



Addendum No. 1

To: Mandatory Pre-Bid Meeting Attendees

From: Jody Russell
City of Mobile Architectural Engineering Department

Re: Western Administrative Complex
Re-Roofing
Project #BG-064B-21

Date: April 23, 2024

This Addendum forms a part of, and modifies, the Bidding Documents for the above referenced project, dated April 17, 2024. Acknowledge the receipt of this Addendum No. 1 and all subsequent Addenda, if any, in the space provided on the Bid Form. Failure to do so may subject Bid to disqualification.

General:

Clarifications:

- Item 1. The Mandatory Pre-Bid Meeting Agenda ***with no Modifications*** and Attendance Roster, dated April 17, 2024 are attached and form part of Addendum No. 1. Revisions to the Pre-Bid Agenda are indicated with a strike-through for deletions and ***bold italic*** typeface for additions. (Nothing came up to change agenda)
- Item 2. Questions were raised at the inspection regarding the width of the area to be repaired. The width of 20" is the required area of repair and minimum distance determined by the consultant and in their opinion most efficient use of material as approximately half of a roll. If the contractor would rather repair beyond the 20" due to larger roll width and deems more efficient, it is acceptable; however, it should be at no additional cost.

Drawings: N/A

RFI's: N/A

ATTACHMENTS

Mandatory Pre-Bid Meeting Agenda, with no Modifications
Attendance Roster

END OF ADDENDUM NO. 1

**Western Administrative Complex-
Re-roofing
BG-064B-21**

MANDATORY PRE-BID CONFERENCE

10:00 am April 17, 2024
4851 Museum Drive
Mobile, AL 36617

AGENDA(with no modifications)

1. Attendance roster. Include a contact person and an e-mail address. Please write legibly.
2. Addenda will be posted to the City of Mobile's Bidding Website only:
<https://www.cityofmobile.org/services/business/bids/>
3. Introductions - Owner Contacts, Architect & Consultants, AE Project Manager.
4. Discussion of Scope of Work.
 - a. The project includes re-working of the roof around the perimeter of the building, some internal repairs/replacement, and the installation of the exterior soffit as well as other misc repairs as outlined in the Project Documents.
 - b. Limited access to the site will be allowed for dumpsters, lifts, cranes, etc. Present staging plan for use of site for approval prior to construction.
 - c. Contractor must obtain permits and arrange for all permit inspections required by the City of Mobile. There is no charge for the Permit. Subcontractors will need to obtain their own permits.
 - d. Before Bidding, Contractor shall verify their license classification of their General Contractors license with the State of Alabama Licensing Board to ensure they are eligible to bid and construct the Work.
 - e. The construction period, including the submittal and ordering of materials is One Hundred Eighty (180) calendar days. This period includes expected rain days. See Project Manual for process of submitting rain days for approval, and what conditions qualify as rain days.
 - f. Contractor's labor and materials warrantee is five (5) years. Manufacturer's warranty is in addition to this.
 - g. Contractor shall have access to the site 24/7. Roof access shall be from the outside.
 - h. Any utility interruption should be requested in writing at least 72 hours in advance, and interruptions shall be approved in writing by Project Manager. Because of the functions of the various buildings, desired utility interruptions may be refused. Please schedule interruptions well in advance to accommodate everyone's schedule.
 - i. Contractor shall keep an exceptionally clean site. The facility will continue to operate during normal business hours. All Construction and lay down areas must be protected from public and staff. The City is not responsible for security of Contractor's materials or equipment. The parking lot shall be swept for nails daily with a magnet.

- j. Contractor may utilize without cost and in moderation the facility's power and water. Contractor shall provide their own power cords, hoses, etc. Contractor may not use restroom facilities of the facilities. Contractor shall provide a port-a-potty and handwashing station.
- k. Contractor shall submit for approval a staging plan for dumpster locations, port-a-potty and hand washing station, materials staging, lift placement, etc.
- l. Protect all concrete sidewalks, pads, paving, landscaping, fences, and other site items. Contractor shall be responsible for re-pouring any concrete cracked or damaged through the course of the work. Planting material shall be replaced. It is advised that the Contractor document the area before beginning Construction.
- m. Access to the roof during construction shall be from the exterior only. Workers may not access thru the building. In the rare event a Contractor needs to enter the facilities, workers shall wear identifying T-shirts and name tags, and shall be always masked while in the building. Construction dust shall be always minimized, particularly in the interior. Contractors shall schedule with the building managers in advance for interior access.
- n. The site is a non-smoking site; workers may not smoke on site at all. Remove to the public sidewalk to smoke.
- o. Remove waste, spoils, surplus materials, rubbish, and construction facilities from the site. On-Site Dumpster location to be coordinated with Owner Contact. Do not use facilities waste bins or dumpsters. Site must be kept clean.
- p. Storm and Wastewater:
 - i. Comply with City of Mobile and Alabama Department of Environmental Management requirements. Pay attention to Water Regulations and Allowable Discharges.
 - ii. See City of Mobile Code, Chapter 17, Storm Water Management and Flood Control.
 - iii. Note all exterior washing/cleaning activities requires an approved submittal thru the City of Mobile Environmental Department.
- q. Any observed ambiguities, discrepancies, omissions, or errors in any part of the contract documents shall be submitted as written RFIs to Brad Davis via e-mail bdavis@tagarchitects.net by 3:00 PM 5 days before the bid opening. Answers will be given through written Addendum only.
- r. Official clarifications or corrections will be made by written addendum shall be posted on the COM bidding website.
- s. Substitution requests shall be made at least fifteen (15) calendar days prior to bid. **All substitutions for named materials must be pre-approved before the bid.**

5. Special Instructions or conditions.

- a. Equal Opportunity:
 - i. The City of Mobile, Alabama is an Equal Opportunity Employer and requires that all Contractors comply with the Equal Employment Opportunity laws and the provisions of the Bid Documents in this regard.
 - ii. The City of Mobile also encourages and supports the utilization of Minority Business Enterprises on these and all other publicly solicited Bids and shall follow the City of Mobile's Minority Utilization Plan as adopted by the City Council.

- iii. **The Contractor shall provide an appropriately completed copy of the “City of Mobile Subcontracting and Major Supplier Plan” in the envelope with their Bid Form.** Form shall document DBE Subcontractors participating in the project and, should the total % of DBE participation not meet the 15% minimum, all efforts to obtain DBE Subcontractors shall be documented on or attached to the DBE Form when submitted.
 - iv. During construction, contractors are required to submit a “DBE Utilization Report” with every Pay Application at each facility.
 - v. Contractors should contact the City of Mobile, Supplier Diversity Manager for assistance with DBE Subcontractor information and any questions regarding the DBE Compliance Forms. Contact Archnique Kidd at 251-208-7967.
 - vi. A Directory of DBE Vendors can be found at the following location:
<https://workwith.cityofmobile.org/>
6. Bidding instructions, forms, special requirements and time.
 - a. Bids are due to the City Clerk’s Office by 2:15PM, Wednesday, May 1, 2024. See Project Manual for additional requirements and instructions. Bids will be publicly opened in the Atrium Lobby of Government Plaza at 2:30PM.
 - b. There is a \$10,000.00 Contingency Allowance. Allowances shall be utilized only after advanced written approval by the Owner. At the end of the project, remaining contingency will be returned to the City via Change Order. All proposals for allowances shall be broken out as described in the Project Documents.
 - d. All Bids not clocked in by the City Clerk’s Office prior to the time specified, or Bids received after the specified time, will be automatically rejected, and returned immediately, unopened.
 - e. This is a tax-exempt project. As per the State of Alabama ACT 2013-205, the Alabama Department of Revenue (ADOR) has been granted the authority to issue a “Certificate of Exemption from Sales and Use Tax for Governmental Entities” on construction projects. Therefore, this project shall qualify for State of Alabama Sales and Use Tax Exemptions under this ACT. It is the responsibility of the Bidder to confirm the potential tax-exempt status of their bid with the ADOR and include any such savings in their bid, as well as accounting for same on their bid form attachment Sales Tax Form C-3A.
7. Additional Requirements at time of Contract execution:
 - a. A valid City of Mobile business license for the duration of the contract period
 - b. E-verify Documentation: The Beason-Hammond Taxpayer Protection Act applies to this project. Contractor shall comply with the requirements of this Act and show proof of enrollment in the E-verify program by submitting the electronically generated Federal E-verify document prior to signing of the construction contract. (see Project Manual)
 - c. Performance Bond and Labor & Material Payment Bond are required.
 - d. Certificate of Insurance in amounts and with endorsements as required by the City of Mobile (see Project Manual or Request for Quotes documents).
 - e. Builder's Risk Insurance-please review carefully all the endorsements and amounts of Builder’s Risk insurance required. See Project Manual:

- i. ALL RISK Builder's Risk coverage at each facility shall be provided for the Contractor, Owner, and all Subcontractors for the full amount of the Contract during construction, fabrications, storage, transport, and erection of any equipment.
 - ii. The entire policy, along with all endorsements and riders shall be provided to the Owner.
8. Payment requirements.
 - a. Retainage withheld at 5% of the first 50% of Construction Completed until the amount equals 2.5% of the full contract amount.
 - b. The final 2.5% of the full contract amount is withheld as retainage until all close out requirements are met, proof of advertisement, warranties, Consent of Surety, and release of liens, etc. By State of Alabama Law, notice of final completion of the contract shall be published four times in a local newspaper of general circulation.
 - c. The City of Mobile is unable to issue payment or deposits on materials that are not on the project site, or in the City of Mobile stored in a climate controlled, bonded warehouse where a City representative can verify their presence and proper storage.
9. Owner/City of Mobile contacts and phone numbers:
 - a. Brad Davis: 251-343-1811 TAG/The Architects Group Project Manager
 - b. Cindy Klotz: 251-208-7633 (City of Mobile Project Manager)
 - c. Jody Russell, 251-208-1083 City of Mobile Project Manager/AE Dept
10. Walk of Site
11. Adjourn

ATTENDANCE ROSTER

MEETING	PROJECT	LOCATION	DATE	
Mandatory Pre-Bid Conference	Western Administrative Complex	4851 Museum Drive Mobile, Alabama	Wednesday, April 17, 2024	
BG-064B-21				
NAME	ORGANIZATION	PHONE	CELL PHONE	E-MAIL
Jody Russell	City of Mobile	251-605-4921	—	jody.russell@cityofmobile.org
Jeff Carter	DFS	251-604-8588		Jeff@innovatival.com
Roger Cook	City of Mobile - OSD	251-208-7632	—	roger.cook@cityofmobile.org
RaShawn Figures	Dortch, Figures & Sons Inc	251-591-7617		dortchfigures@gmail.com
Rob Fleming	Double AA Construction	251-645-1266		doubleaaconst@yahoo.com
Shawn Little	E Cornell Malone Corp	251-300-0455		Shawn@ecmalone.com
Dereks Thomas	Thomas Roofing	251-438-2036		dereks@thomasroofing.com
PKD Davis	TJS	(251) 242-1811		bdavis@tjgarchitects.net