

MHA – YOUTH BUILD HOUSE-CFFP INITIATIVE  
MHA - Project IFB 2022-09 REVISED  
CMS - Project #2022-418

DOCUMENT 00 91 13

ADDENDA

ADDENDUM NUMBER   1  

DATE:

PROJECT: MHA YOUTH BUILD HOUSE-CFFP INITIATIVE  
1426 12th Avenue, Meridian, MS  
MHA - Project IFB 2022-09 REVISED

PROJECT NUMBER: CMS Project #2022-418

OWNER: Meridian Housing Authority  
Attn: Ron Turner, Executive Director  
P O Box 870  
Meridian, MS 39302-0870

ARCHITECT/  
ENGINEER: Carter Miller Sansing, Ltd.  
404 Hwy 19 N  
Meridian, MS 39307

TO: Prospective Bidders

This Addendum forms a part of the Contract Documents and modifies the Bidding Documents dated October 10, 2023, with amendments and additions, noted below. Acknowledge receipt of this Addendum in the space provided in the Bid Form. Failure to do so may disqualify the Bidder.

This Addendum consists of   6   pages including the following documents.

1. Pre-Bid Meeting Sign-in Sheet
2. Pre-Bid Conference Minutes

**CHANGES TO THE SPECIFICATIONS**

No Changes

**CHANGES TO THE CONTRACT DRAWINGS**

No Changes

**Meridian Housing Authority  
MHA – YOUTH BUILD HOUSE-CFFP INITIATIVE  
1426 12th Avenue, Meridian, MS**

**MHA - Project IFB 2022-09 - REVISED  
CMS - Project #22-418  
Tuesday, October 31, 2023  
10:00AM**

**PRE-BID MEETING  
SIGN IN SHEET**

NAME	COMPANY	Cell #	PHONE #	Email Address
Brad Carter	Carter Miller Sansing	601-527-7741	601-483-0601	<a href="mailto:bcarter@cmaltd.us">bcarter@cmaltd.us</a>
RAYFORD WRIGHT	MHA	601-479-7594	601-693-4285	RWRIGHT@MERIDIANHOUSING.NET
Tanner Tate	Arcon	601-715-6658		tanner@arconms.com
Danny Tate	Arcon	601-899-2469		
Marco de la Cruz	IPC	601 517 2544		Marco de la Cruz hdez@gmail.com
MIKE PICKERING	IPC	601 299 0993		Pickering Mike MDO@yaho
Chris Brister	IPC	601-382-6206		christina.brister@gmail.com
Carmen Jones	MHA	601 693-4285		CJones@meridianhousing.net

# PRE-BID CONFERENCE MINUTES

**TIME: 10:00 AM Tuesday, October 31, 2023**

**OWNER – MERIDIAN HOUSING AUTHORITY**

**PROJECT – YOUTH BUILD HOUSE-CFFP INITIATIVE**

**1426 12th Avenue  
Meridian, MS**

**MHA Project IFB 2022-09 - REVISED**

**CMS Project # 2022-418**

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- A. Welcome – Sign-In Sheet –
1. Architectural Engineer: Brad Carter, P.E. 601-483-0601 / 601-527-7741
  2. Architectural Engineer: Josh Sansing, P.E. 601-938-2616
- B. General Comments – MHA Executive Director -- Ronald Turner  
Modernization Coordinator – Rayford Wright
- C. Conference in Two Parts
1. Discussion and Questions – Plans / Specifications –
  2. Site Review – as designated by MHA
- D. General Overview Administrative Documents / Plans **(Include with Bid)**
1. Acknowledge Addendums
    - a. Pre-Bid Conference Minutes will be issued as Addendum #4
  2. Section 00 12 00 – Previous Participation Certification **HUD 2530**
  3. Section 00 13 00 – Instruction to Bidders **HUD 5369**
  4. Section 00 14 00 – Representations, Certifications, and Other Statements of Bidders – **HUD 5369-A**
  5. Section 00 15 00 – **Eligibility Certification**
  6. Section 00 48 00 – **Non-Collusive Affidavit**
  7. Section 00 55 50 – For Review: **Submit Bid Bond** – Page 1 of 3 with Bid Form Document 00 41 13
- E. Normal Application for Payment
1. AIA 703 / Contractors Electronic Form **and** HUD-51000 / Section 00 55 00.1-8
  2. Change Order Form by A/E Office after Bids received
  3. A/E will Attach Change Order to HUD Form RD 1924-7 if Change Order is required.
  4. MHA Requires 30 Days to Process after Receiving a Correct Application
- F. Section 00 21 13 – Instructions To Bidders
- a) 1.2. A – Bid Date Thursday, November 09, 2023 @ 2:00PM
  - b) 1.10 A – Direct Question to CMS (Brad Carter - email: bcarter@cmaltd.us)
  - c) 1.10 C – **Last Date for Questions Monday, November 06, 2023**
  - d) 1.12 A – Site Examination (11:00 AM) Today. Required

- e) 1.13 D – Minutes will be issued as Addendum #1
- f) 1.18 B/C – Two Copies of Bid in Double Sealed Envelope
- g) 1.20 A – Bid Security 5%
- h) 1.21 A – Bid Bond Required
- i) 1.23 A – Insurance Certification Required
- j) 1.31 D - The accepted bidder shall assist and cooperate with the Owner to prepare the Agreement, and within (7) seven days following its presentation shall execute Agreement and return it to the Owner.
- k) You are cautioned to provide all information required on the face of the Bid Envelope. Sign, Seal, and include Bond and Insurance with the Bid.

G. Section 00 41 13– Stipulated Price –

- 1. Questions
- 2. Liquidated Damages \$300.00 – Each Day Past the Proposal Date Bid by the Contractor based upon the Contractor’s proposed Substantial Completion Date.

H. Section 00 72 20 – Department of Labor - Post Notice on Project

- Section 00 72 25 – Department of Labor - Davis Bacon Wage Act –  
General Decision Number: MS20230013 1/6/2023

I. Section 00 73 14 – Supplementary Conditions

- a) Affidavit Certifying Payment To All Subcontractors Each Payment Application. (Page 7)
- b) 1.18 Adverse Weather Delays – Note: Include specification weather days in your contract time.

J. Section 00 91 13 ADDENDA - Revisions to Plans & Specifications

- a) Addendum #1 – Pre-Bid Conference Minutes

K. Section 01 10 00 – Summary

- a) 1.2 CONTRACT DESCRIPTION
  - A. Perform Work of Contract as Follows: This work will consist of site layout, development, utilities from city right-o-way, 3 Bedroom Home (Two (2) stories). Slab on Grade, Wood studs, wood floor trusses, wood roof trusses, painted interior gypsum finish, composite siding, Insulation, asphalt shingles, HVAC, Plumbing, and Electrical, with appliances; stove and refrigerator.
  - B. Perform Work of Contract under stipulated sum contract with Owner in accordance with Conditions of Contract. Site work as listed does not limit complete condition of installed work:
    - 1. Sod: Front and side yard plus 20 feet deep at rear yard.
    - 2. Landscape Planting Allowance - \$1,500.00
- b) 1.3 WORK BY OWNER- NOT IN CONTRACT  
Owner has site observation tent for students. Review as coordinated with Mr. Rayford Wright. Or Rubin Fountain
- c) 1.4 OWNER SUPPLIED PRODUCTS – NOT IN CONTRACT

- d) 1.5 CONTRACTOR'S USE OF SITE AND PREMISES
  - A. Hours of construction: Residential community – **Be aware of early morning noise.**
  - B. Time Restrictions for Performing Work: The contractor shall provide a crew and sub-contractors with sufficient manpower to complete the work according to the calendar days stated on Bid.
- e) 1.6 FUTURE WORK- NOT IN CONTRACT
- f) 1.7 WORK SEQUENCE-  
Contractor to determine sequence of work.
- g) 1.8 SPECIFICATION CONVENTIONS
  - A. These Specifications are written in imperative mood and streamlined form. This imperative language is directed to Contractor unless specifically noted otherwise. The words “shall be” are included by inference where a colon (:) is used within sentences or phrases.
- h) 1.9 PERMITS
  - A. Furnish necessary permits for construction of Work including the following:
    - 1. Building Permit

L. Section 01 20 00 – Price and Payment Procedures

- a) 1.2. CASH ALLOWANCES
  - F. Allowances Schedule:
    - 1. **Testing and Inspection Allowance: See Mechanical Specifications.**
    - 2. **Planting Design: \$1,500.00 Allowance**
    - 3. **Mini-Blind: \$700.00 Allowance**
- b) 1.3 **CONTINGENCY ALLOWANCES**
  - A. Include in the Contract, a stipulated sum/price of **\$0.00** for use upon Owner's instruction.

M. Section 01 30 00 – Administrative Requirements

- a) 1.6 Progress Meetings
  - 1. **First Wednesday of each Month at 10:00 AM**
  - 2. Minutes by Contractor
  - 3. List and Submit Rain Days weekly by email or letter, no later than Monday after each work week.

N. Section 01 50 00 – Temporary Facilities and Controls

- a) 1.2 Electricity by Owner
- b) 1.7 & 1.8 Telephone in Field Office with Fax
- c) 1.9 **Water service by Contractor TAP & METER**
- d) 1.10 & 1.11 Field Office / Sanitary Facilities
- e) 1.19 & 1.20 Security – 6’0” Chain-link fence – see Plan

**NOTE 1) The trees on the south property line may cause a need to locate the security fence north of the actual property line 2 to 3 feet.**

**Note 2) Contractor is approved to trim the trees as required and as needed for construction access. Remove debris from site.**

O. Questions

P. Relocate to Site