

LAFORUCHE PARISH FIRE DISTRICT NO. 3

HURRICANE IDA DAMAGE RESTORATION

PORT FOURCHON FIRE STATION NO. 12 RESTORATION

HURRICANE IDA RECOVERY NUMBER: HIR-PF12

FEMA DI-NUMBER: 1209208


PORT FOURCHON, LAFOURCHE PARISH, LOUISIANA

ADDENDUM NO. 1

Date Issued: August 17, 2022

This Addendum No. 1 shall be part of the above referenced project.

Acknowledge receipt of this Addendum No. 1 by inserting its number in the space provided in the Louisiana Uniform Public Work Bid Form of the Request for Proposals. Failure to do so may subject the bidder to disqualification.


Kevan D. Keiser, P.E.
GIS Engineering, LLC.



8/17/22

**LAFORUCHE PARISH FIRE DISTRICT NO. 3
HURRICANE IDA DAMAGE RESTORATION
PORT FOURCHON FIRE STATION NO. 12 RESTORATION
HURRICANE IDA RECOVERY NUMBER: HIR-PF12
FEMA DI-NUMBER: 1209208
PORT FOURCHON, LAFOURCHE PARISH, LOUISIANA**

This Addendum is issued for the purpose of modifying, clarifying, or revising, as applicable, the specified items of the original Contract Documents. It is also issued for the purpose of adding, as applicable, the attached specified items to the original Contract Documents, or deleting, as applicable, the attached specified items from the original Contract Documents. The Addendum and attachments shall be construed as much a part of the original Contract Documents as contained therein. Changes made by Addenda shall take precedence over original Contract Documents.

**PART I – MODIFICATIONS TO CONTRACT DOCUMENTS TECHNICAL
SPECIFICATIONS, PLANS, AND OTHER DOCUMENTS**

Modifications to Contract Documents and Specifications.

PART II – ATTACHMENTS

1. Pre-Bid Conference Attendee List
2. Pre-Bid Conference Meeting Minutes
3. Section Q – Special Provisions (Revised as Per Addendum No. 1)

PART I – Modifications to Contract Documents, Technical Specifications, Plans, and Other Documents

Contract Documents:

1. Section Q – Special Provisions

a. Please add this paragraph to read as follows:

- 1.33 The Bidder must not be debarred as determined by the Federal Government's Excluded Parties List, and it is the responsibility of the Contractor to verify subcontractor eligibility based on factors such as past performance, proof of liability insurance, possession of a federal ID tax number, debarment, and state and local licensing requirements. The prime contractor may use the web site: <https://www.sam.gov/SAM> to determine if a subcontractor has been debarred at the federal level.

Technical Specifications:

NONE

Plans:

NONE

PART II - ATTACHMENTS

Pre-Bid Conference Attendee List



ENGINEERING LLC

Lafourche Parish Fire District No. 3
Port Fourchon Fire Station No. 12 Restoration
GIS Project No. 39130-1360



Pre-Bid Conference
Tuesday August 16, 2022
2:00 PM

ATTENDANCE REGISTER

NAME	COMPANY NAME	PHYSICAL ADDRESS	TELEPHONE NUMBER	EMAIL ADDRESS
1 Kevan Keiser	GIS	197 Elysian Dr Houma, LA 70360	985-219-1000	kkeiser@gisy.com
2 Benjamin Rath	CSRS	8885 UNITED Plaza Blvd Baton Rouge, LA 70807	218.560.7672	BENJAMIN.RATH@CSRSINC.COM
3 Jon Love	HMSE	912 Pueblo Dr. Houma, LA 70364	225 390 4824	jon@hmse-llc.com
4 Devin Dedon	LPFD#3		985 632-8068	devindedon@lpfd3.com
5 Myles Rousselle	LPFD#3		985-632-8068	mylesr@LPFDS.com
6 R/HW Pine	LPFD#3		985 691 1388	R/HW P@LPFD3.COM
7 Brenton Hebert	GIS	197 Elysian Drive Houma, LA 70363	985-219-1002	bhebert@gisy.com
8				
9				
10				

PART II - ATTACHMENTS

Pre-Bid Conference Meeting Minutes



Date: Tuesday, August 16, 2022 2:00 P.M.

Project: Lafourche Parish Fire District No. 3
Port Fourchon Fire Station No. 12 Restoration
GIS Project No. 39130-1360

Location: LPFD3 Fire Central Headquarters
17462 West Main St., Cut Off, LA, 70345

PRE-BID CONFERENCE MINUTES

Meeting Led By: Kevan Keiser

Minutes Prepared By: Brenton Hebert

SAFETY TOPIC – Heat, Shade, Drinking Water Given by Kevan Keiser

1. Roster Signatures and Introductions

- a. Owner – Lafourche Parish Fire District No. 3 (LPFD3)
- b. Engineer – GIS Engineering, LLC (GIS)
- c. Coordinator - CSRS Disaster Recovery Management Services, Inc.

2. Scope of Work

This project consists of providing all equipment, materials, and labor for the restoration of the Port Fourchon Fire Station No. 12. The work consists primarily of repairs to the 2nd floor living quarters (wall and ceiling replacement), repairs to the exterior sheet metal skin flashing and gutter system, and electrical and HVAC replacement.

3. Advertisement for Bids (Section A)

Sealed bids will be received on **Tuesday, August 30, 2022**, by the Lafourche Parish Fire District No. 3, Fire Central Headquarters, located at 17462 West Main Street, Cut Off, Louisiana 70345 until **2:00 P.M.**, and then at said place publicly opened and read aloud. No bids will be received after 2:00 P.M.

Bidders will have the option to submit their Bids electronically or by paper copy. Electronic Bids are accepted at Central Auction House. Central Auction House can be accessed at www.centralbidding.com. For questions related to the electronic bidding process or obtaining the Bidding / Contract Documents & Specifications electronically, please call Central Auction House at 225-810-4814.

Bids received prior to the time of the scheduled bid opening will be securely kept unopened. No Bid received after the scheduled time for opening will be considered. Failure of the U.S. Mail or of any express carrier or delivery service to deliver the Bid prior to the date and time of the above stated Bid Opening shall not be considered due cause for the scheduled time of the Bid Opening to be extended.

4. Proper Preparation and Submission of Bids (*Article 4 of Section B – Instruction to Bidders*)

- a. Bids shall be submitted by the time and at the place indicated in the Advertisement for Bids and, unless submitted electronically, shall be enclosed in an opaque sealed envelope.
- b. Envelope shall be marked with the Project title and name, address and state license number of the Bidder as set forth in the Advertisement for Bids.
- c. Each Bid Proposal packet shall include:
 - i. Completed Uniform Public Work Bid Form, including Unit Price Form
 - ii. Signature Authorization with written evidence of authority (LA R.S. 38:2212(B)(5))
 - iii. Bid Bond with Power of Attorney, or Certified Check or Cashier's Check, all in the amount of 5% of the total amount of the bid.

5. Bid Completeness Requirements – *including, but not limited to, the following:*

- a. Acknowledgement of Addenda on Bid Proposal.
- b. Properly fill in unit price and extension price of each item included in the Bid Form.
- c. Complete bidder information as requested.
- d. Sign and Attest the bid.

6. Project Addenda:

- a. Clarifications in response to questions concerning Contract Documents will be issued in an Addendum.
- b. Send all questions to bidquestions@gisy.com. Any questions submitted outside of this provided email address will not be considered.
- c. The last day to submit written questions will be **Monday, August 22, 2022, until 2:00 P.M.**
- d. Addenda will be issued as soon as possible, but no later than **Thursday, August 25, 2022 before 2:00 P.M.** Addenda will be available at www.centralbidding.com by clicking on the Project Link, and will also be sent via email provided on the sign-in sheet for this meeting.

7. General Project Information:

- a. Contract Time – 75 Calendar Days from Notice to Proceed.
- b. Estimated Project Budget – \$260,000.00
- c. Required Contractor's License – Building Construction
- d. Liquidated Damages - \$500.00 per day. Refer to Article 9 of Section B - Standard Form of Agreement Between Owner and Contractor of the Contract Documents for specifics.
- e. Contractor's Liability Insurance – Please refer to Paragraph 11.1 of Section N – General Conditions of the Contract for Construction for requirements.
- f. Construction Submittal Process
- g. There will be mandatory monthly progress meetings with Engineer and Owner personnel during construction.

8. Contract Documents and Requirements:

- a. Contract Documents include complete Plan, Specifications, Addenda and Reference Documents.

- b. Special Provisions
 - i. 1.05 Intent
 - ii. 1.11 Time Constraints
 - iii. 1.15 Maintenance of Drainage
 - iv. 1.18 Tax Exemption
 - v. 1.22 Red Line As-Builts
 - vi. 1.26 Waste Materials
 - vii. 1.30 Construction Schedule
 - viii. 1.31 Hurricane Preparedness Plan

9. Construction Sequence and Means & Methods

- a. Responsibility of the Contractor.
- b. Contractor to submit initial progress schedule in duplicate within one week after the date established in Notice to Proceed for ENGINEER review.

10. Site Familiarity

- a. Before submitting a Bid it is recommended that each Bidder visit the site to become familiar with local conditions that may in any manner affect cost, progress, performance or furnishing of the Work,
 - Kevan Keiser, GIS, mentioned that Port Fourchon is very remote and has little to no places for lodging and eating.
 - Devin Dedon, LPFD3, mentioned that Moran's Motel in Port Fourchon has a place to get food and camper hook-ups. Geaux Motel in Port Fourchon also has camper hook-ups.

11. Review of Plans

12. Agency/Owner Comments

- Kevan Keiser, GIS, mentioned that the Port Fourchon Fire Station is not in use, but there are fire trucks in the garage portion of the structure. This site also has firemen living in campers on site.
- Devin Dedon, LPFD3, mentioned that the trucks will be removed from the garage for construction.
- Benjamin Rath, CSRS, mentioned that all subcontractors must activate their licensee on sam.gov. He also mentioned that the plans can also be found at www.csrsinc.com/LPFD3.
 - Please note that upon further review, the above statement regarding sam.gov is incorrect. It is the responsibility of the contractor to verify the subcontractor's eligibility based on factor such as past performance, proof of liability insurance, etc., using <https://www.sam.gov/SAM>. Please see additional information in Article 2 of Section B "Instruction to Bidders".

13. Adjourn

Project Contact Information

GIS Engineering, LLC

985-219-1000

Kevan Keiser, P.E.
John Plaisance, P.E.
Brenton Hebert, E.I.
Joseph Chauvin
Ann Hebert

Project Manager
Project Engineer
Project Engineer
Construction Manager
Project Associate

PART II - ATTACHMENTS
Section Q – Special Provisions

SECTION Q

SPECIAL PROVISIONS

- 1.01 The ENGINEER for this project is:

GIS Engineering, LLC
Coastal Design & Infrastructure
197 Elysian Drive
Houma, LA 70363

The Project Engineer is KEVAN D. KEISER, P.E.

- 1.02 The OWNER is the “LAFOURCHE PARISH FIRE DISTRICT NO. 3”

- 1.03 Work to be done under this section consists of furnishing all labor, materials, equipment, and accessories, and performing all operations to complete the work in accordance with the Contract Documents.

- 1.04 CONTRACTOR shall be licensed in the State of Louisiana under either of the following classifications:

- **BUILDING CONSTRUCTION**

- 1.05 Intent - Provisions of these Special Provisions shall supersede and take precedence over conflicting counterpart provisions located elsewhere in the contract documents.

No provisions under this section shall be construed as relieving the CONTRACTOR from his contractual obligations in the performance and satisfactory completion of all Work as specified and contracted for in said contract documents, except as may be duly authorized in writing by the OWNER.

CONTRACTOR is responsible for all testing associated with the contract documents. OWNER may, at his own expense, perform additional testing for acceptance purposes.

- 1.06 Scope of Work - The Work to be performed under the various bid items for this contract shall include all plant, processing, tools, supplies, labor, materials, equipment, superintendence, and incidentals which may be required for the construction unless otherwise specified for a particular bid item.
- 1.07 The Bidder is required to examine carefully the site of the proposed work, Proposal, and Contract Documents. He shall satisfy himself as to the character, quality and quantities of Work to be performed, materials to be furnished, and as to the requirements of these specifications. The submissions of a Total Base Bid shall be evidence that the Bidder has made such examinations.
- 1.08 All notes on the Contract Documents shall be binding and considered as modified specifications.

- 1.09 The budget for this project is \$260K. Should all bids exceed the available budget, the project will only be awarded in the event that the Lafourche Parish Fire District No. 3 approves additional funds.
- 1.10 The contract time as stipulated in the Proposal Form is Seventy-Five (75) calendar days for substantial completion, with a forty-five (45) day clear lien period required prior to final payment.
- 1.11 Time Constraints - By submitting a proposal, the CONTRACTOR is certifying that he understands the required time constraints on the construction period of this contract and that he will incorporate the level of effort required to complete all specified Work within the required time frame. The contract time can be adjusted as provided in Section N – General Conditions, Paragraph 15.1.6.2. In computing extensions due to abnormal weather conditions, the following chart will be used to determine normal anticipated days lost due to rain:

January - 11 days	July - 6 days
February - 10 days	August - 5 days
March - 8 days	September – 4 days
April - 7 days	October 3 - days
May - 5 days	November - 5 days
June - 6 days	December - 8 days

Days in excess of the above on a cumulative basis shall be considered “adverse” per Section N, General Conditions, Paragraph 15.1.6.2. This is a calendar day contract. Normal working hours shall be defined as CONTRACTOR’s daylight hours working period occurring between the hours set forth as beginning 7:00a.m.and ending at 6:00p.m. Work during times other than specified above shall only be upon written permission from the OWNER.

- 1.12 CONTRACTOR shall be cognizant of the Load Limits that have been established on the local streets adjacent and leading to the project site. All material hauling operations shall be performed in an appropriate manner such that the street load limits are not ever exceeded.
- 1.13 CONTRACTOR shall be responsible for protecting the roadway surface during construction of the entire project and particularly during work under this item. CONTRACTOR shall repair to the ENGINEER’s satisfaction any damage caused as a result of his/her operations at no direct pay unless otherwise approved by the ENGINEER. All property shall be protected from damage. Property damaged by the CONTRACTOR during the construction of the work shall be, at his expense, repaired or replaced and left in as good condition as found.
- 1.14 Forms, Plans, and Specifications - The Work shall conform to the plans titled, “PORT FOURCHON FIRE STATION NO. 12 RESTORATION, PROJECT NO. HIR-PF-12” all of which form a part of the contract documents.
- 1.15 Maintenance of Drainage - The CONTRACTOR shall maintain adequate drainage during construction. The CONTRACTOR shall provide for the removal of water from the land-based Work area and areas adjacent and shall maintain the Work area reasonably dry at all times. No measurement of payment will be made for maintenance of drainage. Payment will be distributed throughout the existing bid items. The CONTRACTOR shall include any and all costs for maintenance of drainage in the contract prices for items of

work to which the work is incidental thereto.

- 1.16 Communication - The CONTRACTOR shall have someone available to take calls at all times. He shall provide the OWNER and ENGINEER with a local night telephone number to call so that he may be advised of any emergency, trouble, or other matter needing his attention. The emergency telephone number should be displayed on barricades and/or on equipment on the job site.
- 1.17 Sanitation Facility - Employee sanitation facilities shall be provided and maintained by the CONTRACTOR.
- 1.18 Tax Exemption – This project is exempt from State Sales Tax. The successful bidder will be provided with the appropriate documentation.
- 1.19 Insurance will not be measured for payment. Insurance shall be included in the cost of all the other bid items.
- 1.20 All required records, reports, submittals, etc. shall be provided as per specifications and shall be approved prior to payment of each item.
- 1.21 The CONTRACTOR shall maintain in a safe place at the site one record copy of all Drawings, Specifications, Addenda, Written Amendments, Change Orders, Work Directive Changes, Field Orders, RFI's and other written interpretations and clarifications in good order and annotated to show all changes made during the construction. These record documents together with all approved samples and a counterpart of all approved Shop Drawings will be available to ENGINEER for reference. Upon completion of the Work, these record documents, samples and Shop Drawings will be delivered to ENGINEER for OWNER.
- 1.22 A set of red line As-Built Drawings shall be maintained up to date by the CONTRACTOR. The As-Built set of drawings shall indicate all changes and clarifications that occur during the project and shall be delivered to the ENGINEER upon completion of the work. All revisions shall be shown in red and be easily distinguishable from the original design. Changes made through RFI's, field orders, or change orders shall be revised on the drawings and shown in red and properly identified.
- 1.23 The CONTRACTOR shall provide all electric power and water required for construction of the work at NO DIRECT PAY.
- 1.24 The CONTRACTOR shall conform to all applicable Federal, State and local laws in carrying out the obligations under the Contract.
- 1.25 The CONTRACTOR, prior to commencing any work, shall pay all necessary fees and secure, at his own expense, all necessary permits required for the performance of the project work.
- 1.26 All waste materials and other construction debris shall be picked up and removed from the site by the CONTRACTOR. Final cleanup must be approved and accepted by the OWNER before the contract may be considered complete.
- 1.27 The OWNER reserves the right to have other work performed by other contractors and to permit the public utility companies and others to do work on, and adjacent to the site. The

CONTRACTOR shall conduct his operations and cooperate with the other parties so as to minimize interference with this other work. Should a difference arise as to the rights of the CONTRACTOR and other contractors or utility companies, the ENGINEER, as the OWNER's representative, shall be sole mediator and his decision shall be final and binding on the CONTRACTOR.

- 1.28 Authorized changes will be field measured by the ENGINEER and the accepted work will be paid for at the contract bid price per unit.
- 1.29 Payment shall be made at the unit price or lump sum amount, as shown in the CONTRACTOR's Bid for applicable items of work. Items of work required to complete the project in accordance with the plans and specifications for which no specific bid item appears in the Contract Documents shall not be paid for separately, but shall be included in the prices shown in the CONTRACTOR's Bid for applicable, related items of work.
- 1.30 CONSTRUCTION SCHEDULE
 - A. Submit initial progress schedule in duplicate within one week after the date established in Notice to Proceed for ENGINEER review.
 - B. Submit revised schedules with each Application for Payment, identifying changes since previous version. Indicate estimated percentage of completion for each item of work at each submission.
- 1.31 Within 30 days of the date of Notice to Proceed, submit to the ENGINEER and the OWNER, for approval, a Hurricane Preparedness Plan. The Plan shall describe in detail the necessary measures which the CONTRACTOR will perform, at no additional costs to the OWNER, in case of a hurricane warning. Revise Plan as required by the ENGINEER and OWNER. "
- 1.32 In the event of inclement weather, the CONTRACTOR shall protect the Work and materials from damage or injury from the weather. If, in the opinion of the ENGINEER, any portion of the Work or materials has been damaged by reason of failure on the part of the CONTRACTOR to so protect the Work, such Work and materials shall be removed and replaced with new materials and Work to the satisfaction of the ENGINEER.
- 1.33 The Bidder must not be debarred as determined by the Federal Government's Excluded Parties List, and it is the responsibility of the Contractor to verify subcontractor eligibility based on factors such as past performance, proof of liability insurance, possession of a federal ID tax number, debarment, and state and local licensing requirements. The prime contractor may use the web site: <https://www.sam.gov/SAM> to determine if a subcontractor has been debarred at the federal level.