

October 2, 2023

PRE-BID MEETING MINUTES FOR:

**MHA-05-B-2023
NEW OFFICES FOR HCVP AT THE GM&O BUILDING
MOBILE HOUSING AUTHORITY**

Pre-Bid Meeting held Friday, September 29, 2023 @ 10:00am CST on Site

Present:

See attached Sign-In Sheet

Minutes:

1. Discussed scope of project, including but not limited to: Interior build-out of new offices and associated work including partial demolition, electrical, etc.
2. Contractors shall fill out all applicable blank spaces on the Bid Form in their entirety, along with the required forms. Bids are to be irrevocable for sixty (60) days from the bid closing date.
3. The contract time is established to be sixty (60) calendar days from the Notice to Proceed.
4. Clarified that Certified Payroll, Section 3, and Davis-Bacon wage rates will be requirements for this project. HUD documents are applicable. Contractor is responsible for permitting requirements.
5. It was stated that work hours and days are to be coordinated as the building is currently occupied. Building hours that are available for work will be provided to Contractors prior to bid as well as building access and laydown areas that will be available.
6. Stated that the Contractor is responsible for the daily clean-up of all work areas. The Contractor will be responsible for security of their materials and supplies. Contractor responsible for field verifying all dimensions and quantities.
7. The Contractor must provide their own power and water on site to complete the work. Contractor shall supply portable toilets, drinking water, etc.
8. In the event of a change order request, it shall be submitted to the Architect and Owner for review and approval prior to any work taking place.
9. The Contractor shall be responsible for Daily Log Reports (to be submitted weekly) indicating the name of personnel who are on the job each day. Also, it is a requirement for the Contractor's superintendent to be on site anytime work is taking place.
10. Pay requests may take up to two weeks for processing once the owner receives them. Contractor shall confirm that schedule of values as well as certified pay roll is updated and accurate prior to submitting pay application.
11. The contractor shall demolish and properly dispose of all construction debris off site.
12. Bids are due Monday, October 9, 2023 at 10:00 am local time and are to be turned in to the Mobile Housing Authority's Real Property Building located at 1555-B Eagle Drive, Mobile, Alabama 36605.
13. All Clarification Inquiries, Questions and RFI's should be submitted to the Architect in writing by 5:00 pm on Wednesday, October 4, 2023 so that an Addendum can be issued prior to the bid. These should be sent to hoppy@allredstolarski.com.
14. All Bidders shall check the procurement website www.procurement.mobilehousing.org for all exhibits, including addenda, and acknowledge them on the bid form.

- End of Minutes

September 29, 2023

Mr. Michael Pierce, Executive Director
Mobile Housing Authority
151 S. Claiborne Street
Mobile, Alabama 36602

Attention: Ms. Tuwana Williams, Mobile Housing Authority
Mr. Kenny Neese, Mobile Housing Authority

**Re: PRE-BID MEETING MINUTES:
MHA-05-B-2023
New Offices for HCV at the GM&O Building
Mobile Housing Authority**

Present:

Name	Representing	Email
Tommy CHISHOLM	ASA	tommy@allredstolarski.com
William Coley	ROBERSWILLARD	wcoley@ROBERSWILLARD.COM
Mark Helton	Rosher Electric	m.helton@rosherelectric.com
Ray Collins	MHA	rcollins@mobilehousing.org