

## ADDENDUM 2

November 4, 2020

Re Bid of the Restroom Renovation and Update for Accessibility Compliance for:  
Art Center of Mississippi ADA Renovations  
Art Center of Mississippi  
201 East Pascagoula Street  
Jackson, Mississippi  
COJ Project #17B7003.701

**This Addendum**, which contains revisions to the Work contained in the **Contract Documents** dated **October 7, 2020** shall become a part of such Drawings and Specifications as if bound therein. Other requirements shall remain as specified.

The above named Contract Documents are hereby modified, corrected, and/or supplemented by this Addendum as follows:

**PERTAINING TO THE SPECIFICATIONS**

1. Please find attached the following specification sections for your use in submitting your bids:
  - o Section 00 41 13 – Proposal Form
  - o Section 00 41 14 – Equal Business Opportunity Plan

**GENERAL CLARIFICATIONS**

1. Please find attached Sign-In Sheet and Meeting Minutes from Pre-Bid Conference, held October 27, 2020.

**END OF ARCHITECTURAL ADDENDUM 2**



**SECTION 00 41 13 - PROPOSAL FORM**

To:  
CITY OF JACKSON CITY COUNCIL  
OFFICE OF THE CITY CLERK  
CITY OF JACKSON CITY HALL  
219 SOUTH PRESIDENT STREET  
JACKSON, MS 39201

Project Title:  
ART CENTER OF MISSISSIPPI RESTROOM RENOVATION  
AND UPDATE FOR ACCESSIBILITY COMPLIANCE  
201 EAST PASCAGOULA STREET  
JACKSON, MISSISSIPPI 39201  
COJ PROJECT # 17B7003.701

Location:  
JACKSON, MISSISSIPPI

Ladies and Gentlemen:

Having carefully examined all conditions of the Contract and all Amendments, Supplements and Addenda thereto, having visited the site and being familiar with the conditions thereof, I or We propose to furnish all labor, materials and equipment to complete all work required by the Contract Documents entitled ***ART CENTER OF MISSISSIPPI RESTROOM RENOVATION AND UPDATE FOR ACCESSIBILITY COMPLIANCE, 201 EAST PASCAGOULA STREET, JACKSON, MISSISSIPPI 39201*** as prepared by MICHAEL BAKER INTERNATIONAL, BAKER LPA ARCHITECTS, P.C., 11 NORTH WATER STREET, SUITE 14290 MOBILE, ALABAMA 36602 for the amount set forth below:

BASE BID, which includes a 10% contingency as indicated on section 012100:

\_\_\_\_\_ Dollars (\$\_\_\_\_\_)

Ten (10%) Percent Contingency Allowance

Provide lump sum dollar amount for required ten (10%) percent contingency allowance.

\_\_\_\_\_ Dollars LUMP SUM (\$\_\_\_\_\_ LUMP SUM)

Add Alternate #1

Removal of Existing Storefront Door and Assembly, and Existing wall construction, and replacement with New Storefront Door and Window System as per plans and specs.

\_\_\_\_\_ Dollars (\$\_\_\_\_\_)

***The project must be completed ONE HUNDRED AND TWENTY (120) calendar days from Notice to Proceed.***

LIQUIDATED DAMAGES:

The stipulated liquidated damages described in Paragraph 9.11 of the Supplementary Conditions and in Section 00 73 13 – Supplementary Conditions of this Project Manual are in the amount of

**Five Hundred Dollars (\$500.00) per calendar day**

I am authorized to enter my firm into a binding contract if this proposal is accepted.

Respectfully submitted,

Contractor / Firm: \_\_\_\_\_

Name & Title: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_

Certificate of  
Responsibility No. \_\_\_\_\_

I, or We, agree to hold our bid open for acceptance for sixty (60) calendar days from the date of opening of bids.

Enclosed herewith is Bid Bond or Certified Check in an amount equal to five percent (5%) of the Base Bid, guaranteeing the Owner the execution of the Performance and Payment Bonds and the Contract.

\_\_\_\_\_.

I, or We, acknowledge receipt of the following Addenda, **PLEASE SIGN OR INITIAL IN SPACE PROVIDED:**

<b>ADDENDUM 1 Dated: <u>10/19/2020</u></b>	<b><u>Acknowledgement</u></b>
<b>ADDENDUM 2 Dated: <u>11/04/2020</u></b>	<b><u>Acknowledgement</u></b>

TO BE FILLED IN IF A CORPORATION

Date: \_\_\_\_\_

\_\_\_\_\_ (Company Name)

Our Corporation is chartered under the laws of the State of \_\_\_\_\_, and the names, titles and business addresses of the executives are as follows:

\_\_\_\_\_  
President Address

\_\_\_\_\_  
Secretary Address

\_\_\_\_\_  
Treasurer Address

TO BE FILLED IN IF A LIMITED LIABILITY CORPORATION (LLC)

Date: \_\_\_\_\_

\_\_\_\_\_ (Company Name)

Our Corporation is chartered under the laws of the State of \_\_\_\_\_, and the names, titles and business addresses of the executives are as follows:

\_\_\_\_\_  
President Address

\_\_\_\_\_  
Secretary Address

\_\_\_\_\_  
Treasurer Address  
TO BE FILLED IN IF A PARTNERSHIP

Date: \_\_\_\_\_

\_\_\_\_\_  
Name Address

\_\_\_\_\_  
Name Address

\_\_\_\_\_  
Name Address

TO BE FILLED IN IF A SOLE PROPRIETORSHIP:

Date: \_\_\_\_\_

\_\_\_\_\_ (Company Name)

\_\_\_\_\_  
Name Address

SUBCONTRACTOR LIST:

Mechanical (HVAC): \_\_\_\_\_

Mechanical (Plumbing): \_\_\_\_\_

Electrical: \_\_\_\_\_

Bidder certifies that he is a:

\_\_\_\_\_ Resident Contractor

\_\_\_\_\_ Non-Resident Contractor

Sealed Bids will be received by the City Clerk of Jackson, MS at 219 South President Street, Jackson MS 39201 or P.O. Box 17, Jackson, MS 39205 until **3:30 PM**, local time, **November 10, 2020** at which time

bids will be publicly opened and read aloud.

Envelopes containing Bids, bid Bonds, etc., must be sealed and addressed as follows:

Office of the City Clerk  
City of Jackson City Hall  
219 South President Street  
Jackson, Mississippi 39201

Provide Certificate of Responsibility on outside of envelope.

Bid Proposal for:  
ART CENTER OF MISSISSIPPI RESTROOM RENOVATION  
AND UPDATE FOR ACCESSIBILITY COMPLIANCE  
201 EAST PASCAGOULA STREET  
JACKSON, MISSISSIPPI 39201  
COJ PROJECT # 17B7003.701

**END OF SECTION 00 41 13**

**CITY OF JACKSON, MISSISSIPPI**

**Chokwe Antar Lumumba**

**Mayor**

**EQUAL BUSINESS OPPORTUNITY (EBO)  
PLAN**

**Department of Planning and Development  
Division of Equal Business Opportunity**

**200 South President Street  
Jackson, Mississippi 39205-0017  
(601) 960-1856**

**CITY OF JACKSON, MISSISSIPPI**  
**EQUAL BUSINESS OPPORTUNITY EXECUTIVE**  
**ORDER**

**LEGAL NOTICE**

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The City of Jackson is committed to the principle of non-discrimination in public contracting. It is the policy of the City of Jackson to promote full and equal business opportunity for all persons doing business with the City. As a pre-condition to selection, every contractor, bidder or offeror shall submit a *completed and signed* Equal Business Opportunity (EBO) Plan with the bid submission, in accordance with the provisions of the City of Jackson's Equal Business Opportunity (EBO) Executive Order. Failure to comply with the City's Executive Order shall disqualify a contractor, bidder or offeror from being awarded an eligible contract.

For more information on the City of Jackson's Equal Business Opportunity Program, please contact the Division of Equal Business Opportunity at 960-1856. Copies of the EBO Executive Order EBO Plan Application, EBO Program, the MBE/FBE Directory and the MBE/FBE Certification Affidavit are available at 200 South President Street, Suite 223, Jackson, Mississippi.



(EBO FORM 7-1-2013)

## **EQUAL BUSINESS OPPORTUNITY SPECIAL NOTICE TO BIDDERS**

### **POLICY**

The City of Jackson is committed to the principle of non-discrimination in public contracting. Therefore, the City of Jackson requests that prospective vendors and contractors carefully examine their method of selecting subcontractors and suppliers, to ensure that they are not either actively, or passively, discriminating against MBEs and FBEs. As a bidder seeking to do business with the City of Jackson, you are expected to adhere to a policy of non-discrimination, and to make the maximum practicable effort to ensure that historically underutilized firms are given an opportunity to participate in the performance of contracts financed in whole, or in part, with City funds.

### **DEFINITIONS**

For purposes of this policy, the following definitions will apply:

- (1) **“African American Business Enterprise (AABE)”** shall mean a business that is an independent and continuing enterprise for profit, performing a commercially useful function and is owned and controlled by one or more African Americans and certified as such by the Division of Business Development.
- (2) **“Asian American Business Enterprise (ABE)”** shall mean a business that is an independent and continuing enterprise for profit, performing a commercially useful function and is owned and controlled by one or more Asian Americans, and certified as such by the Division of Business Development.
- (3) **“Hispanic Business Enterprise (HBE)”** shall mean a business that is an independent and continuing enterprise for profit performing a commercially useful function and is owned and controlled by one or more Hispanics, and certified as such by the Division of Business Development.
- (4) **“Minority Business Enterprise (MBE)”** shall mean a business which is an independent and continuing operation for profit, performing a commercially useful function as is owned and controlled by one or more non-White persons regardless of gender.
- (5) **“Female Business Enterprise (FBE)”** shall mean a business which is an independent and continuing enterprise for profit, performing a commercially useful function and is owned and controlled by one or more females regardless of any race and certified as such by the City of Jackson’s Division of Business Development.

### **OBLIGATION**

*The Contractor and any Subcontractor shall take all necessary and reasonable steps to ensure that MBEs and FBEs have a maximum opportunity to compete for and participate in the performance of any portion of the work included in this contract and shall not discriminate on the basis of race, color, national origin or sex. If it is determined that there is a significant underutilization of MBEs and FBEs, the Equal Business Opportunity Officer is empowered, pursuant to section 127-8 of the Equal Business Opportunity Executive Order, to conduct an investigation to determine the reasons for the underutilization.*



## **GOALS**

The goals for participation by MBEs and FBEs are established by the Equal Business Opportunity Executive Order of the City of Jackson. The Contractor shall exercise all necessary and reasonable steps to ensure that participation meets or exceeds the contract goals. The goals may be attained by subcontracting to, procuring materials from, and renting equipment from MBEs and FBEs. (See *Subcontractor/Supplier Participation guidelines below.*)

### **The Equal Business Opportunity participation goals are as follows:**

<b>PROCUREMENT CATEGORY</b>	<b>Asian (ABE)</b>	<b>African- American (AABE)</b>	<b>Hispanic (HBE)</b>	<b>Native American (NABE)</b>	<b>Female (FBE)</b>
<b>A/E &amp; Professional Services</b>	<b>0.16</b>	<b>8.67</b>	<b>0.00</b>	<b>0.00</b>	<b>1.96</b>
<b>Construction</b>	<b>0.00</b>	<b>12.41</b>	<b>0.37</b>	<b>0.00</b>	<b>4.89</b>
<b>Goods &amp; Non-Professional Services</b>	<b>0.04</b>	<b>6.78</b>	<b>0.02</b>	<b>0.00</b>	<b>3.03</b>

Those portions of the contract that are proposed for MBEs and FBEs in the response to this bid shall be listed on the attached Equal Business Opportunity Plan.

For specific information about the Equal Business Opportunity Plan, please contact the Office Equal Business Opportunity at (601) 960-1856.

\*Non-white female firms cannot be utilized twice on the EBO Plan even though those firms can be certified as either ABE, AABE, HBE, NABE, FBE or both. The firm can only be utilized in one category to fulfill the minority participation goals on the EBO Plan.

Contractors may employ AABEs, HBES, ABEs or FBEs to meet the applicable project goals through various methods, as follows:

#### **A. Subcontractor Participation**

- (i) Where a prime contractor utilizes one or more subcontractors to satisfy its equal business opportunity commitment, the prime contractor may count toward its EBO Plan only expenditures to MBE (AABE, HBE, or ABE) or FBE contractors that perform a commercially useful function in the work of the contract.
- (ii) An MBE or FBE subcontractor is considered to perform a commercially useful function when it is responsible for execution of a distinct element of the work of a contract and carries out its responsibilities by actually performing, managing and supervising the work involved. In determining whether an MBE or FBE subcontractor, is performing a commercially useful function, factors, including but not limited to the following, will be considered:
  - (a) the amount of work subcontracted;
  - (b) the type of prime contract;
  - (c) whether the business has the skill and expertise to perform work for which it is being/has been certified;
  - (d) whether the business actually performs, manages and supervises the work for which it is being/has been certified; and
  - (e) whether the business purchases goods and/or services from a non-minority/women

business enterprise and simply resells goods to the city, city contractor, or other person doing business with the city for the purpose of allowing those goods to be counted towards fulfillment of the minority/women business enterprise utilization goals.

- (f) standard industry practices.
- (iii) Consistent with standard industry practices, an MBE or FBE subcontractor may enter into second tier subcontracts. If an MBE or FBE subcontractor subcontracts a significantly greater portion of the work of its subcontract to a non-minority, non-female owned firm than would be expected on the basis of standard industry practices, it shall be presumed that the MBE or FBE subcontractor is not performing a commercially useful function.

**B. Suppliers Participation**

Where a prime contractor utilizes one or more suppliers to satisfy its EBO commitment, in whole or in part, the MBE or FBE supplier participation may be credited towards the applicable goal as follows:

- (i) 100 percent of the contract amount for MBE or FBE suppliers who manufacture the goods supplied.
- (ii) 100 percent of the contract amount for MBE and FBE suppliers who are wholesalers warehousing the goods supplied or who are manufacturers' representatives, provided that only 25 percent of the applicable MBE or FBE goal may be attained by non-manufacturing supplier contracts to MBEs or FBEs.
- (iii) For those contracts where an extraordinarily large proportion of the contract price is for equipment or supplies, a lower project goal may be set than otherwise would be required, or the 25 percent limit for suppliers may be increased, or a combination of these two methods may be utilized.

**C. Joint Ventures and Mentor-Protégé Programs**

- (i) The Division of Equal Business Opportunity shall encourage, where economically feasible, the establishment of joint ventures and mentor protégé programs to ensure prime contracting opportunities for African American, Hispanic, Asian American, Native American and Female Business Enterprises on all eligible projects over \$3,000,000.00. Even if the prime itself is a MBE, a joint venture between prime contractors and MBEs is strongly encouraged on all projects exceeding three million dollars (\$3,000,000.00).
- (ii) Where a contractor engages in a joint venture to satisfy its Equal Business Opportunity Commitment, the Equal Business Opportunity Officer shall review and approve all contractual agreements regarding:
  - (a) The initial capital investment of each venture partner;
  - (b) The proportional allocation of profits and losses to each venture partner;
  - (c) The sharing of the right to control the ownership and management of the joint venture;
  - (d) Actual participation of the venture partners in the performance of the contract;
  - (e) The method of and responsibility for accounting;
  - (f) The methods by which disputes are resolved; and

- (g) Other pertinent factors of the joint venture.

On the basis of these factors, the Equal Business Opportunity Officer shall determine the degree of AABE, HBE, ABE, or FBE participation resulting from the joint venture that may be credited towards the applicable EBO goals of the project.

The bidder or offeror shall provide the Equal Business Opportunity Officer access to review all records pertaining to joint venture agreements before and after the award of a contract reasonably necessary to assess compliance with this policy.

The Equal Business Opportunity Program also encourages Mentor-Protégé programs to assist African American, Hispanic, Asian American, and Female business enterprises in financing, bonding, construction management and technical assistance. Mentor-Protégé agreements will be reviewed by the Equal Business Opportunity Officer for final approval of the following terms of each agreement:

- (a) type of technical assistance to be provided by mentor;
- (b) rights and responsibilities of each mentor and protégé contracting activity;
- (c) the specific duration of the agreement;
- (d) the amount of participation by the protégé that may be credited toward the applicable EBO goal.

## **EQUAL BUSINESS OPPORTUNITY PLAN**

In accordance with Section IV of the City of Jackson's Equal Opportunity Executive Order No. 2015 – 3, each contractor, bidder or offeror shall submit a completed and signed Equal Business Opportunity Plan with bid submission. Such plan should be titled "Equal Business Opportunity Plan (EBO Plan)" and should include the following:

- A. Names, addresses and contact persons of each African American Business Enterprise, Asian Business Enterprise, Hispanic Business Enterprise, and Female Business Enterprise to be used in the contract.
- B. The type of work or service each African American Business Enterprise, Asian Business Enterprise, Hispanic Business Enterprise, and Female Business Enterprise will perform.
- C. The dollar value of the work or service to be performed by each African American Business Enterprise, Asian Business Enterprise, Hispanic Business Enterprise, and Female Business Enterprise.
- D. Scope of the work to be performed by each African American Business Enterprise, Asian Business Enterprise, Hispanic Business Enterprise, and Female Business Enterprise.

### **Waiver**

If the EBO Plan does not meet the project goals, the bidder or offeror must seek a partial or total waiver of the project goals. The application for waiver of all or part of the project goals must include full documentary evidence of the bidder's or offeror's good faith efforts (*see EBO Plan Application*) to meet the project goals and why the request for waiver should be granted. The application shall be in writing and submitted as a part of the bid or offer. It should include a narrative, affidavits and/or exhibits which verify the actions taken by the bidder or offeror to meet the goals.

### **Replacement**

**If a MBE/FBE Subcontractor cannot perform satisfactorily, the Contractor shall take all necessary reasonable steps to replace the Subcontractor with another MBE/FBE Contractor. All MBE/FBE replacements must be approved by the EBO Review Committee and the Department. (See *EBO Plan Application*)**

**To demonstrate necessary reasonable efforts to replace any Subcontractor that is unable to perform successfully, the Contractor must document steps taken to subcontract with another MBE/FBE Contractor.**

**CITY OF JACKSON, MISSISSIPPI**  
**EQUAL BUSINESS OPPORTUNITY PLAN**

I. **Company Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **ZIP Code:** \_\_\_\_\_  
**Telephone:** ( \_\_\_\_\_ ) \_\_\_\_\_  
**E-mail:** \_\_\_\_\_

II. **Bid Name and Number:** \_\_\_\_\_

III. **PROPOSED MINORITY AND/OR FEMALE SUBCONTRACTORS:** *(SEE ATTACHMENTS)*

*If a prime contractor utilizes one or more suppliers to satisfy its EBO commitment, all MBE or FBE supplier participation will be credited in accordance to Section VI(C)(I) of the EBO Executive Order No. 2014-3*

IV. **Total Bid Amount:** \$ \_\_\_\_\_

V. **WAIVER REQUESTED ...**  *(If you fail to meet either or all of the EBO Participation Goals, check this box and follow the directions below to provide the required \*WAIVER STATEMENT\*. The "Waiver Statement" should be submitted on company letterhead to the EBO Officer.)*

**\* The bidder/offeror shall provide the following as evidence of its good faith efforts and will be evaluated on the same:**

- (a) **Copies of written notification to MBEs and FBEs soliciting their participation as a subcontractor.**
- (b) **Evidence of efforts made to divide the work into economically feasible units in order to increase the likelihood of meeting the EBO participation goals.**
- (c) **Evidence of efforts made to negotiate with MBEs and/or FBEs, including, at a minimum:**
  - 1. **The names, addresses, and telephone numbers of the MBE and FBEs who were contacted.**
  - 2. **A description of the information provided to MBEs and FBEs regarding the plans and specifications for portions of the work to be performed.**
  - 3. **A statement of reasons why additional agreements with MBEs and FBEs, if needed to meet the stated goals, were not reached.**
  - 4. **Evidence of efforts made to assist the MBEs and FBEs contacted who need assistance in obtaining bonding and insurance which the bidder or offeror requires.**

5. For each MBE and FBE contacted which the bidder or offeror considered to be not qualified, include a written statement of the reasons for the bidder's or offeror's conclusion.
6. Written quotes solicited from all MBEs and FBEs seeking subcontract work with Prime Contractors at the time of the bidding.
7. A statement with supporting documentation and affidavits indicating whether the offeror has used MBEs and/or FBEs as joint venture partners or subcontractors in past or present private sector contracts in Jackson.

*\*If you are unable to locate an MBE/FBE, please contact the Business Development Division at (601) 960-1055 or (601) 960-1856.*

**VI. Minority and Female Business Enterprise Actual Participation for this Bid/Offer/Proposal:**

*(\* Please list your MBE and FBE Project Participation percentages (%) in the Table below.)*

PROCUREMENT CATEGORY	Asian (ABE)	African-American (AABE)	Hispanic (HBE)	Native American (NABE)	Female (FBE)
A/E & Professional Services					
Construction					
Goods & Non-Professional Services					

**VII. REPLACEMENT OF MBE/FBE**

**If an MBE or FBE is not performing satisfactorily, it is the responsibility of the Prime Contractor to notify the EBO Office immediately both in writing and by phone. All MBE/FBE replacements must be approved by the Equal Business Opportunity Review Committee (EBORC). If these steps are not taken this will result in penalties as outlined in Section XI of the EBO Executive Order No. 2015-3**

**VIII. CERTIFICATION**

**I certify, under penalties of perjury, that the information contained in this Equal Business Opportunity Plan Application is true and accurate to the best of my knowledge, and that my company fully intends to utilize all MBEs and FBEs listed if awarded the proposed project and/or service and abide by all EBO guidelines.**

\_\_\_\_\_

*Authorized Signature and Title*

\_\_\_\_\_

*Date*

**PRINT "AUTHORIZED" NAME HERE:** \_\_\_\_\_

# EQUAL BUSINESS OPPORTUNITY PLAN APPLICATION -- ATTACHMENT

## Proposed Minority/Female Business Enterprise Firms

Company Name: \_\_\_\_\_ Type Trade/Business: \_\_\_\_\_

Address: \_\_\_\_\_

Type Minority Business (MBE/FBE):

City, State, ZIP: \_\_\_\_\_

\_\_\_\_\_ Female (FBE)

\_\_\_\_\_ African-American (AABE)

Contact Person: \_\_\_\_\_

\_\_\_\_\_ Asian (ABE)

\_\_\_\_\_ Hispanic (HBE)

Telephone Number: \_\_\_\_\_

\_\_\_\_\_ Native American (NABE)

Type Minority Business (MBE/FBE) Involvement:

\_\_\_\_\_ Subcontractor

\_\_\_\_\_ Supplier

\_\_\_\_\_ Joint Venture

\_\_\_\_\_ Mentor-Protégé

Type Work or Service to be Performed: \_\_\_\_\_

Scope of Work to be Performed: \_\_\_\_\_

Dollar Value of the Work to Be Performed by the Minority Business (MBE and/or FBE): \$ \_\_\_\_\_

Percentage of MBE and/or FBE Participation: \_\_\_\_\_ %

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Company Name: \_\_\_\_\_ Type Trade/Business: \_\_\_\_\_

Address: \_\_\_\_\_

Type Minority Business (MBE/FBE):

City, State, ZIP: \_\_\_\_\_

\_\_\_\_\_ Female (FBE)

\_\_\_\_\_ African-American (AABE)

Contact Person: \_\_\_\_\_

\_\_\_\_\_ Asian (ABE)

\_\_\_\_\_ Hispanic (HBE)

Telephone Number: \_\_\_\_\_

\_\_\_\_\_ Native American (NABE)

Type Minority Business (MBE/FBE) Involvement:

\_\_\_\_\_ Subcontractor

\_\_\_\_\_ Supplier

\_\_\_\_\_ Joint Venture

\_\_\_\_\_ Mentor-Protégé

Type Work or Service to be Performed: \_\_\_\_\_

Scope of Work to be Performed: \_\_\_\_\_

Dollar Value of the Work to Be Performed by the Minority Business (MBE and/or FBE): \$ \_\_\_\_\_

Percentage of MBE and/or FBE Participation: \_\_\_\_\_ %



Company Name: \_\_\_\_\_ Type Trade/Business: \_\_\_\_\_

Address: \_\_\_\_\_

Type Minority Business (MBE/FBE):

City, State, ZIP: \_\_\_\_\_

- \_\_\_\_\_ Female (FBE)
- \_\_\_\_\_ African-American (AABE)
- \_\_\_\_\_ Asian (ABE)
- \_\_\_\_\_ Hispanic (HBE)
- \_\_\_\_\_ Native American (NABE)

Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Type Minority Business (MBE/FBE) Involvement:

\_\_\_\_\_ Subcontractor                      \_\_\_\_\_ Supplier  
\_\_\_\_\_ Joint Venture                      \_\_\_\_\_ Mentor-Protégé

Type Work or Service to be Performed: \_\_\_\_\_

Scope of Work to be Performed: \_\_\_\_\_

Dollar Value of the Work to Be Performed by the Minority Business (MBE and/or FBE): \$ \_\_\_\_\_

Percentage of MBE and/or FBE Participation: \_\_\_\_\_ %

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Company Name: \_\_\_\_\_ Type Trade/Business: \_\_\_\_\_

Address: \_\_\_\_\_

Type Minority Business (MBE/FBE):

City, State, ZIP: \_\_\_\_\_

- \_\_\_\_\_ Female (FBE)
- \_\_\_\_\_ African-American (AABE)
- \_\_\_\_\_ Asian (ABE)
- \_\_\_\_\_ Hispanic (HBE)
- \_\_\_\_\_ Native American (NABE)

Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Type Minority Business (MBE/FBE) Involvement:

\_\_\_\_\_ Subcontractor                      \_\_\_\_\_ Supplier  
\_\_\_\_\_ Joint Venture                      \_\_\_\_\_ Mentor-Protégé

Type Work or Service to be Performed: \_\_\_\_\_

Scope of Work to be Performed: \_\_\_\_\_

Dollar Value of the Work to Be Performed by the Minority Business (MBE and/or FBE): \$ \_\_\_\_\_

Percentage of MBE and/or FBE Participation: \_\_\_\_\_ %



## **Pre-Bid Meeting Agenda**

### **Re Bid of the Art Center of Mississippi**

**Restroom Renovation and Update for Accessibility Compliance**

**City of Jackson, Mississippi**

**Jackson, Mississippi October**

**27, 2020 - 10:00 am**

**Architects Project Number - 175540**

**Owners Project Number - 17B7003.701**

### **Objective:**

The purpose of the conference is to outline bidding requirements and provide an opportunity for the Plan Holders to look, observe, and take notes of site conditions.

### **I. Introductions:**

#### **A. Team Members:**

- Owner: City of Jackson, Mississippi
- Architect: Michael Baker International/Baker LPA Group, LLP
  - Douglas B. Thomasson, AIA, NCARB, LEED AP
- Consultants and Engineers:
  - M3A Architecture PLLC/William L. McElroy AIA, NCARB
    - Preston McKay - Project Manager
  - I.C. Thomasson Associates, Inc. - Mechanical/Electrical Engineer

### **II. General Comments:**

#### **A. Confirm Sign-In**

Pre-Bid Meeting is **Non Mandatory**, verify that all contact information is on the sign in sheet for verification of attendance.

#### **B. Minutes of Conference**

Minutes of conference will be provided in a forthcoming addendum, along with copies of the original sign in sheet.

### **III. Contract Documents:**

#### **A. Project Scope**

##### **1. Base Bid Scope**

- A. Demolition and Renovation of Existing Areas of the Art Center of Mississippi located at 201 East Pascagoula Street, Jackson, Mississippi 39213
- Work to be completed in one hundred and twenty (120) calendar days.
- Selective Interior Demolition Base Bid Scope of Work
  - Wall Framing
  - Wall Finishes

- Floor Finishes
- Ceiling Finishes
- Toilet Partitions
- Plumbing Fixtures
- Plumbing Systems
- Mechanical Systems
- Electrical Systems
- Hazardous Material Abatement
- Interior Renovation Base Bid Scope of Work
  - Gypsum Board Wall Systems
  - Wall Finishes
  - Floor Finishes
  - Ceiling Finishes
  - Plumbing Fixtures
  - Toilet Partitions
  - Washroom Accessories
  - Mechanical Systems
  - Electrical Systems
- Alternative #1 Scope of Work
  - Demolition of Existing Storefront Framing System and Adjacent Wall
  - Replacement with New Storefront Door and Window System

B. Addendums

1. Addendum #1 - Issued on October 19, 2020
  - Established Date and Time for Pre Bid Meeting
2. With regards to future addendums to be issued for the project, we ask that as a professional courtesy, please have all RFI's submitted no later than **seven (7) days (November 3, 2020)** before the date bids are due.

IV. Review of Bidding Requirements:

A. Instructions to Bidders (Section 00 2113)

- Bid Submission Requirements
  - Office of the City  
Clerk City of Jackson  
City Hall 219 South  
President Street  
Jackson, Mississippi  
39201
  - 3:30 pm on November 10, 2020
  - Electronic Submissions will be accepted on **Central Bidding**, visit website for further information
- Bid Documents Identification and Availability
  - Project Name: art Center of Mississippi Restroom Renovation and Update for Accessibility Compliance
  - Architects Project Number: 175540
  - Owner Project Number - 17B7003.17
  - Project Document Date: October 7, 2020
- Site Assessment
  - Bidders will be able to investigate site today after conclusion of meeting
  - Site Assessment visits after today must be arranged by contacting M3A Architecture within 48 hours of desired date and time of visit.
- Bidder Qualifications
  - Mississippi Licensed Contractor and Subcontractor
  - **Attendance at Pre Bid Meeting is NOT Mandatory to submit bids**

- Bid Submission Procedure
    - Submit on provided Proposal Form - Section 00 41 13 - City of Jackson Public Work Bid Form
    - Submit One (1) original, Two (2) Copies
    - Certificate of Responsibility on Outside Envelope
    - Signature/Seal Required
    - Company Contact Information
    - COJ EBO Plan is **REQUIRED** to be Submitted with bid package (Section 00 41 14)
    - Bid Bond
  - Offer Acceptance/Rejection
    - Owner reserves the right to reject or accept any offers
    - Bids shall remain open for a sixty (60) day period
- B. Proposal Form (Section 00 41 13)
- City of Jackson Public Work Bid Form
  - To be submitted at required date and time
  - Submit One (1) Original, Two (2) Copies
  - Clean Proposal Form will be provided by Addendum
  - No other proposal form may be used for bid submission
  - Bids may be submitted electronically through Central Bidding.
- C. Equal Business Opportunity Plan (Section 00 41 14)
- The City of Jackson is committed to the principle of non-discrimination in public contracting. It is the policy of the City of Jackson to promote full and equal business opportunity for all persons doing business with the City. As a pre-condition to selection, every contractor, bidder or offeror shall submit a completed and signed Equal Business Opportunity (EBO) Plan with the bid submission, in accordance with the provisions of the City of Jackson's Equal Business Opportunity (EBO) Executive Order. Failure to comply with the City's Executive Order shall disqualify a contractor, bidder or offeror from being awarded an eligible contract.*
- For more information on the City of Jackson's Equal Business Opportunity Program, please contact the Division of Equal Business Opportunity at 960-1856. Copies of the EBO Executive Order EBO Plan Application, EBO Program, the MBE/FBE Directory and the MBE/FBE Certification Affidavit are available at 200 South President Street, Suite 223, Jackson, Mississippi*
- D. Substitution Request During Bidding (Section 00 43 25)
- Requirement for contractors to submit request for product substitutions for consideration during bidding process
- E. Substitution Request Form (Section 00 43 25b)
- Official request form, required for substitution submittal and consideration
- F. Davis Bacon Act (Section 00 43 43)
- This project will be governed by all requirements for wage rate scale covered under the Davis Bacon Act.
  - Wage Decision has been provided in Section 00 43 43b,
  - Contractor payment application and verification forms are included in Specification package
  - Should prevailing wage not be covered in project manual, procedures for requesting a decision for labor trade are provided in project manual.
  - Contractor will be required to follow all reporting, submitting and verification protocols as outlined in the project manual to comply with the Davis Bacon Act.
- G. Davis Bacon Act Wage Decision (Section 00 43 43b)

- H. Section 3 Plan (Section 00 43 44)
  - Project will be governed by all Section 3 requirements, to ensure economic opportunities generated by certain HUD financial assistance shall to the greatest extent feasible, be directed to low and very low income persons, particularly those recipients of government assistance for housing, and to business concerns which provide economic opportunities to low and very low income persons.
  - Contractor will be required to follow all reporting, submitting and verification protocols as outlined in the project manual to comply with the Section 3.
- I. Agreement Form (Section 00 52 14)
  - Identification of Project Form of Agreement
    - AIA A 101 2007 Edition
- J. Contract Bonds (Section 00 60 00)
  - Identification of required bond forms for selected bidder
    - AIA A312 - Performance Bond
    - AIA A312 - Payment Bond
- K. Certificate of Insurance Instruction (Section 00 65 00)
  - Identifies Contractor and Owner Project Insurance Requirements
    - Automobile/Vehicle Liability Coverage
    - Commercial General Liability Coverage
    - Commercial Umbrella Coverage
    - Workers Compensation and Employers Liability Coverage
    - Owners Liability Coverage
    - Property Damage
- L. General Conditions (Section 00 72 14)
  - Identification of Project General Conditions Standard Form
    - AIA A201 General Conditions of the Contract for Construction, 2007 Edition
- M. Supplementary Conditions (Section 00 73 13)
  - Owner/Architect modifications to Standard AIA A201 - General Conditions
    - General Provisions
    - Owner Provisions
    - Contractor Provisions
    - Administration of the Contract
    - Subcontractor provisions
    - Construction by Owner or by Separate Contractors
    - Changes in the Work
    - Time
    - Failure to Complete Work on Time (\$500.00 per day penalty)
    - Payments and Completions
    - Insurance and Bonds
    - Tests and inspections
    - Termination by Owner for Cause
- N. E-Verify Compliance (Section 007313b)
  - Contractor represents and warrants that it will ensure its compliance with the Mississippi Employment Protection Act (Senate Bill 2988 from the 2008 Regular Legislative Session) and will register and participate in the status verification system for all newly hired employees.
- V. **Site Issues / Miscellaneous:**
  - A. Site Access Discussion
    - Owner will provide dedicated off street parking area adjacent to construction lay down area
    - 10,x12, Construction lay down area and storage area will be provided adjacent to exterior rolling door opening at Room 107
    - Areas will be visited and identified at conclusion of formal meeting today.

- Awarded contractor will have to erect and maintain temporary barriers/partitions etc as indicated to separate work areas, to prevent penetration of dust and moisture, and to prevent damage to installed materials.
  - All temporary enclosures constructed in egress/ingress paths of the facility will be required to maintain a minimum of 44" clear for pedestrian ingress and egress.
  - Contractor will be required to provide a schedule for review and approval by Owner/Architect for all construction and placement of interior enclosures.
  - Contractors should familiarize themselves with temporary enclosures requirements as stated in Section 01 50 00 - Temporary Facilities and Controls before submitting bids.
  - Care and Caution should be taken to avoid, disruption of Art Center activities as much as possible.
- B. Site Security Discussion**
- It will be on the Contractor to provide security for all areas of the project site that he will be allowed access. Owner will provide general building and property security but will not be responsible for security for contractor's equipment, materials, property remaining in lay down areas after close of business every day.
  - Contractor will also be required to ensure all access points utilized during construction activities are secure at close of business every day.
- C. Hours of Operation**
- Construction hours will be controlled by all applicable City of Jackson ordinances. Contractor to verify requirements with the City.
- D. Construction Activities**
- Noise generating activities and activities that will affect the functions of the City of Jackson, the Art Center and surrounding community must be minimized and coordinated with all proper authorities before proceeding.
- E. Tobacco-Alcohol-Drugs**
- No construction personnel are allowed to possess, use, and or abuse any illegal substances on site or before arriving to the site for work.
- F. Cleanliness of Site**
- Daily cleaning of exterior and interior of project site will be required.
  - Interior cleaning will be required in order to maintain a safe working environment for construction employees, building personnel and public occupants
- G. Safety**
- All jurisdictional workplace safety guidelines should be in place and maintained from start to finish.
- VI. Site Visit Arrangements:**
- A.** Contractors are allowed to visit the site after contacting M3A Architecture to arrange for access to building. Please allow a minimum of forty eight (48) hours to arrange site visits.
- VII. Open Discussion:**
- A.** Professional Representatives are in attendance; however, all items that need clarification should be properly submitted to the Architect in a Request for Information (RFI) format to be binding to the bid process. No answers provided verbally at the pre bid meeting today are binding to the contract. All answers must be in writing through the addendum process in order to be binding to the contract.

Project Professional Contact Information  
 Baker LPA Group, LLP  
 11 North Water Street  
 Suite 14290  
 Mobile, Alabama 36602  
 Attention: Douglas Thomason  
 P - 251-380-0898  
[Douglas.Thomason@mbakerintl.com](mailto:Douglas.Thomason@mbakerintl.com)



**Pre-Bid Meeting Minutes**  
**Re Bid of the Art Center of Mississippi**  
**Restroom Renovation and Update for Accessibility Compliance**  
**City of Jackson, Mississippi**  
**Jackson, Mississippi October**  
**27, 2020 - 10:00 am**  
**Architects Project Number - 175540**  
**Owners Project Number - 17B7003.701**

**M3A stated the following objective for the meeting:**

The purpose of the conference is to outline bidding requirements and provide an opportunity for the Plan Holders to look, observe, and take notes of site conditions.

- I. **M3A made the following project team introductions:**
  - A. **Team Members:**
    - Owner: City of Jackson, Mississippi
    - Architect: Michael Baker International/Baker LPA Group, LLP
      - Douglas B. Thomasson, AIA, NCARB, LEED AP
    - Consultants and Engineers:
      - M3A Architecture PLLC/William L. McElroy AIA, NCARB
        - Preston McKay - Project Manager
      - I.C. Thomasson Associates, Inc. - Mechanical/Electrical Engineer
- II. **M3A made the following general comments:**
  - A. **Confirm Sign-In**  
Pre-Bid Meeting is **Non Mandatory**, verify that all contact information is on the sign in sheet for verification of attendance.
  - B. **Minutes of Conference**  
Minutes of conference will be provided in a forthcoming addendum, along with copies of the original sign in sheet.
- III. **M3A reviewed the project contract documents basic requirements as follow:**
  - A. **Project Scope**
    1. **Base Bid Scope**
      - A. **Demolition and Renovation of Existing Areas of the Art Center of Mississippi located at 201 East Pascagoula Street, Jackson, Mississippi 39213**
        - Work to be completed in one hundred and twenty (120) calendar days.
        - Selective Interior Demolition Base Bid Scope of Work
          - Wall Framing
          - Wall Finishes

- Floor Finishes
    - Ceiling Finishes
    - Toilet Partitions
    - Plumbing Fixtures
    - Plumbing Systems
    - Mechanical Systems
    - Electrical Systems
    - Hazardous Material Abatement
  - Interior Renovation Base Bid Scope of Work
    - Gypsum Board Wall Systems
    - Wall Finishes
    - Floor Finishes
    - Ceiling Finishes
    - Plumbing Fixtures
    - Toilet Partitions
    - Washroom Accessories
    - Mechanical Systems
    - Electrical Systems
  - Alternative #1 Scope of Work
    - Demolition of Existing Storefront Framing System and Adjacent Wall
    - Replacement with New Storefront Door and Window System
- B. M3A made the following statement regarding addendums:
1. Addendum #1 - Issued on October 19, 2020
    - Established Date and Time for Pre Bid Meeting
  2. With regards to future addendums to be issued for the project, we ask that as a professional courtesy, please have all RFI's submitted no later than **seven (7) days (November 3, 2020)** before the date bids are due.
- IV. **M3A reviewed the bidding requirements for the project as follows:**
- A. Instructions to Bidders (Section 00 21 13)
- Bid Submission Requirements
    - Office of the City  
Clerk City of Jackson  
City Hall 219 South  
President Street  
Jackson, Mississippi  
39201
    - 3:30 pm on November 10, 2020
    - Electronic Submissions will be accepted on **Central Bidding**, visit website for further information
  - Bid Documents Identification and Availability
    - Project Name: art Center of Mississippi Restroom Renovation and Update for Accessibility Compliance
    - Architects Project Number: 175540
    - Owner Project Number - 17B7003.17
    - Project Document Date: October 7, 2020
  - Site Assessment
    - Bidders will be able to investigate site today after conclusion of meeting
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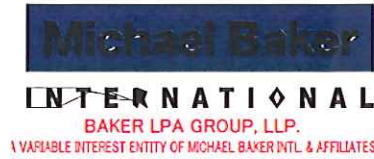


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  - Contractor represents and warrants that it will ensure its compliance with the Mississippi Employment Protection Act (Senate Bill 2988 from the 2008 Regular Legislative Session) and will register and participate in the status verification system for all newly hired employees.
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- G. Safety
- All jurisdictional workplace safety guidelines should be in place and maintained from start to finish.
- VI. **M3A made the following statement regarding site visit arrangements:**
- A. Contractors are allowed to visit the site after contacting M3A Architecture to arrange for access to building. Please allow a minimum of forty eight (48) hours to arrange site visits.
- VII. **M3A concluded the agenda portion of the meeting and opened the floor to discussion after making the following statement:**
- A. Professional Representatives are in attendance; however, all items that need clarification should be properly submitted to the Architect in a Request for Information (RFI) format to be binding to the bid process. No answers provided verbally at the pre bid meeting today are binding to the contract. All answers must be in writing through the addendum process in order to be binding to the contract.
- B. Mrs. Hoover with the City of Jackson EBO Compliance Department informed all attendees that the submission of the City of Jackson EBO Compliance plan is a requirement for bid submission, at the time bids are turned in to the City. Failure to provide the EBO plan with bids, will result in rejection of submitted proposal. Mr.s Hoover informed all attendees that if they have any questions regarding the EBO procedure for submission, for a list of EBO contractors or to get approved as an EBO contractor through the City, to contact her department at 601-960-1611.
- C. The agenda portion of the meeting was concluded and all attendees were allowed to walk the site to observe the project scope areas, and pose any questions.

Mobile, Alabama 36602  
Attention: Douglas Thomason  
P - 251-380-0898  
[Douglas.Thomason@mbakerintl.com](mailto:Douglas.Thomason@mbakerintl.com)



PLEASE PRINT

Contact Name/ Contact Email	Company Name (PLEASE INDICATE CONTRACTOR SCOPE EXAMPLE: GENERAL, MECHANICAL, ETC.)	Phone Number / Fax Number
Preston McKay pmckay@m3aarch.com	M3A Architecture PLLC/ William L. McElroy AIA, NCARB Architects	( 601 ) 981-1227 Office ( 601 ) 622-1406 Cell
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		( ) ( )