



Addendum No. 1

To: Pre-Bid Conference Attendees and Registered Plan holders

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

Re: WESTERN ADMINISTRATION COMPLEX – RECYCLING CENTER RELOCATION
Project #MX-004-25

Date: November 6, 2024

This Addendum forms a part of, and modifies, the Request for Quotes 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 Quote Form. Failure to do so may subject Contractor to disqualification.

General:

Item # 1

After the Pre-Bid presentation, bidders raised some questions regarding project budget and whether the existing compactor and dumpster will be removed prior to work beginning. These questions have been posed to the appropriate individuals responsible for this information, and further clarification will be sent out in a subsequent Addendum.

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 **with Modifications**
2. Attendance Roster, dated November 5, 2024

END OF ADDENDUM NO. 1

CITY OF MOBILE

Western Administration Complex - Recycling Center Relocation MX-004-25

PRE-BID CONFERENCE AGENDA **MEETING MINUTES**

November 5, 2024 at 10:00 a.m.

GENERAL INFORMATION

1. Introduction of Attendees

- a. City of Mobile (CoM) – Owner
 - David Cordingly – Capital Improvement Project Manager
David.Cordingly@CityofMobile.org
- b. Consultant’s Team and Responsibility
 - McCrory & Williams, Inc. – Surveyor & Civil
[Sean Estes, sestest@mcwinc.com](mailto:Sean.Estes@mcwinc.com)
 - Dell Consulting – Electrical & Plumbing Engineer
[Andy Maurin, Electrical Engineer, andy@dellconsultingllc.com](mailto:andy@dellconsultingllc.com)
[Michael Pruett, Plumbing Engineer, mike@dellconsultingllc.com](mailto:mike@dellconsultingllc.com)

~~e. Sub consultants~~

~~d. Others~~

2. Bid Date / Time / Location / Delivery

Date: Wednesday, November 13, 2024
Time: 2:15 PM (local time)
Location: The Office of The City Clerk, Elevator Lobby
9th Floor South Tower, Government Plaza
205 Government Street
Mobile, Alabama 36602

3. Eligibility

- a. As per Contract documents
- b. Licensed General Contractor in the State of Alabama
- c. Prequalification is not required for General Contractors

4. Bids

a. Preparation/Delivery

- It is the Contractor’s responsibility to make sure bid is complete per the Contract documents (e.g. bid form, bid bond, subcontractor /supplier list, etc.)
- It is the Contractor’s responsibility to make sure bids are delivered and received at the designated location on the date and time stated in advertisement for bid or subsequent addenda.
- 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, 9th Floor South Tower, Government Plaza, 205 Government Street, Mobile, Alabama 36602.
- 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.
- Bids will be publicly opened and read at 2:30 PM local time, in the Atrium Government Plaza.
- Any observed ambiguities, discrepancies, omissions or errors in any part of the contract documents shall be submitted as a written RFI to David Cordingly at david.cordingly@cityofmobile.org
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b. Proposal Form

- No alterations shall be made to bid proposal form
- Be sure to use latest bid proposal form provided during bid process

- c. Guaranty
 - Bid Guaranty in the form of Bid Bond or Cashier's Check is required
 - 5% of bid amount, not to exceed \$10,000
 - Use the provided City of Mobile form for Bid Bonds
 - Bid Bond must be executed by a Surety Company duly authorized and qualified to make such bonds in the State of Alabama, payable to the City of Mobile
 - Cashier's check, if used, must be drawn on an Alabama bank
 - d. Sales and Use Tax Savings
 - This is a tax exempt project. Bidder is not to add or include Sales and Use taxes in their bids
 - Sales tax estimates should be listed on the space designated on the bid form
 - Contractor will need to apply for a tax exempt certificate with the Department of Revenue to purchase materials tax free. Any delay in obtaining the tax exempt certificate due in whole or in part to the Contractor will not be cause for an extension of time for completion of the Project nor an increase in price.
 - Basic material & labor breakdown required to allow City of Mobile to apply for Tax Exempt Certificate
 - e. Subcontractors and Suppliers Submittal
 - Bidders shall include with their bids a listing of subcontractors and material suppliers as specified in the Supplementary Instructions to Bidders
 - ~~Bidders may change up to four (4) subcontractors/suppliers on their envelope prior to bid time~~
 - The low bidder shall submit a complete list of major subcontractors and suppliers within 48 hours of the bid opening. This list should include the license number for all subcontractors and should be on the bidder's letterhead.
 - No substitutions of any subcontractor or supplier identified with the bid or in the subsequent listing will be allowed without written request and approval by City of Mobile, whose decision shall be final.
5. Post-Award / Miscellaneous
- a. Contract Bonds as per the General Conditions
 - Performance Bonds - 100% of contract amount
 - Payment Bonds - Not less than 50% of contract amount
 - ~~b. Each subcontractor engaged in the installation, modification, configuration, programming, or testing of a fire alarm system must have a current Fire Alarm Permit from the Alabama State Fire Marshal's Office. A copy of each fire alarm subcontractor's permit must be provided with the list of subcontractors prior to installation or modification of the fire alarm system.~~
 - c. Bidder awarded the job must show evidence of being registered in the US Government's E-Verify Program
 - d. Pay Application requirements as per the General Conditions
 - e. Contractor shall adhere to the Child Labor Law - No workers on the project under the age of 18
 - f. City of Mobile, Office of Supplier Diversity, Subcontracting and Major Supplier Plan - The City of Mobile 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. Contractors should contact the City of Mobile, Supplier Diversity Manager (Archnique Kidd at 251-208-7967) for assistance with DBE Subcontractor information and any questions regarding the DBE Compliance Forms.
6. Insurance
- a. Builder's Risk Coverage
 - Is not furnished by Owner
 - Owner does not provide insurance coverage or other protection for any financial loss or project delay resulting from damage, theft, or any other loss to tools, equipment, or materials owned, leased, or rented by the Contractor, employees of the Contractor, or any Subcontractor

- o Contractor may elect to purchase other forms of property insurance or inland marine insurance on tools or equipment, project materials or components awaiting installation at any location or materials or components while being installed
- b. General Liability
 - Commercial General Liability coverage with limits of \$1,000,000 per occurrence, \$2,000,000 aggregate
 - \$2,000,000.00 Excess/Umbrella Coverage
- c. See the Contract Insurance Requirements section of the Bid Documents for a complete listing of insurance requirements

PROJECT INFORMATION

7. Basic Project Information
Relocation of the existing Recycling Center to a location closer to the Western Administration Complex
8. Overview of Scope of Work
 - a. Removal of compactor's existing concrete slab and privacy fence; all recycling related pavement striping and directional arrows; dismantling of existing service sink and water heater to be reused on new recycling structure; removal of existing electrical equipment, electrical service box, overhead power lines, and overhead conductors in this area; removal of existing water supply line, water spigots, floor drains, vent pipe, grade cleanouts, sanitary stub-ups, and associated piping; and removal and relocation of existing grease interceptors to new compactor location.
 - b. Installation of new concrete pad with approach pad; 6-ft privacy fence; asphalt patching and repaving; parking lot striping, directional arrows, and concrete wheel stops; installation of new electrical service and site lighting; relocation of existing service sink faucet, point-of-use water heater, and associated insulated and weatherproof enclosure; domestic cold water piping and sanitary waste piping; installation of new vent through roof; and relocation of existing grease interceptor.
9. Anticipated Schedule, Progress and Completion
 - a. Anticipated "Letter of Intent" from City of Mobile by November 18, 2024
 - b. Anticipated NTP / Mobilization – December 11, 2024
 - No work shall begin on project until insurance certificates are approved by City of Mobile
 - c. Time for Completion
 - Base Bid Completion Date: February 10, 2024 (60-days)
 - d. Liquidated Damages - \$250.00 per calendar day for completion dates as specified above.
 - e. Contractor to submit a schedule of values with detailed breakdowns of material and labor within 10 days of the Notice to Proceed for progress tracking and management
 - f. Contractor to generate and submit detailed construction progress schedule compliant with requirements listed in the Project Manual within ten (10) days after NTP, unless otherwise indicated in the LOI. No claims for time extensions will be granted prior to the submission and approval of a progress schedule compliant with these sections. During the course of the work, the assigned City of Mobile Project Manager will review the progress of completed work and the submission of any supporting documents regarding the progress of the work.
 - g. Owner/Consultant/Contractor (OAC) progress meetings to be held per project requirements
 - h. Warranty dates shall start at Date of Substantial Completion
10. Job Sign Requirement No
11. Construction Staking
 - a. Shall be the Contractor's responsibility
12. Project Observation / Material Testing
 - a. Resident observation will be provided by Owner
 - b. Contractor's responsibility to coordinate all testing
13. Inspections
 - a. All city inspections of the work will coordinated by the Contractor with City Inspection Officials

- b. Inspection cards must be kept up to date throughout duration of project
 - c. The Contractor should only schedule inspections when the work to be inspected is complete. City of Mobile reserves the right to deduct costs for additional inspections due to incomplete material or workmanship at the time the Contractor scheduled the initial inspection.
14. Safety
- a. The Contractor shall be responsible for all project safety. Neither the Consultant nor the Owner will be responsible for the Contractor's safety precautions, means, methods, techniques, sequences, or procedures.
 - b. Contractor's personnel responsible for safety shall be OSHA certified
 - c. Weekly employee safety meetings will be required with minutes of each meeting kept current. Contractor shall be responsible for coordination, content, scheduling, etc., of safety meetings with employees.
 - d. The Contractor shall be responsible for maintaining a comprehensive Hot Work Program (if applicable). See Supplemental General Conditions.
 - e. Fencing along the limits of construction, including equipment and storage areas, is the Contractor's responsibility unless otherwise directed by the Owner. The cost of any type fencing, barricades, etc. necessary shall be incidental to project. Fencing, barricades, etc., must be maintained according to the project specifications throughout the duration of the project.
15. ~~Storm Water and Erosion Control~~
- ~~a. As per Project Specifications Section [Insert spec section here]~~
 - ~~b. The Contractor shall be responsible for obtaining the Alabama Department of Environmental Management (ADEM) NPDES Permit and will submit the permit application prior to beginning onsite work~~
 - ~~c. Contractor will arrange for a qualified individual to provide all monthly inspections and reports for the project~~
 - ~~d. Contractor responsible for implementing all BMP's, installation of all erosion and sedimentation control items, adhering to permit requirements and monthly inspection reports, etc.~~
16. ~~Tree Protection~~
- ~~a. During the course of the work, Contractor will take all necessary precautions to protect existing trees on and near the project site as per the Project Specifications and General Conditions~~
 - ~~b. For any tree destroyed or damaged beyond reasonable repair due in whole or in part to the Contractor's failure to adequately protect it the City of Mobile will assess damages per the Project Specifications~~
17. Parking for Contractors, Subcontractors and all workers
- a. As approved by the City Project Manager.
18. Traffic Control
- a. As per Project Specifications
 - b. Coordinate all activities which may impede automobile, bus, pedestrian, or bicycle traffic with the Project Manager.
19. Working on City of Mobile property/interaction with staff and pedestrians
- a. The safety of pedestrians around the project site will be emphasized throughout the project. Safe pedestrian routing will be established in conjunction with the Project Manager at the outset of the project. Contractor will maintain such routing throughout the duration of the project.
 - b. Notification to Emergency Vehicles (Police, Fire-Rescue, Ambulance, etc.) shall be Contractor's responsibility
 - c. Harassing communications or behavior toward staff or pedestrians will not be tolerated and offending individuals will be removed from the project immediately.
 - d. Unless otherwise indicated, Contractor shall provide temporary toilet facilities for its employees as well as other workers on the jobsite. Workers on the jobsite shall not use restrooms, break areas, or vending machines within the building or adjacent buildings unless approved by Project Manager.
20. Existing Utilities

- a. As per Technical Specifications Section 02 21 02
 - b. Verify location of utilities prior to construction
21. Water Distribution
- a. If the project requires the installation of new or additional water meter(s) from the City of Mobile the contractor shall pay all water/sewer fees and meter set purchase cost. Contractors should verify any associated costs with the City prior to bidding.
- ~~22. Duct Cleanliness (if applicable to the current project)~~
- ~~a. All ductwork should arrive at jobsite with all openings covered in 6 mil plastic sheeting~~
 - ~~b. Ductwork should be covered except when ductwork is being done in that area~~
 - ~~c. HVAC Units shall not operate until after the Pre HVAC Conference is held~~
 - ~~d. During construction prior to starting equipment, install a minimum of MERV 8 filters on the return and outside air. It is responsibility of the Contractor to change filters and clean coils as required until Date of Substantial Completion.~~

ADDENDA, ALLOWANCES, ALTERNATES & UNIT PRICES

23. Addenda
- a. Minutes of Pre-Bid and any other pertinent items discussed shall be issued as Addendum 1
 - b. Additional addenda will be issued throughout bid process as warranted
 - c. All questions prior to bid should be directed to David Cordinly at david.cordingly@cityofmobile.org
 - d. Deadline for questions from bidders: November 8, 2024
 - e. Deadline for substitution requests: November 8, 2024
 - f. All questions should be directed to A/E and Project Manager in writing. Responses will be sent to all bidders. Any pertinent questions that may be asked during site walk-through or site visits should be followed up in writing. Any verbal answers provided should be considered nonbinding.
24. Allowances
- a. Contingency Allowance: Ten thousand dollars and 00/100 Dollars (\$10,000.00)
 - Contingency Allowance shall cover cost of material, labor, overhead, profit and other expenses for complete installation of items of additional work as required for a complete, functional project.
 - Contingency Allowance shall be used for unforeseen conditions not covered in the construction documents.
 - All extra work under this section must be authorized by the Owner, in writing, prior to materials or undertaking work
 - Upon completion of the Work, the unused portion of the Allowance shall be credited back to the Owner in the form of a Change Order
 - Allowances are subject to the same provision of AIA 201 Article 7.3.7.
25. Alternates
- a. N/A
26. Unit Prices
- a. N/A
27. Other / Miscellaneous
- a. N/A

QUESTIONS / COMMENTS

PROJECT TOUR (OPTIONAL)

ADJOURN

