



**National Trust for
Historic Preservation**
Save the past. Enrich the future.

Addendum No. 02

PROJECT: PRESIDENT WOODROW WILSON HOUSE BUILDING SYSTEMS IMPROVEMENTS

DATE: JULY 17, 2026

RE: ADDENDUM NO. 2 TO REQUEST FOR PROPOSALS, ISSUED JULY 6, 2026

TO: ALL BIDDERS

This addendum forms a part of the Contract Documents and modifies the original Bidding Documents dated July 1, 2026 and shall be included in the relevant scopes of work and bids submitted. It is the bidder's responsibility to determine if their work is affected by this addendum. Failure to acknowledge receipt of this Addendum on bid submission may subject the Bidder to disqualification.

The Following is AMENDED:

GENERAL NOTES AND CLARIFICATIONS:

1. The National Trust is open to on-site work starting prior to November 16. Contractors should provide a realistic schedule to complete the work based on an August 20 contract execution date, even if it extends past the March 19 substantial completion date. Contractor should also consider (and provide) equipment lead time in their proposed schedule.

DRAWINGS:

1. SHEET G-602 ELECTRICAL ONE-LINE DIAGRAM – NEW WORK
 - a. Revise one-line diagram as noted.
2. SHEET G-603 ELECTRICAL ONE-LINE DIAGRAM – NEW WORK ALTERNATE
 - a. Remove sheet in its entirety.

SPECIFICATIONS: NONE

Attachments:

1. Drawing Sheets: G-602
2. Specification Sections: None
3. Pre-bid Meeting Summary
4. Pre-bid Meeting Attendance Sheet

END OF ADDENDUM NO. 2



Pre-Bid Meeting Summary

PROJECT NAME: BUILDING SYSTEMS IMPROVEMENTS

PROJECT LOCATION: PRESIDENT WOODROW WILSON HOUSE, WASHINGTON, D.C.

DATE/TIME: JULY 15, 2026 10:00 A.M. ET

1. Call to Order & Introductions

- a. Attendance sheet attached
- b. Introductions
 - i.) Owner: National Trust for Historic Preservation
 - ii.) Owner's Rep: Mark Stoner, AIA NCARB
NTHP Senior Director of Preservation Architecture
 - iii.) Other Site Reps: Elizabeth Karcher, Wilson House Executive Director
John Pucher, Snr. Manager, Business & Operations
 - iv.) Consultants: Henry Adams Consulting Engineers
Scott Haythorn, Principal
 - v.) NTHP Legal Reps: Kathleen Mannard, NTHP Associate General Counsel
Elaine Chang, NTHP Associate Manager

2. Project Introduction and Scope of Work

- a. Building Information
 - i.) Wilson House
 - a. Built 1915 and designed by Waddy Butler Wood.
 - b. Woodrow and Edith Wilson moved in in 1921 after his second term in office. Woodrow passed away in the house in 1924 and Edith continued to live in the house until her passing in 1961.
 - c. Bequeathed to the National Trust for Historic Preservation and opened to the public as a museum in 1964.
 - d. The house is approx. 14,200 square feet on 4 floors + basement and contains more than 8,000 artifacts, most of which date to Wilson's presidency.
 - ii.) Hydronic Heating System
 - a. Apart from the boiler, all radiators, valves, and supply and return piping are original.
 - b. Started noticeably failing in the mid-2010s, with significant plaster damage caused by a 2021 supply line failure in the Dining Room
 - c. House has never had central cooling or mechanical ventilation.
- b. Scope of Work
 - i.) Removal of the basement boiler and all associated equipment, including cutting and capping the supply lines as they turn vertical.
 - ii.) Demolition of existing electrical panel and installation of a new 400a main distribution panel and sub panel on the 4th floor.
 - iii.) Selective demolition to open up areas of interior walls and ceilings to route new refrigerant and electrical lines to support the new VRF system.
 - iv.) Installation of new FCUs in place of existing radiators in most locations. Most existing radiators in formal living areas are hidden within built-in enclosures behind decorative metal grilles. New FCUs will be installed in place of the original radiators behind the original grilles with new supply registers installed in the window sills where shown on the drawings.

- v.) In a few cases, existing radiators will be kept in place, though supply and return lines will be disconnected and capped. In these locations (e.g. Kitchen, Exhibition Gallery, Store Room, and some areas of the Ground Floor), heating and cooling is supplied via ceiling VRF units or FCUs with ducted supply and return.
 - vi.) Installation of two new rooftop HPUs – one on each roof – with refrigerant shutoff valves enclosed in rooftop doghouses with an exhaust fan and unit heater.
 - vii.) Installation of new ERV in the basement with intake from the east lightwell and exhaust through a new louver in an existing lightwell on the front elevation.
 - viii.) Patching, repair, and repainting of plaster demo'd to complete the work. Contractor should assume that, where a wall or ceiling is opened, they should repaint the entirety of that wall or ceiling following patching.
- c. Anticipated Bid, Award, and Project Schedule:
- | | |
|-----------------------------------|---------------|
| Proposals due | Jul 31, 2026 |
| Proposal evaluation and interview | Aug 3-7 |
| Notice of award | Aug 7 |
| Contract finalization | Aug 20 |
| Pre-con coordination, permitting | Aug 24-Nov 13 |
| Start of Construction | Nov 16 |
| Substantial Completion | Mar 19, 2027 |
- d. Additional Scope Notes
- i.) The two flat roofs will be reroofed by separate contract during the pre-construction coordination and permitting period. We will ask the general contractor to coordinate the installation of rooftop equipment rails after the concrete deck is exposed post-tear off.
 - ii.) National Trust and Wilson House staff are engaging an art handler to remove or move and protect artifacts during the work. Once a contract is executed, we will hold a Preconstruction meeting with the selected art handler to review the protection plan.
 - iii.) Contractor will be responsible for floor and wall protection in all areas where work will take place.
 - iv.) NTHP to engage a permit expeditor and will cover all review and permitting fees. Site is a National Historic Landmark and is located in a locally designated historic district requiring both DCHPO and CFA approvals, which the Trust will secure as part of the permitting process.
 - v.) With work continuing through the winter, the contractor will need to provide temporary heat in the building during the duration of work.
 - vi.) During repairs to existing riser pipes in 2021, friable asbestos insulation wrap was discovered around the existing supply line. Contractor should assume all wall areas opened will expose friable asbestos and should include an allowance for abatement. Original drawings included in the Bid Documents show the locations of steam risers. Intent is to avoid opening these areas and keeping existing asbestos encapsulated within reason.

3. Bidding and Procurement Requirements

- a. Refer to RFP Section 6 for submission requirements, including required information, bid form, formatting, criteria for selection, and other requirements.
- b. Must include completed Certification Regarding Debarment and Suspension included in RFP document with bid submission
- c. Bonding Requirements:

- i.) **Performance Bond:** Submit letter from surety guaranteeing bond coverage; including cost of bond on Bid Form; it is assumed that bond value will be added to the Bid Amount to determine the total Contract Sum.
- d. The National Trust for Historic Preservation is a tax-exempt organization; tax-exempt certificate will be provided to the awarded contractor
- e. No Prevailing Wage/Davis-Bacon requirement for this project.
- f. Refer to the front end specifications for all procedural requirements, including substitution procedures, submittals, historic treatment procedures, temporary facilities, and execution and closeout requirements.
- g. Procurement Schedule:

Last Day to submit questions or comments	July 20 (Monday)
Final RFP Addendum Issued (as needed)	July 24 (Friday)
Proposals Due	July 31 (Friday, 5pm)
Proposal evaluation, interview period	Aug 3-7
Final contract award decision	Aug 7
Contract Finalization	Aug 20

4. **Supplementary Terms and Conditions**

- a. Refer to Exhibit D in the RFP for specific terms and conditions
- b. Page 17 of the RFP defines minimum insurance requirements for contractors; ensure that the COI included with the bid submission meets these coverage requirements.
- c. Site access and operations:
 - i.) The Wilson House will be closed to visitors after October 19th through the duration of the project. The Art Handler will complete their scope of work the following two weeks.
 - ii.) Street parking is available along S-street. Contractor will be responsible for all necessary temporary permits, including incursion into the Right-of-Way, temporarily blocking the street, etc.
 - iii.) Building access, laydown areas, and dumpster location, and temporary facilities will be coordinated with Wilson House site staff. Contractor will be responsible for ensuring the site is secured during the duration of work.
 - iv.) Contractor may use the house or garage interior as a construction office. Specific office will be coordinated with site staff.

5. **Site/Building Walkthrough**

6. **Post Walkthrough Notes**

- a. Per Sheet E-603 "Electrical One-Line Diagram – New Work Alternate" should not have been included in the drawings and will be removed via addendum.
- b. The National Trust is open to on-site work starting prior to November 16. Contractors should provide a realistic schedule to complete the work based on an August 20 contract execution date, even if it extends past the March 19 substantial completion date. Contractor should also consider (and provide) equipment lead time in their proposed schedule.



Pre-Bid Sign-in Sheet

PROJECT: THE PRESIDENT WOODROW WILSON HOUSE - BUILDING SYSTEMS IMPROVEMENTS

DATE: JULY 15, 2026

TIME: 10:00 AM ET

LOCATION: PRESIDENT WOODROW WILSON HOUSE

Name	Company	Title	Email Address
Mark Stoner	National Trust for Historic Preservation	Snr. Director of Preservation Architecture	mstoner@savingplaces.org
John Pucher	Wilson House	Senior Manager of Business and Operations	jpucher@savingplaces.org
Todd Howe	Consigli Construction Company	Regional MEP Director	thowe@consigli.com
Claire Fergusson	Wilson House	Associate Manager of Collections	clairefergusson11@gmail.com
Maxwell Miller	Wilson House	Senior Manager of Historic Site and Events	mlmiller@savingplaces.org
Brandon Wynes	Shapiro & Duncan	Estimator	bwynes@shapiroandduncan.com
Mark Bellingham	Monarc Construction	President	mbellingham@monarcconstruction.com
Mohamed Elrafaei	Monarc Construction	Project Manager	mrafaei@monarcconstruction.com
Angel Dubon Martinez	Adubon Construction	Owner	adubonma01@gmail.com

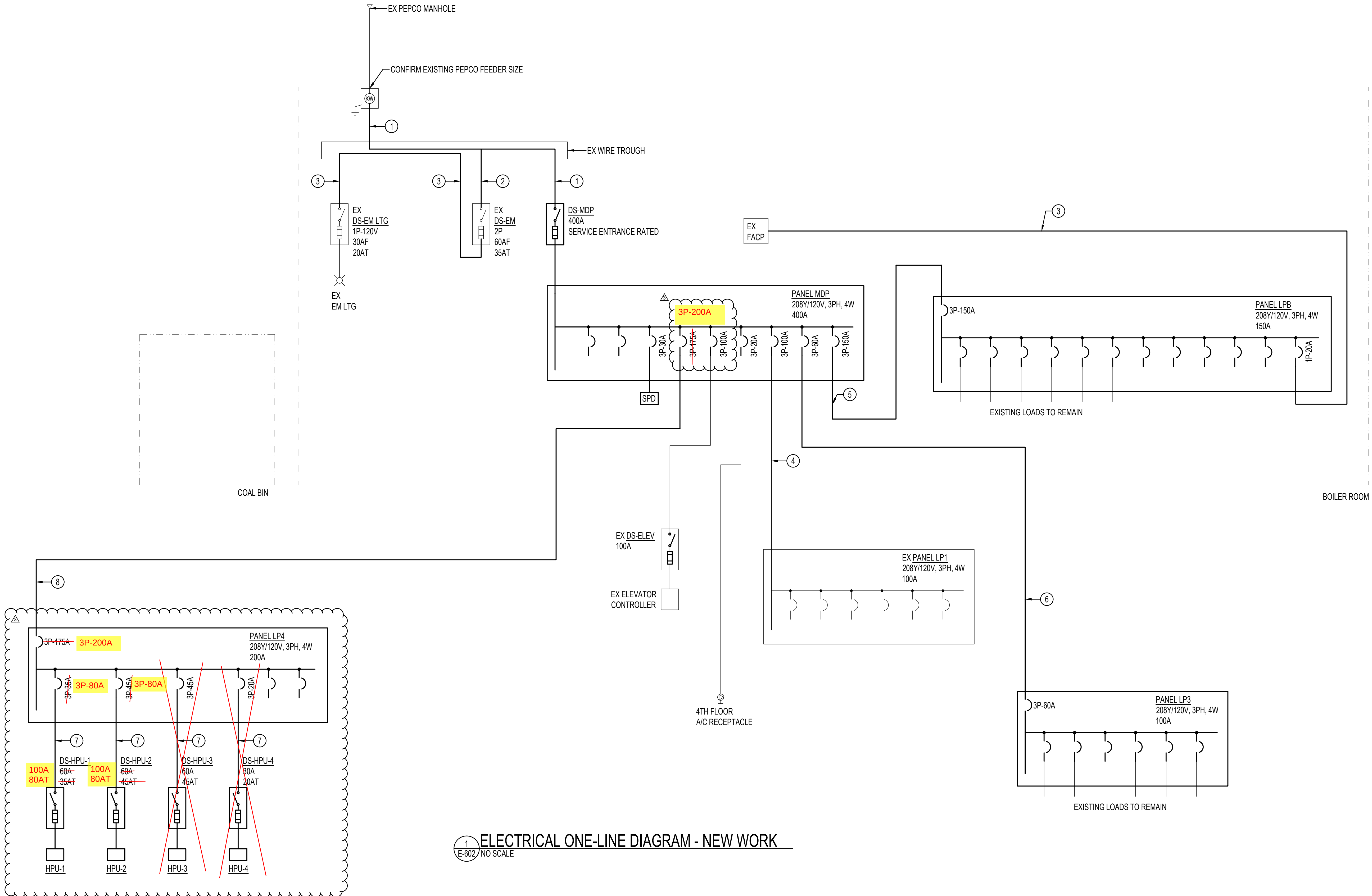
Name	Company	Title	Email Address
Benjamin Lizam	Adubon Construction		
Ranya Daniel	PWC Companies	Lead Estimator	rdaniel@pwccompanies.com
Yuce Soto	PWC Companies	Foreman	ysotomontano@pwccompanies.com
Scott Haythorn	Henry Adams	Principal	haythorn@henryadams.com
Elizabeth Karcher	Wilson House	Executive Director	ekarcher@savingplaces.org

SPECIAL NOTES: (APPLICABLE TO THIS SHEET ONLY)

- ① 2 SETS OF 3#3/0+ #3GW IN 3" C.
② 3#8 + #10GW IN 3/4" C.
③ 2#12 + #12GW IN 3/4" C.
④ EX 4#4 + #8GW IN 1-1/4" C.
⑤ 4#1/0 + #6GW IN 2" C.
⑥ 4#4 + #10GW IN 1-1/4" C.
⑦ REFER TO MECHANICAL EQUIPMENT ELECTRICAL CONNECTION SCHEDULE ON E-801.
⑧ 4#2/0 + #6GW IN 2" C.

DRAWING NOTES: (APPLICABLE TO THIS SHEET ONLY)

1. UNLESS OTHERWISE NOTED, ELECTRICAL ITEMS SHOWN BY SOLID HEAVY LINEWEIGHT (——) INDICATE NEW WORK TO BE PROVIDED. ELECTRICAL ITEMS SHOWN BY SOLID LIGHT LINEWEIGHT (——) INDICATE EXISTING ITEMS TO REMAIN.
2. INFORMATION SHOWN ON THIS DRAWING PERTAINING TO EXISTING CONDITIONS HAS BEEN OBTAINED FROM AVAILABLE BUILDING DRAWINGS OR GENERAL FIELD OBSERVATIONS AND MAY NOT INDICATE ACTUAL EXISTING CONDITIONS IN DETAIL OR DIMENSION. THE CONTRACTOR IS RESPONSIBLE FOR DETERMINING THE ACTUAL EXISTING CONDITIONS PRIOR TO FABRICATION OR PERFORMANCE OF ANY WORK. SHOULD CONDITIONS BE DISCOVERED THAT PREVENT EXECUTION OF THE WORK AS INDICATED, THE CONTRACTOR SHALL IMMEDIATELY NOTIFY THE ENGINEER IN WRITING AND AWAIT WRITTEN DIRECTION BEFORE PROCEEDING WITH THE WORK.



National Trust for Historic Preservation

PROJECT
President Woodrow Wilson House
Mechanical Systems Improvements

2340 S Street NW
Washington, DC 20008

Owner

The National Trust for Historic Preservation
600 14th Street NW Suite 500
Washington, DC 20005
(317) 574-9409

Mark Stoner, AIA NCARB
Senior Director of Preservation Architecture
(202) 588-6183

Mechanical/Electrical/Plumbing Engineer

Henry Adams

600 Baltimore Ave, Suite 400
Baltimore, MD 21204
(410) 296-6500

SEAL | DATE

SHEET ISSUE

Δ	BIO ISSUE	02/01/24
Δ	BIO ISSUE	07/06/25
Δ	ADDENDUM 02	7/17/26

DRAWN BY: WC

PROJ. NO.:

APPROVED BY: NTS

22-N005

SHEET TITLE

**ELECTRICAL ONE-LINE
DIAGRAM - NEW WORK**

SHEET NO.

E-602