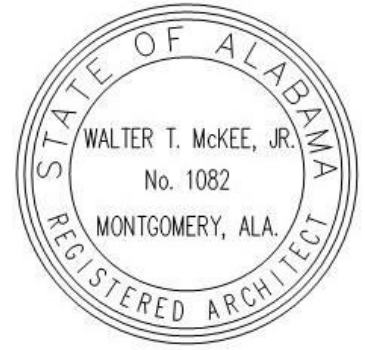




Addendum No. 1
Date: October 7, 2026

Project:
**Renovations at
Wright Hall for Troy University
Troy, Alabama**

LATHAN MCKEE PROJECT NO. MKA 26-042-00
ALABAMA DIVISION OF CONSTRUCTION MANAGEMENT NO.2026509

The following changes and/or substitutions to the plans and specifications are hereby made a part of same and are incorporated in full force as part of the contract.

Bidders shall acknowledge receipt of this Addendum in writing on his Proposal Form.

A1.1 GENERAL MODIFICATIONS:

- A. Refer to the Project Manual Cover (**Revised 10.7.26**), herein.
- B. Refer to Request for Information Form (**Revised 10.7.26**), herein.
- C. Refer to Request for Prior/Approval Substitution Form (**Revised 10.7.26**), herein.

A1.2 SPECIFICATION MODIFICATIONS:

- A. The following manufacturer has been approved by the Owner for substitution request per specifications:
 - 1. Section 08700 Finish Hardware; BEST Door & Lock Core Services (**Basis of Design**) | 100 Coffee Street Montgomery, Alabama 36104 | www.bestaccess.com |

A1.3 CLARIFICATIONS & RESPONSES:

- A. The following are clarifications regarding this project.
 - 1. The owner would like the awarded contractor to utilize BEST Door & Lock Core Services as the Finish Hardware Manufacturer of Selection regarding this project.
 - 2. Further requests for information and substitution/prior approval request are now directed to the addressed Representative for responses on the project information and approval forms. This will be the only method for project information requests and substitution/prior approvals. Clarifications and Approvals will be addressed via addendum.

END OF ADDENDUM



LATHAN • McKEE
ARCHITECTS

Project Manual

Renovations

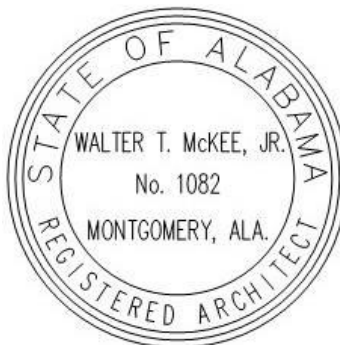
at

Wright Hall for Troy University

Troy, Alabama

LATHAN MCKEE PROJECT NO. MKA 26-042-00
August 22, 2026

Alabama Division of Construction Management No.2026509



Revised 10.7.26

REQUEST FOR INFORMATION

(RFI)

Email this form in its entirety to Project Manager listed below.

The Architect reserves the right not to answer any Request For Information received after 2:00 p.m., Two (2) days prior to the bid date.

To: Lathan Mckee, Architects

Glenn Chapman; Senior Project Manager

gchapman@lathanmckee.com

Email

From: _____

Name

Company

Email

Project: _____

Project Number: _____

Request For Information Number: _____

Issue Date: _____

Note: Form must be completed and sent to the indicated representative for submission.

☐ BID PHASE

☐ CONSTRUCTION PHASE

Procedures for "Explanations and Interpretations":

- a. Should any bidder observe any ambiguity, discrepancy, omission, or error in the drawings and specifications, or in any other bid document, or be in doubt as to the intention and meaning of these documents, the bidder should immediately report such to the Architect and request clarification.
- b. Clarification will be made only by written Addenda sent to all prospective bidders or can be accessed by going to the McKee web site - mckeeassoc.com and clicking on the tab "Files" to retrieve the Addendums. Neither the Architect nor the Owner will be responsible in any manner for verbal answers or instructions regarding intent or meaning of the Bid Documents.
- c. In the case of inconsistency between drawings and specifications or within either document, a bidder will be deemed to have included in its bid the better quality or greater quantity of the work involved unless the bidder asked for and obtained the Architect's written clarification of the requirements before submission of a bid.

REQUEST FOR INFORMATION DESCRIPTION: (Fully describe the question or type of information requested.)

REFERENCES/ATTACHEMENTS: (List specific documents researched when seeking the information requested.)

Specification Title: _____

Description: _____

Section: _____ Page: _____

Article/Paragraph: _____

Drawing Sheet Number: _____

Title: _____

Plan: _____ Elevation: _____

Section: _____ Detail: _____

Renovation at
Wright Hall for Troy University
Troy, Alabama

REQUEST FOR INFORMATION (RFI)

0000- 1

Revised 10.7.26-Addendum #1

LATHAN MCKEE PROJECT NO. MKA 26-042-00

Other:

RECEIVERS REPLY:

Signed by: _____ Date: _____ Copies to: _____

REQUEST FOR APPROVAL (RFA)

PRIOR APPROVAL/SUBSTITUTION REQUEST

Email this form in its entirety to Project Manager listed below.

All products, materials, systems, equipment and services requested for prior approval must be submitted to the architect for approval **no later than 2:00 p.m., Ten (10) days prior to the bid date.**

To: Lathan Mckee, Architects Substitution Request Number: _____
Glenn Chapman; Senior Project Manager From: _____
gchapman@lathanmckee.com Date: _____
Email

Project: _____ A/E Project Number: _____

Re: _____ Contract For: _____

Note: Form must be completed and sent to the indicated representative for submission

Specification Title: _____ Description: _____
Section: _____ Page: _____ Article/Paragraph: _____

Procedures for “Substitutions” and “Pre-Bid Approval”:

- a. The identification of any product, material, system, item of equipment, or service in the Bid Documents by reference to a trade name, manufacturer’s name, model number, etc. (hereinafter referred to as “source”), is intended to establish a required standard of performance, design, and quality and is not intended to limit competition unless the provisions of paragraph “D” below apply.
- b. When the Bid Documents identify only one or two sources, or three or more sources followed by “or approved equal” or similar wording, the bidder’s proposal may be based on a source not identified but considered by the bidder to be equal to the standard of performance, design and quality as specified; however, such substitutions must ultimately be approved by the Architect. If the bidder elects to bid on a substitution without “Pre-bid Approval” as described below, then it will be understood that proof of compliance with specified requirements is the exclusive responsibility of the bidder.
- c. When the Bid Documents identify three or more sources and the list of sources is not followed by “or approved equal” or similar wording, the bidder’s proposal shall be based upon one of the identified sources, unless the bidder obtains “Pre-bid Approval” of another source as described below. Under these conditions it will be expressly understood that no product, material, system, item of equipment, or service that is not identified in the Bid Documents or granted “Pre-Bid Approval” will be incorporated into the Work unless such substitution is authorized and agreed upon through a Contract Change Order.
- d. If the Bid Documents identify only one source and expressly provide that it is an approved sole source for the product, material, system, item of equipment, or service, the bidder’s proposal must be based upon the identified sole source.
- e. **Procedures for “Pre-Bid Approval”.** If it is desired that a product, material, system, piece of equipment, or service from a source different from those sources identified in the Bid Documents be approved as an acceptable source, application for the approval of such source must reach the hands of the Architect **at least ten days prior to the date set for the opening of bids.** At the Architect’s discretion, this ten day provision may be waived. **The application for approval of a proposed source must be accompanied by technical data which the applicant desires to submit in support of the application.** The Architect will give consideration to reports from reputable independent testing laboratories, verified experience records showing the reputation of the proposed source with previous users, evidence of reputation of the source for prompt delivery, evidence of reputation of the source for efficiency in servicing its products, or any other pertinent written information. **The application to the Architect for approval of a proposed source must be accompanied by a schedule setting forth in which respects the materials or equipment submitted**

for consideration differ from the materials or equipment designated in the Bid Documents.

The burden of proof of the merit of the proposed substitution is upon the proposer. To be approved, a proposed source must also meet or exceed all express requirements of the Bid Documents. Approval, if granted, shall not be effective until published by the Architect in an addendum to the Bid Documents.

The undersigned requests consideration of the following product substitution:

Proposed Substitution: _____

Manufacturer: _____ Address: _____ Phone: _____

Trade Name: _____ Model No.: _____

Supporting Data Attached: ☐ Product Description ☐ Drawings ☐ Photographs ☐ Performance & Test Data ☐ Specifications

Attached data includes product description, specifications, drawings, photographs, and performance and test data adequate for evaluation of the request; applicable portions of the data are clearly identified.

Attached data also includes a description of changes to the Contract Documents that the proposed substitution will require for its proper installation.

The Undersigned states and certifies the following: (Mark Boxes as Applicable)

☐ Proposed substitution has been fully investigated and determined to be equal or superior in all respects to specified product.

or

☐ Proposed substitution differs from what is specified in the Bid Documents. Submitted Data clearly identifies all differences from what is specified in the Bid Documents.

☐ No changes will be required to the Contract Documents for the proper installation of the proposed product substitution.

or

☐ Changes will be required to the Contract Documents for the proper installation of the proposed product substitution. Submitted Data clearly identifies description of changes.

and

☐ Warranty will be furnished for proposed substitution ☐ Equal to or ☐ Superior to specified product.

☐ Proposed substitution does not affect dimensions shown on the drawings and functional clearances.

☐ No changes will be required to the building design, engineering design or detailing by the proposed substitution.

☐ Proposed substitution will have no adverse effect on other trades and will not affect or delay construction progress schedule.

☐ No maintenance is required by the proposed substitution other than that required for originally specified product.

☐ Other Information:

The undersigned further states that they have read the corresponding specification sections in the project manual and confirms that the function, appearance and quality of the proposed substitution are equivalent to or superior to the originally specified product.

Submitted by: (Print)

Signature:

Date:

Firm:

Address:

Email:

Telephone:

A/E REVIEW AND ACTION

☐ Substitution Approved

☐ Substitution Approved as noted

☐ Substitution Rejected

☐ Substitution Request Received to Late

Comments:

Signed by: _____

Date: _____