

**PART 1 - GENERAL**

Project: Commerce Street Office Renovation  
Owner: Mississippi Regional Housing Authority #7  
Architect: Aho Architects, a sole proprietorship  
Date Issued: September 24, 2020  
Bid Date: October 7, 2020

**This Addendum is directed to all prime Contract Bidders, and all others to whom Drawings and Specifications have been issued by the Architect.**

**This Addendum forms a part of the Contract Documents. The following conditions take precedence over any conflicting conditions in the Drawings and Specifications. The Drawings and Specifications are hereby amended in the following particulars:**

**1.1 CLARIFICATIONS**

A. None.

**1.2 REVISIONS (SPECIFICATIONS)**

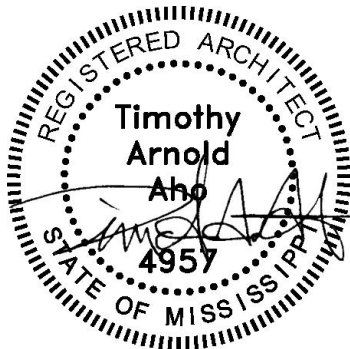
A. None

**1.3 REVISIONS (DRAWINGS)**

B. None

**1.4 ATTACHMENTS**

A. Pre-Bid Minutes and Sign-In



**END OF ADDENDUM #1**

# Mississippi Regional Housing Authority #7

## Commerce Street Office Renovation – McComb, MS

Aho Architects Project Number: 20006.01

### PRE-BID CONFERENCE MINUTES

September 17, 2020 at 1:00 PM

*\*Discussion items are shown in bold, italicized type.*

1. Welcoming remarks. Reminder to sign-in on sheet being circulated.
2. Architect and personnel involved:
  - a. Project Principal: Mr. Tim Aho, AIA
  - b. Project Manager: Ms. Marie Brunson, phone: 205-983-6005, email: [mbrunson@ahoarch.com](mailto:mbrunson@ahoarch.com)
  - c. Business Manager: Stephanie Vaughn, phone 205-983-6000, email: [svaughn@ahoarch.com](mailto:svaughn@ahoarch.com)
3. Mechanical Engineer: Donald Green, PE – Edmonds Engineering
4. Electrical Engineer: Mike Cain, PE – Edmonds Engineering
5. Client representatives involved:
  - a. Mr. Lucious Cameron, Immediate Past Executive Director
  - b. Ms. Alice Bishop, Interim Executive Director
  - c. Ms. Dorothy Coleman, Director of Housing Choice Voucher Program
  - d. Ms. Kristie Jordan, Procurement and Contract Management Specialist
  - e. Mr. Maurice Martin, Maintenance Supervisor
  - f. Do not contact the Owner directly.
6. Questions about the bid documents should be directed to the Architect. I will direct them to the engineers as required. To access the site, please contact Ms. Kristie Jordan. Cell: 601-249-9890
7. Bid Documents available for General Contractors and subs/suppliers through Alabama Graphics' Digital Plan Room and the Associated Builders & Contractors of Mississippi Digital Plan Room. This is how addenda will be issued also. Also posted/listed with plan room services such as iSqFt, Reed, etc. See legal advertisement for more info.
8. Every General Contractor and every Subcontractor should read and be familiar with all of the "front-end" documents and all of Division 1 of the Project Manual, in addition to the work they are bidding and other work they must coordinate with.
9. Pre-Bid Approval: All comparable products from the manufacturers listed in the project manual, requests for substitutions, additional manufacturers, and suppliers may be submitted no later than **seven** working days prior to the Bid Date (**Wednesday, September 30, 2020**).

10. Bid Opening per legal advertisements: **Wednesday, October 7, 2020 at 2:00pm (local time), at the Delaware Avenue Office located at 909 Delaware Avenue, McComb, Mississippi, 39648.** Any bid date changes will be changed only by an official addendum issued by the Architect.
11. HUD Instructions to Bidders should be read by each bidder.
12. Special Instructions to Bidders shall be reviewed. Among other requirements, a list of Bid Supplements is found here.
13. A Bid Form is included in Project Manual. The bid should be expressed as a stipulated sum. This will be a single-prime (all trades) contract. As listed on the Bid Form, the time of Completion is **45 calendar days**. Construction Time begins at the Notice to Proceed and ends upon Substantial Completion, as determined by the Architect. The Owner anticipates issuing a Notice to Proceed immediately upon execution of the Construction Contract and receipt of Performance and Payment Bonds and satisfactory evidence of Insurance. A Bid Bond must accompany the Bid Form.
  - a. The Contractor's schedule must coordinate the overall construction schedule of the project. The Contract Time must allow for equipment with long lead times.
  - b. It is critical that the construction be completed by the scheduled completion date. This includes project punch out and closeout. The reason being that the Owner is using Federal funding and is required to utilize all funding by the end of the year.
  - c. The architect will review the bids quickly and make a recommendation to the owner promptly. The sooner the Contractor can begin, the more time is allotted for construction.
14. Note requirements for submittal of subcontractor list, major suppliers, etc. within 24 hours (**2 pm on Friday, October 9, 2020**) after receipt of bids.
15. Please submit any questions to Aho Architects in writing at least **3 days** prior to the Bid Opening, so there is sufficient time for them to be addressed.
16. No Addenda have been issued to date. An addendum will be issued with minutes/sign-in from this pre-bid conference. All Addenda will be issued via Alabama Graphics and ABC of Mississippi.
17. Insurance requirements should be read by each bidder and should be provided to each General Contractor's and Subcontractor's insurance carrier for review. Insurance requirements are indicated in the Supplementary Conditions.
18. Note requirements: pertaining to compliance with H.B. 56 - Alabama Immigration Law (E-Verify MOU and Contract language).
19. Note requirements pertaining to compliance with Federal Labor Standards (Davis-Bacon Wage Rates).
20. Note requirements pertaining to HUD Section 3 – Employment, Training, and Contracting Opportunities for Low-Income Persons. (See Clause 40 of the General Conditions.)
21. A copy of the HUD Construction Contract and Construction Forms have been included in the Project Manual.

22. The Contractor is required to apply for any necessary permits.
  - a. The local Authority Having Jurisdiction is City of McComb, MS Inspection Department
23. See Project Manual Section 011000-Summary for requirements regarding Site Access, Coordination with Occupants, Work Restrictions, and further related information.
  - a. Discuss any COVID restrictions. It is the responsibility of the Contractor and Contractor's subcontractors and suppliers to take responsibility for job site safety.
24. See Project Manual Section 012100-Allowances.
25. See Project Manual Section 012200-Unit Prices.
26. See Project Manual Section 012300-Alternates. Alternates on Pre-bid Meeting Agenda have been revised as follows:
  - a. Alternate 1 is a deductive alternate to delete the exterior signage from scope.
  - b. Alternate 2 is a deductive alternate to delete the perimeter fence, and gate from the scope.
  - c. Alternate 3 is a deductive alternate to delete the security cameras and digital recorder from scope.
  - d. Alternate 4 is a deductive alternate to delete the Pre-entry temperature screening equipment from the scope.
  - e. Alternate 5 is a deductive alternate to delete the new exterior windows and improvements including repairs, cleaning, and painting from scope.
  - f. Alternate 6 is a deductive alternate to delete the ballistic wall shielding and window units from scope.
  - g. Alternate 7 is a deductive alternate to delete the Privacy Rooms from scope.
27. The Contractor is responsible for verifying existing conditions at the site prior to bid.
28. Contractor shall transfer all on-site utilities (water, electric power, etc.) into Contractor's name and be responsible for paying these costs for construction duration. This should be handled promptly after contract is awarded. Restroom facilities by Contractor.
29. Liquidated damages shall be **\$150/day** as listed in the Construction Contract (HUD-92442M).
30. Contractor's job meetings - coordination of the Work with all subcontractors and suppliers is required.
31. Safety and Protection are the Contractor's responsibility. Work limits projection shall consider the public, the Owner's staff, workers, etc.
32. Location of on-site Contractor's office shall be coordinated with Owner and Architect. A separate job trailer is not required and is discouraged due to the size of the project and the compact schedule. It is allowable for the Contractor to utilize space within the building.
33. 013300 – Submittal Procedures: Submittals requirements indicated. Contractor is required to check, mark, stamp, and approve and/or reject submittals, prior to submittal to Architect. Refer to General Conditions for additional information and related requirements. Electronic submittals preferred except where physical samples, color charts, etc. are required.

34. Site maintenance requirements indicated. Daily attention required.
35. Contractor Programs and Conduct of Personnel (behavior, tobacco, firearms, etc.).
36. Section 017700 - "Closeout Procedures" and General Conditions should be reviewed by each bidder. Final payment will not be made until the requirements of these sections and General Conditions are completed.
37. Project Record Documents must be kept up to date on the project and will be checked periodically during the Work of the project.
38. GC is responsible for accepting all existing field dimensions and conditions prior to starting work. Notify Architect of any discrepancies per the Contract Documents."
39. Site tour and brief overview of project and scope by Aho Architects.
40. Other comments? Questions?
  - a. The site plan drawing will be updated, and more information provided once the Owner's property survey is received by Aho Architects.
  - b. The Owner's Maintenance Department will need to maintain access to the Maintenance supply room during construction operations. Coordinate in work in this space with the Owner and provide at least 72-hours of notice to the Owner before work is to occur.

# Mississippi Regional Housing Authority #7

Commerce Street Office Renovation – McComb, MS

Aho Architects Project Number: 20006.01

## PRE-BID CONFERENCE SIGN-IN SHEET

September 17, 2020 at 1:00 pm

	YOUR NAME	COMPANY NAME	PHONE NUMBER
1.	Guy Nelson	Pike Construction	601-833-3453
2.	Alice Bishop	MRHA7	601-600-0191
3.	Lucious Cameron	MRHA7	601- <sup>810</sup> 810-0965
4.	Tuu Aho	Archit	205 9836000
5.	Dorothy Coleman	MRHA7	601-810-6163
6.	Kristie Jordan	MRHA7	661-244-9890
7.	Maurice Martin	MRHA7	601-910-0968
8.	Marie Brunson	Aho Architects	205 983-6005
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