



## **Addendum No. 1**

To: Pre-Bid Meeting Attendees

From: Chuck Babin  
City of Mobile Architectural Engineering Department

Re: Herndon Sage Park – Restroom Structural Repairs  
Project # PR-044-24

Date: October 30, 2025

This Addendum forms a part of, and modifies, the Request for Quotes for the above referenced project, dated October 30, 2025. Acknowledge the receipt of this Addendum No. 1 and all subsequent Addenda, if any, in the space provided on the Quote Form. Failure to do so may subject Quoter to disqualification.

**General:** NA

**Clarifications:**

Item 1. The Mandatory Pre-Bid Meeting Agenda ***with no Modifications*** and Pre-Bid Meeting Attendance Roster, dated October 29, 2025 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.

**Forms and Specifications:** Questions regarding DBE utilization have been received by the City of Mobile Office of Supplier Diversity and a signed DBE waiver has been issued. Please see attached.

**Drawings:** NA

**RFI's:** NA

**Attachments:**

1. Mandatory Pre-Bid Conference Agenda
2. Mandatory Pre-Bid Conference Sign in Sheet
3. City of Mobile Office of Supplier Diversity DBE Waiver

**END OF ADDENDUM NO. 1**

MANDATORY PRE-BID CONFERENCE AGENDA (with no Modifications)  
PROJECT  
FOR

CITY OF MOBILE PARK IMPROVEMENTS  
HERNDON SAGE RESTROOM – STRUCTURAL REPAIRS  
2900 DAUPHIN ST, MOBILE ALABAMA  
CITY OF MOBILE PROJECT # PR-044-24  
OCTOBER 29TH, 2025 at 10:00 a.m.

Note: *This Agenda is complimentary, for general use as an outline and for discussion during this meeting. Any errors, omissions, or clarifications shall be communicated to the Engineer for distribution. This Agenda does not attempt to be, nor represent, any recapitulation of Project requirements, and does not change or alter same in any respect; Changes, if any, will only be made by written Addendum.*

1. Welcoming remarks. Reminder to sign in on sheet being circulated
2. Name of Owner – City of Mobile  
Project Managers – Chuck Babin  
  
Engineering personnel:  
James Russell, P.E., S.E. – Barter & Associates Inc.
3. Every General Contractor and every Subcontractor should read and be familiar with all “front-end” documents and all of Division 1 of the Project Manual, in addition to the work they are bidding.
4. Bid time, date, place – are indicated in the Advertisement for Bids; Sealed bids will be received and clocked in until 2:15 pm, Wednesday, the 12th day of November, 2025; bidders shall insert sealed Bids into a receptacle, marked “City of Mobile Bids”, located in the elevator lobby outside the office of the City Clerk Office, 9<sup>th</sup> Floor South Tower, Government Plaza, 205 Government Street, Mobile, Alabama 36602. Bid will be publicly opened and read at 2:30 PM local time, in the Atrium Lobby of Government Plaza.  
  
It is the Contractors responsibility to make sure Bid is received prior to bid time or they will not be accepted.
5. Note that Advertisement and Instructions to Bidders should be read by each bidder. For insurance requirements refer to Invitation & Instructions to Bidders in the Project Manual. A Certificate of Insurance evidencing all the minimum requirements must be provided to and accepted by the City of Mobile prior to commencing on the contract.
6. Contractors shall use the Bid Form included in Project Manual, copies of which are furnished to each bidder with Bid Documents. Bids must include Attachment A to Bid Form (Unit Prices) at Bid time and date.
7. Before submitting a bid for the Work, the bidders shall carefully examine the Bid Documents, visit the site, and satisfy themselves as to the nature and location of the Work, and the general and local conditions, including weather, the general character of the site and building, the character and extent of existing work

within or adjacent to the site and any other work being performed thereon at the time of submission of their bids.

8. Addenda - Minutes of Pre-Bid Meeting, and any pertinent items discussed shall be issued as Addendum following the Pre-Bid Meeting. Any further addenda necessary after the Pre-Bid Meeting will be posted to the city's website. <https://www.cityofmobile.org/bids/>
9. Clarification will be made only by written Addenda posted on the City of Mobile website. Questions and Clarifications must be submitted in writing by 3:00pm 5 days prior to bid.
10. When the Bid Documents identify three or more sources and the list of sources is not followed by "or approved equal" or similar wording, the bidder's proposal shall be based upon one of the identified sources, unless the bidder obtains "Pre-bid Approval" of another source. Approval of substitutions, if granted, shall not be effective until published by the Engineer in an addendum to the Bid Documents. Requests for substitutions will not be considered 72 hours prior to bid.
11. If there is a conflict, discrepancy, or confusion between the existing conditions, plans and specifications for work, materials or equipment and the Contractor does not receive written clarification from the Engineer prior to the opening of bids the Contractor shall include the better quality or greater quantity of work in his/her bid.
12. Bids must be submitted on the Bid Form as contained in the Bid Documents; only one copy is required to be submitted.
13. All information requested of the bidder on the Bid Form must be filled in. The form must be completed by computer or hand-printed in ink.
14. Bids shall be accompanied by a Bid Security equal to 5% (percent) of the total bid price, including the allowance if any, but in no event not more than \$10,000.00. Bid Security shall be on the form of a Bid Bond or cashier's check payable to the City of Mobile. No Bid Security is required on Bids less than \$10,000.00.
15. Bid, with Bid Security, Sales Tax Form C-3A, City of Mobile Subcontracting and Major Supplier Plan and other supporting data specified, shall be contained in a sealed, opaque envelope, approximately 9x12 inches or larger and be marked on the outside with the words "SEALED BID FOR (Herndon Sage Restroom – Structural Repairs – PROJECT NUMBER: (PR-044-24)".
16. Performance Assurance and Insurance: The bidder to whom award is made shall provide a Performance Bond equal to 100% of the total Contract Amount (including the allowance) and a Labor and Material Bond equal to 100% of the total contract amount (including the allowance). The accepted Bidder shall also provide insurance as required in section VII  
NO WORK IS TO BE PERFORMED UNTIL PROOF OF COMPLIANCE WITH THE INSURANCE REQUIREMENTS HAS BEEN RECEIVED BY THE CITY OF MOBILE.
17. A valid City of Mobile business license for the duration of the contract period. 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)

18. Bids may be delivered in person or by mail if ample time is allowed for delivery.
19. Bids will be opened and read publicly at the time and place indicated in the Advertisement for Bids.
20. Alternates, if any, are listed in the Bid Form in the order in which they shall cumulatively add to from the base bid for determining the lowest bidder.
21. Award of contract by Awarding Authority, ASAP after the opening of bids.
22. Proposals may be rejected if they contain any omissions, alterations of forms, additions not called for, conditional bids, alternate bids unless called for, incomplete bids, erasures, or irregularities of any kind.
23. Completion Time for Project: Base Bid Completion Time: The Project shall be completed within seventy (70) calendar days from the date indicated by the Notice to Proceed. Time begins from date of Official Notice to Proceed
24. At the time the Contractor duly awarded the Bid receives the signed Contract and the Notice to Proceed, he shall, within five (5) calendar days submit a Schedule of Work Progress to the Engineer and Owners Representative which reasonably reflects the amount of time required for each Phase of Work and the deadline by which it can be expected that such phase of the Work shall be completed. This Schedule should accurately reflect the date for Substantial Completion and take into consideration any reasonable contingencies.
25. The Contractor shall be responsible for all project safety. Neither the Engineer nor the Owner will be responsible for the Contractor's safety precautions, means, methods, techniques, sequences, or procedures. Contractor's personnel responsible for safety shall be OSHA certified. Safety barricades (as described in the contract documents) for project, including equipment and storage areas, part of contractors means, methods, techniques, sequences, procedures; cost of any type fencing, barricades, etc. necessary shall be incidental to project.
26. Contractor shall have access to the park as approved by the Owner, but typically Monday through Friday from 6:30 A.M. to 6:30 P.M on days that no events are taking place. Contractor is directed to coordinate all areas of work and scheduling with the Owner. After hours and weekend work will require prior approval of the Project Manager and Park staff.
27. Parking for Contractors and their Subs and workers: Shall be coordinated with the Owner.
28. Traffic Control:
  - Coordinate all construction activities with parties having jurisdiction.
  - Particular attention shall also be paid to vehicular and pedestrian traffic and routing of such during project.
29. Meetings: Owner / Architect / Contractor (OAC) Progress Meeting to be held per project requirements. Pre-Construction Conference will be held once a Contractor has been awarded the project and contract signed.

- 30.** Liquidated Damages: Per Item II Invitation & Instructions to Bidders, 1.24 LIQUIDATED DAMAGES: for non-completion of the work within the time limited agreed upon will be assessed in the amount of actual damages to the Owner but in no event not more than \$250.00 per day.
- 31.** Retainage withheld at 5% of the first 50% of Construction Completed until the amount equals 2.5% of the full contract amount. 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 in a local newspaper of general circulation.
- 32.** Contact Information:
- James Russell, Structural Engineer – Barter & Associates
- Email: [jrussell@barterse.com](mailto:jrussell@barterse.com)
- Phone: 251-473-8354
- Chuck Babin, Project Manager – City of Mobile
- Email: [chuck.babin@cityofmobile.org](mailto:chuck.babin@cityofmobile.org)
- Phone: 251-208-7600
- 32.** Closing remarks / questions.

[illegible]



City of Mobile

Office of Supplier Diversity

## **Request of Waiver of DBE Goal**

*The City of Mobile establishes an overall goal of 15% utilization of socially and economically disadvantaged businesses for all public spending or private projects that utilize public funding and/or incentives.*

Use this form to request a waiver of DBE goals on a City of Mobile Bid, RFP, solicitation or contract. You can download a PDF fill-in version of this form at <https://cityofmobile.sharepoint.com/sites/COMPortal>.

Contact the Office of Supplier Diversity at 251-208-7967 if you require assistance with completing this or any other DBE form.

**This form should be completed by the City department requesting a waiver.**

**Upon completion, submit the form to the Office of Supplier Diversity  
by email at [officeofsupplierdiversity@cityofmobile.org](mailto:officeofsupplierdiversity@cityofmobile.org).**



City of Mobile  
Office of Supplier Diversity

**REQUEST FOR WAIVER OF DISADVANTAGED BUSINESS  
ENTERPRISE (DBE) GOAL**

Bid/RFP/P.O./Solicitation/Other# PR-044-24 Current Date 10 / 30 / 25

Project Description Herndon-Sage Park - Restroom Support Beam

By City of Mobile Department/ Division/ Office/Unattached Board

I hereby request that the DBE participation goal, pursuant to Ordinance of the City Charter and Policy, be waived on the above-referenced project for the following reason(s):

Please attached any supporting documentation.

Potential contractors will provide single trade services and will not be using any sub-contractors

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Shannon McIntyre

**Requested By (Department Director)**

*Shannon McIntyre*

(Signature)

AE Director

(Title)

10/30/2025

(Date)

Telephone Number

Email Address

Archnique Kidd

**Reviewed By (Office of Supplier Diversity)**

*Archnique Kidd*

(Signature)

Small Bus. Dev. Mgr

(Title)

10/30/2025

(Date)

Approved By (CAO)











# PR-044-24\_Waiver of DBE Goals Form 2

Final Audit Report

2025-10-30

Created:	2025-10-30
By:	Emma Dean (emma.dean@cityofmobile.org)
Status:	Signed
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## "PR-044-24\_Waiver of DBE Goals Form 2" History

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