

AUGUST 6, 2024

ADDENDUM NO. 1

HVAC Upgrades to Second and Third Floors at Gretna City Hall for the City of Gretna, LA 740 Second Street Gretna, LA	Burgdahl & Graves - A.I.A. Architects 2550 Belle Chasse Hwy., Suite 130 Gretna, LA 70053 504-366-4433 Fax 504-366-0102
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NOTICE TO CONTRACTORS

This addendum, as issued by the Architect, shall become part of the Contract Documents dated March 22, 2024 for the above project. Contractors bidding this project shall be cognizant of all items contained herein and shall submit their bid accordingly. Each Contractor shall be responsible for notifying his subcontractors of the contents of this addendum. The proposed Contract Documents for this work are modified as follows:

NOTICE: THE BID OPENING HAS BEEN POSTPONED. NEW BID DATE IS SEPTEMBER 4, 2024.

Due to the run dates on the original invitation to bid, this project is being extended with an additional mandatory pre-bid meeting, which will be held on August 22 at 10 a.m. at Gretna City Hall. Attendance is mandatory if you are bidding on the project. Attached is the revised Invitation to Bid with corrected run dates.

1st PRE-BID CONFERENCE:

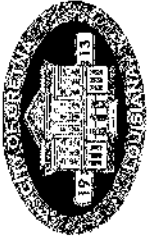
A Mandatory Pre-Bid Conference was held on August 1, 2024 at 10:00 A.M. at Gretna City Hall council chambers (740 2th Street, Gretna, LA 70053). Sign-In Sheets (1 page) is enclosed herein.

1. The meeting started with introductions from the Architect, Engineer and Gretna City Hall Personnel.
2. The Architect provided an overview of project scope of work and phasing required for construction.
3. The project duration is 240 calendar days to final completion, with Notice to Proceed issued after contract signing.
4. The Gretna City Hall Building will be occupied during the project and must be kept in full operation. Refer to Construction Documents.
5. All official changes to contract documents shall only be made only by Addenda.
6. Material staging, material delivery, street closing and phasing must be approved in advance by Owner. Install construction barrier fence around staging area/dumpster.
7. All Mechanical and Electrical work shall be scheduled with the Owner in advance and may be conducted during normal building business.
8. Discussed work times outside normal building hours, contractors are referred to notes on Sheet CS.
9. Discussed, no work at site during the fall Gretna Heritage Festival, October 4, 5 and 6, 2024.
10. Bidders must review project site, exterior/interior existing conditions, etc. prior to bidding and cover all costs in proposal. To schedule an appointment for a site visit (24 hr. notice), contact Betsy Morgan with the City of Gretna at (504) 363-1566.
11. The meeting ended with a walk-through the building with bidders.

SPECIFIC ITEMS:

1. Division 0: Remove in its entirety, Invitation to Bid (2 pages) and replace with new Revised Invitation to Bid (2 pages), enclosed.
2. Division 0: Remove in its entirety, Instruction to Bidders (8 pages) and replace with new Instructions to Bidders (8 pages), enclosed.

END OF ADDENDUM NO. 1



HVAC Upgrades to 2nd & 3rd Floors Mandatory Pre-Bid Meeting

Thursday, August 1, 2024

10:00 AM

Name	Contractor	Phone Number/Email
Will McSweeney	Roof-Tech	(504) 427-2466 wmcswweeney@rooftech-no.com
Kevin Authement	Roof-Tech	Kevin@roof-tech-no.com
Lagan Leag	Mechanical Resource Contractors	lagan.leag@bernhard.com
Chris Beck	Bernhard Z MRC	cbeck@bernhard.com

REVISED INVITATION TO BID

HVAC UPGRADES TO SECOND AND THIRD FLOORS AT GRETNA CITY HALL FOR THE CITY OF GRETNA, LOUISIANA

Sealed Bids will be received by the City of Gretna in the Mayor's Office, Gretna City Hall, 2nd Street and Huey P. Long Avenue, Gretna, Louisiana 70053, **September 4, 2024, until 10:00 a.m.**, local time, for the HVAC Upgrades to Second and Third Floors at Gretna City Hall.

At 10:05 a.m. local time on the same day, in the Mayor's Office, Gretna City Hall, Gretna, Louisiana, all Bids that have been duly received will be publicly opened and read aloud.

Without limiting the scope of work described herein, the proposed bid provides for HVAC upgrades to existing building (second and third floor) with associated architectural, mechanical and electrical work as detailed within the Construction Documents.

All Bids must be in accordance with the Contract Documents on file with the City of Gretna's Director of Public Works, 224 4th Street, Gretna, Louisiana, 70054, and at the office of Burgdahl & Graves Architects, 2550 Belle Chasse Hwy, Suite 130, Gretna LA 70053.

Copies of the Bidding Documents and Contract Documents, consisting of drawings and specifications for use in preparing Bids may be secured from the office of BURGDAHL & GRAVES ARCHITECTS, 2550 Belle Chasse Hwy., Gretna, LA 70053 at (504) 366-4433 by licensed contractors upon payment of \$70.00 per set. Deposit on the first set of documents furnished bona fide prime bidders will be fully refunded upon return of the documents in good condition no later than ten calendar days after receipt of bids. On other sets of documents furnished to prime bidders, the deposit less \$35.00 will be refunded upon return of the documents in good condition no later than ten calendar days after receipt of bids. Good condition is defined as free of all pencil, pen and other marks. All sets furnished to subcontractors and suppliers are non-refundable. Partial sets will not be issued. Request for mailing Contract Documents will be handled by either Federal Express or UPS, provided the addressee supplies his courier's account number and "street" address (no P.O. Box addresses).

As an option to obtaining hard copies per the procedure above, complete bidding documents for this project are also available in electronic form. They may be obtained without charge and without deposit from www.publicpurchase.com, www.gretnala.com, bmorgan@gretnala.com or tmipro@burghahlgraves.com.

To be listed as a plan holder and receive notification of Addenda and other project related information if electronic documents are obtained, interested parties must register at the website. An email address is required to receive project notifications.

Each Bidder must obtain a contractor's license from the state of Louisiana prior to submitting his bid.

The work for this project is classified as Building Construction or Mechanical Work. **ONLY** Contractors with these classifications may submit bids for this project. Bids received by Contractors without this classification will not be opened.

Bids will be received on a lump sum basis as described in the Contract Documents.

All work is to commence within 30 days after the Date of Contract. Completion of the work is required within 240 calendar days. All time limits commencing upon the date of issuance by registered mail of the Owner's "Notice to Proceed."

Bid security in the amount of 5 percent (5%) of the total Bid must accompany each Bid.

The successful Bidder will be required to furnish a Performance and Payment Bond guaranteeing faithful performance and the payment of all bills and obligations arising from the performance of the contract.

Sureties will be required to meet qualifications set forth in the Contract Documents.

Bidders are invited to a prebid conference to discuss the project. Prebid conference details are set forth in the Bidding Documents. **The Mandatory Prebid Conference** will be held at **10:00 a.m.** on **August 22, 2024** and shall be held at Gretna City Hall, 740 Second Street, Gretna, LA 70053, conference room.

No Bid may be withdrawn within a period of 45 days after the date fixed for opening Bids.

The City of Gretna reserves the right to reject all Bids and to reject nonconforming, nonresponsive, or conditional Bids.

CITY OF GRETNA

BELINDA C. CONSTANT
MAYOR
CITY OF GRETNA

Publish:
August 07, 2024
August 14, 2024
August 21, 2024

INSTRUCTIONS TO BIDDERS - LIST OF SUBJECTS

- B-1. CROSS REFERENCE TO PRIMARY STATEMENTS
- B-2. QUALIFICATIONS OF BIDDERS
- B-3. LOUISIANA LICENSE REQUIREMENTS
- B-4. FAMILIARIZATION WITH THE WORK
 - B-4.01. Site Conditions
 - B-4.02. Pre-Bid Conference
- B-5. INTERPRETATIONS
- B-6. TAXES AND PERMITS
- B-7. BID SECURITY
- B-8. RETURN OF BID SECURITY
- B-9. CONTRACT TIME
- B-10. SUBCONTRACTORS AND SUPPLIERS
 - B-10.01. Subcontractor Qualification
 - B-10.02. Suppliers
- B-11. BIDS
 - B-11.01. Bid Form
 - B-11.02. Bid Pricing
 - B-11.03. Not Used
 - B-11.04. Submission of Bids
 - B-11.05. Modification and Withdrawal of Bids
 - B-11.06. Bids to Remain Open
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- B-13. EXECUTION OF AGREEMENT
- B-14. COPIES OF CONTRACT DOCUMENTS
- B-15. LOCAL MATERIALS AND FIRMS
- B-16. - 20. NOT USED
- B-21. PERFORMANCE AND PAYMENT BOND QUALIFICATIONS
- B-22. BIDDER'S CHECKLIST

INSTRUCTIONS TO BIDDERS

B-1. CROSS REFERENCE TO PRIMARY STATEMENTS. Definitions, requirements, and limitations affecting the bidding are contained in the various Contract Documents and are not necessarily repeated in these instructions. The following is a partial list of applicable provisions and their locations:

Availability of Land	General Conditions and Division 1
Bonds and Insurance	General and Supplemental Conditions
Definitions	General and Supplemental Conditions
Detailed Description of the Work	Division 1
Liquidated Damages	Agreement and Special Provisions
Laws and Regulations	General and Supplemental Conditions
Retainage	Agreement and Special Provisions
Subsurface Investigations	General and Supplemental Conditions

B-2. QUALIFICATIONS OF BIDDERS. Bidders may be required to submit evidence that they have a practical knowledge of the particular Work bid upon, and that they have the financial resources to complete the proposed Work.

In determining the Bidder's qualifications, the following factors will be considered: Work previously completed by the Bidder and whether the Bidder (a) maintains a permanent place of business, (b) has adequate plant and equipment to do the Work properly and expeditiously, (c) has the financial resources to meet all obligations incident to the Work, and (d) has appropriate technical experience. In accordance with Louisiana Public Contract Law (38:2281), preference will be given to bidders domiciled in Louisiana.

Each Bidder may be required to show that he has handled former work so that no just claims are pending against such work. No Bid will be accepted from a Bidder who is engaged on any work which would impair his ability to perform or finance this Work.

B-3. LOUISIANA LICENSE REQUIREMENTS. Only Bids of Contractors licensed under LSA R.S. - 37:2150 et seq., will be considered. Licensing is supervised by the Louisiana Licensing Board for Contractors, State Capitol Building, Baton Rouge, Louisiana. Contractors desiring to bid shall submit with their Bids evidence that they hold a valid license in the proper classification. This work is classified as Building Construction or Mechanical Work. **ONLY** Contractors with these classifications may submit bids for this project. Bids received by Contractors without this classification will not be opened.

B-4. FAMILIARIZATION WITH THE WORK. Before submitting his Bid, each prospective Bidder shall familiarize himself with the Work, the site where the Work is to be performed, local labor conditions and all laws, regulations and other factors affecting performance of the Work. He shall carefully correlate his observations with requirements of the Contract Documents and otherwise satisfy himself of the expense and difficulties attending performance of the Work. The submission of a Bid will constitute a representation of compliance by the Bidder. There will be no subsequent financial adjustment for lack of such familiarization.

B-4.01. Site Conditions. Each Bidder shall visit the site of the Work and completely inform himself relative to construction hazards and procedure, the availability of lands, the character and quantity of surface and subsurface materials, and utilities to be encountered, the arrangement and condition of existing structures and facilities, the character of construction equipment and facilities needed for performance of the Work, and facilities for transportation, handling, and storage of materials and equipment. All such factors shall be properly investigated and considered in the preparation of the Bid.

B-4.02. Prebid Conference. A **Mandatory Prebid Conference** will be held at Gretna City Hall, 740 Second Street, Gretna, Louisiana, 70053 on **August 22, 2024, at 10:00 A.M.** Representatives of Burgdahl & Graves Architects, will be present to discuss the Project and answer questions. Bidders, subcontractors, and suppliers are encouraged to attend and participate in the conference. Contractors and subcontractors shall be responsible for all matters discussed at the pre-bid conference as well as decisions made at that time.

B-5. INTERPRETATIONS. All questions about the meaning or intent of the Contract Documents shall be submitted to the Architect in writing. Replies will be issued by Addenda, mailed or delivered to all parties recorded by the Architect as having received the bidding documents. Addenda will be issued at least 72 hours (excluding weekends and holidays) prior to the time stated for opening bids. Questions received less than seven calendar days prior to the date for opening Bids will not be answered. Only answers furnished by formal written Addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.

B-6. TAXES AND PERMITS. Attention is directed to the requirements of the General and Supplementary Conditions regarding payment of taxes and obtaining permits. All taxes that are lawfully assessed against Owner or Contractor in connection with the Work shall be paid by the Contractor. The bid prices shall include all such taxes and the costs of all required permits.

B-7. BID SECURITY. The amount of bid security is stated in the Invitation to Bid. The required security must be in the form of a certified or bank cashier's check or a bid bond. The bid bond must be executed by a surety meeting the requirements set forth in General Conditions.

The bid security shall be made payable without condition to the Department of Public Works, City of Gretna, hereinafter referred to as Owner. The bid security may be retained by and shall be forfeited to the Owner as liquidated damages if the Bid is accepted and a contract based thereon is awarded and the Bidder shall fail to enter into a contract in the form prescribed, with legally responsible sureties, within ten days after contract has been delivered to the Bidder by the Owner.

B-8. RETURN OF BID SECURITY. The bid security of the successful Bidder will be retained until he has executed the Agreement and furnished the required Contract Security, whereupon checks furnished as bid security will be returned; if he fails to execute and deliver the Agreement and furnish the required Contract Security within twelve days after the Contract has been delivered to the Bidder by the Owner, Owner may annul the Notice of Award and the bid security of that Bidder will be forfeited. The

bid security of any Bidder whom Owner believes to have a reasonable chance of receiving the award may be retained by Owner until the seventh day after the executed Agreement is delivered by Owner to Contractor and the required Contract Security is furnished but not to exceed 45 days after the Bid opening. Checks furnished as bid security by other Bidders will be returned within seven days of the Bid opening.

B-9. CONTRACT TIME. The Contract Time is an essential part of the contract and it will be necessary for each Bidder to satisfy Owner of his ability to complete the Work within the time set forth in the Bid Form. Provisions for delays, liquidated damages, and extensions of time are set forth in the General and Supplementary Conditions.

B-10. SUBCONTRACTORS AND SUPPLIERS. Within seven days after Bids are opened, the apparent low Bidder, and any other Bidder so requested, shall submit a list of all Subcontractors he expects to use in the Work.

B-10.01. Subcontractor Qualification. Particular consideration will be given to the qualifications of each Subcontractor proposed to perform more than ten per cent (10%) of the Work. An experience statement with pertinent information as to similar projects and other evidence of qualification shall be furnished for each named Subcontractor, as requested by the Owner. If Owner or Architect after due investigation has reasonable objection to any proposed Subcontractor, he may before giving the Notice of Award request the apparent low Bidder to submit an acceptable substitute without an increase in his Bid. If the apparent low Bidder declines to make any such substitution, Notice of Award shall not be given to such bidder, but in declining to make substitution he will not thereby sacrifice his bid security. Any Subcontractor so listed and to whom Owner or Architect does not make written objection prior to the giving of the Notice of Award will be deemed acceptable to the Owner and Architect.

Contractor shall not be required to employ any subcontractor against whom he has reasonable objection.

The use of subcontractors listed by the Bidder and accepted by the Owner prior to the Notice of Award will be required in the performance of the Work.

B-10.02. Suppliers. The list of subcontractors shall also include the suppliers and manufacturers of principal items of materials and equipment the Bidder expects to use in the Work.

B-11. BIDS.

B-11.01. Bid Form. Bids/Proposals shall be prepared in accordance with these specifications and other applicable statutory requirements.

Forms to be completed and submitted at the time of bid are as follows:

1. Louisiana Uniform Public Work Bid Forms
 - a. Public Work Bid Form (with appropriate attachments if any)
 - b. Unit Price Form
 - c. Bid Bond Form (with appropriate attachments if any)

In case of conflict between these specifications and the above required Forms, said Forms will govern.

Other documentation or Forms contained in these specifications may be requested such as Forms AF-1, EO-1, NF-1, and BR-1; said requests shall be submitted within ten (10) days of notification of being the low bidder.

The bidder shall sign his proposal correctly. If the proposal is made by an individual, his name and post office address must be shown. If made by a corporation, partnership, or other entity the name and position or title of the individual signing the proposal must be shown. A resolution authorizing the signature should be attached to the proposal except as set forth on the form.

All blank spaces in the Bid Form shall be filled. A bid price shall be indicated for all lump sum and/or unit price items and the total Bid. The total Bid will be determined as the sum of the lump sum of the work within the Contract Documents including any and all unit prices.

The bidder must record his bid in ink and all prices shall be stated in figures and only figures. Unit prices shall control.

The bid shall contain an acknowledgment of receipt of all Addenda, the numbers of which shall be filled in on the Bid Form.

No alterations in Bids, or in the printed forms therefore, by erasures, interpolations, or otherwise will be acceptable unless each such alteration is signed or initialed by the Bidder; if initialed, Owner may require the Bidder to identify any alteration so initialed.

B-11.02. Bid Pricing. The Bid shall be based on the Work as indicated on the drawings and as specified. The Bidder shall complete the schedule of unit prices included in the Bid Form (when used).

The total Bid price quoted for the Work shall be stated in figures and in words. The price quoted in the Bid Form shall include all costs necessary for the complete performance of the work in full conformity with the conditions of the Contract Documents, and shall include all applicable Federal, State, County or Parish, Municipal or other taxes.

The final Contract Price, when used with Unit Price Basis, will be subject to adjustment according to final measured, used, or delivered quantities, and the unit prices in the Bid will apply to such final quantities.

B-11.03. NOT USED

B-11.04. Submission of Bids. Each Bid and accompanying documents shall be enclosed in a sealed opaque envelope or wrapping, addressed to: Gretna City Hall, Mayor's Office, 740 Second Street, Gretna, Louisiana 70053 and identified on the outside with the Bidder's name; return address; the words "HVAC Upgrades to Second and Third Floors

at Gretna City Hall" or submitted electronically through the website www.publicpurchase.com.

If the bid is in the amount of \$50,000 or more, the state license number of the bidder, unless otherwise accepted by law. (Amended by Resolution No. 474-18) If the Bid is sent by mail, the sealed envelope shall be enclosed in a separate mailing envelope with the notation "BID ENCLOSED" on the face thereof.

Bids shall be deposited at the designated location prior to the time and date for receipt of Bids indicated in the Invitation to Bid, or the modified time and date indicated by Addendum. Bids received after the time and date for receipt of Bids will be returned unopened.

Bidder shall assume full responsibility for timely delivery at the location designated for receipt of Bids.

Oral, telephone, or telegraph Bids are invalid and will not receive consideration.

No Bidder may submit more than one Bid. Multiple Bids under different names will not be accepted from one firm or association.

B-11.05. Modification and Withdrawal of Bids. Bids may be modified or withdrawn by an appropriate document duly executed (in the manner that a Bid must be executed) and delivered to the place where Bids are to be submitted at any time prior to the opening of Bids.

B-11.06. Bids to Remain Open. All Bids shall remain open for 45 days after the day of the Bid opening. Owner shall release bids and return bid securities as specified in this section under "Return of Bid Security".

B-12. AWARD OF CONTRACT. Owner shall award a contract to the Bidder who, in Owner's judgment, is the lowest responsive, responsible Bidder. Owner reserves the right to reject any or all Bids, to waive informalities, and to reject nonconforming, nonresponsive, or conditional Bids.

In evaluating Bids, Owner shall consider the qualifications of the Bidders, and whether or not the Bids comply with the prescribed requirements. Owner may consider the qualifications and experience of Subcontractors and other persons and organizations (including those who are to furnish the principal items of material) and may reject the Bid of any Bidder who does not pass any such evaluation to Owner's satisfaction.

If the contract is awarded, Owner shall give the apparent successful Bidder a Notice of Award within 45 days after the date of the Bid opening.

B-13. EXECUTION OF THE AGREEMENT. Architect will furnish to Contractor six copies of the Agreement and other Contract Documents bound therewith. Within 12 days, Contractor shall execute the Agreement; insert executed copies of the required bonds and power of attorney and submit all copies to the Owner. The date of contract on the

Agreement and Bond forms shall be left blank for filling in by Owner. The certification date on the power of attorney also shall be left blank for filling in by Owner.

Owner will execute all copies, insert the date of contract on the Agreement, Bonds, and power of attorney, and return all copies to Architect for review and distribution. Distribution of signed copies shall be two copies each to Owner and Contractor, and one copy each to Surety and Architect.

Owner will file one complete copy of the executed Contract Documents with the Recorder of Mortgages in Jefferson Parish and will bill Contractor.

B-14. COPIES OF CONTRACT DOCUMENTS. Copies of the Bidding Documents and Contract Documents, consisting of drawings and specifications for use in preparing Bids may be secured from the office of BURGDAHL & GRAVES ARCHITECTS, 2550 Belle Chasse Hwy., Suite 130, Gretna, Louisiana 70053 at (504) 366-4433 by licensed contractors upon payment of \$[70.00] per set. Deposit on the first set of documents furnished bona fide prime bidders will be fully refunded upon return of the documents in good condition no later than ten calendar days after receipt of bids. On other sets of documents furnished to prime bidders, the deposit less \$[35.00] will be refunded upon return of the documents in good condition no later than ten calendar days after receipt of bids. Good condition is defined as free of all pencil, pen and other marks. All sets furnished to subcontractors and suppliers are non-refundable. Partial sets will not be issued.

The Contractor to whom a contract is awarded will be furnished 6 (six) copies of the specifications and the drawings, together with all Addenda thereto.

B-15. LOCAL MATERIALS AND FIRMS. By statutory authority, preference is hereby given to materials, supplies, and provisions produced, manufactured, or grown in Louisiana, quality being equal to articles offered by competitors outside of the State (LSA R.S. - 38:2251), and preference is hereby given to firms doing business in the State of Louisiana (LSA R.S. - 38:2253).

B-16. through B-20. NOT USED

B-21. PERFORMANCE AND PAYMENT BOND QUALIFICATIONS. All performance and payment bonds for contracts with the City of Gretna are to be provided by a company or companies with at least an "A" or better financial rating according to the latest A.M. Best Company rating.

B-22. BIDDER'S CHECKLIST. Bidders shall refer to the Bidder's Check List to ensure all required documents and instructions are followed prior to submitting the Bid. Failure to submit required documents may render a bid informal. (See page B-8).

BIDDER'S CHECK LIST

Check off each box as you complete the instructions.

- _____ Bid Surety equal to 5% of total bid in the form of a certified check, cashiers check, or bid bond. Bid Bond must have attached appropriate and satisfactory power of attorney and certificate as to corporate principal. (Res. No. 10677, Section I-1-A and LRS 38:2214) (Pages BB-1 through BB-3).
- _____ Proper affidavit attached to bid, signed and notarized. (Page AF-1).
- _____ Satisfactory evidence of the authority of the person signing on behalf of the individual, firm, partnership, or corporation must be attached. In the case of a corporation, said authority must be in the form of a Corporate Resolution.
- _____ If bid is \$50,000.00 or more, your Louisiana State Contractor's license number must be affixed to the outside of your bid envelope and to the bid form. (Res. No. 10677 as amended by Res. No. 13385 Sec. I-1-A).
- _____ Your bid package must be submitted with original typed or in ink and receipt of all Addenda acknowledged with date. (Pages LUPWBF-1 through LUPWBF-7).
- _____ Bid documents shall be enclosed in a sealed opaque envelope or wrapping properly addressed and identified on the outside with Bidder's name, return address, Louisiana State License Number, Title of Project and Proposal Number or submitted electronically through the website www.publicpurchase.com.
- _____ Check terms, delivery, and/or starting and completion times.
- _____ Bid forms signed and state license no. shown. (Pages LUPWBF-1 through LUPWBF-7).