

**BGMU WTP – HIGH SERVICE PUMP NO. 4**  
**FOR**  
**BOWLING GREEN MUNICIPAL UTILITIES**

**ADDENDUM NO. 1**

**ISSUE DATE: July 26, 2021**  
**BID DATE: August 12, 2021**



**SMITH SECKMAN REID, INC.**  
**2995 Sidco Drive**  
**Nashville, TN 37204**  
**615-383-1113**

**BGMU Bid No.: RFB2021-08**  
**SSR No.: 20-41-008.0**

**ADDENDUM NO. 1**

July 26, 2021

BID DATE: August 12, 2021

TO ALL CONTRACTORS AND SUPPLIERS:

The attention of all prospective bidders for the subject project is directed to the following additions, deletions and modifications to the Contract Documents.

This Addendum consists of 4 pages, with attachments.

Attachments consisting of the following:

1. Meeting Minutes from the Mandatory Pre-Bid Meeting.
2. Bidder Question Log – **This log is for informational purposes only and is not part of the Contract Documents.**
3. Sketches
  - a. SKC-1
  - b. SKD-1

Addendum Item	Page or Drawing	Location and Description of Change
D-1.	CS1.1	<u>Modify</u> staging area as shown on attached Sketch SKC-1.
D-2.	CU1.1	<u>Modify</u> staging area as shown on attached Sketch SKC-1.
D-3.	CU1.1	<p><u>Add</u> the following notes to the drawing:</p> <p><b>“3. CONTRACTOR SHALL PERFORM HYDRO-EXCAVATION TO IDENTIFY LOCATIONS OF EXISTING UNDERGROUND UTILITIES.</b></p> <p><b>4. CONTRACTOR SHALL COORDINATE ALL WORK WITH OWNER REGARDING EXISTING OVERHEAD POWER POLES AND ASSOCIATED GUY WIRES LOCATED IMMEDIATELY ADJACENT TO CLEARWELL NO. 6.”</b></p>
D-4.	DD1.1	<u>Add</u> callout indicating to delete existing High Service Pump No. 5 enclosure as shown on attached Sketch SKD-1.
D-5.	DD1.1	<p>At center of page <u>delete</u> note “DEMOLISH POLE, LIGHTS, AND ASSOCIATED CONDUIT &amp; CABLE BACK TO NEAREST JUNCTION BOX OR CAP CONDUIT TO FULLY REMOVE FROM AREA ENCLOSED WITH NEAR OR EXISTING GUARDRAIL.” and <u>replace</u> with the following:</p> <p><b>“FOR AREA ENCLOSED WITH NEW AND EXISTING GUARDRAIL, DEMOLISH ALL POLES, LIGHTS, METAL AND CONCRETE BASES, AND ASSOCIATED CONDUIT AND CABLE BACK TO NEAREST JUNCTION BOX AND CAP ALL CONDUIT.”</b></p>
D-6.	DD1.1	<p>At right side of page <u>delete</u> note “PIPING, FITTINGS, VALVES, HEAT TRACING AND ASSOCIATED INSULATION TO BE DEMOLISHED.” and <u>replace</u> with the following:</p> <p><b>“PIPING, FITTINGS, PIPE SUPPORTS, VALVES, HEAT TRACING AND ASSOCIATED INSULATION TO BE DEMOLISHED.”</b></p>
D-7.	DD1.1	<p><u>Add</u> the following notes to the drawing:</p> <p><b>“1. CONTRACTOR SHALL DEMOLISH AND/OR MODIFY EXISTING 8-INCH CONCRETE HATCH CURBS IN ORDER TO ACCOMMODATE NEW PUMP AND PRE-ENGINEERED METAL BUILDING.</b></p> <p><b>2. CONTRACTOR SHALL DEMOLISH ALL SUPPORTS ASSOCIATED WITH CONDUIT NEEDING TO BE REMOVED FROM PROJECT AREA.”</b></p>

<b>Addendum Item</b>	<b>Page or Drawing</b>	<b>Location and Description of Change</b>
D-8.	EP1.1	<p><u>Add</u> the following note to the drawing:</p> <p><b>“10. DISCONNECT EXISTING RACEWAY AND CONDUCTORS TO EXISTING HIGH SERVICE PUMP NO. 5 (HSP-05). RECONNECT RACEWAY AND CONDUCTORS FOLLOWING CONSTRUCTION OF PRE-ENGINEERED METAL BUILDING. REROUTE AND EXTEND RACEWAY AS NEEDED. REPLACE CONDUCTORS IF EXISTING LENGTH IS INADEQUATE.”</b></p>
D-9.	EC1.1	<p>At right side of page <u>delete</u> note “COORDINATE AND SEAL WALL PENETRATION FOR EXISTING TO REMAIN CONDUITS.” and <u>replace</u> with the following:</p> <p><b>“COORDINATE AND SEAL WALL PENETRATION FOR EXISTING CONDUITS. SEE NOTE 10 ON SHEET EP1.1.”</b></p>

**END OF ADDENDUM NO. 1**

Receipt of this Addendum shall be indicated in the space provided on the Bid Form.

Smith Seckman Reid, Inc.  
2995 Sidco Drive  
Nashville, TN 37204  
(615) 383-1113



## MEETING MINUTES

**Project Name:** BGMU WTP – High Service Pump No. 4  
**Project Number:** 20-41-008.0  
**Client Bid No.:** RFB2021-08  
**Client Project Number:** W21-868

**Meeting Date:** July 14, 2021  
**Meeting Number:** Pre-Bid Meeting

### Attendees:

Mike Gardner – Bowling Green Municipal Utilities  
Keith Williams – Bowling Green Municipal Utilities  
Doug Kimbler – Bowling Green Municipal Utilities  
Brett Jones – Bowling Green Municipal Utilities  
Terry Hendrick – Bowling Green Municipal Utilities  
John Pardue – IEC  
Macy Gibson – Judy Construction Company  
Emily Miesner – Layne  
David Bayles – Scott & Ritter  
Adam Ritter – Scott & Ritter  
Richard Chappell – Smith Seckman Reid, Inc.  
Andy Hawken – Smith Seckman Reid, Inc.

### Distribution:

All Attendees  
Emmett Wood – BGMU  
Eddie Jones – BGMU  
Kevin Lockwood – BGMU  
Ed Grayson – BGMU  
Steve Creek – BGMU

The purpose of these meeting minutes is to document pertinent discussions held at this meeting. Should any of those attending this meeting take exception to any portion of these minutes, please notify Richard Chappell at Smith Seckman Reid, Inc. in writing within seven calendar days of receipt of these minutes.

1. Sign-in sheets (1 page) is attached to these minutes.
2. Staff from Bowling Green Municipal Utilities (BGMU) that are involved with this project:
  - a. Mike Gardner – Water/Sewer Systems Manager
  - b. Emmett Wood – Superintendent of Engineering
  - c. Doug Kimbler – Superintendent of Treatment Plants
  - d. Brett Jones – Project Manager
  - e. Terry Hendrick – Water Treatment Plant Chief Operator
  - f. Eddie Jones – Water Treatment Plant Operator IV
  - g. Kevin Lockwood – Maintenance Coordinator
  - h. Ed Grayson – Instrumentation/Control Specialist
  - i. Steve Creek – Maintenance Technician
3. Staff from the Smith Seckman Reid, Inc. (SSR) team that are involved with this project:
  - a. Richard Chappell – Senior Project Manager (SSR)
  - b. Andy Hawken – Engineer Intern (SSR)
4. Major project schedule milestones include the following:
  - a. Date of Bid Opening – Thursday, August 12, 2021 at 1:00 pm CDT. SSR reminded everyone to be sure to complete the bid form and all other documentation in accordance with the requirements of the bidding documents and to be sure to sign and notarize all documentation where required. If all the required documents are not signed/notarized, the bid will be rejected

## MEETING MINUTES

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- without exception. If the documents are not completed in accordance with the directions provided in the bidding documents, the bid may be rejected.
- b. Location of Bid Opening – Bowling Green Municipal Utilities, 801 Center Street, Bowling Green, Kentucky 42101.
  - c. Last Day to Receive Bidder Questions – The last day to submit questions is Sunday, August 8, 2021 at 1:00 pm CDT (96 hours before bid opening). SSR said they would prefer to receive all questions 10 days before bid (Monday, August 2, 2021) to ensure sufficient time to review and answer any questions. All bidder questions shall be submitted in writing via email to [rchappell@ssr-inc.com](mailto:rchappell@ssr-inc.com).
  - d. Last Addendum Date – The last day to issue an addendum is Monday, August 9, 2021 @ 1:00 PM CDT (72 hours prior to bid opening); all addenda will be issued by SSR and emailed directly or via link to MS OneDrive.
  - e. Anticipated Award of Bids – Notice of award is expected to be issued on September 13, 2021 coinciding with the first board meeting after the bid opening.
  - f. Anticipated Notice to Proceed – October 11, 2021, or 60 days after the bid opening.
  - g. Substantial Completion – 304 days after the date of the Notice to Proceed, which is estimated to be on or about August 11, 2022.
  - h. Final Completion – 364 days after the date of the Notice to Proceed, which is estimated to be on or about October 10, 2022.
  - i. Substitute or “Or-Equal” Items – These will not be considered until after the bid opening. All bid prices must be based on the listed manufactures in the bid documents without exception. Any requests for use of substitutions or “or equal” items must be presented to Engineer in writing within 15 days after the effective date of the Agreement. Requests after this date will not be considered except in extenuating circumstances.
  - j. Initial Paperwork – The following paperwork shall be provided to the Engineer within 10 days after the effective date of the Agreement: (1) Preliminary Progress Schedule; (2) Schedule of Submittals; and (3) Schedule of Values.
5. A general overview of the project was presented.
- a. The project site is an existing and active water treatment plant. More specifically this project will take place on top of an active clearwell with an existing and active high service pump. SSR emphasized that while there will be times short shutdowns may occur, there needs to extensive coordination between the contractor and the owner/engineer to avoid conflicts and scheduling issues.
  - b. Demolition on this project will include, but not be limited to, the existing High Service No. 5 pump (HS5) discharge piping, valves, and associated heat tracing, insulation, and conduit. Additional items to be demolished include the existing HS5 control valve enclosure, and the existing lights located within the area of the new building.
  - c. The major components of the new construction for the project include: (a) the new High Service Pump No. 4 (HS4) vertical turbine pump and associated medium-voltage motor and variable

## MEETING MINUTES

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frequency drive; (b) two new pump control valves and associated isolation valves and discharge pipping for both new HS4 and existing HS5; (c) new pre-engineered metal building located on top of existing Clearwell No. 6 (CW6) with separate pump and electrical rooms separated by a 2-hour fire-rated wall; (d) new pre-engineered metal building (PEMB) will be equipped with roof hatches to allow the removal of the pumps and pump controls valves; (e) new PEMB will also be furnished with a new HVAC system and new instrumentation and controls; and (f) new electrical service for PEMB and pumps will need to be extended from the existing electrical building.

- d. Modifications to Existing Facilities include: (a) existing venturi flow meter and associated heated enclosure are to be relocated; (b) existing guardrail needs to be relocated where possible and new guardrail needs to be added to accommodate the new building and HVAC equipment; (c) new HS4 will be located on top of an existing hatch, which will need to be modified accordingly based on requirements from pump manufacturer; (d) an additional hatch located on the east side of the new building is to be modified as necessary such that it is still usable after the completion of the project; (e) add a new pump control valve, piping, and valves for HS5; (f) relocate stairs adjacent to CW6.

### 6. Sequence of Construction:

- a. Provide shop drawings for all long lead time equipment (e.g., pumps, variable frequency drives, and pre-engineered metal building) within 30 days of Notice to Proceed. All other shop drawings will need to be provided within 90 days of Notice to Proceed. This is a tight schedule that will require pre-planning.
- b. Conduct any exploratory excavations within Work area to determine location, elevation, size, and purpose of underground utilities that might be impacted by work or within work area.
- c. Any work requiring the shutdown of Clearwell No. 6 needs to occur within a one week period between December 15 and February 15. The hope is that all the work can be accomplished without having to remove the clearwell from service. If such a shutdown is required, it must be started and completed within a single 7-day (168-hour) window within the December 15 to February 15 timeframe. During the course of the entire project, only a single 7-day shutdown will be permitted. Any water sent to the river must be dechlorinated.
- d. Perform underground utility work and extend work above grade at Clearwell No. 6. Provide all other exterior and underground work.

### 7. Project Challenges:

- a. Challenge – Prevent any contamination of CW6 during construction; take all necessary precautions. Owner emphasized that any contamination of the clearwell be reported to the Owner immediately.
- b. Challenge – Protect existing facility and keep existing processes in operation. Coordinate any interruptions of plant operations with the Owner in advance.
- c. Challenge – No portions of new or existing facilities used for producing potable drinking water shall be removed from service between April 30 and September 30. Commissioning of HS4 shall not occur during this period; plant/service shutdowns shall last no more than 8 hours.

### 8. General Discussion of the Project:

## MEETING MINUTES

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- a. Shutdowns and Coordination – As the project site is an active treatment facility, a minimum of 7 days' notice shall be provided by Contractor to Engineer for any needed shutdowns or interruptions.
- b. Site Security Plan – Security plan needs to be provided by Contractor before onsite work begins; including background checks of all onsite employees including subcontractors.
- c. Survey and Geotechnical Information – All survey and geotechnical information is from previous projects and can be found on the Contract Drawings. No survey or geotechnical was conducted as a part of this project.
- d. IBC Special Inspections – BGMU will hire special inspectors.
- e. Materials Testing – All material testing, aside from the special inspections, are to be performed by the Contractor.
- f. Owner-Furnished Products – There are no owner furnished products as a part of this project.
- g. Permits – These are the full responsibility of contractor, including all costs.
- h. Resident Project Representatives (RPRs) – SSR will have an RPR on site from the ongoing treatment plant expansion project occurring next door as well as Brett Jones will serve as an RPR.
- i. Disposal of Waste – This will be the full responsibility of the Contractor. All material must be legally disposed of.
- j. Staging Areas – Staging areas are shown on drawings. The Owner said that the staging area currently shown on the drawings needs to be modified to allow for truck access. **Subsequent to the meeting, SSR adjusted the staging to allow for truck traffic to go around the clearwell. This change will appear on Drawings CS1.1 and CU1.1 as part of Addendum No. 1.**
- k. Temporary Utilities including Sanitary Facilities – All temporary facilities, including sanitary facilities, shall be the responsibility of the contractor, including electric, water, heat, etc. There will be no dedicated job trailer for the Engineer/Owner. Contractor may provide job trailer for their use if desired.
- l. Work Hours – Normal work hours shall be Monday through Friday from 7:30 am to 4:30 pm; however, total working hours shall not exceed 45 hours. No work shall occur on weekends or official BGMU holidays. Contractor shall provide a minimum of 5 days' notice if he proposes to work outside the stipulated normal working hours. If Owner agrees to allow work in excess of 45 hours or outside of the normal work days and times, contractor shall pay to have RPRs onsite (and Engineer's time if necessary). Engineer will work with contractor to minimize extra time where possible (e.g., work that can be reviewed the following work day). Whenever a subcontractor proposes to be onsite to perform work, the Contractor shall be onsite as well.
- m. Weather Delays – Weather shall not be deemed a consideration for the extension of the contract time or price per Supplementary Conditions.
- n. Blasting – Blasting shall not be permitted for this project, if rock removal is required, contractor shall utilize mechanical means.

## MEETING MINUTES

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- o. Addenda – A total of three addenda are expected to be issued for this project. Addendum No. 1 will be issued after the pre-bid meeting and will include the minutes for that meeting. Addendum No. 2 will be issued approximately 1 to 2 weeks before the bid opening date. Addendum No. 3 will be issued the Friday or Monday before the bid opening date. Only written clarifications via addenda are binding.
  - p. Submittals – As much as practical, submittals will be provided/distributed electronically. SSR intends to use Newforma to manage all of the submittals. Necessary access to Newforma will be provided to the Contractor by SSR.
  - q. Previously Received Questions – None to date.
  - r. Project Site Cleanliness – Owner emphasized that it is the contractor's responsibility to keep the work site clean (remove all paper products, cigarette butts, etc..).
9. Submission of Bids and Bid Opening:
- a. Bid may be submitted by mail or by hand in a sealed envelope marked "Bid Reply – RFB2021-08". The owner emphasized that there are different zip codes for hand/overnight delivery versus mail (P.O. Box) delivery. BGMU recommended that Contractors use FedEx or UPS or other overnight delivery service to submit their bids if not delivering by hand.
  - b. All bids shall include a 5 percent bid bond which will be held until contract execution.
  - c. Submit bid in opaque envelope with contractor information on the outside (e.g., name, address, title of bid "BGMU WTP High Service Pump No. 4", bid number "RFB2021-08", and project number "W21-868").
  - d. Complete Non-Collusion Affidavit (Prime Bidder only) and Drug-Free Workplace Affidavit. Both of these forms are included with the bid form.
  - e. Complete Bidder's Qualifications (Section 00 45 13) and include all requested information.
  - f. List of subcontractors and relevant information (e.g., name, address, trade, subcontract amount, whether an MBE, license number (and classification), and license expiration date) on form in Section 00 45 14 (must include electrical, plumbing, HVAC, masonry, painting). Only one subcontractor per trade is permitted. If the prime contractor is performing any of the indicated subcontractor trade work, that shall be clearly designated on the form in Section 00 45 14, along with license classifications.
  - g. If BGMU has objections to any of the proposed subcontractors, BGMU can request a substitute subcontractor before the date of the Notice of Award without affecting the bid price. If the Contractor declines, BGMU may award the contract to the next lowest bidder.
  - h. If bid is shipped/mailed, the bid shall be enclosed in a plain package with project title in a separate envelope from shipping envelope marked "Bid Enclosed" and addressed to BGMU.
  - i. Confidential information shall be identified as such and shall be kept confidential. All information not explicitly marked confidential shall be subject to Kentucky Open Records Act.
  - j. Sign and notarize bid documents where required to avoid rejection of bid.

## MEETING MINUTES

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### 10. Other Bid Information:

- a. Bid Form – Contractor shall fill in all blanks in ink on the bid form. No blanks shall be permitted. If the requested information is not applicable, place a “N/A” or “-“ in the blank. At end of bid form, complete date of bid submittal and Contractor Kentucky license number. The bid form shall be properly executed. Contractor shall print the applicable name under all signatures and include the signers contact information as required. Contractor shall acknowledge receipt of all addenda in the appropriate place on the bid form. Contractor shall include with their bid evidence of their to ability to do business in Kentucky, including any license information. Contractors were advised that when words are asked for, they shall control over the respective numbers.
- b. Basis of Award – Basis shall be the lowest responsive and responsible bidder.
- c. Liquidated Damages – Liquidated damages shall be assessed at a rate of \$200 per day.
- d. Special Damages – \$1,000 per day for engineering fees/RPR fees.
- e. Retainage – 5 percent retainage shall be held by the Owner on all completed work, including allowances, and on stored materials. This money shall be held in an escrow account.
- f. Subcontractor Work – Subcontractor work shall be less than or equal to 50% of overall contract price.
- g. Sales Tax – Refer to bid documents and references to state laws/codes regarding what is and is not exempt from sales tax. The Contractor fully responsible for adhering to laws/codes regarding sales taxes. BGMU is a tax-exempt entity and not subject to taxation by product suppliers.
- h. Bidding Questions – All questions shall be in writing sent to Richard Chappell at SSR via email (rchappell@ssr-inc.com).
- i. Funding – The project is being funded solely through municipal bonds. No state revolving loan funds or other external funding sources are being used for this project.
- j. Site Visits – Contact Brett Jones via email or telephone to make arrangements. The site is available from 9 AM to 2 PM, Monday through Thursday. Please provide at least 48 hours advance notice.
- k. Conflict of Interest Affidavit – After Bid and at time of contract execution, provide Conflict of Interest Affidavit certifying contractor has no such conflicts.
- l. Prevailing Wages – There are no prevailing wage requirements for this project.

### 11. Contractor Questions:

- a. Is the security for the new pump station being tied into the existing system? Yes, the security system for this building will be tied into an existing connection.
- b. How long can HS5 be taken out of service? As long as High Service Pump Nos. 6 and 7 are operational, HS5 can remain offline indefinitely. BGMU does not anticipate operating HS5 during construction of this project.

## MEETING MINUTES

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12. Site Visit – Following the meeting, a visit to the project area was conducted.

13. Subsequent to the meeting, the following questions were raised:

- a. None of any of the proposed electrical cables/conductors can be aluminum. All cables/conductors to be copper.
- b. A note will be added to the drawings requiring the Contractor to conduct hydro-excavation to identify locations of existing underground utilities.
- c. The concrete bases associated with light pole fixtures to be demolished shall also be demolished.
- d. All CW6 hatches are 4 feet x 4 feet square and sit on top of 8-inch curbs.
- e. Items not called for demolition on the bid documents, currently, that will require demolition as part of the project include: (i) metal enclosure around HS5; (ii) all pipe supports associated with current piping to be demolished or relocated including all concrete supports; (iii) 8-inch concrete curbs for hatches to accommodate new HS4 and PEMB as necessary; (iv) conduit and associated supports and cables providing electrical service to HS5 and other components scheduled for demolition or relocation.
- f. Minimum CW6 roof slab thickness is 12 inches.
- g. Maximum live load on top of CW6 roof slab is 100 psf.
- h. There are guy wires associated with electrical poles immediately adjacent to CW6 that need to be accounted for by Contractor and any work that might interfere with these wires shall be coordinated with BGMU.
- i. No awnings were provided over PEMB louvers.
- j. The existing electrical service beginning at CW6 to existing HS5 will need to be disconnected, all associated conduit and supports demolished and new conduit and cable and necessary supports provided to HS5 after new PEMB is installed.
- k. There are no specific locations where pipe supports must be located, except for those shown on bid documents, including required sizes (width, length, and height) of concrete pipe supports and allowable spacing.

Any unanswered questions raised, if they will be addressed by the Engineer and Owner, will be addressed in an addendum.

Prepared by: Andy Hawken



**ATTENDANCE SHEET**

Project Name: BGMU WTP - High Service Pump No. 4  
 Bowling Green Municipal Utilities  
 Bowling Green, Kentucky

Project Number: 20-41-008.0

Client Bid No.: RFB2021-08  
 Client Project No.: W21-868

Meeting Date: July 14, 2021  
 Meeting Number: Pre-Bid Meeting

NAME	AFFILIATION	OFFICE PHONE	E-MAIL
ADAM RITTER	SCOTT & RITTER	270-781-9938	ARITTER@SCOTTANDRITTER.COM
DAVID BAYLES	"	"	dbayles@scottandritter.com
Emily Wiesner	Layne	502 585 1241	emily.wiesner@gcinc.com
BRETT JONES	BGMU	(270) 782-4309	brett.jones@bgmu.com
LOW PROUVE	IFC	210 393 8466	LPROUVE@IFCBG.COM
Doug Kimbler	BGMU	270-782-4578	dkimbler@bgmu.com
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KENTH WILLIAMS	BGMU	270-782-4560	KENTH.WILLIAMS@BGMU.COM
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RICHARD CHATTELL	SSR	615-514-6161	rchatte@ssr-inc.com
ANDY HAWKEN	SSR	615-460-0547	ahawken@ssr-inc.com

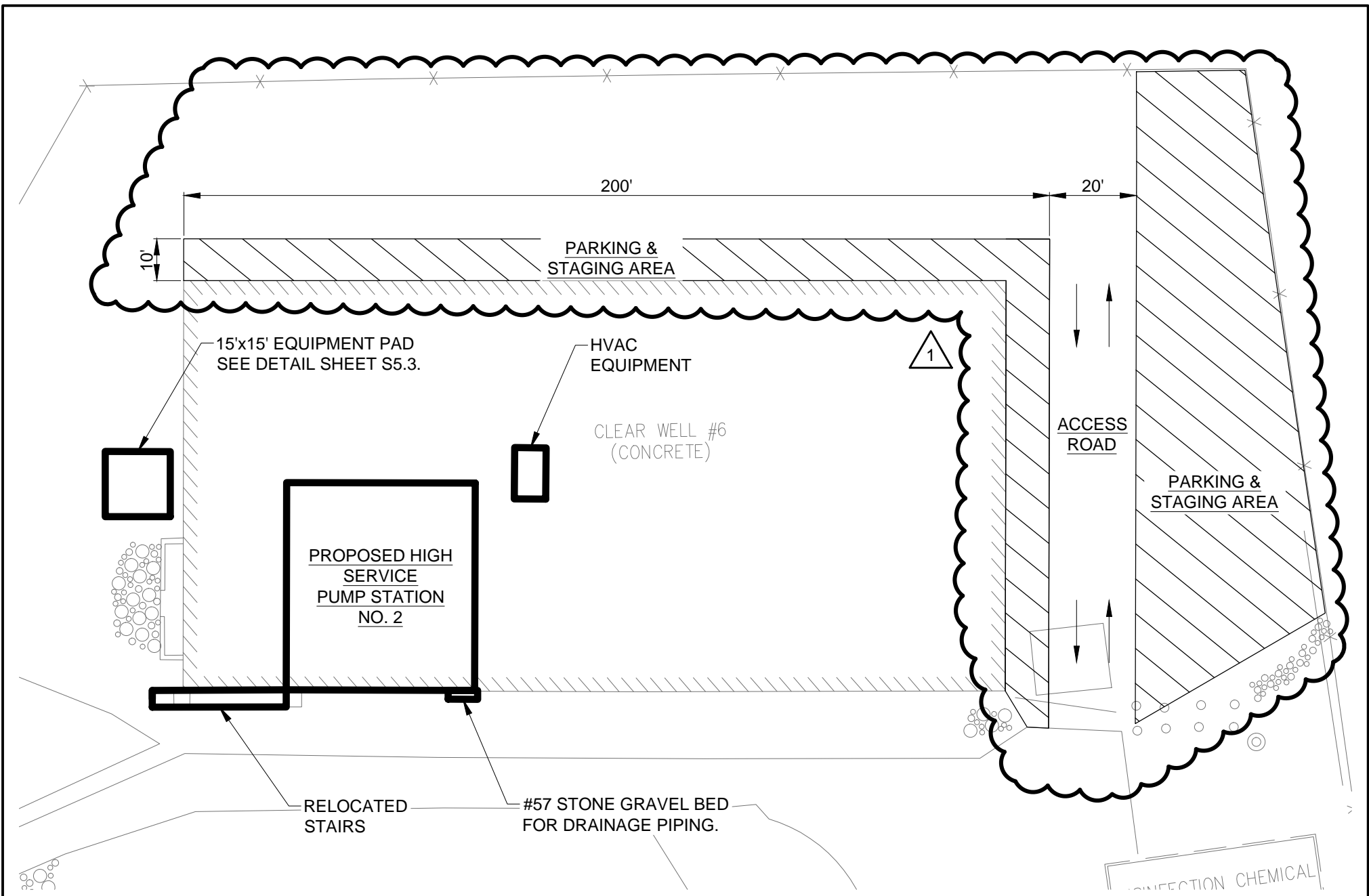


## BIDDER QUESTION LOG

**Project Name:** BGMU WTP – High Service Pump No. 4  
**Project Number:** 20-41-008.0  
**Client Bid No.:** RFB2021-08  
**Client Project Number:** W21-868

*This log represents questions received during the bidding process as of issuance with the current addendum. These questions may or may not have been answered by addendum. This log is being provided for informational purposes only and shall not be considered part of the Contract Documents.*

NO.	QUESTION
1.	I don't see any information on reworking the feeder to existing HS pump. There is information for the building and venturi enclosures.
2.	Sheet e6.1 calls to use existing breakers in 2400v switchgear and 480v switchgear. I don't remember seeing any spares but I was really not looking for spares. Please verify



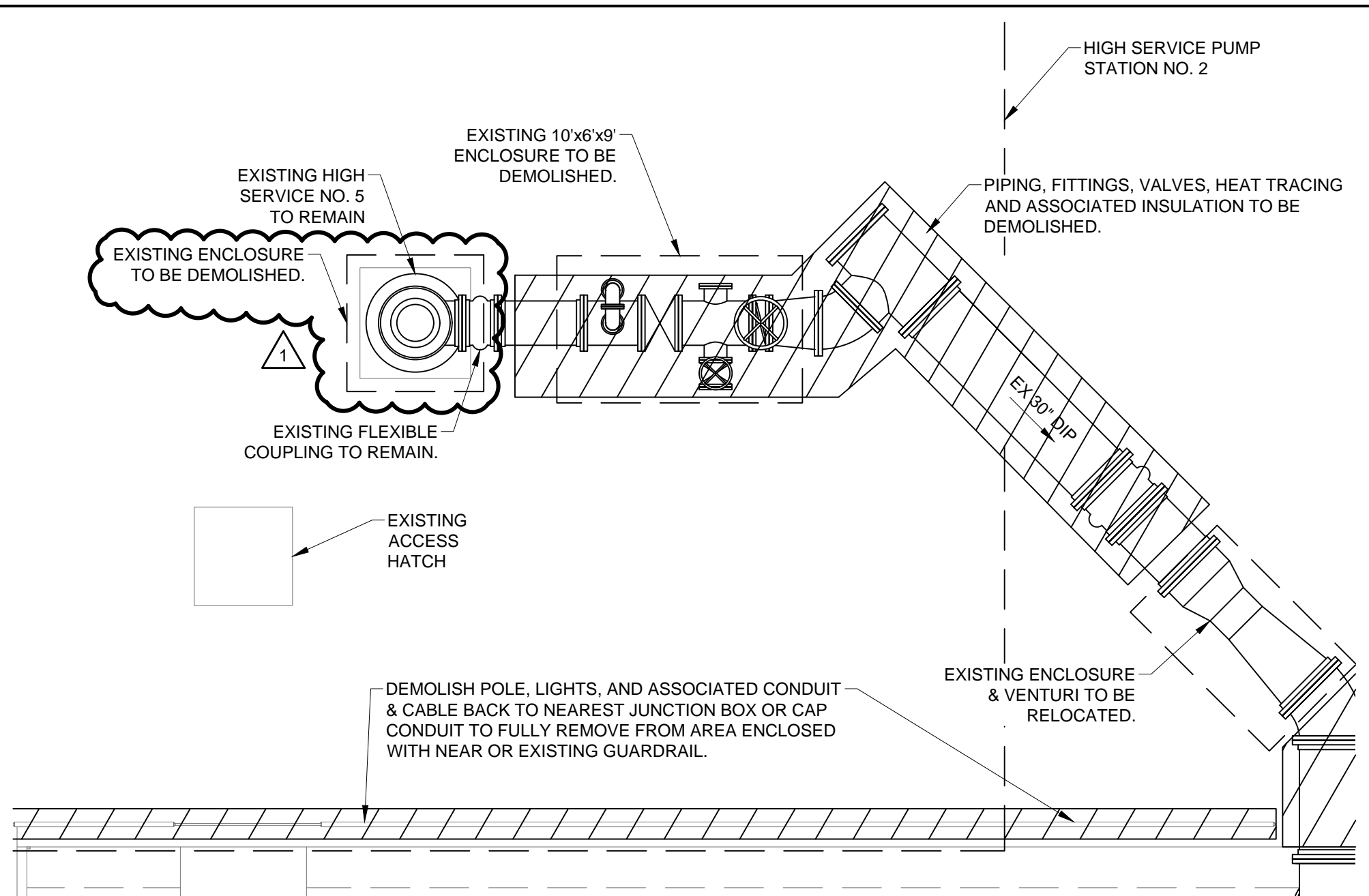
BGMU WTP  
**HIGH SERVICE PUMP NO. 4**

ADDENDUM NO. 1

PROJECT NO.	20410080
Date	JULY 2021
Drawn by	CDJ
Checked by	RJC
Revision	1

**SKC-1**

RE: REF SHEET CS1.1 & CU1.1  
 Scale NONE



BGMU WTP  
**HIGH SERVICE PUMP NO. 4**  
 ADDENDUM NO. 1

PROJECT NO.	20410080
Date	JULY 2021
Drawn by	CDJ
Checked by	RJC
Revision	1

<b>SKD-1</b>	
RE:	REF SHEET DD1.1
Scale	NONE