



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

**ADDENDUM NO. 1**

**Issued: November 15, 2021**

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

**Solicitation #CI 21 B 00605**

**Renovation of Community Bathrooms and Kitchenettes at 6  
Developments for MHA, 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 firms 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 21 B 00605 for Renovation of Community Bathrooms and Kitchenettes at 6 developments, Memphis, TN 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: \_\_\_\_\_

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# MEETING MINUTES

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Dates: November 10, 2021,

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

From: Kevin Pilate, Project Manager, MHA Capital Improvements

**RE: Pre-Bid Conference**

Solicitation # CI 21 B 00605: Renovation of Community Bathrooms and Kitchenettes at 6 developments, Memphis, TN

CC: David Walker, <b>DW</b>	Contracting Officer, MHA
Cory Lowery, <b>CL</b>	Architect/Project Manager, Allen and Hoshall
Kevin Pilate, <b>KP</b>	Project Manager, MHA
Michael Swindle, <b>MS</b>	Director, MHA
Kelitia Dickson, <b>KD</b>	Senior Project Manager, MHA

Pre- Bid Meeting was held at the Memphis Housing Authority Central Office in Board Room on Wednesday, November 10, 2021, at 10:00 A.M. regarding Solicitation No. CI 21 B 00605 for the Renovation of Community Bathrooms and Kitchenettes at 6 Developments, 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.

**LC:** Scope of Work overview by Allen and Hoshall. Scope of work includes corridors 2-10 at Borda Tower. Demolition has been completed in two corridors 9 and 10 as of date, the remaining corridors will follow on-going construction work. Renovation work will involve repair/replacement of metal studs, drywall replacement, access panel door replacement, the installation of new wall covering, and painting, etc.

**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.

**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

**KD** discussed and explained the HUD Section 3 Program

**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
- HUD 51000 Documents for Payments
- 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 10:50 a.m.

## **REVISIONS:**

- 1. The successful Contractor shall complete all work required under this contract within Two Hundred Seventy Business days (180) From Notice to Proceed.**
  - a. THE SUCCESSFUL CONTRACTOR SHALL COMPLETE ALL THE WORK REQUIRED UNDER THIS CONTRACT WITHIN TWO HUNDRED SEVENTY BUSINESS DAYS (270) FROM THE NOTICE TO PROCEED.**

**QUESTIONS FROM POTENTIAL BIDDERS:**

1. Potential Bidder will this project be considered two separate bids.

KP: No, one bid two phases.

2. Potential Bidder will there be two bid and performance and payment bonds.

KP/KD Yes, one for each phase. It is a possibility the one contractor will may be awarded one phase but not be the low bidder on the other.

3. Potential Bidder will there be site visits today.

KP, NO, but I will make preparation for those want to visit the sites.

**END OF ADDENDUM #2**