



## Addendum No. 1

To: Pre-Bid Conference Attendees and Registered Plan holders

From: David M. Cordingly, Capital Improvement Manager  
City of Mobile, Architectural Engineering Department

Re: **MELTON FIRE STATION – BUILDING ENVELOPE & HVAS IMPROVEMENTS**  
**Project #FD-057-24**

Date: April 25, 2025

This Addendum forms a part of, and modifies, the Request for Proposals for the above referenced project. Acknowledge the receipt of this Addendum No. 1 and all subsequent Addenda, if any, in the space provided on the Proposal Form. Failure to do so may subject Contractor to disqualification.

### **General:**

Item #1 – DBE Participation

Per City of Mobile Ordinance Section 14-2

All contracts or agreements entered into by the city or any entity thereof for any service of any kind, whether by bid or otherwise, including but not limited to professional services and bond issues, shall make every reasonable effort to require that the contractor, firm or company to which any such contract is awarded must have at least fifteen (15) percent participation by socially and economically disadvantaged individuals, or the city shall make every reasonable effort to ensure that at least fifteen (15) percent of the total value of all such contracts or agreements described above shall be awarded to qualified contractors or professionals who are socially and economically disadvantaged.

The Office of Supplier Diversity will be your primary contact throughout the DBE process. They can help answer any questions you have about the certification process.

City of Mobile Office of Supplier Diversity

Ms. Archnique Kidd

Director of Supplier Diversity

(251) 208-7632

[Archnique.kidd@cityofmobile.org](mailto:Archnique.kidd@cityofmobile.org)

A list of Disadvantaged Business Enterprises will be sent out in a subsequent Addendum once received by the City of Mobile Office of Supplier Diversity. Until then, please utilize the ALDOT's Alabama Universal Certification Program (ALUCP) database for information pertaining to DBE Vendors.

<https://cpmsapps2.dot.state.al.us/alucp/searchdirectory>

**Drawings:** N/A

**RFI's:** N/A

**Attachments:**

The following shall be included as part of the Contract Documents for this project:

1. The Pre-Bid Conference Agenda
2. Attendance Roster, dated April 24, 2025

**END OF ADDENDUM NO. 1**

**MELTON FIRE STATION  
BUILDING ENVELOPE AND HVAC IMPROVEMENTS  
PROJECT NO. FD-057-24  
PRE-BID MEETING AGENDA**

---

**Overview**

Meeting place: Project Site

Meeting Time: Thursday, April 24, 2025, 10:00AM

Project Identification: MELTON FIRE STATION, BUILDING ENVELOPE AND HVAC IMPROVEMENTS

Project Location: 57 S Lafayette St, Mobile, AL 36604

Project Brief Description:

A. BASE BID:

The scope of work shall consist of all components including but not limited to:

- Demolition of the existing first floor ceiling
- Installation of spray foam insulation at the underside of the second floor metal deck
- Prepping and painting existing structure including joists and beams
- Install new insulation at ductwork at several rooms at ground floor
- Install new ACT ceiling in several rooms at ground floor
- Installation of cement board ceiling at underside of wood trussed rafters
- Install new ACT ceiling in several rooms at ground floor
- Install new pipe insulation at refrigerant lines inside and outside
- Install new drain, floor, and wall finishes at shower stall at second floor

B. ALTERNATE NO.1:

- Install new 2 X 2 Lay-in ceiling system (CT-2) in the engine bay per the project drawings.

Bid documents are available from City of Mobile website at [www.cityofmobile.org/bids](http://www.cityofmobile.org/bids). Bid No. **FD-057-24**:

General Contractor is responsible for carefully examining the documents and site conditions and ensuring that any and all subs and suppliers are provided with complete and up to date documents for preparation of proposals.

Contractor shall submit an RFI for clarification of any discrepancies or inconsistencies in the documents and/or discrepancies between the documents and existing field conditions.

Requests for Information/Clarification should be submitted to Sandy McArthur **[smcarthur@watermarkarch.com](mailto:smcarthur@watermarkarch.com)**, with David Cordingly **[david.cordingly@cityofmobile.org](mailto:david.cordingly@cityofmobile.org)** copied.

Requests will be accepted until 10:00am Thursday, May 1st.

Final Addendum will be issued by 1:00pm Monday, May 5th.

Requests for prior approval that include adequate information to perform a comparison will be received and entertained until 10:00am Wednesday, April 30th.

Bids will be received until 2:15PM local time, Wednesday, May 7th, 2024, at the elevator lobby outside of the City Clerk's Office, 9<sup>th</sup> Floor South Tower Government Plaza, 205

Government Street, Mobile Alabama, 36602. Bids are to be placed in the receptacle marked "City of Mobile Bids".

Bid submissions will be deemed to include the better quality or greater quantity of the work where unresolved inconsistencies are found in the documents subsequent to Award.

Bids must be submitted on the Forms supplied in the Project Manual and delivered in a sealed envelope identified on the outside as stated in the request for bids in the project manual.

The contract shall be awarded to the lowest responsible and responsive bidder unless the Awarding Authority finds that all the bids are unreasonable or that it is not in the best interest of the Awarding Authority to accept any of the bids.

Bid Surety is required refer to the Invitation To Bid in the Project Manual

Bidder must be licensed by the Alabama Licensing Board for General Contractors.

Base Bid shall not include sales and use taxes, refer to the Invitation To Bid in the Project Manual.

### **General Requirements**

1. The Contractor is responsible for safety of workers and protection of the building occupants.
2. The building and grounds are non-smoking/vaping and smoking/vaping anywhere on the premises will not be permitted or tolerated.
3. Alcohol and drug use are strictly prohibited on project site, and individuals employed by the General Contractor, their subcontractors or suppliers who are impaired by alcohol or drugs are strictly prohibited from entering project site.
4. Firearms and weapons of any type are not permitted under any circumstance either on one's person or in private or company vehicles while on project site.
5. Contractor Superintendent to be on-site while any workers (GC or subcontractor) are onsite.
6. Protect all existing non-moveable items through the course of construction. Verify with Project Manager if non-moveable item is in conflict with work areas.
7. 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.
8. Contractor shall have access to the site weekdays and weekends, 6:00 am until 4:00 pm unless approved differently by Project Manager.
9. Contractor shall keep an exceptionally clean site.
10. Temporary Facilities: Contractor may utilize, without cost: only power & electricity. Toilet and handwashing facilities must be provided by the Contractor.
11. Protect all concrete sidewalks, pads and paving. Contractor shall be responsible for re-pouring any concrete cracked or damaged through the course of the work. It is advised that the Contractor document the area before beginning Construction.

12. 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.

### **Storm and Waste Water**

Comply with City of Mobile and Alabama Department of Environmental Management requirements. Pay attention to Water Regulations and Allowable Discharges.

See City of Mobile Code, Chapter 17, Storm Water Management and Flood Control.

Any observed ambiguities, discrepancies, omissions or errors in any part of the contract documents shall be submitted as written RFIs to David Cordingly at

**david.cordingly@cityofmobile.org**

### **Equal Opportunity**

1. 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.
2. The City of Mobile also encourages and supports the utilization of Minority Business Enterprises on these and all other publicly solicited Bids and shall be in compliance with the City of Mobile's Minority Utilization Plan as adopted by the City Council.
3. 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.
4. During construction, contractors are required to submit a "DBE Utilization Report" with every Pay Application.
5. 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.

### **End of Agenda**

### **Walk the Site**



OFFICE OF SUPPLIER DIVERSITY  
**CITY OF MOBILE**

Subcontracting and Major Supplier Plan

Contact Office of Supplier Diversity for  
questions on completing this form.  
Via email: [Archnique.kidd@cityofmobile.org](mailto:Archnique.kidd@cityofmobile.org)  
251.208.7967  
205 Government Street, 4<sup>th</sup> Floor

**Bidders and Proposers – Please complete and submit these forms as required by your City of Mobile Bid or Proposal Specification.**

This document provides information to the City of Mobile about the subcontractors and major suppliers you intend to use to complete this contract. Failure to submit this form, when so required by the bid or proposal specification, will render your bid non-responsible. Not all specifications require this form to be completed, or may require its completion under varying circumstances. Refer to the specification for direction.

The City of Mobile will use this form to:

- Understand your intended use of subcontractors and major suppliers as part of your bid/proposal submission.
- Evaluate your capability to complete the performance of this contract.
- Determine your use of Disadvantaged Business Enterprises (DBEs) as subcontractors and suppliers.
- For certain contracts, assess whether you exercised “good faith efforts” to use DBE subcontractors and suppliers for at least 15% of the value of your bid/proposal amount. (See City of Mobile City Code Sec. 14-2.)

Include this form with your bid/proposal submission. Should your bid be considered the lowest responsible bid, you will have the opportunity to update this form at contract signature. You also will be required to re-verify your information at contract conclusion.

The bid specification may require you to attempt in “good faith” to use DBE subcontractors and suppliers for at least 15% of the value of your bid in the performance of this contract. If you don’t have that level of DBE subcontractor / supplier usage (as documented on **Form 1**), you are required to complete the “good faith effort” documentation on **Form 2**. When so required, failure to adequately address the good faith effort factors on Form 2 will render your bid or proposal as non-responsible. The determination whether the bid or proposal adequately demonstrates and documents a DBE subcontractor/supplier plan, or good faith efforts to complete such a plan, will be at the sole discretion of the City of Mobile. You are encouraged to work with the City of Mobile Supplier Diversity Manager when preparing this form.

About “**DBEs**”: The City of Mobile considers businesses owned by minorities, women, or disabled veterans to be DBEs. Please consult with the City Supplier Diversity Manager for clarification or lists of certified DBEs.

About “**Good Faith**” **Effort**: The City of Mobile expects contractors holding large contracts to recruit and engage DBEs to be a part of their team. If the specification sets, and you cannot meet, the 15% target, you must show us how you attempted to recruit and engage DBEs to meet this target. This helps the City identify DBE market weaknesses for development, and ensures all bidders are equally considering this obligation in preparing a bid. The “good faith effort” factors on **Form 2** are not intended to be a mandatory, exhaustive, or exclusive. They are a tool to help you, and to help the City consistently and fairly consider your effort.



OFFICE OF SUPPLIER DIVERSITY  
**CITY OF MOBILE**

Subcontracting and Major Supplier Plan

Contact Office of Supplier Diversity for  
questions on completing this form.  
Via email: Archonique.kidd@cityofmobile.org  
251.208.7967  
205 Government Street, 4<sup>th</sup> Floor

**Section I. Information about your company** **FORM 1: Background and Plan**

Company	
Address	
Telephone	
E-Mail	

RFP/RFQ Solicitation Number	
Project Description	
Is your company a DBE company?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Work force demographics	Male <input type="checkbox"/> Female <input type="checkbox"/> Minority <input type="checkbox"/> Non-minority <input type="checkbox"/> Vets <input type="checkbox"/>
Total #of Employees <input type="text"/>	

**Subcontractor/Major Supplier Plan submitted by:**

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

The following employee will be designated as the **DBE Liaison** for all communication regarding DBE participation including documentation for DBE participation and maintenance of records of Good Faith Efforts for this contract award:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_



## Subcontracting and Major Supplier Plan

This form asks for your intentions to utilize subcontractors and suppliers as a potential contractor for the city of Mobile. For purposes of this form, disadvantaged individuals or enterprises include persons or small-business-enterprise owners who are women, members of a racial minority, or disabled military veterans.

Description
-------------

Name of Bidder/Proposer: \_\_\_\_\_

**I intend to use the following subcontractors: (Attach additional pages if necessary)**

[illegible]





OFFICE OF SUPPLIER DIVERSITY  
**CITY OF MOBILE**  
Subcontracting and Major Supplier Plan

**Form 2: Good Faith Effort Documentation**

Name of Bidder: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Please complete this form if you are unable to identify DBE subcontractors or suppliers to reach 15% of the value of your bid.

YES ( <input type="checkbox"/> )	NO ( <input type="checkbox"/> )	Did you do these suggested areas for DBE recruitment and engagement
		<b>PRE-BID MEETING(S):</b> The bidder attended all pre-bid meetings scheduled by the City to inform DBEs of contracting and subcontracting opportunities.
		<b>CMDBE/ALDOT DBE LIST(S):</b> The bidder utilized the Office of Supplier Diversity's list or lists of certified ALDOT DBE 's
		<b>SMALL CONTRACT(S):</b> The bidder selected specific portions of the work to be performed by DBEs in order to increase the likelihood of meeting the DBE goals (including breaking down contracts into smaller units to facilitate DBE participation). Consider support services, including insurance, accounting, temporary labor, and transportation, landscaping, and janitorial as potential areas for DBE use.
		<b>FOLLOW-UP:</b> The bidder followed-up initial indications of interest by DBEs by contacting those DBEs to determine with certainty if they remained interested in bidding.
		<b>ADVERTISEMENT:</b> The bidder advertised in general circulation and/or trade association publications concerning subcontracting opportunities, and allowed DBEs reasonable time to respond.
		<b>INTERNET ADVERTISING:</b> The bidder advertised DBE and/or subcontracting opportunities on the <i>City of Mobile</i> Facebook page or other internet portals that are accessible to DBEs and/or potential subcontractors.
		<b>GOOD FAITH NEGOTIATIONS:</b> The bidder negotiated in good faith with interested DBEs and did not reject DBEs as unqualified without sound business reasons based on a thorough investigation of their capabilities.



OFFICE OF SUPPLIER DIVERSITY  
**CITY OF MOBILE**  
Subcontracting and Major Supplier Plan

		<b>INFORMATION:</b> The bidder provided interested DBEs with adequate information about the plans, specifications and requirements of the subcontract.
		<b>WRITTEN NOTICE(S):</b> The bidder/proposer took the necessary steps to provide written notice in a manner reasonably calculated to inform DBEs of subcontracting opportunities and allowed sufficient time for them to participate effectively.
		<b>COMMUNITY RESOURCES:</b> The bidder/proposer used the services of available community organizations, small and/or disadvantaged business assistance offices and other organizations that provided assistance in the recruitment and placement of DBE firms.
		<b>CONTRACT RECORDS:</b> The bidder/proposer has maintained the following records for each DBE that has bid on the subcontracting opportunity:  1. Name, address, and telephone number; 2. A description of information provided by the bidder/proposer or subcontractor; and 3. A statement of whether an agreement was reached, and if not, why not, including any reasons for concluding that the DBE was unqualified to perform the job.

Please indicate if any of the following applied:

\_\_\_\_\_ There are not ways to break out 15% of the value of this contract for subcontractors / suppliers.

\_\_\_\_\_ Could not find sufficient DBEs to provide subcontracting or supplier services.

\_\_\_\_\_ DBEs were available but did not have sufficient qualifications or experience to meet the needs of this contract.

Please indicate additional efforts you have taken to recruit and engage DBEs. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Suggestions or comments to improve this program. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CITY OF MOBILE**  
**ARCHITECTURAL ENGINEERING DEPARTMENT**  
**205 GOVERNMENT STREET, MOBILE, AL 36602**

**PRE-BID MEETING ATTENDANCE ROSTER**

PROJECT NAME		PROJECT LOCATION		DATE
MELTON FIRE STATION BUILDING ENVELOPE & HVAC IMPROVEMENTS City of Mobile Project No. FD-057-24		57 S Lafayette St, Mobile, AL 36604		April 24, 2025
NAME	ORGANIZATION	DBE	PHONE	EMAIL
David Cordingly	City of Mobile		251-802-2436	david.cordingly@cityofmobile.org
Sandy McArthur	Watermark Design		251-378-6175	smcarthur@watermarkarch.com
Keth Swadlow	C.O.M.		251-374-6235	Keth.Swadlow@CityofMobile.ORG
Tim McLoee	Integrity Maint		251-767-2498	
Austin Megue	Integrity Maint		251-644-7530	integrity m.17@gmail.com
Josh Dindo	Bienville CS		251-721-1128	Josh@bienvilles.com
Cliff Thomas	City of Mobile			thomasc@cityofmobile.org
Chief James Frank	Mobile Fire-Rescue			
Chief Jason Browne	Mobile Fire-Rescue			