



ADDENDUM NO.1

PROPOSAL - #1502

Sanitary Sewer Modification – 760 South Hancock Street

TO: All Plan Holders

FROM: Keith McCarthy, Program Manager
Louisville Metro Housing Authority
420 South 8th Street
Louisville, Kentucky 40203

DATE: July 17, 2019

The purpose of this Addendum is to clarify the requirements of the specifications and plans.

The bidders are governed by the information in this Addendum as if included in the specifications and plans.

The Addendum does hereby become a part of the Contract Documents.

Each bidder shall acknowledge receipt of this Addendum in the space provided in Section D – Form of Bid – page 7 of 7.

This Addendum consists of 11 pages (8.5” x 11”).

This Addendum is being made available to all online plan holders through Housing Agency Marketplace.

A. PRE-BID MEETING MINUTES

On Tuesday July 16, 2019 at 10:00 a.m. a Pre-Bid Meeting was held at the Louisville Metro Housing Authority Purchasing Department, 3223 South Seventh Street Road, Louisville Kentucky 40216. Minutes of that meeting are attached herein, and thereby incorporated into the Contract Documents.

B. CONTRACT PERIOD

The contract period has been extended to ninety (90) calendar days.

C. QUESTIONS

Will PVC pipe be allowed for drain piping?

ANSWER

PVC will be allowed per code acceptance.

END OF ADDENDUM



PRE-BID MEETING MINUTES

RE: Sanitary Sewer Modification – 760 South Hancock Street
Proposal No. 1502
Louisville Metro Housing Authority

DATE: July 16, 2019
10:00 a.m. local time

Present: Refer to attached Pre-Bid Meeting sign-in sheet

On this date, a meeting was held at the Louisville Metro Housing Authority Purchasing Department to conduct a Pre-Bid Meeting for the above listed project. Following is a summarization of the items discussed.

Project Description: Rerouting sanitary lines, upgrading ejector pump (replacement), relocating electrical controls for the ejector pump.

1. Introduction

- a. Steve Webb, LMHA Purchasing, opened the meeting and informed all present the bid opening date and time is **July 30, 2019 at 10:00 a.m.** by the clock in the “Purchasing Department Conference Room” (where this meeting is taking place), and informed bidders have up to July 30, 2019 to submit sealed bids to 3223 South Seventh Street Road, Louisville, Kentucky 40216.

Bids are to be received in triplicate; one original and two copies.

- b. Mr. Webb introduced the project team:
 - Mrs. Norma Ward, LMHA
 - Mr. Keith McCarthy, LMHA
 - Mr. Phil Stepteau, LMHA
 - Mrs. Jill Schloemer, LMHA

2. Clarifications and Addendum

- a. All items discussed today will become part of the Pre-Bid Meeting Minutes, which will be incorporated in Addendum No. 1.
- b. Last Addendum will be issued on **July 23, 2019**.
- c. Any questions regarding the solicitation procedures are to be directed to Keith McCarthy at mccarthy@lmha1.org , any questions regarding the technical documents are to be directed to Dade Lockett in writing, by **July 23, 2019 by 2:00 pm at dade@luckett.us** After this date and time, through the bid opening and bid award process, all communication must be directed to Mr. Webb at (502) 569-6693, or email webb@lmha1.org.
- d. Following the pre-bid meeting, there will be a site visit in which prospective bidders will have an opportunity to see the project site. (interior and exterior area)
- e. Bidders may visit the site anytime. (access the outside ONLY)

3. Contract Documents – Scope of Work

- a. The project consists of, but is not limited to the following.
 - Disconnecting the sanitary lines from the residential floors (1st and 2nd floors in both “structures”) and connecting them directly to the sanitary sewer lines.
 - The sanitary sewer lines on the basement level will remain connected to the sewer ejector pump.
 - The existing sewer ejector pump is to be replaced by a upgraded pump; the electrical controls are to be relocated from the currant location to the side of the “annex” building
- b. A job site trailer is optional.
- c. Work hours are:
 - Exterior work: 8:00 am – 4:00 pm Monday through Friday. No overtime work will be allowed.
 - Interior work in common areas: : 8:00 am – 4:00 pm Monday through Friday. No overtime work will be allowed.
 - Interior work inside of the Smoketown Family Wellness Center: During normal operation hours of the center, No overtime work will be allowed.
- d. General Contractor is responsible for weekly payroll reports, including their subcontractors. Payroll reports are to be submitted every (2) weeks to LMHA, Do not submit payrolls to the Architect.

- e. LMHA will not accept 1099, for General Contractor, or Subcontractor. There will be no contract labor.
- f. Contractor is responsible for permitting, coordinating with the utility companies, ect.
- g. Bid documents are available from Housing Agency Marketplace. Their website is as follows: https://ha.economicengine.com/requests.html?company_id=9038 or visit our website at: www.lmha1.org and follow the link under bid opportunities. There is no cost to receive plans/specifications from our agency.

Contract Documents – Bid Documents

CHANGES TO LMHA's PROTOCOLS:

- Plans and Specifications (P&S) and the Official Bidding Documents are now available from LMHA's e-Procurement Website (access through LMHA1.org), FREE of CHARGE.
- Bidders are REQUIRED to sign up on the Marketplace to have access to the site. There is no fee to sign up. LMHA has provided tablets for bidders to sign up as they leave the meeting.
- Bid Documents can be reviewed by bidders online. The documents can be downloaded and printed by the bidders at any location providing printing services.
- As an alternative, any bidder with a membership to Builders Exchange of Louisville or any plan rooms listed on Section A can have access to P&S.
- The Pre-Bid meeting minutes and any addendums will be posted on the marketplace.
- The Project Manual for all jobs has been updated (mostly trimmed out). The biggest change by far is on Section M (Section 3/pre-con meeting; and new "Waiver Request Form"). Mr. Stepteau will address this in detail.
- Bidders are responsible to review the updated Project Manual. LMHA will respond to any questions regarding these updates.
- The updated protocol for submitting bids is located on Section C, page 7. It's still a 2-day process. Make sure you have reviewed it and understand what needs to be submitted on the first day (a checklist has been installed on the front page of the "Official Bidding Documents" to assist contractors with any questions regarding the 2-day bid process). If you are the apparent low bidder, you will receive a call from Mr. Webb to submit the second day paperwork.

- a. EVERYTHING ELSE REMAINS THE SAME
- b. Both the “numerical” and “written” descriptions of the bid total must match. The Housing Authority will have to make a ruling on such a situation if it develops.
- c. The contractor is responsible to read, examine and understand all sections of the Project Manual.
- d. All bid proposals should be submitted in triplicate, using the “Official Bidding Documents”, which contain the following components:
 - Section B – “Form HUD 5369-A”
 - Section D – “Form of Bid”
 - Section E – “Supplemental Bid Information”
 - Section M– (pages 15 thru 22) “MBE Section”.
 - 5% Bid Bong must be submitted with the bid, and the Bonding Company must be an approved Bonding Company (See HUD-5369 page 3 of 4 - #10. b for instructions on obtaining the list of accepted Bonding Companies).
- e. Prior to submitting the “Official Bidding” Documents” bidders are to verify that the inserted forms are for this project. Bidders are to confirm that all pages for all sections are included; if there is a missing page, immediately contact Keith McCarthy at (502) 569-4368.
- f. Instructions for submitting the bid proposal are included in Sections B, C, D, and E of the Project Manual (“Front End”).
- g. Section C – (Supplemental Instructions to Bidders):
 - Refer to items IV and XII to be determining being a responsive and responsible bidder.
 - Contractors are directed to pay special attention to page 7 regarding the 2-day “bid document submission procedure”. The apparent low bidder will be required to submit the “second day bid documents” by 2:00 pm the day after the bid opening date.
- h. Section F – (Form of Contract)
 - Will Only be submitted by the successful low bidder; however, it is highly recommended all prospective bidders read these sections.
- i. Section G – (Form of Material/Labor Payment Bond)
 - Will Only be submitted by the successful low bidder; however, it is highly recommended all prospective bidders read these sections.

- j. Section H – (Form of Performance Bond)
 - Will Only be submitted by the successful low bidder; however, it is highly recommended all prospective bidders read these sections.
 - Liquidated Damages will be **\$1,000.00** per calendar day.

- k. Section I – (General Conditions):
 - Suggest all Contractors read the General Conditions.
 - The definition of “sub-contractors” may be obtained in Section I, page 13, #37.
 - Contractors are encouraged to read numeral #39 regarding EEO and numeral #40 regarding Section 3 Program.

- l. Section J- (Supplemental General Conditions)
 - Carefully read all instructions.
 - All conditions of the project manual apply to the contractor and all sub-contractors.
 - Contractor and Subcontractor must have an Insurance Certificate, and must be kept for the duration of contract.

- m. Section K (Federal Davis-Bacon General Wage Decision);
 - The wage determination for the project is, as described in SECTION K.

- n. Section L – (Special Conditions):
 - Carefully examine all “Special Conditions”.
 - Project completion time is listed in this section.

Contract Documents – Section M

Mr. Stepteau discussed the following:

- a. Mr. Stepteau discussed the importance of complying with all requirements in SECTION M, starting compliance with Section M is mandatory for consideration of the contractors bid.

- b. Mr. Stepteau reviewed Section M; recommend all prospective bidders thoroughly read Section M completely and encouraged all potential bidders to call him with any questions regarding the intent of Section M, if not fully understood.

- c. Mr. Stepteau’ s contact information is:
 - Office phone number: (502) 569-4922.
 - Office fax number: (502) 569-1348.
 - Mailing address: 420 S. 8th Street, Louisville, Kentucky 40203.
 - Office days are Tuesday, Wednesday and Thursday.

- d. Mr. Stepteau discussed MBE, FBE & DBE participation goals for this project. The Minority Business Enterprise (MBE) goals are 25%. The Female Business Enterprise (FBE) goals are 10% and Disability Business Enterprise (DBE) are .5%. Mr. Stepteau explained that any part or full “Waiver Request” must be sent to him prior to bid opening date and shall be made in compliance with Section M, Part I. H.
- e. **If a bidder does not intend to use sub-contractors on the project, the MBE, FBE and DBE Participation Goals do not apply.**
- f. If a bidder intended to use sub-contractors on the project, MBE, FBE, and DBE Participation Goals apply; and the bidder must list all proposed subcontractors in the space provided in the “Official Bid Documents” forms.
- g. **IN ORDER TO BE CONSIDERED RESPONSIVE**, a bidder must either meet the goals (if applicable) or provide evidence conclusively demonstrating that they made a strenuous, albeit unsuccessful, good faith effort to meet the goals. **Failure to aggressively respond to these requirements is grounds for rejection of bid as non-responsive. Waivers must be included with the bid.**
- h. If a bidder does not intend to use sub-contractors, state such.
- i. Bidders are responsible for making sure Demographics are correct for the employees list. If you are unsure, list all employees.
- j. Minorities must be certified and must provide a certificate that is in force and must be in force for the duration of the project.
- k. The deadline for requesting a “Waiver” for MBE, FBE, and DBE goals is **July 23, 2019 by 2:00 pm**. Example of a waiver is included in Section M. Be advised the bidder will not receive a response if the waiver is not submitted correctly. Separate waivers are required for each MBE, FBE or DBE goal.
- l. If a bidder requests a partial waiver, the percentage (%) of the waiver must be stated.
- m. Make sure all forms are legible and that forms do not contradict each other.

Bidders are reminded of important dates for the project:

- Deadline for submitting MBE, FBE, and DBE questions or waiver request to Mr. Stepteau is **Tuesday, July 23, 2019 by 2:00 pm.**
- Deadline for submitting questions regarding the solicitation procedures is **July 23, 2019 by 2:00 pm.** (E-mail or fax).
- Deadline for submitting questions regarding solicitation and technical specifications is **Tuesday July 23, 2019 by 2:00 pm.** (E-mail or fax)
- Bid opening date and time is **Tuesday, July 30, 2019, at 10:00 a.m.**

Meeting Comments

Question:

Will PVC pipe be allowed for the drain piping?

Answer:

PVC will be allowed per code acceptance.

END OF MEETING MINUTES

Respectfully,



*Keith McCarthy, Program Manager
Capital Improvements Department
Louisville Metro Housing Authority
420 S. Eighth Street
Louisville, Kentucky 40203*

Attachment

1. Sign-in Sheet – Pre-Bid
2. Vendors and Plan rooms who have downloaded Proposal No. 1502



**SIGN-IN SHEET FOR: Sanitary Sewer Modification – 760 South Hancock Street
Proposal #1502**

DATE: Tuesday, June 16, 2019
TIME: 10:00 a.m.

	<u>NAME</u>	<u>DEPARTMENT/COMPANY</u>	<u>TELEPHONE/FAX</u>	<u>EMAIL</u>
1	MARK MCDONNELL	Howell & Howell Cent	502-491-7985	Mark.Howe@howellandhowell.com
2				
3				
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12				
13				
14				



Housing Agency marketplace



We Strive to Enhance Lives,
Build on Strengths and
Create Community.

Buyer's Workbench

Wed, Jul 17, 2019
11:47 AM EDT

Vendors Who Have Downloaded Solicitation #: Proposal #1502 - Sanitary Sewer Modification - 760 South Hancock Street

Total # of companies: 16
Total # of individuals: 16

Do you wish the prospective proposers to see this list? YES NO
Note: Date/Time Viewed and Submission Status will NOT be shown to vendors.

Currently prospective proposers CAN see this list.

[Click here for Submission Status definitions](#)

<u>Company</u>	<u>Date/Time Downloaded</u>	<u>Contact Name</u>	<u>Phone</u>	<u>City, State</u>	<u>MWBE Status</u>	<u>Submission Status</u>
BidClerk	07/15/2019 01:47 PM EDT	Jim Rittenhouse	877-737-6482	Chicago, IL	None (not Woman- or Minority-owned)	
Capital Fresh, LLC	07/11/2019 01:29 PM EDT	Dianna Richter	502-352-0776	Frankfort, KY	None (not Woman- or Minority-owned)	
Cleary Construction Inc.	07/11/2019 04:37 PM EDT	Mary Jo Spurlock	270-487-1784 Ext. 31	Tompkinsville, KY	None (not Woman- or Minority-owned)	
constructconnect	07/10/2019 12:02 PM EDT	Sara Hutchison	800-364-2059 Ext. 7069	Cincinnati, OH	None (not Woman- or Minority-owned)	
Core & Main	07/17/2019 09:18 AM EDT	Bill Saali	502-253-0002	Louisville, KY	None (not Woman- or Minority-owned)	
Dodge Data & Analytics	07/10/2019 03:31 PM EDT	Brandi Flanagan	817-527-8232	Hot Springs, TX	None (not Woman- or Minority-owned)	
Flynn Brothers Contracting, Inc.	07/10/2019 03:13 PM EDT	Dan Mattingly	502-400-9030	Louisville, KY	None (not Woman- or Minority-owned)	No Bid
Heat Assault div of Tamarack Industries	07/10/2019 11:23 AM EDT	Brent Coad	877-474-2847 Ext. 217	Winnipeg, --	None (not Woman- or Minority-owned)	No Bid
		Mark McQuillen		Louisville, KY		Will Submit

Howell & Howell Contractors, Inc.	07/12/2019 07:47 AM EDT				None (not Woman- or Minority-owned)	
Innovative Concrete Design & Construction	07/17/2019 08:23 AM EDT	Kevin Root	502-649-2727	Georgetown, IN	None (not Woman- or Minority-owned)	
Lockett & Associates, Architects and Engineers	07/10/2019 12:46 PM EDT	T. Dade Lockett	502-584-6048	Louisville, KY	None (not Woman- or Minority-owned)	Might Bid
Payne Electric Co., Inc.	07/10/2019 10:21 AM EDT	Terry Hansen	502-969-3115	Louisville, KY	None (not Woman- or Minority-owned)	
PVABN	07/11/2019 02:32 AM EDT	Jyoti Jones	910-794-2856	Wilmingtone, NC	None (not Woman- or Minority-owned)	
The Blue Book Builders and Contractors Network	07/10/2019 02:27 PM EDT	Cynthia Seebohm	937-728-8875	Batavia, OH	None (not Woman- or Minority-owned)	
TRC, LLC	07/13/2019 07:28 PM EDT	Andrew Schad	812-786-7040	Floyds Knobs, IN	Woman-owned Business Enterprise	
Works in Progress	07/11/2019 03:27 PM EDT	Trip Burton	772-781-2144	Stuart, FL	None (not Woman- or Minority-owned)	

Supplier Diversity Classification Totals

PLEASE NOTE: Some firms may be classified in multiple categories, which may result in percentages being more than 100%.

None (not Woman- or Minority-owned): 15 (94%)

Woman-owned Business Enterprise: 1 (6%)