

**ADDENDUM NO. 1 TO
REQUEST FOR BIDS
BY THE
JACKSON MUNICIPAL AIRPORT AUTHORITY FOR
CONSTRUCTION AND RELATED SERVICES
IN CONNECTION WITH THE
INTERNATIONAL DRIVE REHABILITATION AT THE
JACKSON-MEDGAR WILEY EVERS INTERNATIONAL AIRPORT
DATED July 22, 2019
JMAA PROJECT NO. 004-18C**

This Addendum No. 1 ("Addendum") to the Request for Bids ("RFB") for construction and related services in connection with the International Road Rehabilitation at the Jackson-Medgar Wiley Evers International Airport ("JAN"), JMAA Project Number 004-18C, issued by the Jackson Municipal Airport Authority ("JMAA") as of this, the 22th day of July, 2019.

1. Defined Terms. Capitalized terms used but not defined in this Addendum have the respective meanings given in the RFB.
2. Minutes of Pre-Submission Conference. The minutes to the Pre-Submission Conference held on July 19, 2019 are incorporated as Attachment 2 of this Addendum. The Sign-In Roster is included as Attachment 3.
3. DBE Goal Clarification. The JMAA DBE published participation goal for this project is 22%. JMAA is committed to DBE participation and encourages all suppliers to reach the participation goals or show a good faith effort in accomplishing them.
4. Deadline for Questions. The deadline to submit questions is 3:00 pm on Central Time July 26, 2019. Each question must be submitted in writing to Ms. Robin Byrd, JMAA Procurement Manager, via email at procurementqa@jmaa.com and specifically identify this RFP Project Name and Number. Responses to all questions will be released in Addendum No. 2.
5. Per the General Requirements of the RFB, Respondents must acknowledge receipt of this and any other Addendum issued in support of this RFB utilizing the Acknowledgment of Receipt of Addendum form provided in this Addendum as **Attachment 1** by submitting the executed form with their Bid Documents.

**JACKSON MUNICIPAL AIRPORT
AUTHORITY**

Robin R. Byrd

Date: July 22, 2019

Robin R. Byrd -
Manager, Procurement

Attachment 1
Acknowledgment of Receipt of Addendum
Addendum #1

Issue Date: July 22, 2019
CONSTRUCTION AND RELATED SERVICES
IN CONNECTION WITH
INTERNATIONAL DRIVE REHABILITATION
DATED July 3, 2019
JMAA PROJECT NO. 004-18C

By signing this document, I _____, acknowledge the receipt of the above mentioned addendum and that it shall be included with the Statement of Qualifications submitted for consideration for the above mentioned Bid.

Name of Firm

Signature

Date

ATTACHMENT 2

MEETING MINUTES

The Jackson Municipal Airport Authority (“JMAA”) held a Pre-Bid Conference on July 19, 2019 at 2:00 p.m. A Sign-In Roster was provided for attendees. The Sign-In Roster will serve as the official record of attendance for the Pre-Submission Conference (Reference Attachment 3).

1. Welcome/Introduction: Ms. Robin Byrd, JMAA Manager, Procurement, thanked the attendees for attending and as part of the Networking and Business Connections, each attendee was asked to introduce themselves, by stating their name, company, and to identify their intention on submitting as a prime contractor or sub-contractor.
2. Procurement. Ms. Robin Byrd, JMAA Procurement Manager conducted a review of the procurement process governing this project. The following highlights were discussed:

JMAA will receive bids to perform these Services at **3:00 p.m. Central Standard Time on August 7, 2019** in the Administrative Offices.

- Must be submitted by deadline
- Official Time of record is based on the time stamp located at the front desk in the administrative office.
- Please deliver in enough time or ensure that you’ve mailed in enough time
- No submissions will be considered after the deadline
- Bid Opening will be promptly at 3:15 pm on the same day

Responsibility of Bidders

- Prior to submission of bids, respondents is responsible for visiting the airport and becoming familiar with the nature and extent of work.
- Conditions that may affect the work
- Examine documents thoroughly

Interpretation of Bid Documents, Questions and Requests for Additional Information.

- Respondents responsibility to examine the RFB document carefully
- If you notice any needs for interpretation or correction of any ambiguity, inconsistency, or errors or Questions. All request must be submitted in writing and delivered to me Robin Byrd, Procurement.
- The Deadline for submitting is July 26, 2019 at 3pm Central time
- Do not wait until the deadline to submit your questions.
- Must be submitted via email to procurementqa@jmaa.com.
- Do Not contact any other staff member at JMAA as it relates to this project.
- I am the Procurement Lead for this project
- All responses will be submitted via an addendum – No individual Responses
- Only those interpretations, clarifications, or corrections issued in addendum shall be binding on JMAA and the Respondent.

Addenda.

- Again all revisions or additional information will be released in the form of an addenda
- All addenda's will be posted on JMAA's website (<http://jmaa.com/RFQrfb-center/>).
 - One or more addenda's may be issued
- JMAA will endeavor to deliver a copy to all persons on record / however it is the responsibility of the respondent to obtain a copy.
- No addendum will be issued later than 5 business days prior to deadline, except to withdraw or postpone the deadline. Which can be issued all the up to the deadline
- Respondent is responsible for receiving, understanding and acknowledging any Addenda issued by JMAA.
- Acknowledgement form will be provided with the Addenda .
- Please return the Acknowledgement form signed with your proposal submitted. (DO NOT EMAIL)
- Minutes from today's meeting, sign in sheet, and power point if available will be provided in the first addendum – should be released Monday, July 22, 2019.

Representations of Respondent.

- Each Respondent, by responding with a proposal , represents that:
 - (a) that you read and understands the RFB, Contract templates and additional forms and Addendums;
 - (b) Has visited and is familiar with the conditions under and the purpose for which the Services will be performed;

Conflicts of Interest and Gratuities.

- **Each Respondent must complete, execute and submit a Jackson Municipal Airport Authority Certification Regarding Gratuities with its Proposal.**
- Failure to execute and submit the Certification attached as **Attachment 7** to this RFP will be grounds for rejection of the Respondent's Proposal without review or consideration by JMAA.
- This form is very important to JMAA as it is the Respondent confirming they have not offered any gift or form of compensation to any JMAA employee or its Board of Commissioners.

Costs Incurred by Respondents Prior to Execution of an Agreement

- Respondents are responsible for all cost incurred through the submission process until execution of agreement.

Bid Proposal

- Must complete the Bid Proposal Form **Attachment 2**
- **EACH BID PROPOSAL MUST BE IN THE FORM OF IDENTIFIED. THE WORK WILL BE AWARDED TO THE LOWEST MOST RESPONSIVE AND RESPONSIBLE BIDDER.**

-
- **Lowest and Best Responsible and Responsive Bid.** JMAA will select as the Lowest and Best Responsible and Responsive Bid the option which allows JMAA to obtain the greatest overall value based on available funds. If no alternates are included in the Request for Bids or responses thereto, the Lowest and Best Responsible and Responsive bid shall be determined by the amount of the Base Bid. If Alternates are included in the Request for Bids or responses thereto, the Lowest and Best Responsible and Responsive Bid shall be determined by the base bid plus alternates up to the amount of Available funds for the project in the following order identified in section 20.2. **JMAA EXPRESSLY RESERVES THE RIGHT TO REJECT ALL BIDS IF THE RESPONSES TO THIS REQUEST FOR BIDS EXCEED JMAA'S ESTABLISHED BUDGET FOR THIS PROJECT.**

Submission.

- submit one (1) originals along with five (5) hard copies and one (1) digital copy of the submittal packet to JMAA as part of its submission.
- If submitting and electronic copy only one copy is required
- All blank spaces in the Identification of Respondent form must be completed.
- Must sign each Bid

Subcontractors.

- Each Bidder must identify its proposed subcontractors, including DBE and Non- DBE subcontractors, on the Subcontractor List (**Attachment 9**).
- The Subcontractor List must allocate all significant portions of the Work among the Bidder and its proposed subcontractors.
- The subcontractors shown in the Subcontractor List will be a material consideration in JMAA's determination of the lowest and best Bidder.
- JMAA will not allow any changes in a Bidder's Subcontractor's List except for good cause shown and, with respect to DBE subcontractors, satisfaction of the requirements set forth in the Guidelines for DBE Participation (**Attachment 8**).
- A Bidder must submit a properly completed and **signed (by Bidder and each proposed DBE subcontractor or supplier)** DBE Commitment and Confirmation Form (**Attachment 10**) with their Bid.
- The Bidder must submit a complete Good Faith Efforts Report (**Attachment 11**) and Good Faith Efforts Statement (**Attachment 11A**) with supporting documentation evidencing its good faith efforts towards meeting the DBE Participation Goal with its DBE Commitment and Confirmation Form with their Bid.

Statement of Qualifications.

- Each Bidder must provide the information requested in the Statement of Qualifications (**Attachment 4**) as part of its Bid. The Statement of Qualifications must be **signed and notarized**.

Bid Security.

- Each Bidder must include Bid Security in the amount of 5% of its Base Bid with its Bid Proposal. The Bid Security must be in the form of a Bid Bond conforming to **Attachment 3** or a certified or cashier's check made payable to JMAA. The Bid Security must be **signed** by the **Surety's Resident Agent**.

Submission to be Enclosed in Envelope.

- submission, together with all required information must be submitted by the deadline (see RFP Checklist),
- Must be enclosed in a sealed envelope or container labeled with its **Company Name** and "**International Drive Rehabilitation No 004-18C**" on the outside of the envelope.
- Submission will be considered invalid if not received at the designated location prior to the submittal Deadline.
- Electronic Submissions- Electronic bids can be submitted at www.centralbidding.com. For any questions relating to the electronic bidding process, please call Central Bidding at 225-810-4814.
- Blueprint Online Plan Room website <http://planroom.jaxblue.com>. There is no charge for registration or to view the documents online. Documents are non-refundable and must be purchased through the website. All plan holders are required to have a valid email address for registration. A printed bid set is **\$100.00 plus \$20.00** shipping and applicable sales tax and an electronic downloadable set is **\$25.00** plus applicable sales tax. For questions regarding website registration and online orders please contact Jackson Blueprint & Supply at (601)353-5803.

Withdrawal of Submission.

- You may withdraw your submission prior to the deadline by communicating your request in writing.(JMAA will return the submission unopened.
- No Respondent will be allow to modify, withdraw or cancel it submission or any part therof for 90 days after the submittal deadline. (Unless notified via an Addendum)
-

One Bid per Bidder.

- JMAA will not consider more than one Bid from any one Bidder. If JMAA has reasonable grounds to believe that a Bidder is involved (as a prime) with more than one Bid for the Work, then all Bids in which that Bidder is believed to be involved will be rejected. Any or all Bids will be rejected if there is reason to believe that collusion or other agreements in restraint of free and competitive bidding exist among the Bidders and no participant in such collusion will be considered in future Bids for the Work. Each Bidder must complete, **sign, notarize** and submit the Non-Collusion Certificate (**Attachment 5**) with its Bid.

Rejection of Submissions.

- JMAA reserves the right, in its sole discretion, to reject any or all Submissions received for any reason at any time prior to execution of the Agreement by the Respondent selected by JMAA to perform the Services.
- Without limiting the foregoing, **JMAA specifically reserves the right to reject a Submission if the Respondent**
 - **fails to submit the information or documentation required by the Bid Documents,**
 - **fails to furnish the required Bid Security**
 - **fails to submit the Sub-Contractor List or DBE Commitment and Confirmation Form,**
 - **fails to meet JMAA's DBE goals or**
 - **fails to document its good faith efforts to comply with JMAA's DBE goals,**
 - **or the Submission is in any way incomplete or irregular.**
- The checklist provided on the last page of the RFP is to help each Respondent accurately and completely submit documents required for a proper and complete Submission for the Work.
- JMAA does not guarantee that complying with this checklist will result in the submission of a proper and acceptable submittal packet.
- Respondent shall, at all times, refer to the Instruction for Respondents for guidance on which documents to submit.
- While JMAA strives to include all required documentation in the checklist, it is the Respondents responsibility to thoroughly review the proposal document for all required documentation.

Certificates of Responsibility.

- As required by Sections 31-3-1, 31-3-15 and 31-3-21 of the Mississippi Code of 1972, as amended, each Bidder must have a valid and appropriate Certificate of Responsibility ("COR") issued by the Mississippi State Board of Contractors as of the Bid Deadline to submit a Bid for the Work if the Bid will exceed \$50,000.00. Further, each Subcontractor (of any tier) that Bidder proposes to perform Work that exceeds a value of \$50,000 must have a valid and appropriate COR issued by the Mississippi State Board of Contractors as of the Bid Deadline.
- **Resident Bidder** Preference Law. In accordance with Section 31-3-21 of the Mississippi Code of 1972, as amended:
- **A nonresident Bidder** domiciled in a state having laws granting preference to local contractors may only be awarded a public contract in the State of Mississippi on the same basis as that Bidder's state awards contracts to Mississippi contractors bidding under similar circumstances. Resident contractors actually domiciled in Mississippi have preference over nonresidents in the awarding of public contracts in the same manner and to the same extent as provided by the laws of the state of domicile of the nonresident.
- Each nonresident Bidder must submit a copy of its resident state's current bid law pertaining to that state's treatment of nonresident bidders. **Any Bid submitted by a nonresident Bidder that does not include the nonresident Bidder's current state law pertaining to treatment of nonresident bidders shall be rejected and not considered for award.**
- As used in these Instructions to Bidders, the term "resident contractor" includes an individual that is a legal resident of the State of Mississippi, a corporation, limited liability company, partnership or other entity organized under the laws of the State of Mississippi as well as a

nonresident person, firm or corporation that has been qualified to do business in this state and has maintained a permanent full-time office in the State of Mississippi for two (2) years prior submission of the Bid, and the subsidiaries and affiliates of such a person, firm or corporation.

JMAA Intent to Respond Form (Exhibit A) –

- JMAA would like to encourage you to complete and submit this form which identifies your intent for this project.
- You are not excluded from participating if you don't complete it, but we strongly encourage you to do so as it will help JMAA improve our processes.

Protests –

- JMAA has identified the process that you must follow if you so choose to file a formal protest. It is posted on our website.

<http://www.jmaa.com/wp-content/uploads/2013/01/JMAABIDPROTESTPROCEDURES.pdf>

Registered Vendor –

- JMAA highly encourages each and every one of you to take the time and register your company into our REGISTERED VENDOR SYSTEM. You can access the system from our website (<https://jmaa.dbesystem.com/>) and click on JMAA Vendor Registry. The benefit for registering is that JMAA will be able to solicit you for services for projects that are not published.
- You must be registered as a vendor to receive a contract or a purchase order from JMAA.
- Note- this is a different registration from being registered as a vendor.

3. Disadvantaged Business Enterprise (“DBE”) Participation: Ms. Sharon Carter ,DBE Manager, spoke about JMAA’s goal for DBE participation on this project. Details were discussed regarding the Contract Goal; DBE Eligibility; Good Faith Efforts; DBE Counting Rules; Submission Requirements; and Affirmative Action/Equal Employment Opportunity.

CONTRACT GOAL

- The DBE GOAL is 22% for the life of the contract
- If the Bidder commits to DBE participation in excess of the goal, the “commitment” governs

ELIGIBLE DBEs

- DBEs must be certified through the MUCP (Mississippi Unified Certification Program) which includes JMAA and MDOT
- Firms must be certified by contract award date

GOOD FAITH EFFORTS

- All documentation to support good faith efforts must be submitted with the bid; do this whether or not you feel your participation meets the goal
- Goal attainment and/or good faith efforts which, by their scope, intensity, and appropriateness, could reasonably be expected to obtain sufficient DBE participation
- JMAA will evaluate the quantity, quality and intensity of a Bidder’s efforts
- Quality of Efforts:
 - Examples of quality good faith efforts would include soliciting bids from trades required for this project having enough contract value to meet or exceed the contract goal.

- Examples of poor quality good faith efforts for this project would include soliciting bids from trades not required for this project. Soliciting initial bids from DBEs less than 14 days from bid day, January 31, 2017.
- Examples meeting the test of quantity would include soliciting bids from the overwhelming majority of firms in a given trade. For example, if there are 30 drywall firms in the DBE Directory there is a reasonable expectation that most if not all be contacted and given an opportunity to quote on the project.
- Examples not meeting the test of quantity would include soliciting bids from only three DBE trucking firms, when many more are able to work on this project.
- Intensity of Efforts:
 - Examples meeting the intensity test would include numerous and multiple attempts to contact DBEs by phone, fax, email over a period of time, but in sufficient time to allow a firm time to prepare and submit a bid.
 - Examples not meeting the intensity test are only making one effort to reach a DBE firm about this particular business opportunity.

DBE COUNTING RULES

- General Rules
 - We will only count only the value of the work actually performed by the DBE toward DBE goals.
 - Count the entire amount of that portion of a construction contract that is performed by the DBE's own forces. Include the cost of supplies and materials obtained by the DBE for the work of the contract, including supplies purchased or equipment leased by the DBE (except supplies and equipment the DBE subcontractor purchases or leases from the prime contractor or its affiliate)
 - Count the entire amount of fees or commissions charged by a DBE firm for providing a bona fide service, such as professional, technical, consultant, or managerial services, or for providing bonds or insurance specifically required for the performance of a DOT-assisted contract, toward DBE goals, provided you determine the fee to be reasonable and not excessive as compared with fees customarily allowed for similar services.
 - When a DBE subcontracts part of the work of its contract to another firm, the value of the subcontracted work may be counted toward DBE goals only if the DBE's subcontractor is itself a DBE. Work that a DBE subcontracts to a non-DBE firm does not count toward DBE goals.
 - When a DBE performs as a participant in a joint venture, count a portion of the total dollar value of the contract equal to the distinct, clearly defined portion of the work of the contract that the DBE performs with its own forces toward DBE goals.
 - Count expenditures to a DBE contractor toward DBE goals only if the DBE is performing a commercially useful function on that contract
 - A DBE performs a commercially useful function when it is responsible for execution of the work of the contract and is carrying out its responsibilities by actually performing, managing, and supervising the work involved. To perform a commercially useful function, the DBE must also be responsible, with respect to materials and supplies used on the contract, for negotiating price, determining quality and quantity, ordering the

material, and installing (where applicable) and paying for the material itself. To determine whether a DBE is performing a commercially useful function, you must evaluate the amount of work subcontracted, industry practices, whether the amount the

- performing and the DBE credit claimed for its performance of the work, and other relevant factors.
- A DBE does not perform a commercially useful function if its role is limited to that of an extra participant in a transaction, contract, or project through which funds are passed in order to obtain the appearance of DBE participation. In determining whether a DBE is such an extra participant, you must examine similar transactions, particularly those in which DBEs do not participate.
- If a DBE does not perform or exercise responsibility for at least 30 percent of the total cost of its contract with its own work force, or the DBE subcontracts a greater portion of the work of a contract than would be expected on the basis of normal industry practice for the type of work involved, you must presume that it is not performing a commercially useful function.

DBE SUBMISSION REQUIREMENTS

- All attachments must be submitted With Bid Documents on bid opening day:
 - Subcontractor List
 - DBE Commitment and Confirmation Form
 - Good Faith Efforts Report
 - Good Faith Efforts Statement

Davis Bacon Wage Requirements are applicable on this project.

4. Badging & Security: Dina Johnson, Badging, discussed badging and security requirements for operating at the Jackson-Medgar Wiley Evers International Airport (“JAN”).
5. Project Overview: Joyce Tillman, JMAA Facilities Engineer, and Jay Stuart with Michael Baker JMAA’s consultant, provided a brief overview of the project to include the General Description of The Scope of Work, Provided in the specification documents.

Attachment 3



PRE-SUBMISSION CONFERENCE
 INTERNATIONAL DRIVE REHABILITATION
 JMAA PROJECT NUMBER 004-18C
 July 17, 2019
 3:00 PM CENTRAL TIME
 SIGN IN SHEET

Printed Name	Signature	Company Name	Email Address	Phone Number	Prime, Sub, or JV	MS Certified DBE
Terry May	<i>[Signature]</i>	APAC-MS Inc.	jdm.may@apac.com	601-876-4000	Prime	
Blake Clark	<i>[Signature]</i>	Dickerson & Bowen, Inc	bclark@dickersonandbowen.com	601-754-2795	Prime	
Jay Stuart	<i>[Signature]</i>	M. Baker International	jstuart@mbakerintl.com	601- 87 ⁶⁹⁷ -8715		
Bonnie Spears	<i>[Signature]</i>	JMAA	bspears@jmaa.com	601-360-8623		
Joyce Tillman	<i>[Signature]</i>	JMAA	jtillman@jmaa.com	601-360-8662		
William Jones	<i>[Signature]</i>	WJF Builders	wjf_builders@hotmail.com	662-425-0772		
Terence Walker	<i>[Signature]</i>	Managed Works Contractors	mworkscontractors@gmail.com	601-826-8111	Sub	
SHARON CARTER	<i>[Signature]</i>	JMAA	scarter@jmaa.com	601-664-3520		
Dana Johnson	<i>[Signature]</i>	JMAA	djohnson@jmaa.com	601-939-5631 x239		