



**2025-3021 - ROOF REPLACEMENT & BUILDING ENCLOSURE IMPROVEMENTS  
CITY WEST – 1431 LINN STREET  
CINCINNATI METROPOLITAN HOUSING AUTHORITY**

**ADDENDUM 01**

August 12, 2025

Cincinnati Metropolitan Housing Authority [CMHA]  
1627 Western Avenue  
Cincinnati, OH 45214

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 Minutes and Sign in Sheets: Attached to this addendum.

End.



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**PRE-BID MEETING MINUTES**

August 7, 2025

**SIGN IN / INTRODUCTIONS**

1. City West / Oberer Point of Contact: Rusty Lykes
2. CMHA Point of Contact: Mike Koch
3. RDA Point of Contact: Jonathan Schaaf
4. Bidders

**PROJECT DISCUSSION**

1. Review of Project Scope
  - 1.1. Roof and penthouse façade improvements at this building only
2. Project Phasing
  - 2.1. There is a separate, subsequent project at this building following the completion of the work under this contract.
3. Occupancy:
  - 3.1. Building will be vacated
4. Project Schedule
  - 4.1. Anticipated CMHA Board Approval – September 2025
  - 4.2. Contract / NTP
  - 4.3. Work Hours – 8 AM – 5 PM Monday thru Friday.
  - 4.4. Contract Period – 90 calendar days from the NTP / start date.
5. Building Permits / Inspections –

**REVIEW OF BIDDING REQUIREMENTS**

1. Bid Schedule
  - 1.1. Advertisement for Bid: July 24, 2025
  - 1.2. Pre-Bid Meeting: August 7, 2025 at 10:00 AM.
  - 1.3. Last Day for Questions: August 15, 2025 at 5:00 PM
  - 1.4. Final Addendum Issued: August 19, 2025
  - 1.5. Bids Due: August 26, 2025 at 10:00 AM [public bid opening]
2. Bid Submittal Requirements / Forms
  - 2.1. Bid Form
  - 2.2. Bid Bond
  - 2.3. Non-Collusive Affidavit
  - 2.4. Disclosure of Lobbying Activities
  - 2.5. Previous Participation Certificate – HUD Form 2530
  - 2.6. Representations and Certifications – HUD 5369A
3. Bid Form
  - 3.1. Contingency Allowance - \$25,000 is included in the total bid amount
  - 3.2. Building Permit Allowance - \$5,000.00 is included in the total bid amount
  - 3.3. Alternates – None
  - 3.4. Unit Prices – Refer to Documents
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 CMHA]
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 Hamilton County– Residential Rates 07/18/2025



- 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. Refer to CMHA front end documents.
8. MBE / DBE
  - 8.1. Refer to CMHA front end documents.
9. Substitution Requests
  - 9.1. Submit to CMHA in writing via email to [procurement@cintimha.com](mailto:procurement@cintimha.com)
10. Addenda
  - 10.1. Addenda will be issued by 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
2. Utilities
  - 2.1. Provide power / utilities as required by work.
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**

1. *Is this the only Building in this Project?* There are two projects bidding concurrently [City West and Linn Street Exchange] and different scopes for this building are in of both projects. It is, however, the only building included in this project / under this contract.
2. *Does the scope include the penthouse cladding and French door replacement?* Yes. Note it also includes some subfloor replacement inside the unit.

### **WALK THRU**

End.

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PRE-BID MEETING SIGN IN SHEET

August 7, 2025

Name	Company	Phone	Email
Mike Koch	CMHA	513 617 3840	michael.koch@cincinnati
Jacob Paulus	BCH	513-525-2620	JPAULUS@BCHMCO.COM
Rusty Lykes	Oberer Mast	513-403-4379	Rlykes@oberer.com
JACQUES BOOSE	" "	937-716-9285	JB@BOOSE-DOBSON.COM
Travis Lemaster	OBBER	937 520 0125	TRIMASTER@OBBER.COM
Bernie Fiorelli	OBBER	859-9914349	bfiorelli@oberer.com



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RDA-GROUP.COM

**PRE-BID MEETING SIGN IN SHEET**

August 7, 2025

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