

Document 00901

ADDENDUM NO. 1

Issue Date: October 18, 2024
Project: MARKET SQUARE PARK KIOSK IMPROVEMENTS
Project No.: 24-460.100-01
From: Downtown Redevelopment Authority
1313 Main Street
Houston, Texas 77002
To: Prospective Bidders

This Addendum forms a part of the Bidding Documents and will be incorporated into the Contract Documents. Insofar as the Project Manual or Drawings or both are inconsistent, this Addendum governs. Acknowledge receipt of the Addendum by inserting its number and date of issue in Document 00310 - Form of Proposal. FAILURE TO DO SO WILL SUBJECT BID TO DISQUALIFICATION.

This Addendum uses the change page method: remove, remove and replace, or add pages, or Drawing sheets, as directed in the change instructions below. Change bars (|) are provided in the right margins of pages from the Project Manual to indicate where changes have been made; no change bars are provided in added Sections. Reissued Drawing Sheets show the Addendum number in the title block and changes in the Drawing are noted by a revision mark and enclosed in a revision cloud.

PART 1- INSTRUCTIONS

1.1 Insert the attached Meeting Minutes, including Sign-in Sheet, from the October 15, 2024 Pre-Bid Meeting into the Project Manual.

PART 2- CLARIFICATIONS

2.1 Deadline for questions submission has been pushed back to 5:00PM on Tuesday, October 22, 2024.

PART 3- BIDDING REQUIREMENTS (DIVISION 0)

3.1 No changes.

PART 4- PROJECT MANUAL (DIVISIONS 1-16)

4.1 No changes.

PART 5- DRAWINGS

5.1 No changes.

END OF ADDENDUM NO. 1

Pre-Bid Conference Meeting Minutes

Market Square Park Kiosk Improvements Downtown Redevelopment Authority / TIRZ No. 3 Project Number: 24-460.100-01

October 15, 2024 (10:00 AM)

- I. Call to Order and Introduction of Attendees
 - Meeting called to order by Dusty McCartney, Construction Manager at 10:03 AM.
 - Introduction of Authority staff and contractors present in meeting.

- II. Project Overview
 - Dusty McCartney and Brett DeBord introduced the project, providing history of the park, design process and scope of work.
 - Construction of a new café service kiosk structure including concrete foundation, electrical, mechanical, plumbing, kitchen food service equipment, lighting, audio, video, telecom, security systems, millwork and furnishings.
 - Renovations and improvements to existing café kiosk, storage building, and trellis structure.
 - Contractors were encouraged to visit the site location to get a better understanding of the existing conditions and park flow.
 - Safety Guides and Park cleaners will be in the park while the park is open and if any issues arise, the selected contractor is to notify one of them so the issue can be handled.
 - The location and orientation of the new building will be modified and reflected in revised design drawings to be issued for bidding in future addendum.

- III. Administrative Requirements
 - A. Section 00100 - Instructions to Bidders
 - The attendees were encouraged to review and familiarize themselves with the bidding requirements and proposal format.
 - B. Section 00200 - Proposal Organization and Selection Criteria
 - All bids will be judged based on same criteria with 100 possible points available: 40 points allocated to price, 20 points to experience, 20 points to proposed subcontractors/suppliers, 10 points to timely project closeout, 5 points for references, 3 points for safety and 2 points for claims history
 - C. Section 00310 - Form of Proposal

- D. Section 00405 – Bid Price Form
 - Division 21 – Fire Protection will be removed from spec 00405 due to Fire Protection not needed for this scope of work.
 - E. MWDBE Requirements - Goal 20%
 - MWDBE participation is not a requirement, but Bidders are encouraged to make good faith efforts in helping to achieve the goal.
- IV. Project Requirements
- A. Contract Time – 90 days
 - 1. Estimated Start Date – December 2, 2024
 - 2. Estimated Completed Date – March 1, 2025
 - B. Pedestrian Access Requirements – Securing Work Area
 - Market Square Park will remain open to the public and all construction impacts need to be carefully considered so the park flow is not impacted.
 - C. Tree Protection within Work Zone
 - The contractors were given specific instructions to stay at least 5ft from existing tree roots and if work is to be done within that area, hand digging only is allowed.
 - D. Protection of Existing Assets
 - Existing pavers will need to be protected if machinery is to be used
 - Contractor will be required to clean and secure the construction zone daily. Fencing with privacy screening is advised.
- V. Construction Coordination
- A. Permits
 - 1. Sidewalk and Lane closures
 - DRA will provide lane and sidewalk closures, as needed.
 - Southern most lane of 800 Congress St. will be utilized for park access and contractor parking and material staging.
 - Contractors were instructed that travel lanes along Travis St. and Milam St. cannot be blocked between the hours of 7am-9am and 4pm-6pm Monday – Friday. If Travis is needed for offloading equipment or material, permits can be obtained between 9am-4pm M-F with advance notification and coordination from Contractor.
 - 2. Meter bagging
 - DRA to provide Parking Meter bagging permits, as needed
 - B. Owner Furnished Kitchen Equipment
 - Kitchen equipment to be furnished by DRA and installed by food service consultant. Selected Contractor will be required to provide connection points to specified locations per plans.
 - C. Park Event Programming
 - Park will host holiday programming and events during construction, so Contractors will need to make sure work is coordinated and job site is kept clean and secure. Schedule of planned events for the Park can be viewed on our website – [www. https://downtownhouston.org](http://www.downtownhouston.org).

VI. Timeline

A. Proposals due at 11:00 AM on Tuesday, November 5, 2024.

1. **Proposals delivered to 1313 Main Street** (Operations Center for Downtown Redevelopment Authority)

- Late proposal submissions will not be accepted.

B. Contractor Selection and DRA Board Authorization – November 12, 2024

VII. Questions and Answers:

A. Submit additional questions to Dusty McCartney, Construction Manager at dusty.mccartney@downtownhouston.org – Due 5:00 PM on ~~Monday, October 21~~ Tuesday, October 22, 2024.

B. Final Addenda – to be issued before 5:00 PM on Thursday, October 24, 2024

C. Addenda issued via email to bidders attending pre-proposal conference.

D. Questions asked by attendees:

1. Q: What is the estimated budget for this project?

A: \$250,000

2. Q: Are there liquidated damages associated with this project?

A: Yes, \$750 per calendar day as identified in Specification Section 00800 Article 9.

3. Q: Will restrooms be made available?

A: Yes, upon further discussion, the selected contractor will be able to utilize the existing outdoor restroom and will need to coordinate with the onsite park attendant for access.

4. Q: Can Contractors advertise their name and logo on the construction fence screening?

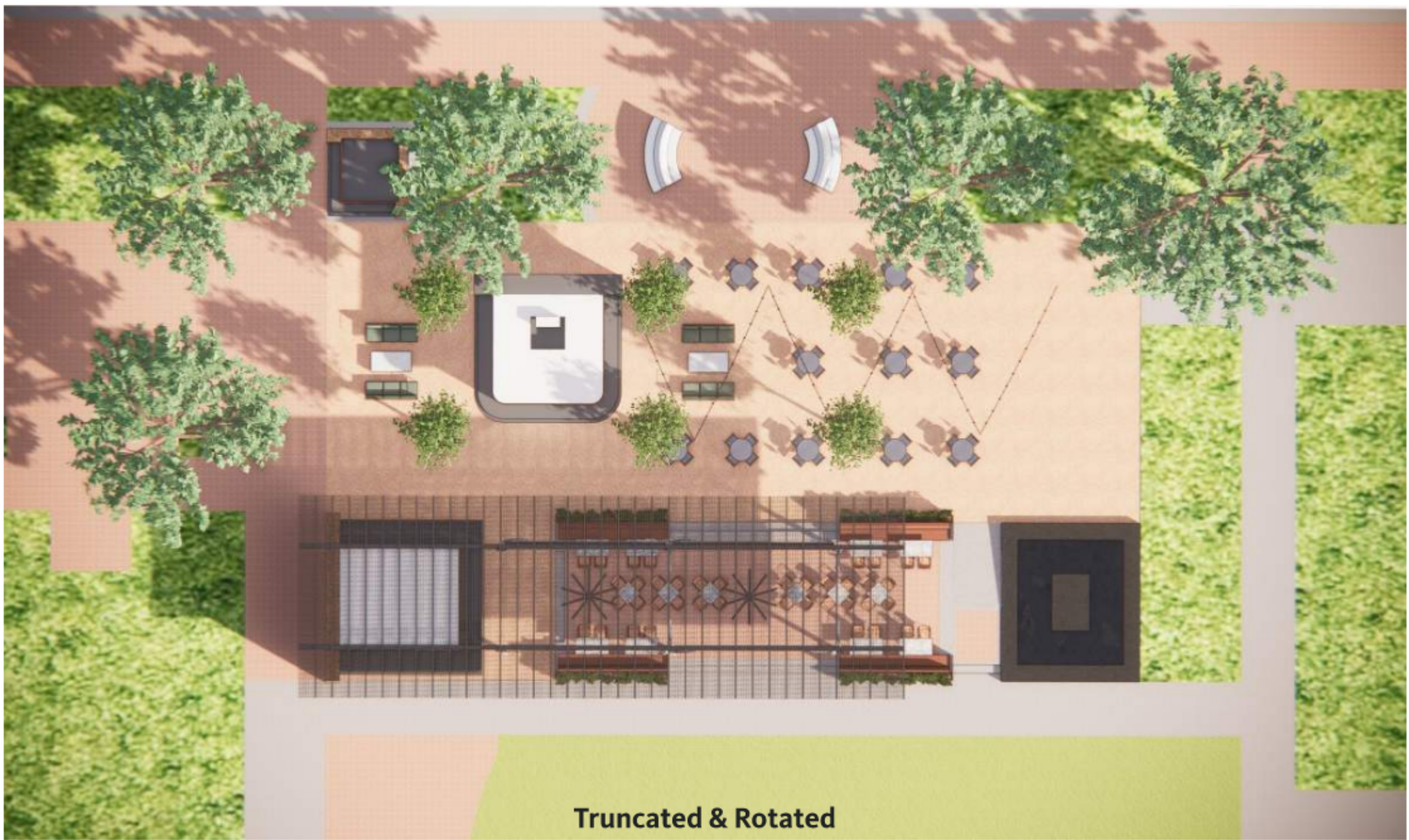
A: Yes, but Contractor must submit desired language and logo to DRA for approval.

5. Q: Can the renderings depicting the revised layout and orientation of the new bar structure be provided?

A: Yes, they will be included as part of the pre-bid meeting minutes.

VIII. Adjourn – the meeting adjourned at 10:45 AM

All comments, answers or statements made in this conference or other time prior to the proposal receipt and opening shall not be construed as modifying the Bid Documents. The Bidder's estimate shall be based only on the Bid Documents and all written addenda.



Truncated & Rotated

