



Memphis Housing Authority

Capital Improvements Department

700 Adams Avenue, Room 107

Memphis, Tennessee 38105-5029

ADDENDUM NO. 1

Issued: February 21, 2023

This addendum shall become and form a part of the following solicitation:

Solicitation #CI 23 B 00659

Renovation of Five [5] dwelling units at Montgomery Plaza for MHA, Memphis, TN

TO ALL POTENTIAL OFFERORS:

This Addendum, including all articles and corrections listed below, shall become a part of the original solicitation package, and shall be considered in preparing your proposals.

To ensure that all firms are given an equal opportunity to submit a competitive bid, copies of the Pre- Bid Conference meeting minutes, vendor's questions and responses and clarifications regarding Solicitation # CI 23 B 00659 for Renovation of Five [5] dwelling units at Montgomery Plaza for MHA, Memphis, TN are included herein.

Please acknowledge receipt of this addendum by signing, dating, and including a copy of this addendum cover sheet in your proposal.

Name of Firm: _____

Signature: _____ Date: _____

Title: _____

MEETING MINUTES

Dates: February 21, 2023,

To: All Potential Offerors & Meeting Attendees (as listed below)

From: Kevin Pilate, Senior Project Manager, MHA Capital Improvements

RE: Pre-Bid Conference

Solicitation # CI 23 B 00659: Renovation of Five [5] Dwelling units at for MHA, Memphis, TN

CC: David Walker, **DW**
Kevin Pilate, **KP**
Kelitia Dickson, **KD**

Contracting Officer, MHA
Senior Project Manager, MHA
Director, MHA

Pre- Bid Meeting was held at the Memphis Housing Authority Central Office in Board Room on Monday, February 21, 2023, at 10:00 A.M. regarding Solicitation No. CI 23 B 00659 for the Renovation of Five [5] Dwelling units at Montgomery Plaza, Memphis TN.

Meeting Attendees were as follows:
See attached Attendee Sign in Sheets

The following items were discussed in the Pre-Bid and are listed as follows:

KP: Instructed all attendees to sign the meeting attendance sheet.

KP: Welcome and Introductions

KP: Instructed attendees to sign the sign in sheet legibly.

KP: Instructed all attendees to hold questions till the end unless prompted for questions.

KP discussed and explained the MHA Bid Process to Attendees.

KP discussed and explained the bid form and answered questions from attendees regarding the bid form.

KP discussed mandatory submittals, required documents for bid submission.

Legal Notice

Invitation for Bid

Bid Form

Bid Bond

Representations, Certifications and Other Statements of Bidders

Previous Participation Certification

Qualifications Questionnaire.

Non collusion Affidavit Certification

Debarment or Suspension Certification

Equal Opportunity Employer Certification

Drug Free Workplace Certification

DW discussed and explained the HUD Section 3 Program

DW/KD discussed MHA's MBE/WBE Participation Program and Goals

KP discussed Davis Bacon Wage Rates and Requirements for Certified Payroll

KP: Scope of Work overview by Kevin Pilate. Scope of work is pretty straight forward the units have been abated down to the studs. The goal of this project is to rebuild the units from the studs out make any necessary structural repairs as noted from structural engineer. Then follow project drawings and specs in order to completely renovate each unit.

KP discussed the HUD 5370 General Conditions for Construction Contracts

KP discussed the following.

- Form of Contract
- Special Conditions
- Weather Delays
- Davis Bacon Wage Rates
- HUD 51000 Documents for Payments
- Certified Payroll Requirements
- Special Conditions
 - Working hours
 - Weather delays

KP discussed the following project closeout documents.

Certificate and Release of Lien

Waiver and Release of Lien

KP reviewed and discussed the Division 1 Specifications.

Meeting adjourned at 10:35 a.m.

REVISIONS:

1. Bid form has been revised.
 - a. A NEW BID FORM SHALL BE ATTACHED
2. An additional unit has been added to the scope of work. The Number of units will increase from 5 dwelling units to 6 dwelling units.
 - a. THE NEW UNIT IS 169 ROWE UNIT # 1, WHICH IS A 5 BEDROOM UNIT SHALL BE ADDED TO THE PROJECT.
3. The Bid date shall be moved from the date stated in the bid documents.
 - a. THE BID DATE SHALL MOVE FROM 3/16/2023 TO 3/30/2023

QUESTIONS FROM POTENTIAL BIDDERS:

N/A

END OF ADDENDUM #1

SIGN IN SHEET

Solicitation # CI 23 B 00659 for the Renovation of
Five [5] Dwelling units at Montgomery Plaza for Memphis Housing Authority
Tuesday, February 21, 2023 @ 10:00 a.m.

PLEASE WRITE LEGIBLY

Print Name (DO NOT SIGN)	Name of Business	Phone	Fax	Email Address
Kevin B. Pilate	MHA	901-544-1882	901-544-1126	kpilate@memphisha.org
Kelitia M. Dickson <i>KD</i>	MHA	901-544-1334	901-544-1312	kdickson@memphisha.org
Moshe Cole	MHA	901-	901-	mcole@memphisha.org
<i>Luis Perez</i>	<i>Perla Construction</i>	<i>(901) 428-0217</i>		<i>perlaconstructionmemphis@gmail.com</i>
<i>Demitrius Halliburton</i>	<i>acdmemphis Coleman Contractors and Design</i>	<i>901-290-7055</i>		<i>admin@acdmemphis.info</i>
<i>Donald Hall</i>	<i>Kingdom Home Builder</i>	<i>901-574-8472</i>		<i>KingdomHomeBuilder@gmail.com</i>
<i>Samuel Anders</i>	<i>Sam Anders Const.</i>	<i>901-356-3936</i>	<i>2265 / 901-579-</i>	<i>Samuel_anders@yahoo.com</i>
<i>Colvin Keys</i>	<i>Golden Key Const</i>	<i>901-406-9714</i>	<i>701-386-6448</i>	<i>GoldenKeyConstruction11@yahoo.com</i>

**MEMPHIS HOUSING AUTHORITY
PUBLIC HOUSING OPERATIONS
PRE-BID MEETING AGENDA**

February 21, 2023, 10:00 a.m.

FOR

**RENOVATION OF FIVE [5] DWELLING UNITS AT
MONTGOMERY PLAZA
SOLICITATION CI 23 B 00659**

- Attendance Sign-In Sheet
- Welcome and Introductions
- Review Scope of Work
- Review of Bid Process
- Review of Mandatory Submittals
 - Bid Form
 - Liquidated Damages
 - Representations, Certifications and Other Statements of Bidders Form [HUD 5369 A]
 - Instructions and Previous Participation Certification [HUD Form 2530]
 - Previous Participation Certification
 - Qualifications Questionnaire
 - Non-Collusion Affidavit
 - Equal Opportunity Certification
 - Drug Free Workplace Certification
 - Section 3 Business Concern Self Certification and Action Plan
 - MBE/WBE Bid Data Form/ Participation Report
 - Debarment and Suspension Certificate
 - General Conditions [HUD 5370]
 - Form of Contract
 - Special Conditions
 - Weather Delays
 - Wage Rates
 - HUD 51000 Documents for Payment
 - Certificate and Release Form
 - Waiver and Release of Lien
- Review of Section 3 Guidelines
- Wage Rate Requirements
- Certified Payroll Requirements
- Review of Division 1 Specifications
 - Working hours
 - Weather delays
 - Holidays
- Questions and Answers

A site visit will be held following this meeting.
END OF MEETING AGENDA

BID FORM

Memphis Housing Authority
700 Adams Avenue
Memphis, Tennessee 38105

RE: Renovation, Improvements and Repairs to Six [6] Montgomery Plaza Dwelling Units, Memphis, TN

To all prospective bidders:

The undersigned have familiarized himself/herself/themselves with the local conditions affecting the cost of the work, and with the Contract Documents which are on file in the office of the Memphis Housing Authority, hereby proposes to furnish all labor, materials, equipment and services required to undertake the above referenced project in accordance with the Contract Documents. **Please note: MHA reserves the right to not award a contract for this solicitation. MHA also reserves the right to award the contract in its entirety or partially to one or more bidders.**

Having become completely familiar with local conditions affecting the cost of work at the place where work is to be executed, and having carefully examined the specifications for such work and other related "Contract Documents" entitled Solicitation # CI 23 B 00659: Renovation, Improvements and Repairs to Six [6] Montgomery Plaza Dwelling Units, Memphis, TN the undersigned hereby proposes and agrees to provide all services, labor, and materials required by them to execute all of the work described by the aforementioned documents for a lump sum price.

ALLOWANCES: All unused allowances shall be deducted from the contract value at the end of the project. Work performed without authorization from the owner will not be acknowledged as extra work. Therefore, a change request for such work will not be considered. Instructions and specified materials in the Construction Documents shall be applicable toward all authorized allowance work. All allowances shall include general conditions, bonds, permits, overhead profit, all direct and indirect costs, etc. The Contractor is to include a \$50,000.00 (fifty thousand dollar) General Allowance amount in the Base Bid for construction services for unforeseen conditions not covered in the Contract Documents.

UNIT PRICES: The unit price is an amount proposed by bidders, as per unit price per unit of measurement for materials or services added to or deducted from the Contract Sum by appropriate modification, if the estimated quantities of Work required by the Contract Documents increased or decreased. Unit costs shall include all direct and indirect costs necessary to complete the unit of work. Therefore, if necessary, to complete the work, the unit cost shall include, but is not limited to; labor, material, equipment, supervision, GC&P, permitting fees, removal of unwanted materials and transportation.

BASE BID: **Renovation, Improvements and Repairs for MHA Public Housing Units** – (See project manual and construction drawings for the detailed scope of work.) including but not limited to removal and replacement of kitchen and bathroom plumbing fixtures and components, vent hoods, cabinets, flooring and subflooring, drywall, ceramic tile, lighting installation, electrical upgrades, mechanical and plumbing upgrades, doors and windows, HVAC diffusers, exterior concrete, etc. All costs shall include all direct and indirect costs, general conditions, profit, bonds and permits.

Montgomery Plaza Addresses:

1. General Conditions, Overhead and Profit: \$ _____
2. General Allowance: \$ 50,000 _____
3. Mobilization: \$ _____
4. 1409 Tumberland, Unit 1 (2 Bedroom Unit): \$ _____
5. 1409 Tumberlad, Unit 2 (2 Bedroom Unit): \$ _____
6. 1411 Tumberland, Unit 1 (2 Bedroom Unit): \$ _____
7. 1421 Tumberland, Unit 1 (3 Bedroom Unit): \$ _____
8. 61 West Olive, Unit 2 (2 Bedroom Unit): \$ _____
9. 169 Rowe, unit 1 (5 Bedroom Unit): \$ _____

BASE BID TOTAL:

\$ _____

(Sum of General Conditions, General Allowance, Mobilization and Dwelling Units)

Bid Guarantee in the sum of _____ dollars

(\$ _____)

in the form of _____

is submitted herewith in accordance with the Instructions to Bidders.

The undersigned acknowledges the receipt of the following Addenda and has included them in this bid.

NOTICE TO PROCEED

The undersigned agrees to commence actual work on the site with an adequate force & equipment within seven [7] business days of the date of “Notice to Proceed.”

CONSTRUCTION TIME

The undersigned agrees to complete all of the work described by the aforementioned “Contract Documents” by **the time as listed below.**

BASE BID: Two Hundred Ten [210] consecutive calendar days (Monday – Friday) from the Notice to Proceed.

LIQUIDATED DAMAGES

The undersigned agrees to pay, as liquidated damages, the sum of **Three hundred dollars and zero cents (\$300.00)** per day for work per day per uncompleted contracting beginning day one after completion date.

PERFORMANCE & PAYMENT BOND

For bids greater than \$25,000.00, upon receipt of a written acceptance of this bid, Bidder shall deliver performance & payment bond in accordance to HUD 5369 [10/02], “Instructions to Bidders for Contracts, Public & Indian Housing Programs, page 3, clause 10.

BID BOND

For bids greater than \$25,000.00, the bid bond or security attached in the sum of _____ dollars [\$ _____] is to become the property of the Owner in the event of the Contract and bond are not executed with the time set forth, as liquidated damages for the delay and additional expense to the Owner, who is entitled to the difference between the amount of this bid and the amount for which a contract for the work is subsequently executed. The check shall be made payable to the Memphis Housing Authority.

PAYMENT

Payment at the lump sum price bid herein shall include replacement of identified damaged components within the plumbing chase wall per the scope of work. Additional items included herewith as appurtenant and incidental to these work items are all ancillary items associated with said work.

SUBMITTED BY: _____ DATE: _____
[Signature]

NAME & TITLE: _____
[Please print]