

Addendum No. 2
Phase I Parkway Place Roof Replacement

TO: All Plan Holders

FROM: Sherman Carter Barnhart Architects
2405 Harrodsburg Road
Lexington, Kentucky 40504

DATE: March 18, 2020

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

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

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

Each bidder shall acknowledge receipt of this Addendum in the space provided in the Bid Form.

This Addendum consists of (5) five, 8-1/2"x11" pages.

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

A. Attachments

1. Pre-Bid Meeting Minutes are attached and shall become part of the Contract Documents.

Note changes to Bid Dates

B. General (All Bidders are advised of the following)

1. LMHA will not accept 1099, for General Contractor, or Subcontractor. There will be no contract labor.

End of Addendum



PRE-BID MEETING MINUTES

RE: Phase I Parkway Place Roof Replacement
Proposal No. 1517
Louisville Metro Housing Authority
SCB project number 1965

DATE: March 17, 2020

PRESENT: No Attendees

The pre-bid meeting was canceled due to "Health Emergency". Those items normally discussed are noted herein.

1. Introduction

- a. The bid opening date is changed from **March 31, 2020 to April 7, 2020 at 10:00 a.m.** by the clock in the "Purchasing Department Conference Room" and are due at LMHA Purchasing Department, 3223 South Seventh Street Road.

Bids are NOT to be delivered to the project site.

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

- b. The project team is as follows:

- Mrs. Norma Ward, LMHA
- Mr. Mike Lyall, LMHA
- Mrs. Jill Schloemer, LMHA
- Mrs. Suzanne Arnzen, TriEco, LLC
- Mr. Brandon Ward, Sherman Carter Barnhart Architects

2. Clarifications and Addendum

- a. The Pre-Bid Meeting Minutes will be incorporated into subsequent Addenda.
- b. Last Addendum will be issued on **March 31, 2020**
- c. Any questions regarding the solicitation procedures are to be directed to Mr. Mike Lyall and any questions regarding the technical documents are to be directed to Brandon Ward, in writing, by **March 31, 2020 by 10:00 am**, (E-mail or fax), for the Addendum. After this date and time, through the bid opening and bid award process, all communication must be directed to Mr. Webb at 569-6693, or email webb@lmha1.org.

- d. Site Visit was canceled per Addendum No. 1 and is "Not Mandatory" to place bid on LMHA Capital Funded Projects. Contractors are to visit site on their own during normal LMHA business hours.

3. Contract Documents – Scope of Work

- a. The project is roof replacement as shown on the documents. A brief overview of the project includes but is not limited to the following.
 1. Remove and replace roof material
 2. Remove and replace fascia, soffits, gutters and downspouts.
 3. Remove and replace gable end siding, sheathing, etc.
 4. Project time: (180) Calendar Days.
- b. A job site office trailer is optional.
- c. Work hours are 7:30 am – 4:30 pm. Monday through Friday. No overtime work will be allowed.
- d. Official Bidding Documents are available from the Louisville Metro Housing Authority's e-procurement Marketplace, free of charge. Their website is as follows: https://ha.economicengin.com/request.html?company_id=9038 or visit our web site at www.lmha1.org and follow the link under bid opportunities. There is no cost to receive plans/specifications from this agency.
- e. General Contractor is responsible for weekly payroll reports, including their subcontractors. Payroll reports are to be submitted every two (2) weeks to LMHA. Do not submit payroll reports to architect.
- f. Contractor is responsible for State and local permitting, coordinating with Utility Companies, etc.

4. Contract Documents – Bid Documents

- a. 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.
- b. The contractor is responsible to read, examine and understand all sections of the Project Manual.
- c. All bid proposals should be submitted in triplicate, using the "Official Bidding Documents", which contain the following components:
 - Section B "Form of HUD 5369-A"
 - Section D "Form of Bid".
 - Section E "Supplemental Bid Information".
 - Section M (pages 15-25 and 39-41) "MBE Section".
 - 5% Bid Bond must be submitted with the Bid, and the Bonding Company must be an approved Bonding Company
- d. 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 Mr. Pincus.

- e. Instructions for submitting the bid proposal are included in Sections B, C, D, and E of the Project Manual ("Front End").
 - f. SECTION C (Supplemental Instructions to Bidders):
 - Refer to Items IV and XII to determine being a responsive and responsible bidder.
 - Contractors are directed to Section "C", pages 1-9 especially page 9 of 9. If apparent low bidder, second day bid documents must be submitted by 10:00 am the following day.
 - g. SECTION F (Form of Contract)
 - h. SECTION G (Form of Material/ Labor Payment Bond)
 - i. SECTION H (Form of Performance Bond):
 - Will only be completed by the successful bidder; however, it is highly recommended all prospective bidders read these sections.
 - Liquidated Damages will be **\$1,000.00** per calendar day.
 - j. SECTION I (General Conditions) Suggest all Contractors read the General Conditions.
 - k. SECTION J (Supplemental General Conditions):
 - Carefully read all instructions.
 - The definition of "sub-contractors" may be obtained in SECTION I, page 13, #37.
 - 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 in force for the duration of contract.
 - l. SECTION K (Federal Davis-Bacon General Wage Decision) is Residential.
 - m. SECTION L (Special Conditions):
 - Carefully examine all "Special Conditions".
 - Project completion time is listed in this section.
5. **Contract Documents – SECTION M**
- a. It is important to comply with all the requirements in SECTION M, stating compliance with SECTION M is mandatory for consideration of the contractors bid.
 - b. SECTION M and SECTION 3; recommend all prospective bidders thoroughly read SECTION M complete and encouraged all potential bidders to call him with any questions regarding the intent of SECTION M, if not fully understood.
 - c. Contact information is:
 - Office phone number: (502) 569-4888
 - Office fax number: (502) 569-3459
 - Mailing address: 420 S. 8th St., Louisville, KY 40203.
 - Email Address: ward@LMHA1.org
 - d. MBE, FBE & DBE participation goals for this project. The MBE goals are 25%, The FBE goals are 10% and the DBE goals are 0.5%. Any partial or full "Waiver Request" must be sent to Norma Ward 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 intends 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 it 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 as such.
- i. Bidders are responsible for making sure the Demographics are correct for the employees listed, and completely filled out. 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 the MBE, FBE, DBE goals is **April 8, 2020 by 10:00 am**. 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 (%) of the waiver must be stated.
- m. Make sure all forms are legible and that forms do not contradict each other. Do not leave any blanks.
- n. The contractor is encouraged to read Section 3.
 - 1. The SECTION 3 clause outlined on page 29 must be included in the contract, likewise the Section 3 clause must be included with any contract with subs.
 - 2. The SECTION 3 plan format on pages 31 thru 40 must be filled out legibly and completed by the general contractor and each sub if they are the successful bidders.
 - 3. Bidders can visit the HUD website, to see if they qualify as a Section 3 Business Concern.
 - 4. Request for new hires must be approved by LMHA

6. Bidders are reminded of important dates for the project:

- Deadline for submitting MBE, FBE, and DBE questions is **March 31, 2020 by 10:00 am**.
- Deadline for submitting questions regarding the solicitation procedures is **March 31, 2020 by 10:00 am**. (E-mail or fax).
- Deadline for submitting questions regarding the technical specs is **March 31, by 10:00 am**. (E-mail or fax).
- Bid opening date and time is **April 7, 2020, at 10:00 a.m.**

END OF PRE-BID MEETING MINUTES