

Document 00901

ADDENDUM NO. 1

Issue Date: October 18, 2024
Project: TREBLEY PARK SHADE STRUCTURES
Project No.: 24-461.500-01
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

Trebley Park Shade Structures Downtown Redevelopment Authority / TIRZ No. 3 Project Number: 24-461.500-01

October 15, 2024 (2:00 PM)

- I. Call to Order and Introduction of Attendees
 - Meeting called to order by Dusty McCartney, Construction Manager at 2:01 PM.
 - Introduction of Authority staff and contractors present in meeting.

- II. Project Overview
 - Dusty McCartney introduced the project, providing history of the park, design process, and scope of work.
 - Site is $\frac{3}{4}$ of a block in Southern Downtown, an L-shaped configuration with full-block frontage on Fannin and Leeland Streets and half-block frontage on Bell and San Jacinto Streets.
 - Construction of a new shade structure with structural steel supports and a decorative metal panel roof over the play area, metal panel roof to be attached to the existing dog park trellis, lighting, and large standalone umbrellas in both the large dog park and bosque area.
 - Existing decorative light pole located within the construction zone is to be relocated. DRA will furnish a new set of anchor bolts to contractor.
 - 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 present 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.

- 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
 - 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 – 75 days

1. Estimated Start Date – Early January 2025

- Contractors were informed to consider the delayed construction start date of early 2025 in their bidding. However, once awarded the project, the Contractor can begin to submit shop drawings, submittals and procuring materials. The 75-day contractual duration will coincide with the construction start date in early January, which will be established in the Notice to Proceed.

2. Estimated Completed Date – 75 days from start date

B. Pedestrian Access Requirements – Securing Work Area

- Trebly Park and the restaurant café, Tout Suites, will remain open to the public and all construction impacts need to be carefully considered so the park flow is not impacted.

C. Protection of Existing Assets

- Contractors were instructed that one side of the dog park needs to always remain open during construction. Coordination between the Contractor and the DRA is needed if portions of both dog parks need to be temporarily closed simultaneously to facilitate work.
- 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 closure permits, as needed.
- Northern most lane of 1100 Leeland St. will be utilized for park access and contractor parking and material staging.
- Contractors were instructed that travel lanes along Fannin St. and San Jacinto St. cannot be blocked between the hours of 7am-9am and 4pm-6pm Monday – Friday. If Fannin 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. 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

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

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: \$450,000 - \$500,000

2. Q: Which metal panel manufacturer has Gensler has been working with?

A: Parasoleil

3. Q: Who will provide the structural permits?

A: The DRA will obtain permits.

4. Q: Where is the power fed from?

A: Power is distributed from the electrical room just north of the work zone. Refer to drawing sheet E0.50.

5. 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.

6. Q: When will the selected contractor be notified?

A: Board approval is scheduled for Tuesday, November 12. The selected contractor will be notified no later than end of day on Wednesday, November 13.

7. Q: Will the irrigation relocation note be called out in the drawings?

A: Yes, note will be reflected in revised drawings to be issued in future addendum.

8. 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.

VIII. Adjourn – the meeting adjourned at 2:30 PM

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.





DOG PARK



DOG PARK

