



To: Pre-Bid Meeting Attendees (and potential Bidders)

From: Jody Russell  
City of Mobile Architectural Engineering Department

Re: History Museum of Mobile  
Chiller Replacement  
Project #MU-013-24

Date: November 8, 2024

This Addendum forms a part of, and modifies, the Bidding Documents for the above referenced project, dated November 7, 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 Pre-Bid Meeting Agenda *with no Modifications* and Attendance Roster dated November 7, 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. (*no modifications noted*)

**RFI's:** N/A

**ATTACHMENTS**

Pre-Bid Meeting Agenda, with no Modifications  
Attendance Roster

**END OF ADDENDUM NO. 1**

History Museum  
Chiller Replacement  
MU-013-24

NON-MANDATORY PRE-BID CONFERENCE

8:00 am November 7, 2024

65 Government Street, Mobile, Alabama 36602

AGENDA

1. Attendance roster. Include a contact person and an e-mail address where a representative can be contacted if necessary. Please write legibly. Addenda will be posted on the City of Mobile Bid Website under the Project. <https://www.cityofmobile.org/bids/>  
Please check this website for all Addenda prior to submitting your bids. Acknowledge all Addenda on your bid form.
2. Introductions: Jody Russell, City of Mobile Project Manager  
Cindy Klotz, City of Mobile CIP Project Manager  
Christina Marie – P.E. Electrical Engineer / Consultant
3. Discussion of Scope of Work.
  - a. The Work consists of providing all necessary materials and rigging required to receive and replace the existing chiller with a new chiller specified in the project manual. Contractor shall provide above grade piping and associated other mechanical and electrical improvements as shown on the drawings and as necessary for a complete project. The contractor shall provide and install permanent bypass connections for a temporary chiller if required. The contractor shall provide power for temporary HVAC equipment, they may not use Museum power for this purpose.
  - b. Bid documents are available for viewing and download on the City of Mobile's Bidding website: <https://www.cityofmobile.org/bids/>
  - c. There is a \$25,000.00 Contingency Allowance. Allowance shall be utilized only after advanced written approval by the Owner. At the end of the project, the remaining contingency will be returned to the City via Change Order.
  - d. Submittals required for the project shall be submitted to the engineer for approval within five (5) calendar days of Notice to Proceed. Equipment required for the project shall be submitted to the engineer for approval within fifteen (15) calendar days of Notice to Proceed. After the approved submittals are returned, the equipment shall be ordered within ten (10) days of approval. Work shall be completed within fifteen (15) calendar days from the date of equipment delivery. The initial term of the Contract shall extend for three hundred (300) calendar days from the date of the Notice to Proceed, with the onsite Work period fifteen (15) days from commencement. **The museum shall be without HVAC for a maximum of six (6) hours.** If this period is too short, notify the engineer through an RFI and the timeframe may be re-considered. Coordination with the installation of the second chiller will be necessary so that both are not being installed at the same time.
  - e. The contractor shall prepare the site and have all necessary equipment for the replacement ready to ensure a smooth and on-time replacement. Due to the nature of additional repairs, isolation valves, and piping that will need to be replaced, downtime could be several days for both chillers. For this reason, a portable chiller will need to be provided by the contractor during this time to ensure the Museum is not without HVAC during installation.

- f. The City does not pay in advance for ordered materials.
- g. Protect all existing non-moveable items through the course of construction. Coordinate with Project Manager prior to bid if non-moveable items are in conflict with work areas.
- h. The 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.
- i. Before Bidding, Contractor shall verify their license classification of their General Contractors license with the State of Alabama Licensing Board.
- j. The contractor shall have access to the interior of the Museum between 7:30 am and 5:00 pm Monday through Saturday, 1:00 pm through 5:00 pm Sunday or as otherwise scheduled with the Facility Maintenance Staff. The chiller yard and loading dock are available 24/7. Contractor will be provided with a key to the chiller yard.
- k. Temporary power and cooling to maintain the temperature and humidity of the library interior shall be provided by the contractor for periods longer than the 8-hour turnover.** Transitions to temporary power and HVAC shall be scheduled and approved in advance with the Museum's Operations Manager, so as to minimize possible problems with facility activities.
- l. Contractor shall keep an exceptionally clean site. All Construction and lay down areas must be protected from public and Museum staff. Note that the site is not secure; contractor shall protect and store all of his materials and tools whenever they leave them for any reason. Shipping containers/trailers can be located in one of the public parking lots as arranged with and approved by Museum Staff. The City and/or Museum is not responsible for loss or damage of tools, equipment or materials.
- m. Contractor may utilize, without cost: power, electricity, and water except to run temporary HVAC equipment. Contractor must provide their own toilet, and handwashing facilities.
- n. Protect all concrete, grass, planting beds, sidewalks, pads, paving, stairs, rails, light poles, enclosure walls, other equipment in the enclosure, and other site features. Contractor shall be responsible for repairing any damage due to the Work. It is advised that the Contractor document the area before beginning Construction.
- 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. The site must be kept clean.
- p. Any observed ambiguities, discrepancies, omissions or errors in any part of the contract documents and substitution requests shall be submitted as written RFIs to the engineer, Christina Marie, [C.Marie@DellConsultingLLC.com](mailto:C.Marie@DellConsultingLLC.com) with a copy to [jody.russell@cityofmobile.org](mailto:jody.russell@cityofmobile.org) .
- q. Cut off time for submission of RFIs and substitution requests is by 3:00 pm Friday November 13<sup>th</sup>, 2024.
- r. Official clarifications or corrections will be made by written addendum posted to the City of Mobile Bidding Website. Only clarifications immortalized in Addendums are valid. The final day for addendums will be Friday, November 15, 2024, at 5:00pm.
- s. The Contractor shall provide utility line locations within the work area and the site generally.

4. 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 be in compliance with 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.
    - 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.
  - b. City of Mobile permits are required for the construction, but are available without cost to the Contractor. General Contractor, Plumbing Contractor, and Electrical Contractor shall have a current \$10,000 Surety Bond on file with the City of Mobile Permitting Division prior to issuance of permits and throughout the contract duration.
5. Bidding instructions, forms, special requirements and time.
  - a. Sealed Bids will be received and clocked in until 2:15 PM local time, Wednesday, the 20<sup>th</sup> day of November 2024.
  - b. 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, 9th Floor South Tower, Government Plaza, 205 Government Street, Mobile, Alabama 36602.
  - c. All Bids not clocked in by the City Clerk's Office prior to the specified time, or Bids received after the specified time, will be automatically rejected, and returned immediately, unopened.
  - d. Bids will be publicly opened and read at 2:30 PM local time, in the Atrium Lobby of Government Plaza.
  - e. This is a tax-exempt project.
6. 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:
    - i. ALL RISK Builder's Risk coverage 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. Policy provisions and the Certificate of Insurance shall be provided to the Owner.
  - f. Grant related Requirements
    - i. Complete the 'FFATA' (Federal Funding Accountability and Transparency Act) Disclosure Statement form which includes the UEI number acquired from SAM.gov
    - ii. Acquire a 'Unique Entity Identifier' number and complete the UEI form
    - iii. Provide proof of System for Award Management (SAM) Registration
    - iv. Certified Payroll – will be required to be submitted weekly for this project\*
- 7. 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.
- 8. Contacts and phone numbers:
  - a. Cindy Klotz: 251-208-7633 CIP Project Manager/AE Dept
  - b. Jody Russell: 251-208-1083 City of Mobile Project Manager/AE Dept
  - c. Christina Marie: 251-316-0015 x201 P.E. Electrical Engineer / Consultant
- 9. Walk of Site
- 10. Adjourn

## ATTENDANCE ROSTER

MEETING	PROJECT	LOCATION			DATE
Pre-Bid	History Museum of Mobile MU-013-24	65 Government Street, Mobile, AL 36602			Thursday, November 7, 2024
NAME	ORGANIZATION	PHONE	FAX	CELL PHONE	E-MAIL
Jody Russell <i>BR</i>	City of Mobile	251-208-1083		251-605-4921	<a href="mailto:jody.russell@cityofmobile.org">jody.russell@cityofmobile.org</a>
Cindy Klotz	City of Mobile	251-208-7633		251-490-4212	<a href="mailto:cindy.klotz@cityofmobile.org">cindy.klotz@cityofmobile.org</a>
Christina Marie <i>CM</i>	Jaguar Consulting				<a href="mailto:christy@dellconsultingllc.com">christy@dellconsultingllc.com</a>
Ronson Marsh	History Museum of Mobile	251-301-0269		901-497-2489	<a href="mailto:ronson.marsh@historymuseumofmobile.com">ronson.marsh@historymuseumofmobile.com</a>
Kelsi Tippery <i>KT</i>	City of Mobile	<i>251-208-7870</i>			<a href="mailto:kelsi.tippery@cityofmobile.org">kelsi.tippery@cityofmobile.org</a>
<i>MIKE PRUETT</i>	<i>DELL CONSULTING</i>	<i>251-316-005</i>			<i>MIKE@DELLCONSULTINGLLC.COM</i>
<i>Darren</i>	<i>Goram</i>	<i>251-476-5003</i>			<i>Darren@goramair.com</i>
<i>Chris Scherer</i>	<i>C+S Elect</i>	<i>251-973-1444</i>			<i>Scherer.chris@gmail.com</i>
<i>Jimmy Boyler</i>	<i>CLB Elec</i>	<i>251-367-8856</i>			<i>JimboBoyer@gmail.com</i>
<i>Gerry Reimer</i>	<i>Star Service</i>	<i>251-505-4804</i>			<i>gerryreimer@starservice.com</i>
<i>Zach Vallee</i>	<i>Donaghey</i>	<i>251-599-9883</i>			<i>zvallee@donagheymechanical.com</i>
<i>Lynn McKelvey</i>	<i>McKelvey Mech.</i>	<i>205-758-1011</i>			<i>lynn@mcKelveymechanical.com</i>
<i>Timothy Left</i>	<i>DOE / City of mobile</i>				<i>timothy.left@Cityofmobile.org</i>
<i>Michael Zune Eubanks</i>	<i>SCI</i>	<i>250-324-9931</i>			<i>michael.eubanks@jci.com</i>