



## **ADDENDUM NO.1**

### **PROPOSAL - #1534**

Scattered Sites Door Upgrades – Avenue Plaza, Dosker Manor and 550 Apartments

**TO: All Plan Holders**

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

**DATE: December 2, 2020**

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 8 pages (8.5” x 11”).

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

- **Minutes for the Pre-Bid Meeting 12/2/2020 at 9:00 am.**
- **Attendees of the Pre-Bid Meeting**
- **Zoom Meeting for the Bid Opening on 12/15/2020 at 10:00 am**  
**Meeting I.D. – 947 4737 0009**  
**Passcode - 968033**

**END OF ADDENDUM**



## PRE-BID MEETING MINUTES

RE: Scattered Sites Door Upgrades  
Proposal No. 1534  
Louisville Metro Housing Authority

DATE: 12/2/2020  
9:00 a.m. local time  
Zoom Meeting I.D. – 939 6364 5731 – Passcode - 017275

Present: Refer to attached Pre-Bid Meeting

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.

### 1. Introduction

- a. Steve Webb, LMHA Purchasing, opened the meeting and informed all present the bid opening date and time is **December 15, 2020 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 December 15, 2020 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:

- Mr. Keith McCarthy, LMHA
- Mr. Phil Reidinger, LMHA
- Mrs. Jill Schloemer, LMHA
- Tom Smith, SCB
- Jeff Clark JSC Consultants

**a. 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 **December 8, 2020**.
- c. Any questions regarding the solicitation procedures are to be directed to Keith McCarthy at [mccarthy@lmha1.org](mailto:mccarthy@lmha1.org) , any questions regarding the technical documents are to be directed to Tom Smith in writing, by **December 8, 2020 by 2:00 pm** at [tsmith@scbarchitects.com](mailto:tsmith@scbarchitects.com) 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](mailto:webb@lmha1.org).
- d. **Site Visit** – Contractors may visit the buildings included within the scope of work of the various sites during normal business hours (7:30am to 4:30pm) Thursday, December 3, 2020. All bidders are expected to follow the guidelines established by Federal Center for Disease Control, as well as state and local authorities regarding protective measures for the ongoing Coronavirus (Covid19) outbreak.

**b. Contract Documents – Scope of Work**

- a. This project consists of but is not limited to the following.
  - Select demolition of existing doors frames and hardware.
  - Replacement of select doors frames and hardware.
  - Sealant installation at select intersections.
  - Painting of select doors frames and walls.
- 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.
- 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, etc.
- g. Bid documents are available from Housing Agency Marketplace. Their website is as follows: [https://ha.economicengine.com/requests.html?company\\_id=9038](https://ha.economicengine.com/requests.html?company_id=9038) or visit our website at: [www.lmha1.org](http://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**

- 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 HUD 5369-A”
  - **Section D** – “Form of Bid”
  - **Section E** – “Supplemental Bid Information”
  - **Section M**– “MBE Section” (pages 15 thru 22)
  - **5% Bid Bond 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).
- 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 Keith McCarthy at (502) 569-4368.
- 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 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.

- g. **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.
- h. **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.
- i. **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.
- j. **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.
- k. **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.

**l. Section K** – (Federal Davis-Bacon General Wage Decision);

**Jill Schloemer Discussed:**

- The wage determination for the project is, as described in SECTION K.

**m. Section L** – (Special Conditions):

- Carefully examine all “Special Conditions”.
- Project completion time is **120 Calendar Days** it is listed in this section.

**Contract Documents – Section M**

**Mr. Reidinger discussed the following:**

- a. Mr. Reidinger 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. Reidinger 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. Reidinger's contact information is:
  - Office phone number: (502) 569-4922.
  - Office fax number: (502) 569-1348.
  - Mailing address: 420 S. 8<sup>th</sup> Street, Louisville, Kentucky 40203.
- d. Mr. Reidinger 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. Reidinger 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 **will be in the 2<sup>nd</sup> Day submittals**, 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:**

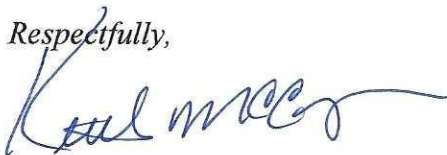
- Deadline for submitting MBE, FBE, and DBE questions or waiver request to Mr. Reidinger is **Tuesday, December 8, 2020 by 2:00 pm.**
- Deadline for submitting questions regarding the solicitation procedures is **Tuesday, December 8, 2020 by 2:00 pm.** (E-mail or fax).
- Deadline for submitting questions regarding solicitation and technical specifications is **Tuesday, December 8, 2020 by 2:00 pm.** (E-mail or fax)
- Bid opening date and time is **Tuesday, December 15, 2020 at 10:00 a.m.**

**Meeting Comments**

- Mr. McCarthy advised site visit would be Thursday, December 3, 2020
- Mr. McCarthy explained that the first page of the “Official Bid Documents” was a checklist and gave exact page numbers to be turned in on day one for the contractors bid to be considered responsive and responsible.
- Mr. Reidinger explained that the second day paperwork, Section M and Section 3 is where most bids run into issues, advised contractors to call him if clarification is needed.
- Jill Schloemer explained that both Federal Wage Determinations will be enforced for this project “Building” determination will be used on Avenue Plaza and Dosker Manor and “Residential” will be used on 550 Apartments.
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***END OF MEETING MINUTES***

*Respectfully,*



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

