conduits and route up in the same chase in the Annex.

- D. WORK in HISTORIC STRUCTURES: Historical classification of this building requires Contractor to exercise special caution in executing all stages of work to prevent unnecessary damage to historical features, conditions, or materials.
- E. SELECTIVE DEMO: The first month of selective demolition will include removal of modern chases, lay-in ceilings, carpet and non-original subfloors, and sample removal of first floor structure with access investigations into the crawlspace. This list could greatly expand with assistance from the CMR. In addition to RFP/RFQ Exhibit G, Volz will issue a document that further articulates the anticipated scope of pre-construction services.
- F. USE OF THE BUILDING: Temporary office space can be staged in one of the second or third floor rooms at CMR's discretion, or a job trailer may be used. On site temporary facilities should include portable toilets, supplies, water, cell phone service, e-mail service, and fax service. Toilet rooms in the courthouse are not to be used during construction. The existing elevators may be used and must be maintained by the CMR. The new elevator, once installed, cannot be used during construction. The Staging Area will be in the parking lot to the north of the courthouse.
- G. HAZARDOUS MATERIALS ABATEMENT/MANAGEMENT: The County has just completed asbestos abatement on the building. Lead testing has occurred, and some amounts of lead paint have been found. OSHA compliant worker protection must be observed when work impacts surfaces containing lead paint as part of this project. Comal County will provide a copy of the lead paint treatment procedures in Addendum 2.

#### **IV. PROCUREMENT PROCESS:**

- A. Bid Format: Two Step Selection Process for Construction Manager at Risk
- B. Step One: Qualifications
- C. Step Two: Fee Proposal (See Original RFQ Attachments); Also, note that there will be at least one addendum to provide the Contract and General Conditions.
- D. Contract
- E. Establishment of GMP

#### **V. CONSTRUCTION:**

- A. Project Meetings twice monthly throughout construction. Ref. Section 01200- Progress Meetings. Contractor to have set agenda, discuss progress, and schedule, and provide meeting minutes.

- B. Timely submittal process and mock-up review as shown in Section 01300. Contractor shall coordinate mock-up review with scheduled progress meetings.
- C. Lead times on preservation related items- importance of scheduling to coordinate trades and allow for lead times on historic materials.

**VI. SCHEDULE:**

County issues RFQ/RFP .....August 6, 2010  
 County POC receives RFQ responses \* .....August 20, 2010, 2:00 pm  
**County issues short list of 3-5 qualified Companies ..... September 9, 2010**  
**Owner conducts Pre-Proposal Conference (mandatory) .. September 10, 2010, 10:00 am**  
**Second walk through (optional)..... September 16, 2010, 10:00 am**  
**Deadline for Questions ..... September 17, 2010, 5:00 pm**  
**County POC receives RFP responses ..... September 23, 2010, 2:00 pm \***

**(NOTE CORRECTION!)**

County interviews Applicants (optional) .....September 27-30, 2010 \*

**NOTE: The County expects to pick one day within this range to conduct all five interviews. This date will be announced by addendum. Please bring your proposed Superintendent and Project Manager to the interview.**

County executes Agreement .....October 14, 2010 \*  
 County issues Notice to Proceed for Construction .....October 20, 2010 \*  
 County accepts Substantial Completion of Construction ....no later than September 30, 2012  
 Construction Manager achieves  
 Final Completion of Construction .....no later than October 30, 2012

**\* NOTE THAT THESE DATES CHANGE AGAIN IN ADDENDUM #2 – REFER TO REVISED SCHEDULE AS ISSUED BY COUNTY PURCHASING OFFICER.**

**VII. DISTRIBUTION OF CDs**

**VIII. WALK THROUGH**

The walk through included the basement, first floor, second floor including District Courtroom, third floor, attic, and building exterior.

**IX. QUESTIONS**

1. Can the historic photographs be made available? A: These will be posted on the Volz ftp site, with instructions to follow.
2. Do we anticipate need of a stone carver? A: Yes, on a limited basis.
3. Do we know the source of the original stone? A: According to the historic marker, it was quarried 10 miles north of New Braunfels on land owned by Texas/U.S. statesman Edward Mandell House.

**COMAL COUNTY COURTHOUSE INTERIOR AND EXTERIOR RESTORATION  
PRE-BID SIGN IN SHEET**

Location: Comal County Courthouse, 199 Main Plaza, New Braunfels  
Date: September 10, 2010  
Time: 10:00 AM

NAME	COMPANY	PHONE	E-MAIL
Dale Sellers	Phoenix I	800-448-2904	dsellers@phoenix1.org
TONY BATTLE	BYRNE	210 402 3335	tbattle@tsbyrne.com
Brady Lenamon	Byrne	512 <sup>347</sup> <del>349</del> -1898	blenamon@tsbyrne.com
WALTER H. BRUCE	RBZ	817 341-1467	WDBRUC@RBZCONSTRUCTION.COM
Kyle Moncrief	Phoenix I	214-902-0111	kmoncrief@phoenix1.org
David Remerscheid	HMG	512 794 8234	dremerscheid@hmg-associates.com
MIKE BEASLEY	SPAWGLASS	206519000	MIKE.BEASLEY@SPAWGLASS.COM
Rusty Reininger	Spawglass	210-651-9000	rusty.reininger@spawglass.com
John McGrath	JEDUNN	(512) 203-8938	John.Mcgrath@JEDunn.com
SCOTT PRIVOTT	JE DUNN	512-687-6126	SCOTT.PRIVOTT@JEDUNN.COM
Chuck Lipscomb	JE DUNN	512-329-9618	Chuck.Lipscomb@jedunn.com
Also in attendance:			
Pamona Womack, Comal County Purchasing Officer			
Tiffany Colunga, County Attorney			
Thomas Harnsath, County Engineer			

Tere O'Connell, Project Architect, Volz & Associates  
Tracy Hirschman, Senior Preservation Designer, Volz  
David Remerscheid, Electrical Engineer, HMG & Associates.



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## PRE-BID SUMMARY

Date: September 16, 2010  
Project Name: Comal County Courthouse  
Interior and Exterior Restoration

### I. INTRODUCTIONS

Comal County Representatives:  
Tom Hornseth, County Engineer, Project Manager

A/E Team  
Tere O'Connell, AIA, Architect, Volz & Associates, Inc.  
Tracy Hirschman, Senior Preservation Designer; Volz & Associates, Inc.  
Jeff Kobes, P.E., Sparks Engineering, Inc.

### II. SUMMARY OF WORK

The purpose of this second optional walkthrough was to provide bidding CMRs with an opportunity to review conditions and ask questions. A brief project summary was provided by Tere O'Connell and Jeff Kobes, basically repeating the scope presented on September 10, 2010.

### VI. WALK THROUGH

The walk through included the basement, first floor, second floor including District Courtroom, and third floor.

### IX. QUESTIONS/DISCUSSION

1. Tere O'Connell asked those present if they would benefit from addition time to provide a fee proposal to the County. The responses were mixed.

# COMAL COUNTY COURTHOUSE INTERIOR AND EXTERIOR RESTORATION PRE-BID SIGN IN SHEET

Location: Comal County Courthouse, 199 Main Plaza, New Braunfels  
 Date: September 16, 2010 (SECOND OPTIONAL WALK-THROUGH)  
 Time: 10:00 AM

NAME	COMPANY	PHONE	E-MAIL
Matt Henson	Professio	888-587-2299 214-493-3866	Mattsr@ProfessioByMatt.com
JEFF KOBES	SEI	512 310 7127	jkobes@sparksengineering.com
Scott Rivott	JEDUNN	512-636-6126	SCOTT.PRIVOTT@JEDUNN.COM
John McGrath	JEDUNN	512-203-8938	John.McGrath@JEDUNN.COM
James Lucas	SPAW GLASS	512-848-5379	James.Lucas@spawglass.com
Howard Lowner	SPAW GLASS	512 247 1644	HOWARD.LOWNER@SPAWGLASS.COM
Bill Wilson	RBR CONST	817.341.1467	bwilson@rbrconstruction.com
Brian Ash	Ash Masonry	210-488-8849	BrianAAsh@gmail.com
Also in Attendance:			
Thomas Hornseth, County Engineer			
JEFF Kobes, Structural Engineer Sparks Engineering			
Tracy Hirschman, Senior Designer, Volz & Associates.			
Tere O'Connell, Architect, Volz & Associates			