



SCATTERED SITES MODERNIZATION PROJECT 2025 SPRINGFIELD METROPOLITAN HOUSING AUTHORITY

ADDENDUM 01

July 9, 2025

Springfield Metropolitan Housing Authority
2026 W. Main Street
Springfield, OH 45504

This Addendum modifies and shall become a part of the original Contract Documents and is hereby made part of the Bidding Documents for the referenced project.

All bidders shall indicate in their bid/proposal that this Addendum has been received and considered in their bid proposal.

The Addendum items are intended to supplement, clarify or correct parts of the bid proposal package. Items in the addendum shall take precedence over items corrected and shall be of equal value with items supplemented or clarified. Any questions in reference to this addendum must be directed, in writing, to:

Jonathan Schaaf
RDA Group Architects
7662 Paragon Road
Dayton, Ohio 45459
937.610.3440
JRS@rda-group.com

ADDENDUM ITEMS

1. Pre-Bid Meeting: Pre-Bid Meeting minutes and sign-in sheet have been attached to this addendum. Pertinent questions / discussion items from the pre-bid meeting are included within this addendum.
2. RDA has documented each of the dwelling units via 3D imaging. The links to follow will allow you to walk thru the interior of each of the dwelling units included in the project. Note that these are provided for convenience, but are not to replace the project bid documents, nor any necessary site visits. The links to each are herein:
 - 2.1. [SITE 01] 1319 Perry St. <https://my.matterport.com/show/?m=UHARQG62p4m>
 - 2.2. [SITE 02] 1321 Perry St. <https://my.matterport.com/show/?m=Z5gMosMwmD8>
 - 2.3. [SITE 03] 1333 Perry St. <https://my.matterport.com/show/?m=i1LQR7nD4XB>
 - 2.4. [SITE 04] 1335 Perry St. <https://my.matterport.com/show/?m=KupvrR5kEHW>
 - 2.5. [SITE 05] 335 Lincoln Park Circle <https://my.matterport.com/show/?m=eeiozG63ByS>
 - 2.6. [SITE 06] 349 Lincoln Park Circle <https://my.matterport.com/show/?m=kd5vjVNa3zx>
 - 2.7. [SITE 07] 351 Lincoln Park Circle <https://my.matterport.com/show/?m=RWmMqogP9pz>
 - 2.8. [SITE 08] 830 Hillcrest Ave. <https://my.matterport.com/show/?m=7wGwZCyyBYK>
 - 2.9. [SITE 09] 921 Mound St. <https://my.matterport.com/show/?m=dKfmNTrudPk>
 - 2.10. [SITE 10] 1601 Prospect St. <https://my.matterport.com/show/?m=b7akYkynRvn>
 - 2.11. [SITE 11] 2020 Portage Path <https://my.matterport.com/show/?m=DWMkpzaMeNm>
3. Section 02 50 00: Contractor to include as part of all remediation efforts, applicable air clearance testing.
4. Section 02 50 00: At units with asbestos containing floor tile / mastic, the mastic is intended to be encapsulated, not requiring the removal of the wood subfloor.



5. 1319 Perry Street [SITE 01]:
 - 5.1. ADD to the work scope on sheet 01-G1.1: Cut in new lockable access panel for the attic within the unit. Location will be field determined. Size: 22" x 30", 1-hour fire rated, insulated access panel with exposed flange. Lockable. Best Access Doors or Equal.
6. 1321 Perry Street [SITE 02]:
 - 6.1. ADD to the work scope on sheet 02-G1.1: Cut in new lockable access panel for the attic within the unit. Location will be field determined. Size: 22" x 30", 1-hour fire rated, insulated access panel with exposed flange. Lockable. Best Access Doors or Equal.
7. 1333 Perry Street [SITE 03]:
 - 7.1. ADD to the work scope on sheet 03-G1.1: Cut in new lockable access panel for the attic within the unit. Location will be field determined. Size: 22" x 30", 1-hour fire rated, insulated access panel with exposed flange. Lockable. Best Access Doors or Equal.
8. 1335 Perry Street [SITE 04]:
 - 8.1. ADD to the work scope on sheet 04-G1.1: Cut in new lockable access panel for the attic within the unit. Location will be field determined. Size: 22" x 30", 1-hour fire rated, insulated access panel with exposed flange. Lockable. Best Access Doors or Equal.
9. 335 Lincoln Park Circle [SITE 05]:
 - 9.1. ADD to the work scope on sheet 05-G1.1: Remove and replace all damaged window screens with new fiberglass screens in existing frames where existing are damaged.
 - 9.2. ADD to the work scope on sheet 05-G1.1: Existing laundry room is on the second floor. Remove existing, install new plastic washer pan under the resident provided washing machine. Investigate and provide new overflow drain piping from washer pan to air gap above floor drain at first floor mechanical closet.
10. 349 Lincoln Park Circle [SITE 06]:
 - 10.1. ADD to the work scope on sheet 06-G1.1: Remove and replace all damaged window screens with new fiberglass screens in existing frames where existing are damaged.
 - 10.2. ADD to the work scope on sheet 06-G1.1: Remove existing, install new exterior door at door 100. Remove and reinstall existing composite brickmold as required to accommodate existing vinyl siding.
 - 10.3. ADD to the work scope on sheet 06-G1.1: Remove existing door frame at opening into laundry room 106. Install new painted wood flat jamb at new cased opening and install new casing at this opening.
11. 351 Lincoln Park Circle [SITE 07]:
 - 11.1. ADD to the work scope on sheet 07-G1.1: Remove and replace all damaged window screens with new fiberglass screens in existing frames where existing are damaged.
 - 11.2. ADD to the work scope on sheet 07-G1.1: Remove existing door frame at opening into laundry room 106. Install new painted wood flat jamb at new cased opening and install new casing at this opening.
12. 921 Mound Street [SITE 09]:
 - 12.1. ADD to the work scope on sheet 09-G1.1: Remove existing concrete stoop and concrete steps to the front door of the unit. Install new concrete stoop and steps to match original configuration.
 - 12.2. ADD to the work scope on sheet 09-G1.1: Remove existing sub-sheathing. Install new supplemental 2x wood blocking / nailers at the existing roof gable ends to provide nailers for the new vinyl siding installation. Install new 7/16" OSB sub-sheathing and weather resistive barrier. Typical for all gable ends.



- 12.3. ADD to the work scope on sheet 09-G1.1: Repair / repoint existing brick veneer at the front wall to address previous stress cracks / stair step cracks, etc.
- 12.4. ADD to the work scope on sheet 09-G1.1: Prep and paint existing steel lintels above door / window openings.
- 13. 1601 Prospect Street [SITE 10]:
 - 13.1. ADD to the work scope on sheet 10-G1.1: Remove existing subfloor at laundry room, repair existing deteriorated floor framing and sister new floor joists / blocking to level up floor. Install new 3/4" T&G OSB subfloor.
- 14. 2020 Portage Path [SITE 11]:
 - 14.1. ADD to the work scope on sheet 11-G1.1: In Closet 101: Install new finished wood enclosure around water supply piping to the exterior hose bibb at the front wall of the unit.
 - 14.2. ADD to the work scope on sheet 11-G1.1: At laundry room 114, remove and replace existing slab as required to access and capture a minimum 2" sanitary line to serve the new washer box. Existing washer drain is reduced to 1 1/2" just above the slab.

End of Addendum #1.



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PRE-BID MEETING MINUTES

July 8, 2025

SIGN IN / INTRODUCTIONS

1. SMHA Point of Contact – Xavier Gullatte, 937.325.7331x209, xaviern@smhaohio.org
2. RDA Point of Contact – Jonathan Schaaf, 937.610.3440, JRS@rda-group.com
3. Bidders – See attached sign in sheet

PROJECT DISCUSSION

1. Review of Project Scope
 - 1.1. Modernization of [11] dwelling units including site, exterior, and interior work scope.
 - 1.1.1. Note: SCOPE VARIES BY SITE, Review Project Work Scope on drawings for scope requirements for each location.
 - 1.2. Work will result in completed dwelling units which are rent ready for occupancy.
2. Project Phasing
 - 2.1. [3] Phases of work due to available funding:
 - 2.1.1. Phase 1: 1319 Perry Street, 1321 Perry Street, 1333 Perry Street, 1335 Perry Street, 335 Lincoln Park Circle
 - 2.1.2. Phase 2: 830 Hillcrest Avenue, 1601 Prospect Street, 349 Lincoln Park Circle, 351 Lincoln Park Circle
 - 2.1.3. Phase 3: 921 Mound Street, 2020 Portage Path
3. Occupancy: All units are VACANT. All units will remain vacant until turnover to SMHA at the end of the project. Be mindful of adjacent residents, assume adjacent units are all occupied.
4. Project Schedule
 - 4.1. Anticipated SMHA Board Approval – late July 2025
 - 4.2. Contract / NTP for Phase 1 – August 1, 2025 [+/–]
 - 4.3. Work Hours – 8 AM – 5 PM Monday thru Friday.
 - 4.4. Contract Period – 455 calendar days from the NTP / start date [for all [3] phases – anticipate and plan for demobilization and remobilization between each phase of work]. Separate NTP will be issued for each phase.
5. Building Permits / Inspections – RDA has applied for the building permits with the City of Springfield for the Phase 1 units. RDA will submit in the future for Phase 2 and 3 units.
 - 5.1. Note that general contractor and all trade contractors must be licensed to do work in the City of Springfield [recommend confirming all requirements / fees with the City of Springfield]

REVIEW OF BIDDING REQUIREMENTS

1. Bid Schedule
 - 1.1. Advertisement for Bid: June 25, 2025
 - 1.2. Pre-Bid Meeting: July 8, 2025 at 11:00 AM.
 - 1.3. Last Day for Questions to RDA: July 14, 2025 at 5:00 PM
 - 1.4. Final Addendum Issued: July 15, 2025
 - 1.5. Bids Due: July 22, 2025 at 11:00 AM [public bid opening]
2. Bid Submittal Requirements / Forms
 - 2.1. Bid Form
 - 2.2. Bid Bond
 - 2.3. Certificate as to Corporate Principal
 - 2.4. Non-Collusive Affidavit
 - 2.5. Representations and Certifications – HUD 5369A
 - 2.6. Previous Participation Certificate – HUD Form 2530
 - 2.7. Section 3 Clause
3. Bid Form
 - 3.1. Fill out each line. Note that costs for each unit are to be individually indicated. DO NOT simply divide the total bid by 11 dwelling units.



- 3.2. Contingency Allowance - \$110,000 is included in the total bid amount
- 3.3. Building Permit Allowance - \$5,500.00 is included in the total bid amount
- 3.4. Alternates – refer to bid form
- 3.5. Unit Prices – refer to bid form
4. General Conditions
 - 4.1. Instructions to Bidders – HUD Form 5369
 - 4.2. General Conditions of the Contract for Construction – HUD Form 5370
 - 4.3. Tax Exempt Project [forms can be provided by SMHA]
5. Bond Requirements
 - 5.1. Project is required to have bid bond and performance and payment bonds. [fully bonded project]
6. Prevailing Wage Requirements
 - 6.1. Davis Bacon wage determination for Clark County– Residential Rates 06/06/2025
 - 6.2. Prevailing Wage Reports are required [weekly basis – GC and all trade contractors]
7. Section 3 Requirements
 - 7.1. This is a HUD funded project, as such Section 3 Compliance is required.
 - 7.2. Document efforts to extend opportunities to Section 3 workers.
 - 7.3. No defined participation requirement / threshold as part of this bid.
8. MBE / DBE
 - 8.1. Extend opportunities to DBE / MBE firms
 - 8.2. No defined participation requirement / threshold as part of this bid.
9. Substitution Requests
 - 9.1. Submit to RDA in writing via email.
10. Addenda
 - 10.1. Addenda will be issued by RDA via email.
 - 10.2. It is the contractor's responsibility to acknowledge receipt of addenda on bid form.

JOB SITE CONDITIONS

1. Existing Conditions
 - 1.1. Conditions as they exist are anticipated for the start of the work of this project.
 - 1.2. Protect Existing finishes to remain
 - 1.3. Coordinate any salvage with SMHA at the start of work [i.e. appliances, etc.]
2. Utilities
 - 2.1. Utilities will remain in SMHA's name for the duration of the project. SMHA will pay for the cost of temporary utilities.
 - 2.2. If existing utilities are disconnected, Contractor to coordinate with SMHA to have them turned on.
3. Project Staging Areas
 - 3.1. Be mindful of adjacent units – do not block access, parking lots, roadways, etc.
 - 3.2. Secure any / all materials and equipment on the sites.
4. Other Concerns / Requirements
 - 4.1. Safety / Site Security is the responsibility of the Contractor.

QUESTIONS

WALK THRU

End.



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SPRINGFIELD METROPOLITAN HOUSING AUTHORITY**

PRE-BID MEETING SIGN IN SHEET

July 8, 2025

Name

Company

Phone

Email

Xavier Gullette

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SPRINGFIELD METROPOLITAN HOUSING AUTHORITY

PRE-BID MEETING SIGN IN SHEET

July 8, 2025

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