

## **Addendum No. 1**

### **Will E. Seay Window Replacement and HVAC Upgrades**

TO: All Plan Holders

FROM: Sherman Carter Barnhart Architects  
144 Turner Commons Way, Suite 110  
Lexington, Kentucky 40508

DATE: April 5, 2023

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 (8) eight, 8-1/2"x11" pages.

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

#### **A. Attachments**

1. On April 4, 2023, at 10:00 a.m. a Pre-Bid Meeting was held at the LMHA Purchasing Department. The minutes and sign-in sheet of that meeting are attached and shall become part of the Contract Documents.

End of Addendum



## PRE-BID MEETING MINUTES

RE: **Louisville Metro Housing Authority**  
Will E. Seay Window Replacement and HVAC Upgrades  
Proposal: 1591

DATE: April 4, 2023  
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 projects. The 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 **April 25, 2023, at 10:00 a.m.** by the clock in the “Purchasing Department Conference Room” (where this meeting is taking place), and informed bidders they have up to April 25, 2023 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. James Hendrick, LMHA
  - Mr. Phil Reidinger, LMHA
  - Mr. Matthew Montgomery, Sherman Carter Barnhart Architects

### 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 **April 18, 2023**.

- c. Any questions regarding the solicitation procedures are to be directed to Mr. James Hendrick at [jhendrick@lmha1.org](mailto:jhendrick@lmha1.org). Any questions regarding the technical documents are to be directed to Matthew Montgomery at [mmontgomery@scbarchitects.com](mailto:mmontgomery@scbarchitects.com) by **April 18, 2023 by 2:00 pm**. 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. There will be a site visit in which prospective bidders will have an opportunity to see the project site on **April 4, 2023 between 1:00 pm. and 4:00 pm**.

### **3. Contract Documents – Scope of Work**

- a. The project is a exterior window replacement and complete building HVAC renovation project as shown in the contract documents. A brief overview of the project includes but is not limited to the following:
  - Removal and replacement of exterior windows and storefront.
  - Removal and replacement of window stools.
  - Minimal selective demolition at Residence Closets related to HVAC work.
  - Linen Cabinet installations at each Residence.
  - Complete building HVAC replacement.
- b. A job site trailer is not required, but the Contractor may request a limited number of parking spaces on site for a staging area. Contractor shall be responsible for the security and protecting of materials/existing construction to remain from vandalism and/or weather throughout the duration of this contract. Any items damaged shall be replaced at the Contractor's expense.
- c. Project Time: **540** Calendar Days.
- d. Work hours are:
  - Exterior work: 8:00 am – 4:00 pm Monday through Friday. No overtime work will be allowed.
  - Interior work: 8:00 am – 4:00 pm Monday through Friday. No overtime work will be allowed.
- e. 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.
- 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**– (pages 15 thru 31) “MBE Section”.
  - **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 Mr. James Hendrick.
- 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 read the 2-day “bid document submission procedure”.
- 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 it must be kept for the duration of contract.
- l. **Section K** – (Federal Davis-Bacon General Wage Decision).
- 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 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, WBE & DBE participation goals for this project. The Minority Business Enterprise (MBE) goals are 25%. The Women Owned Business Enterprise (WBE) 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 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, WBE and DBE Participation Goals do not apply.**

- f. If a bidder intended to use sub-contractors on the project, MBE, WBE, 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, WBE, 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, WBE 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.
- n. The Contractor is encouraged to read information on the Section 3 requirements (NEW)
- o. **25 %** of the total hours worked on the project shall be performed by Section 3 Workers
- p. **5%** of the total hours worked on the project shall be preformed by Targeted Section 3 workers.
- q. SECTION 3 Business concern employees all count as Section 3 workers.
- r. **Bidders can visit the HUD website to find Section 3 certified businesses at <https://portalapps.hud.gov/Sec3BusReg/BRegistry/SearchBusiness> or search on Google in “HUD Section 3 Business Registry” and select Search for a Business, search the Louisville Metropolitan area, then you can even narrow your search to say WBE, Section 3 Businesses; to see qualify Section 3 Business Concerns**

**Bidders are reminded of important dates for the project:**

- Site visit in which prospective bidders will have an opportunity to see the project site on **Tuesday, April 4, 2023 between 1:00 pm. and 4:00 pm**

- Deadline for submitting MBE, WBE, and DBE questions to Mr. Reidinger is **Tuesday, April 18, 2023, by 2:00 pm.**
- Deadline for submitting questions regarding the solicitation procedures is **April 18, 2023, by 2:00 pm.** (E-mail or fax).
- Deadline for submitting questions regarding solicitation and technical specifications is **Tuesday, April 18, 2023, by 2:00 pm.** (E-mail or fax)
- Bid opening date and time is **Tuesday, April 25, 2023, at 10:00 a.m.**



□  
SIGN-IN SHEET FOR: Pre-bid Meeting  
Will E. Seay Window Replacement and HVAC Upgrades

PROPOSAL # 1591

DATE: Tuesday April 25, 2023  
TIME: 10 A.M.

|    | Name               | Department/Company     | Telephone                    | Email Address                    |
|----|--------------------|------------------------|------------------------------|----------------------------------|
| 1  | NAYA FALOH         | Ky Empire Builder      | (502) 755 1279               | HELLO@KYEMPIREBUILDERS.COM       |
| 2  | WATTING MONTGOMERY | SCS                    | (859) 224-1351               | W.MONTGOMERY@SCSARCHITECTS.COM   |
| 3  | REN SENTER         | LMHA                   | 502-552-5599                 | SENTERS@LMHA1.ORG                |
| 4  | JAPHETA MAXBA      | SKNET                  | 502-971-1255                 | JAPHETA@SKNETAS.COM              |
| 5  | MARK McPOLLIN      | Howell & Howell Const. | 502- <del>998</del> 917-5032 | MARK@HOWELLANDHOWELL.COM         |
| 6  | Charles Allen      | Stark Construction     | 830 216 0190                 | Charles@StarkConstructionLLC.COM |
| 7  | Rich Crouch        | Crestline Const.       | 812-325-4737                 | RENOWN@THINKCRESTLINE.COM        |
| 8  | Keith Roembke      | Crestline Construction | 717-999-7354                 | KROEMBKE@THINKCRESTLINE.COM      |
| 9  | Paul Costillo      | Ky Empire Builder      | (502) 797-9112               | POULCOSTILLO50@gmail.com         |
| 10 | Jen Hendrick       | CMHA                   | 502-569-4505                 | JHENDRICK@CMHA1.ORG              |
| 11 |                    |                        |                              |                                  |
| 12 |                    |                        |                              |                                  |
| 13 |                    |                        |                              |                                  |
| 14 |                    |                        |                              | JH                               |