



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

From: Jody Russell  
City of Mobile Architectural Engineering Department

Re: History Museum of Mobile  
Softwash  
Project #MU-065-23

Date: July 19, 2024

This Addendum forms a part of, and modifies, the Bidding Documents for the above referenced project, dated July 10, 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 July 18, 2024 are attached and form part of Addendum No. 1.
- Item 2. The Bid period has been extended. The new Bid Opening Date is July 31, 2024. All other bidding instructions remain the same.
- Question 1. Will any horizontal areas such as steps or sidewalks be added to the project?

**Answer:** Steps along the perimeter of the block leading up to entrances along Water Street will be included. We will add an alternate in a later addendum to account for what sidewalk areas we can include once approved by the City. A diagram will be included with that addendum at that time.

Question 2. Do we clean the large exterior wooden doors located in the courtyard area along the Exploreum wall?

**Answer:** Due to their current condition, do not clean or treat the large wooden exterior doors.

Question 3. Will the temporary banner signage on the Exploreum walls be removed for access to the exterior walls?

**Answer:** Yes. The signage will be removed by the city prior to cleaning each area and reinstalled by the City once cleaning has been completed. The Contractor will coordinate the work schedule with the project manager.

Question 4. Will the shade film located on the Exploreum windows along Government Street be removed or need to be removed for cleaning?

**Answer:** The tinted film located on the exterior of the narrow windows along Government Street will need to be removed and the windows cleaned. The tint film will NOT be replaced by the contractor.

Question 5. How do we clean around the vegetation located in the wedding courtyard in the History Museum?

**Answer:** We will clean the East, West, and North walls; however, no cleaning on the south wall where vines are located.

**Drawings:** N/A

**RFI's:** N/A

#### ATTACHMENTS

Pre-Bid Meeting Agenda, with Modifications  
Attendance Roster

**END OF ADDENDUM NO. 1**

**MOBILE HISTORY MUSEUM  
SOFTWASH  
MU-065-23  
PRE-BID CONFERENCE**  
9:00 am July 18,2024  
65 Government Street, Mobile, AL 36602

**AGENDA**

1. Attendance roster. Include a contact person and an e-mail address. Please write legibly.
2. Introductions - Owner Contacts, AE Project Manager, Operations Managers
3. Addenda will be posted to the City of Mobile's Bidding Website only:  
<https://www.cityofmobile.org/services/business/bids>
4. Discussion of Scope of Work.
  - a. The project includes a soft wash of the entire block including the History Museum of Mobile, the Gulf Coast Exploreum, and the Telecommunications building. The Bid Form is broken down by each building so please note when filling out the form.
  - b. Access to the site will be accessible 24/7 7 days a week. Access to the courtyard areas is available between 7:00 AM to 5:00 PM Monday through Friday. The hours of operation for the History Museum are Monday – Saturday, 9:00 AM to 5:00 PM and the Exploreum 9:30 AM to 4:00 PM Monday – Saturday. Employees may be present on off days and work may be completed if coordinated with the project manager.
  - c. Both facilities have scheduled events such as school field days, weddings, and parties. Contractors may not work in those areas during event setup, event, and event clean up. Coordination of events will be handled before and during the process for the most efficient process possible. Our goal will be to address the Exploreum courtyard areas first due to exterior exhibits potentially installed in September.
  - d. No temporary storage will be available for this location.
  - e. Protect all existing non-moveable items through the course of construction. Verify with Project Manager if non-moveable item conflicts with work areas.
  - f. 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.
  - g. 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.
  - h. Contractor shall keep an exceptionally clean site. The History Museum and Exploreum will continue to operate during normal business hours. All Construction and lay down areas must be protected from the public and museum/Exploreum attendees.
  - i. Contractor may utilize, without cost: power, water, electricity, toilet, and handwashing facilities, etc. if available in moderation.

- j. Protect all concrete sidewalks, pads, and paving. The 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.
- k. A combination of protection: entry and walk closures, constructed pedestrian tunnels, etc., should be considered and priced into the contractor's bid. Due to the public ways along the streets, a permit from R.O.W will be required and obtained by the Contractor at no cost.
- l. It is the Contractor's responsibility to provide proper water psi pressure. Do not exceed 100 PSI without the written permission of the owner. Any damage done to the building will be the responsibility of the Contractor to repair at the Contractor's expense. Cleaning of all windows is to be included.
- m. 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 that a waster water plan to the City of Mobile Engineering Permit Department is required. All wastewaters shall not be diverted into stormwater systems. Retain, collect, and dispose as per approved wastewater plan.
- n. Any observed ambiguities, discrepancies, omissions, or errors in any part of the contract documents shall be submitted as written RFIs to Jody Russell at [jody.russell@cityofmobile.org](mailto:jody.russell@cityofmobile.org).
- o. Cut off time for submission of RFIs is by 3:00 pm 5 days before the bid opening date. All requests are to be submitted via e-mail to Jody Russell.
- p. The cut off time for substitution requests is by 3:00 pm 5 days before the bid opening date. Substitution approvals are Pre-Bid only. All requests are to be submitted via e-mail to Jody Russell.
- q. Official clarifications or corrections will be made by written addendum shall be posted on the CoM website. Only clarifications immortalized in Addendums are valid.
- r. Substitution requests shall be made at least (five) 5 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 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. The 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.
6. Bidding instructions, forms, special requirements and time.
- a. Sealed Bids will be received and clocked in until 2:15 PM local time, Wednesday, the 24<sup>th</sup> of July 2024. See Bid Documents for additional requirements and instructions. Bids will be publicly opened in the Atrium Lobby of Government Plaza at 2:30PM.
  - b. There is a \$1,000 Contingency Allowance for each building. Allowances 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. All proposals for allowances shall be broken out as described in the Project Documents.
  - c. 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.
  - d. 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 Bid 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.

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 consecutive 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. Jody Russell: 251-605-4921 (City of Mobile Project Manager)
- b. Cindy Klotz: 251-208-7633 (City of Mobile Project Manager)

10. Walk of Site

11. Adjourn

