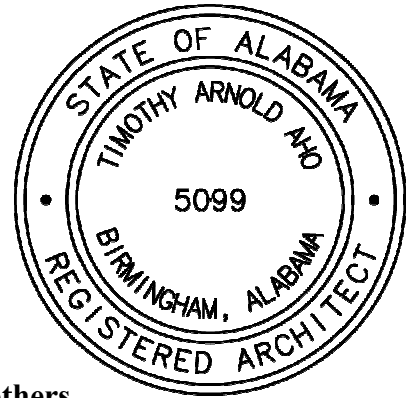


**PART 1 - GENERAL**

Project: Hoover City Hall 3<sup>rd</sup> Floor Renovations  
Bid #19-017  
Owner: City of Hoover  
Architect: Aho Architects, LLC  
Date Issued: 07/1/2019  
Bid Date: 07/23/2019  
Bid Time: 2:00 PM local time



**This Addendum is directed to all prime Contract Bidders, and all others to whom Drawings and Specifications have been issued by the Architect.**

**This Addendum forms a part of the Contract Documents. The following conditions take precedence over any conflicting conditions in the Drawings and Specifications. The Drawings and Specifications are hereby amended in the following particulars:**

**1.1 CLARIFICATIONS**

- A. Attached are the Pre-Bid Conference Meeting Minutes with answers to questions asked during the meeting and the sign-in sheet.
- B. Bid date has changed to Tuesday, July 23, 2019 at 2:00 pm local time.
- C. Final questions are due in writing to Amanda Morris with Aho Architects by noon on Thursday, July 18, 2019.
- D. A site visit has been scheduled with Richard Mattis on July 8, 2019 at 9:00 am local time. General and Sub-Contractors are welcome.

**ATTACHMENTS**

Pre-Bid Conference Meeting Minutes  
Pre-Bid Conference Sign-In Sheet

**END OF ADDENDUM #1**

# City of Hoover

## Hoover City Hall 3<sup>rd</sup> Floor Renovation

Aho Architects Project Number: 17023.3

### PRE-BID CONFERENCE AGENDA

August 7, 2018 at 2:00 PM

- 1) Welcoming remarks. Reminder to sign-in on sheet at front of room or being circulated.
- 2) Introductions and names and relationship to job of personnel (Owner and Architect).
- 3) Project Directory: Names of Architect and personnel involved.
  - a) Project Principal: Tim Aho.
  - b) Project Architect: Amanda Morris.
  - c) Business Manager: Stephanie Vaughn.
- 4) Client representatives involved: Tim Westhoven and Richard Mattis. Do not contact the Owner directly.
- 5) Bid Documents available for Pre-Qualified General Contractors and subs/suppliers through Alabama Graphics Digital Plan Room (this is how addenda will be issued also). Also posted/listed with plan room services such as iSqFt, Reed, etc. See legal advertisement for more info. (\$200 check deposit)
- 6) Every General Contractor and every Subcontractor should read and be familiar with all of the “front-end” documents and all of Division 1 of the Project Manual, in addition to the work they are bidding and other work they have to coordinate with.
  - a) Manufacturer Site Certification and Warranty Compliance Services
- 7) Pre-Bid Approval: All comparable products from the manufacturers listed in the project manual, requests for substitutions, additional manufacturers, pre-approved subcontractors and suppliers may be submitted no later than specified time prior to the bid date.
  - a) Requests received by noon 4 days prior to bid opening (7/5).
- 8) Bid date per legal advertisements: Tuesday, July 9, 2019. Bid opening is at 2:00pm (local time), in the same location as this pre-bid conference, in the council chambers. Any bid date changes will be changed only by an official addendum issued by the Architect.
- 9) Note that Instructions to Bidders should be read by each bidder.
  - a) Language regarding Alabama State Law – resident vs. non-resident bidder.

- 10) Special Instructions to Bidders shall be reviewed. Among other requirements, note sales tax avoidance, bids are to be held open 60 days.
- 11) Proposal Form included in Project Manual. The amount that the GC proposes for the alternate will be an add to the base bid, not the net total bid including the base bid + alternate (s). Loose/electronic (PDF) copies available from Architect. Note new sales tax requirement Form Section 004200 - "Accounting of Sales Tax" attachment to Proposal Form must be submitted with bid.
- 12) Note requirements for submittal of subcontractor list, major suppliers, etc. within 24 hours (work days, e.g. 2 pm on 4/15/15) after receipt of bids.
- 13) No Addenda have been issued to date. Addendum will be issued with minutes/sign-in from this pre-bid conference. All Addenda will be issued via Alabama Graphics.
- 14) Insurance requirements should be read by each bidder, and should be provided to each General Contractor's and Subcontractor's insurance carrier for review. Insurance requirements are indicated in General Conditions.
- 15) Note requirements: Section 00016 - Supplementary Conditions, pertaining to Compliance with H.B. 56 - Alabama Immigration Law (E-Verify MOU and Contract language).
- 16) Construction schedule requirements: Contract Time for this project is 180 consecutive calendar days from the Notice to Proceed, must be substantially complete. See Proposal Form.
- 17) See Specs 011000 for coordination and further related information.
- 18) Contingency Allowance (Section 012100). Make sure you include this in your bids.
- 19) Verify existing conditions at the site.
- 20) The Owner is a tax-exempt entity, sales and use tax avoidance procedures will be utilized on this project, per the Owner. See Section 012910 – Sales and Use Tax Savings for more info. There is a new way of handling sales tax avoidance, so please read this section carefully. Bids shall no longer include sales tax. Form "Accounting of Sales Tax" attachment to the Proposal Form is required for estimated tax accounting. A final report of sales taxes avoided is required by ADOR and is a condition prior to final payment.
- 21) Contractor shall have access to available existing utilities (water, electric power, etc.) on-site, for reasonable use (paid by the Owner). Restroom facilities by Contractor.
- 22) Liquidated damages amounts - as indicated in Section 006000 OC Agreement. (\$250 per day)
- 23) Site restrictions - as indicated in Section 011000 and other locations on the Drawings and in the Project Manual.
- 24) Pre-Construction Conference required for this project. Other mandatory inspections involving the City will be a final inspection. The Permit Fee must be paid to the City of

Hoover by the GC, along with signed contracts prior to scheduling the Pre-Construction Conference.

- 25) Contractor's schedule must coordinate the overall construction schedule of the project. Watch for long lead-time items; established Contract Time allows for this.
- 26) Contractor's job meetings - coordination of the Work with all subcontractors and suppliers is required. O/A/C meeting on-site once a month. Date and time will be established at pre-construction conference.
- 27) Safety and Protection - Contractor's responsibility.
- 28) Work limits protection - the public, Owner's staff, workers, etc.
- 29) Project Sign: A Project Sign is not required for locally-funded projects.
- 30) No Subcontractor signs.
- 31) Requirements for quality control, testing, and inspections are located throughout the project manual, and should be reviewed so that they are understood prior to bidding the project.
- 32) Location of on-site Contractor's office shall be coordinated with the Owner and Architect.
- 33) Superintendents' and construction personnel experience requirements - as indicated.
- 34) 013300 – Submittal Procedures: Submittals requirements indicated. Contractor is required to check, mark, stamp, and approve and/or reject submittals, prior to submittal to Architect. Refer to General Conditions for additional information and related requirements. Electronic submittals preferred except where physical samples, color charts, etc. are required.
- 35) Site maintenance requirements indicated. Daily attention required. Building will remain occupied and must remain clean.
- 36) Contractor Programs and Conduct of Personnel (behavior, tobacco, firearms, etc.). Also see attached On-Campus Procedures document. Again, building will remain occupied.
- 37) Section 017700 - "Closeout Procedures" and General Conditions should be reviewed by each bidder.
- 38) Final payment will not be made until the requirements of these sections and General Conditions are completed Sales tax final accounting report also required.
- 39) Project Record Documents to be kept up-to-date on the project and will be checked periodically during the Work of the project.
- 40) Section 024119 – "Selective Demolition": note requirements for scheduling and coordination with other Work of the project, as well as schedule for completing the Work

of the Project, which are generally indicated in this Section and in detail on the Drawings and other parts of the Project Manual.

- a) Building to remain water tight throughout construction.
- 41) GC is responsible for verifying all existing field dimensions prior to starting work.
  - 42) Final questions due to architect by noon on Friday, July 5, 2019. Final addenda will be issued on Friday, July 5, 2019 to Alabama Graphics.
  - 43) Additional site visits – Owner
  - 44) Questions: n/a
  - 45) Site tour and brief overview of project and scope by Aho Architects.
  - 46) Closing remarks.
    - a) A set of plans and specifications are available for review at Aho Architects, 265 Riverchase Parkway East, Suite 204, Hoover, AL 35244
    - b) We have existing building plans in PDF format and can set-up a dropbox for access if requested.

# HOOVER CITY HALL 3<sup>RD</sup> FLOOR RENOVATION

City of Hoover

Hoover, AL

Aho Architects Project Number: 17023.3

BID

## PRE-CONSTRUCTION SIGN-IN SHEET

June 25, 2019 at 2:00 pm local time

	YOUR NAME	COMPANY NAME	PHONE NUMBER	EMAIL
1.	Cory Weaver	The Pennington Group, Inc.	205-965-5768	Cory@thepennington-group.com
2.	Amanda Morris	Aho Architects	205-983-6000	amorris@ahoarch.com
3.	FRED PREISS	WILLIFORD ORMAN	205 620 0644	FRED@WILLIFORD-ORMAN.COM
4.	Paul Panik III	Green Building	256-393-9471	bidse@greenbuilding.com.
5.	Curtis Thompson	Duncan & Thompson Co's	205-403-9151	Bipse@DUNCANTHOMPSON.COM
6.	Frank Mitchell	OFC WORKSCAPES	205-901-3330	frank@OFCWORKSCAPES.COM
7.	Melanie Edwards	"	205-253-0539	Medwards@OFCWORKSCAPES.COM
8.	Nick Miele	Wyatt Builds	205-365-3990	estimating@wyattbuilts.com
9.	Colt Taylor	TAYLOR+MIREE	205-879-7770	colt@taylor-miree.com
10.	Richard Mattis	City	205-288-4413	richard.mattis@hooveralabama.gov
11.	Cynthia Harris	City of Hoover	205-444-7507	Cynthia.harris@hooveralabama.gov
12.	Bernie Scott	Basby Elevator	205-541-4245	Bernie@basbyelevator.com