



Memphis Housing Authority
Capital Improvements Department
700 Adams Street, Room 107
Memphis, Tennessee 38105-5029

ADDENDUM NO. 4
Issued: March 25, 2024

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

Solicitation #CI 24 B 00678

**Roof and HVAC Systems Replacement at 990 College Park the
Renaissance Building for Memphis Housing Authority, 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 Potential Bidders 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 24 B 00678; for the Roof and HVAC Systems replacement at 990 College Park the Renaissance Building for Memphis Housing Authority Memphis, Tennessee 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: March 19,2024,

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

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

RE: Pre-Bid Conference

Solicitation # CI 24 B 00678: Roof and HVAC Systems Replacement at 990 College Park at the Renaissance Building for MHA, Memphis, TN

CC: David Walker, DW	Contracting Officer, MHA
Kevin Pilate, KP	Senior Project Manager, MHA
Kelitia Dickson, KD	Director, MHA
Moshe Cole, MC	Project Manager, MHA
Robert Hardwick, RH	Senior Project Manager, The Pickering Firm

The third Pre- Bid Meeting was held on Tuesday March 19, 2024, at 10:00 a.m. in the Memphis Housing Authority in the Board room, regarding Solicitation No. CI 24 B 00678 for the Roof and HVAC Systems Replacement at 990 College Park at the Renaissance Building 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.

RH: Description of Scope of Work

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.

RH: Discussed concerns about Square Footage.

KD: Do not disregard Square Footage Bid form as is to determine unit prices

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: discussed the HUD 5370 General Conditions for Construction Contracts

KP: discussed the following.

- Form of Contract
- Special Conditions
- Weather Delays
- Davis Bacon Wage Rates
- 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 10:44 a.m.

REVISIONS:

1. Revised Bid form and omitted documents listed below are to be included in Bid Submission for CI 24 B 00678.
 - a. PLEASE REMOVE THE PREVIOUS BID FORM FROM THE BID PACKAGE A NEWLY REVISED BID FORM WILL BE ATTACHED.
 - b. PLEASE REVIEW, COMPLETE AND ATTACHED THE BID COVER SHEET TO BID SUBMISSIONS.
 - c. PLEASE REVIEW OMITTED DOCUMENT THE MBE/WBE UTILIZATION FORM.

CLARIFICATIONS:

1. Port-a-johns shall be allowed onsite. Building toilet facilities will not be available for construction personnel.
2. There is a schedule site visit Friday March 22, 2024, at 10:00 am.

QUESTION:

1. How many RTU' s are to be replaced?

A. 15

2. Will there be MBE Participation?

A. Yes, but we will touch on it later in the meeting.

3. Is the 30% the overall participation for section 3 and MBE/WBE together?

A. NO, it is 25% for section 3 Business or individual and 5% targeted section 3 individual who lives on a public housing property. to equal 30%. MBE AND WBE Has its own target goal of 30%.

END OF ADDENDUM NO. 4

BID FORM

Memphis Housing Authority
700 Adams Avenue
Memphis, Tennessee 38105

RE: ROOF AND HVAC SYSTEMS REPLACEMENT AT 990 COLLEGE PARK THE RENAISSANCE BUILDING FOR MEMPHIS HOUSING AUTHORITY, 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 24 B 00678: Roof and HVAC System Replacement at 990 College Park The Renaissance Building, 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 \$180,000.00 (One Hundred -Eighty Thousand dollar and Zero cents) General Allowance amount, the Decking Allowance amounts and the Temporary Room Conditioning 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: Removal and installation of Roof and HVAC System – (See project manual and construction drawings for the detailed scope of work.) including but not limited to removal of the roof and the existing HVAC System and components. All costs shall include all direct and indirect costs, general conditions, profit, bonds and permits.

BID FORM					
Item	Task Description	Unit	Quantity	Unit Cost	Total Cost
1	MOBILIZATION	LS	1		
2	REMOVE ENTIRE ROOF AND ROOF MOUNTED HVAC SYSTEMS	SQFT	28,532		
3	NEW TPO ROOF AND INSULATION	SQFT	10,944		
4	NEW SHINGLE ROOF	SQFT	17,588		
5	REPLACEMENT OF BACK SIDE OF MANSARD ROOF	SQFT	4,032		
6	PLUMBING	LS	1		
7	ELECTRICAL	LS	1		
8	ROOF TOP MECHANICAL WITH CURBS	PER	15		
9	SHINGLE ROOF DECKING ALLOWANCE	SQFT	6,156		
10	METAL DECKING ALLOWANCE	SQFT	3,830		
11	TEMPORARY ROOM CONDITIONING	PER RM	10		
12	ALLOWANCE	LS	1	180,000.00	

BASE BID TOTAL:

\$ _____

(Sum of General Conditions, General Allowance, Mobilization, Equipment rentals, all materials and labor)

Bid Guarantee in the sum of _____ dollars

(\$ _____)

in the form of _____

is submitted herewith in accordance with the Instructions to Bidders.

Sealed Bid Cover Page – Complete and apply on the front of the sealed bid envelope.

Business Name: _____
 Address (Full): _____
 Contact Person: _____ Phone No: _____
 Contractor's License No: _____ License Limit: _____
 License Expiration Date: _____ Signature: _____

MHA Office Use Only

Date Bid Received: _____
 Time Received: _____
 Signature: _____
 Print Name: _____

Project Name/Description: _____

 Solicitation No: _____
 Bid Opening Location, Date, Time: _____
 Deliver to: _____

	Business Name	Trade	License number	License Limit
Sub Contractors or Consultants who provided a bid amount over \$25,000 to a General Contractor requires a Contractor's License registered with the State of Tennessee. Information must be listed on the front of the sealed bid envelope.				

*The Memphis Housing Authority reserves the right to reject any or all bids, to waive formalities, informalities, or irregularities in any bids, to advertise for new bids, or proceed to do this work by other means – as may be deemed to be in and for the best interest of the Authority.

MONTHLY MBE/WBE UTILIZATION REPORT

for all Consultants, Architects, Contractors and Vendors

COMPANY NAME: _____ **REPORT PERIOD (Month & Year):** _____
CONTRACT NUMBER: _____ **DATE REPORT SUBMITTED:** _____
CONTRACT NAME: _____ **MHA COMMUNITY NAME:** _____
FEDERAL I.D./S.S#: _____

MBE/WBE NAME/ADDRESS/ZIP CODE	SECTION 3 BUSINESS (YES/NO)	RACIAL / ETHNIC CODE	MBE/WBE FEDERAL I.D.# OR SOCIAL SECURITY #	TYPE OF WORK	CONTRACT AMOUNT	AMOUNT PAID THIS PERIOD	TOTAL AMOUNT PAID TO DATE
NOT APPLICABLE							

Racial/Ethnic Codes: 1 = White; 2 = African American; 3 = Native Americans; 4 = Hispanic; 5 = Asian/Pacific Islanders; 6 = Hasidic Jews
 * Women (Please indicate women by placing a "W" adjacent to the Racial/Ethnic Code)

I hereby certify that all information contained above is accurate, complete and current to the best of my knowledge. I understand that if I do not submit a completed MBE/WBE report with each pay request, the MHA reserves the right to withhold payment until a completed MBE/WBE report has been submitted.

If you have not hired any MBE/WBE Businesses, please write "Not Applicable" in the chart above.

_____ Print Name of Preparer

_____ Date

_____ Signature of Preparer

SIGN IN SHEET

Solicitation # CI 24 B 00678 for the Renovation of
 Roof and HVAC Systems Replace and 990 College Park Renaissance Building
 Tuesday, March 19, 2024 @ 10:00 a.m.

PLEASE WRITE LEGIBLY

Print Name (DO NOT SIGN)	Name of Business	Phone	Fax	Email Address
⑫ Kevin B. Pilate	MHA	901-544-1882	901-544-1126	kpilate@memphisha.org
Kelitia M. Dickson <i>LD</i>	MHA	901-544-1334	901-544-1312	kdickson@memphisha.org
Moshe Cole <i>MC</i>	MHA	901-	901-	mcole@memphisha.org
ERIC GENTRY	GENTRY'S MELH	901-495- 9389		GENTRYSH.LC.EMAIL.COM
EDDIE GENTRY	GENTRY'S MELH	901-686- 3774		GENTRYSH.LC.EMAIL.COM
Selena Rivers	Fifer+ASSOC., Inc	901 800 2003		selena@ fiferandassociates.com
ROBERT HARDWICK	PF rhardwick@pickeringfirm.com			rhardwick@pickeringfirm.com
David Walker	MHA	544-1298	544-1299	dwalker@memphisha.org
Mike Watkins	McCabe	901 461-4678		mike@mccmemphis.com
Kirby Salton	Artizan	412-9811	274-5145	Kirby@Artizanconst.com
J. Mary Bridges	MHA	901.483.0581		tbridges@memphisha.org