



Memphis Housing Authority

Public Housing Operations

700 Adams Street, Room 107
Memphis, Tennessee 38105-5029

ADDENDUM NO. 1

Issued: Wednesday, February 28, 2018

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

Solicitation # HM 18 B 00421

Request for Quote [RFQ]

Demolition of Playground at Montgomery Plaza, Memphis, TN

TO ALL POTENTIAL BIDDERS:

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 bids.

To ensure that all firms are given an equal opportunity to submit a competitive bid, attached is a response regarding Solicitation # HM 18 B 00421: Demolition of Playground at Montgomery Plaza, Memphis, TN

PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM BY SIGNING, DATING AND INCLUDING A COPY OF THIS ADDENDUM COVER SHEET IN YOUR BID.

Name of Firm: _____

Signature: _____

Date: _____

Title: _____

Date: February 28, 2018

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

From: Kelitia M. Crowder, MHA Public Housing Operations

Re: **Pre-Bid Conference**

Solicitation # HM 18 B 00421: Demolition of Playground at Montgomery Plaza, Memphis, TN

CC: Michael Swindle, MHA Public Housing Operations
David Walker, MHA Contracting Officer

A Pre-Bid Conference was held at the Memphis Housing Authority (MHA) Central Office in the MHA Capital Improvements Office on Thursday, February 22, 2018 at 2:00 p.m. regarding: HM 18 00421 – Demolition of Playground at Montgomery Plaza. Due to the weather the site visit was canceled. Attendees were informed to visit the site at any time at their convenience.

February 22, 2018 (2:00 p.m.) meeting attendees were as follows:

Edwin Tornes	Wagner General
James Carodine Jr.	Precise Contracting
Dorothea Craigen	Precise Contracting
Cherica Baker	Nickson General Contractors
Danny Winter	Dixon Services, Inc.
Charles Dixon	Dixon Services, Inc.
Kelitia Crowder (KC)	MHA – Capital Improvements

The meeting agenda was listed as follows:

- Attendees Sign-in
- Welcome and Introductions
- Review of Questions and Submission Deadline
- HUD 5370 General Conditions
- Review of Scope of Work
- Review of Quote Form Format
- Anticipated Schedule, Projected Start Date and Project Duration
- Liquidated Damages
- Hours of Operation
- Theft and Vandalism
- Wage Rate Requirements
- Questions & Answers

Several items were discussed in the Pre- Bid and are listed as follows:

1. **KC** – Instructed meeting attendees to sign the meeting attendance sheet.
2. **KC** – Introduced herself of the Memphis Housing Authority.
3. **KC** – Provided a review of the HUD 5370 General Conditions document.
4. **KC** – Provided a review of the Scope of Work.
5. **KC** – Discussed proposed schedule, hours of operation and liquidated damages.

- 6. **KC** – Stated that all questions should be submitted in writing and stated that any answers provided during the Pre-Bid Conference are not binding.
- 7. **KC** – Stated that a site visit would be canceled due to the weather and attendees should go visit the site at their convenience.
- 8. **KC** – Provided a review of the Quote Form.
- 9. **KC** – Stated that the deadline for the receipt of questions is **Tuesday, February 27, 2018 at 2:00 p.m. CST**. Bids are due on **2:00 p.m. CST on Wednesday, March 7, 2018**.
- 10. **KC** – stated that the **project will be utilizing Non-Routine Maintenance Wage Rate Determinations**, found in the solicitation package.
- 11. **KC** – Opened the discussion for questions.
- 12. **Vendor Question:** Are there any additional drawings that accompany this solicitation package?
MHA Response: No additional drawings accompany this package. Specifications are included in the solicitation that give the direction needed.
- 13. **Vendor Question:** Should we take all our equipment home every evening?
MHA Response: Yes. Everything that belongs to the contractor should be removed from the site each evening. Operating hours shall be from 7:30 till 4:30 every day. The contractor is responsible for securing the work area, his material and equipment.

The pre- bid meeting adjourned at 2: 30 p.m.

If there is additional material, that was discussed and is not included in these minutes, please feel free to provide those omissions to me by letter or e-mail and I will issue revised minutes.

Questions and Responses:

- 1. *Vendor Question: Are the existing sidewalks along the perimeter of the playground to be covered with borrow material and seeded as well?*
MHA Response: Yes, the intent is to end with a grass lawn, no concrete exposed.
- 2. *Vendor Question: How far should the new grade and seeded lawn extend? Past the walks and into the tracked areas? As far as the R.O.W?*
MHA Response: Not as far as the right of way. The contractor is responsible for grading all rutted and damaged areas. All disturbed areas shall be seeded.
- 3. *Vendor Question: Is the sidewalk leading up to the playground (behind/near the dumpster) to be covered as well?*
MHA Response: No. That sidewalk is to remain as is. It will dead-end into the grass lawn once the project is complete.
- 4. *After the trench drains are removed, is the resulting area to match sidewalks or just filled with additional borrow material?*
MHA Response: Fill the voids created by the trench drain removal with borrow material and seed.

ATTACHMENTS:

NONE

CLARIFICATIONS AND REVISIONS:

NONE

*****END OF ADDENDUM NO.1*****