



## ST. TAMMANY PARISH

MICHAEL B. COOPER  
PARISH PRESIDENT

**February 16, 2024**

Please find the following addendum to the below-mentioned **QUOTE**.

**Addendum No.:** 1

**Quote#:** 24-4-1

**Project Name:** Covington Library Exterior Renovations

**Bid Due Date:** February 22, 2024

### **GENERAL INFORMATION:**

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1. Please note that a non-mandatory pre-quote meeting was held on Thursday, February 1, 2024, at 2:00 PM at the Covington Library located at 310 W. 21<sup>st</sup> Street Ave Covington, LA 70433. Sign-in sheet and Pre-Quote Meeting Agenda are attached.
2. Please remove Attachment A – Quote Pricing Sheet and replace it with Attachment A – Louisiana Public Works Bid Form (attached). **The quote must be submitted on the revised pricing sheet or the quote will be deemed non-responsive.**

### **QUESTIONS & ANSWERS:**

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Question 1. Pursuant to Part III: Evaluation of the specifications, confirm that the contract will be awarded to the lowest qualified bidder should the lowest price exceed the St. Tammany Parish Government "QUOTE" limit.

**Answer 1. The quote will be awarded to the lowest responsive, responsible bidder who meets specifications. If the lowest responsive, responsible bidder exceeds the budget, the Parish reserves the right to accept or reject all quotes during the evaluation period unless the quote exceeds the threshold of \$250,000.00, in which case the quote would be canceled and the project would be rebid as a Sealed Bid.**



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Question 2. Engineer's estimated contract cost is not indicated in specifications.

Answer 2. The Engineers Estimate is \$150,000.00.

Question 3. Confirm that a bid bond is not required.

Answer 3. This quote does not require a bid bond however, please refer to Section 5.5 as a performance bond will be required.

Question 4. Contract time is not indicated in specifications.

Answer 4. The Contractor shall agree to fully complete the contract within ninety (90) consecutive calendar days, subject to such extensions as may be granted in accordance with the Contract Documents. The Notice to Proceed will stipulate the date on which the Contractor shall begin work.

Question 5. Attachment "A" does not include an alternate.

Answer 5. Please refer to General Information #2.

Question 6. Attachment "B" is questionable for use.

Answer 6. Attachment B is a copy of our sample contract.

Question 7. PRE-QUOTE MEETING AGENDA (V. MISCELLANEOUS INFORMATION-B. PLAN REVIEW 1 & 2) Expand LASFM and AHJ

Answer 7. Drawings have been approved and the project released by the Louisiana State Fire



## ST. TAMMANY PARISH

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Marshal. Once awarded, it is Contractor's responsibility to coordinate and apply for any permits required by the City of Covington or any other authorities having jurisdiction.

Question 8. AIA documents required by the Architect should be available for download from the specifications.

Answer 8. No, AIA documents should not be available for download from the specifications. These are licensed legal documents provided by the AIA that require a subscription service or fee to be paid for one-time use. These documents will be made available to the awarded Contractor from the Architect on an as-needed basis.

Question 9. what is the exact scope of work for irrigation?

Answer 9. The scope of work for irrigation is an alternate scope of work specified as Alternate No. 1 and shall include replacement of existing irrigation lateral lines within all landscaped areas on the property.

Question 10. There are beds in the rear of the library, which I attached pictures of. Is there any scope of work on these or are they just staying as is?

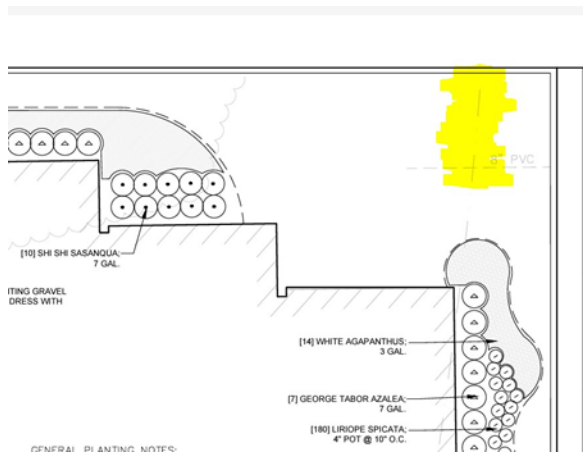
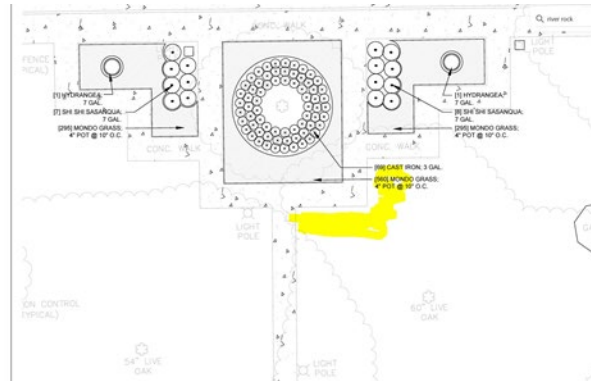
Answer 10. Reference sheets G-101, C-1, C-2, PL-1, and PL-2. Any landscaped beds not noted with a scope of work are to remain.



## ST. TAMMANY PARISH

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Question 11. In areas such as where the bamboo will be removed, is the intention to lay sod down in that area or mulch it? (Capture, Capture 2)



Answer 11. All unsurfaced areas disturbed by work of this project shall receive sod. Reference sheets PL-1 and PL-2 for surfacing within landscaped areas.



## ST. TAMMANY PARISH

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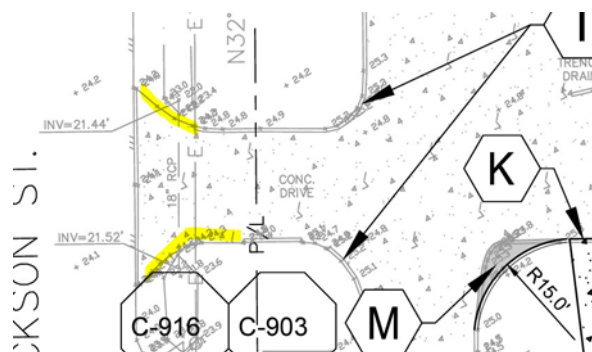
Question 12. What type of river rock is to be used? Size, colors?

Answer 12. The type of river rock shall be round, multi-colored rock, 2” – 3” in size.

Question 13. Where the bridge is to be removed, is the intention to bring to grade and sod that area?

Answer 13. All unsurfaced areas disturbed by work of this project shall receive sod. Regrade area to match existing adjacent topography. Great care shall be taken when working within the drip line of existing Live Oak trees. Protection of existing Live Oak trees are required by authorities having jurisdiction and specified for this project. Reference contract documents for specific requirements.

Question 14. On sheet C-1, the inner areas of the curbs are being called out to be fixed, item I. Is the intent to continue the curb all the way to the street how it was originally done? Or only fix those 2 damages areas? (Capture 3)



Answer 14. On sheet C-1, Key Note I is locating the curb to be repaired. Reference sheet G-101, Plan Note 12 which shows requirement for curb repairs to extend to N. Jackson St.



## ST. TAMMANY PARISH

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Question 15. I do not see the contract time in the specifications. Is this something that will be placed in the addendum?

Answer 15. The contract time shall be ninety (90) calendar days from the issuance of the Notice to Proceed (NTP) by the Parish.

### **ATTACHMENTS:**

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1. Sign-in Sheet Mandatory Site Visit.pdf
2. Pre-Quote Meeting Agenda.pdf
3. Attachment A – Louisiana Public Works Bid Form.pdf

**End of Addendum # 1**

**PRE-QUOTE MEETING SIGN-IN SHEET**



**PROJECT:** Covington Library  
Exterior Renovations  
Bid # 24-4-1  
BKA CN 2111

**DATE/TIME:** Thursday, February 1, 2024 @ 2:00 pm at Project Site

	NAME (PLEASE PRINT)	COMPANY (PLEASE PRINT)	PH. NO. (W/ AREA CODE)	EMAIL ADDRESS
1.	ROBERT AUBERTON	BKA	337 303 4433	robert@blitchknevel.com
2.	JAY RIDOLFO	BKA	504-524-4634	JAYR@ " "
3.	Ryan Baldasaro	Gottfried Construction	504-415-0467	ryan@gottfried-w.com
4.	Frank Coll	Alternative Services	985-264-7021	altserve74@gmail.com
5.	Paul Carzino	Landscare Workshop	985-986-2292	Paul@landscare-workshop.com
6.	Robert Arce	Fontchartrain Constructors	985-327-9369	robert@louisarc@gmail.com
7.	Zack Zaccarelli	Grounds Guys	970-497-6226	ZZACCARELI@GROUNDSGUYS.COM
8.	Steele McDaniel	Steele-R Development LLC	985 234-0621	Steele@S-rd.com
9.	JAMES MONTE	"K" CONST. INC.	985-796-3222	JMSKCONSTRUCTION@AHO.COM
10.	Lyle Gardner	Gardner LLC	504-287-6055	Lyleg21@gmail
11.	Dominick Gardner	Gardner LLC	504 320 6516	Dgardn20@gmail
12.	Laura Gattlin	STPG	985 898 2552	lbgattlin@stpgol.org
13.				

# PRE-QUOTE MEETING AGENDA



LISTEN • DESIGN • DELIGHT

**PROJECT: Covington Library  
Exterior Renovations  
310 W. 21<sup>st</sup> Ave. Covington, LA 70433**

**Quote # 24-4-1  
BKA CN 2111**

**DATE/TIME: Thursday, February 1, 2024 @ 2:00 p.m. at Project Site**

**ATTENDEES: PLEASE SIGN IN AND DECLARE IF PRIME BIDDER**

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## I. INTRODUCTION

- A. **Owner** – St. Tammany Parish Government  
Laura B. Gatlin – Project Manager
- B. **Architect** – Blitch/Knevel Architects, LLC  
Robert Allbritton – Senior Project Architect  
Jay Ridolfo – Construction Manager
- C. **Civil/Structural Consultant** – Fairway Consulting + Engineering, LLC

## II. PROJECT SUMMARY – Refer to Attachment “A” Section 011000 “SUMMARY OF WORK”

- A. Generally, the scope of the project includes new landscaping around the building, demolition and addition of sidewalks, subsurface drainage, removing old fence posts, and repairs to the concrete parking lot, as indicated in the Bidding Documents.
- B. Refer to Attachment “A” Section 012300 – Alternates. Project includes one Alternate.
  - 1. Alternate No. 1: Replace existing irrigation lines within landscaped areas.
- C. Project classification is Civil & Landscaping Construction.

## III. QUOTE SUBMITTAL – Refer to Part I: Section 1.4 “Quote Submittal”

Refer to official Quote Request for detailed requirements regarding the preparation and submission of quotes. The following is only a summary of some key points for attendee’s information and is not intended to revise or supplement any requirements of the Quote Request.

- A. **Quote Due Date** – THURSDAY, FEBRUARY 22, 2024
  - 1. Quotes received by the Department of Procurement until 2:00 P.M., at which time bids will be opened publicly at the physical location identified above and only respondents submitting quotes shall be identified aloud.
  - 2. Sealed quotes will be received at 21454 Koop Dr., Suite 2F, Mandeville, LA 70471 from each respondent or his agent. Quotes may only be sent via certified mail, hand-delivery or courier service to the address above.
    - a) Respondent is solely responsible for the timely delivery of its proposal. Failure to meet the Quote Due Date and Time shall result in rejection of the quote.



## **B. Quote Package**

1. The quote package is available online at [www.bidexpress.com](http://www.bidexpress.com) or LaPAC

<https://wwwcfprd.doa.louisiana.gov/osp/lapac/dspBid.cfm?search=department&term=185>

It is the Vendor's responsibility to check Bid Express, or LaPAC frequently for any possible addenda that may be issued. The Parish is not responsible for a Vendor's failure to download any addenda documents required to complete a submission.

## **C. Quote Pricing Sheet (Refer to Attachment "A" Quote Pricing Sheet.)**

1. Bids based on
  - a) Conditions at site
  - b) Drawings and Project Manual
  - c) Addenda
2. Quotes shall be submitted on the Quote Pricing Sheet provided by the Owner for this project and must be completely and accurately filled in.
  - a) All quotes shall be in writing.
  - b) Price shall be expressed in both words and figures, and in case of discrepancy between the two, the written words shall govern.
  - c) Must be signed.
  - d) In the event that Contractor is a member of a corporation, partnership, L.L.C., L.L.P., or any other juridical entity, as an additional provision, Contractor should supply a certified copy of a corporate resolution or other written evidence of authority of person signing the quote/proposal.
3. Clearly mark outside of the sealed envelope, box or package with the following information and format. Quotes without this information may be deemed non-responsive.
  - a) Name and Address of the Quoter
  - b) The State Contractor's License Number of the Quoter (if the work is estimated at \$50k or more)
  - c) Quote Request Name: Covington Library Exterior Renovations
  - d) Quote Request #: 24-4-1
  - e) Quote Due Date: Thursday, February 22, 2024

## **D. Quote Clarifications Prior to Submittal**

1. Any inquiries shall be made in writing and addressed and forwarded to the Owner.
2. Inquiries concerning this solicitation may be delivered by e-mail or hand-delivery to:

St. Tammany Parish Government Procurement Department  
Attn: Director of Procurement  
21454 Koop Drive, Suite 2F  
Mandeville, Louisiana 70471

E-Mail: [procurement@stpgov.org](mailto:procurement@stpgov.org)

3. All inquiries MUST be submitted in writing by an authorized representative of the Respondent.

PRE-QUOTE MEETING

PROJECT NAME Covington Library  
Exterior Renovations  
BKA CN 2111

DATE February 01, 2024

Page 3 of 4

4. Answers by written addendum only.
5. Last day for inquiries is Wednesday, February 14, 2024 at 2:00 p.m.

**E. Time of Completion**

1. The Bidder shall agree to fully complete the contract within **Ninety (90)** consecutive calendar days (the "Contract Time"), and acknowledges that this Contract Time will start on or before the date specified in the written "Notice to Proceed" from the Owner.
1. The Bidder shall agree to pay as Liquidated Damages the amount **specified in the Quote Package** for each consecutive calendar day for which the work is not complete, beginning with the first day beyond the date Substantial Completion is to be achieved.

**H. CONTRACT BOND**

1. For projects costing twenty-five thousand dollars (\$25,000) or more, the successful Respondent shall be required to provide a performance (surety) bond in the amount of one hundred percent (100%) of the project cost to insure the successful performance under the terms and conditions of the contract.

**IV. CONTRACT REQUIREMENTS**

**A. Award of Contract**

1. Upon award of contract, Bidder shall be prepared to:
  - a) Initiate Performance Bond
  - b) Provide/Execute Affidavits, Certificates of Insurance, Corporate Resolution, as required.
  - c) Provide project construction schedule
  - d) Provide project submittal schedule
  - e) Provide List of Subcontractors to be used (with contact information)
  - f) Provide Schedule of Values

**B. Insurance Requirements**

1. Refer to Section 5.25 in the Quote Package.

**V. MISCELLANEOUS INFORMATION**

**A. Project Web Site**

1. A project Web site, administered by Architect, will be used for purposes of managing communication and documents during the construction stage. Refer to Attachment "A" Section 013100 "PROJECT MANAGEMENT AND COORDINATION" for requirements for using the Project Web site.

**B. Plan Review**

1. The LASFM has completed the Architectural Review and released this project.
2. The awarded Bidder will be required to submit the Contract Documents for required Permit Applications to the City of Covington. Along w/ any other permits required by the AHJ.

### **C. Working Restrictions, Schedule Coordination, and Existing Conditions**

1. Refer to Attachment "A" Section 011000 "Summary" and General Notes in the drawings for working conditions and scheduling, protection of property and public, and cleanliness and cleanup
  - a. The building will be occupied and in use during construction. Coordination with Owner is required.
  - b. In general, the work may be performed during normal hours, provided it is performed in a manner which does not interfere with the normal use and functions of the adjacent areas and building by the occupants.
  - c. When any utility shutdowns are required, all work must be performed after normal hours during the time of the shutdown, unless otherwise coordinated with the Owner.
  - d. Contractor shall coordinate with Owner for site access for special events throughout the duration of construction
2. Refer to Attachment "A" Section 017300 "Execution" and General Notes in the drawings for verification of existing site improvements and utilities.
3. Because the contract documents are complimentary, the Contractor shall study and compare the various contract documents and verify existing conditions for the purposes of determining complete scope of work, coordination, and construction.

### **VI. BIDDERS' QUESTIONS**

### **VII. PROJECT SITE VISIT WALKTHROUGH**

END OF AGENDA

# Attachment A

## LOUISIANA PUBLIC WORKS BID FORM

**TO:** St. Tammany Parish Government  
21454 Koop Dr., Suite 2F  
Mandeville, LA 70471

*(Owner to provide name and address of owner)*

**BID FOR:** Covington Library Exterior Renovations  
Bid No. 23-26-2

*(Owner to provide name of project and other identifying information.)*

The undersigned bidder hereby declares and represents that she/he; a) has carefully examined and understands the Bidding Documents, b) has not received, relied on, or based his bid on any verbal instructions contrary to the Bidding Documents or any addenda, c) has personally inspected and is familiar with the project site, and hereby proposes to provide all labor, materials, tools, appliances and facilities as required to perform, in a workmanlike manner, all work and services for the construction and completion of the referenced project, all in strict accordance with the Bidding Documents prepared by: \_\_\_\_\_

Blitch Knevel and dated: July 15, 2023.

*(Owner to provide name of entity preparing bidding documents.)*

Bidders must acknowledge all addenda. The Bidder acknowledges receipt of the following **ADDENDA:** (Enter the number the Designer has assigned to each of the addenda that the Bidder is acknowledging) \_\_\_\_\_ .

**TOTAL BASE BID:** For all work required by the Bidding Documents (including any and all unit prices designated "Base Bid" \* but not alternates) the sum of:

\_\_\_\_\_ Dollars (\$ \_\_\_\_\_)

**ALTERNATES:** For any and all work required by the Bidding Documents for Alternates including any and all unit prices designated as alternates in the unit price description.

**Alternate No. 1 Replace Existing Irrigation Lines** for the lump sum of:

\_\_\_\_\_ Dollars (\$ \_\_\_\_\_)

**Alternate No. 2** *(Owner to provide description of alternate and state whether add or deduct)* for the lump sum of:

N/A \_\_\_\_\_ Dollars (\$ \_\_\_\_\_)

**Alternate No. 3** *(Owner to provide description of alternate and state whether add or deduct)* for the lump sum of:

N/A \_\_\_\_\_ Dollars (\$ \_\_\_\_\_)

**NAME OF BIDDER:** \_\_\_\_\_

**ADDRESS OF BIDDER:** \_\_\_\_\_

**LOUISIANA CONTRACTOR'S LICENSE NUMBER:** \_\_\_\_\_

**NAME OF AUTHORIZED SIGNATORY OF BIDDER:** \_\_\_\_\_

**TITLE OF AUTHORIZED SIGNATORY OF BIDDER:** \_\_\_\_\_

**SIGNATURE OF AUTHORIZED SIGNATORY OF BIDDER \*\*:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

### **THE FOLLOWING ITEMS ARE TO BE INCLUDED WITH THE SUBMISSION OF THIS LOUISIANA UNIFORM PUBLIC WORK BID FORM:**

\* The Unit Price Form shall be used if the contract includes unit prices. Otherwise it is not required and need not be included with the form. The number of unit prices that may be included is not limited and additional sheets may be included if needed.

\*\* **A CORPORATE RESOLUTION OR WRITTEN EVIDENCE** of the authority of the person signing the bid for the public work as prescribed by LA R.S. 38:2212(B)(5).

**BID SECURITY** in the form of a bid bond, certified check or cashier's check as prescribed by LA R.S. 38:2218(A) attached to and made a part of this bid.