



## PRE-BID MEETING AGENDA

August 14, 2024

Project: City of Hammond Pavilion  
Hammond, Louisiana

Project No: pa2341

Location: SWRR Avenue Parking Lot at SW corner of Downtown

Project  
Representatives: Tom A. Pistorius, Pistorius Associates, LLC

- 1. INTRODUCTIONS:**  
Owner: City of Hammond  
Funded: Home Mortgage Authority  
Architect: Pistorius Associates, LLC
- 2.** All contractors must sign-in at Pre-Bid Meeting and provide applicable company information with State of Louisiana contractor numbers.
- 3.** Project scope: New 50x160 covered parking structure/ pavilion over existing parking lot. Existing grades will be maintained with a new established Base Floor Height for top of slab at columns. The existing paving will maintain its slope and receive patching after cutting for foundation.
- 4.** Building Permit Cost provided by City of Hammond.
- 5.** Bid Date and Time is Tuesday, September 3, 2023 at 2:00 p.m. at which time bids will be opened and read aloud. Location is at the City Council Chambers on East Charles.
- 6.** Project plans and specifications are available with city of [hammond.org](http://hammond.org) or bid express.

7. All Addendum shall be acknowledged on the bid form.  
An Addendum may not be released within 3 days of the bid opening.  
Deductive Alternate - for one full bay between two trusses.

8. Bids shall include a 5% bid security, as stated in the Instructions to Bidders.  
Contract Time is 240 (two hundred forty) calendar days.  
Liquidated Damages are \$150 per day  
The deadline for substitutions are 7 (seven) calendar days prior to Bid Opening.  
All questions are due 7 (seven) days prior to bid opening.  
Use Substitution Form for all substitutions. In the spec.

9. **GENERAL PROJECT INFORMATION:**

- a. Access/Parking: To be discussed.
- b. Staging and storage or office trailer (if desired):  
To be discussed.

10. **QUESTIONS, DISCUSSIONS:**

- 1. Testing was asked about - We will include an allowance of \$5,000 to cover.
- 2. An allowance of \$10,000 may be included for unforeseen conditions.
- 3. Addendum scheduled to go out August 21st.
- 4. Bid date was requested to extend to Friday September 6th in lieu of the 3rd, due to being after Labor Day.

11. **SITE VISIT:**

**We walked the site.**