



**2025-3026 - ROOF REPLACEMENT & BUILDING ENCLOSURE IMPROVEMENTS
CITY WEST – 1431 LINN STREET
CINCINNATI METROPOLITAN HOUSING AUTHORITY
ADDENDUM 01**

September 18, 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 AGENDA

September 17, 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 – October 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: September 8, 2025
 - 1.2. Pre-Bid Meeting: September 17, 2025 at 10:00 AM.
 - 1.3. Last Day for Questions: September 22, 2025 at 5:00 PM
 - 1.4. Final Addendum Issued: September 23, 2025
 - 1.5. Bids Due: September 30, 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 – Alternate Deduct #1 – provide silicone roof coating in lieu of new EPDM roof at Roof Areas C-1 and C-2.
 - 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]
 - 4.4. Build America, Buy America Requirements
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
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. This is, however, the only building included in this project / under this contract.

WALK THRU

End.

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PRE-BID MEETING SIGN-IN SHEET

September 17, 2025

Name _____

Company

Phone

Email

James Gross	Observe	937-716-9285	→ Bross a observer, com
Danny Miller	Front line Roofing & Restoration	937-815-4401	danny.m.frontline@gmail.com
Les Ball	Equipment Share	2838885817	lesball@equipmentshare.com
Joseph Miller	Front line Roofing	513 375 7050	frontline.woof.ignes@com
Troy Anderson	KerKanFF	513 477-8027	Troy@KerKanFF.com
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Kevin Howell	CMA	513-819-7144	putdata@ohl.com