



PURCHASING AND
MATERIALS MANAGEMENT

City of Myrtle Beach
S O U T H C A R O L I N A

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ADDENDUM 001
21-B0011
Charlie's Place Phase 2 Part 2
October 14, 2020

The engineer and the project manager have sent the attached information to clarify some points in the bid documents. Also, County compliance goals and forms and New Hire instructions are attached. The final page is directly from this bid as well as the previous bid that will clarify some concerns that have been brought to our attention.

In addition, the following is from the Community Development Manager to hopefully clarify the modifications in the addendum.

1. #2 – In the Table of Contents, “Community Development Grant” is changed to “Community Development Block Grant”
2. #3 – The document referenced is 001116
3. #5 – The AIA document referenced is A101

Thank you for your interest in this project,


Ruth Burlison Garigen/Buyer
City of Myrtle Beach Procurement

ADDENDUM NO. 1

1. On the cover page of the Standard Bid & Specification Package, "July 2020" is changed to "September 2020".
2. In the Table of Contents, "Grant" is changed to "Community Development Block Grant" (0031430).
3. In the Invitation to Bid, under project description, the approximate square feet of permeable pavers is changed from "7,700" to "7,845".
4. In the Procurement Substitution Procedures (002600), 1.4 A-2 is changed to replace "copies" with "copy".
5. In the AIA documents under Article 5 Payments, section 5.1.3 the timing related to Applications for Payment. These timing items will be discussed with the successful bidder and a mutually acceptable schedule will be established. If there are specific State laws addressing this, that will apply.
6. In 002512-D, Section 3 New Hire Report Instructions, a table is provided with FY 2018 income limits. This is replaced with the FY 2020 income limits which is attached.
7. In the Bid Submittal Checklist (004393), 1.2 B-6 is changed by deleting the Local Vendor Preference Form as this is not applicable due to Federal Funding.
8. Section G on page 312300-6, Geocomposite Drainage System, is changed by adding the following at the end of the section: "Brand names or approved equals must be subject to compliance with these requirements.
9. The Specification on "Compaction" on 312300 -12 has an asterisk in item 3.5-B-2. The asterisk should be replaced to indicate "one foot".
10. Throughout the Standard Bid & Specification Package, there are several references to the timeframe for the issuance of Addendums. Wherever this occurs in the document, it is the intent to say "An addendum will not be issued within 4 days of the bid opening unless that addendum also changes the bid date." This is to ensure all potential bidders have an opportunity to react to items in the addendum.

The Horry County Section 3 compliance goal is that 30% of the aggregate number of full-time new hires by the contractor must be Section 3 residents; and when possible, the contractor must attempt to award at least 10% of the total dollar amount of contracts to Section 3 business concerns.

The following bid conditions apply to this Community Development Block Grant (CDBG) assisted contract.

Submission of a bid/proposal by a prospective Contractor shall constitute full acceptance of these bid conditions.

1. DEFINITION: Section 3 is a policy mandated by the United States Congress. It refers to the third section of the Housing Act of 1968, as amended by section 915 of the Housing and Community Development Act of 1992. As a condition of the County receiving CDBG funds, the County must comply with the requirements of 24 CFR 570.607 (b) when awarding federally funded contracts. The following are additional applicable definitions:

A) *Low-income person*: families (including single persons) whose gross household incomes do not exceed 80% of the area median income;

B) *Very low-income person*: families (including single persons) whose gross household incomes do not exceed 50% of the area median family income;

C) *Section 3 business concern*: a business entity formed in accordance with State law wherein:

(a) 51% or more ownership by Section 3 residents, or

(b) 30% or more of the full-time employees of the business are Section 3 residents, or

(c) the business provides evidence of a commitment to subcontract in excess of 25% (of the dollar award of all subcontracts to be awarded) to businesses that meet the description of Section 3 business concerns in sections (a) or (b) of this paragraph.

2. POLICY: It is the policy of Horry County Community Development to require its contractors to provide equal employment opportunity to all employees and applicants for employment without regard to race, color, religion, sex, national origin, disability, veteran's or marital status, or economic status and to take affirmative action to ensure that both job applicants and existing employees are given fair and equal treatment.

The County implements this policy through Horry County Community Development by awarding federally funded CDBG contracts to contractors, vendors, and suppliers, to create employment and business opportunities for residents of the Conway Housing Authority, Myrtle Beach Housing Authority, and for other qualified low and very low-income persons.

The policy shall result in a reasonable level of success in the recruitment, employment, and utilization of Housing Authority residents and other eligible persons and business by contractors working on contracts partially or wholly funded with the United States Department of Housing and Urban Development (HUD) monies.

3. SECTION 3 OBLIGATION: Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701u) (Section 3) requires the County to ensure that employment and other economic and business opportunities generated by the Department of Housing and Urban Development (HUD) financial assistance, to the greatest extent feasible, are directed to very-low and low-income persons; particularly to recipients of government housing assistance.

In accordance with the regulation, residents and businesses concerns seeking Section 3 preference shall certify, or submit evidence to the contractor or subcontractor, verifying that they meet the definitions of Section 3 status. Some examples include: proof of residency in a public housing authority, proof of federal subsidies for housing, food stamps, or unemployment benefits, and payroll data or other relevant business information.

4. COMPLIANCE: The 30% hiring goal and 10% contracts awarded goal are the only safe harbors whereby a contractor will have complied with Section 3. If the two goals above cannot be met by the contractor, documentation should be submitted explaining why those numerical goals could not be met, including a 'good faith effort' providing advertisement for those positions. Recommended activities to demonstrate additional efforts are listed in 24 CFR Part 135.40.

Contractors must complete and submit with any bid or proposal the completed Section 3 Compliance form. Failure to carry out the Section 3 policy and the Section 3 business obligation, as set forth above, shall constitute a breach of contract which may result in termination of the contract or such other remedy as deemed appropriate.

5. AVAILABLE SECTION 3 RESIDENTS: The Horry County Community Development office has on file a list of residents, including telephone numbers, who are Section 3 residents that are interested in working on federally funded programs. In addition, the Employment Securities Commission (ESC) can be contacted for a list of unemployed workers who fit the new hire job description. Lastly, a good faith effort for the attempt to hire a Section 3 resident and/or a Section 3 business can be established through documented efforts.

Horry County CDBG Project Section 3 Compliance Form
(To be completed by Contractor)

Contractor/Firm name: _____

Project name: _____

Bid/Contract amount: \$ _____

Project information:

1. Are your CDBG bid amounts/contracts greater than \$200,000? (check one)

Yes No

2. Does the project involve any subcontracts that exceed \$100,000? (check one)

Yes, Section 3 applies to a subcontract award that will exceed \$100,000

If Yes, subcontractors that receive contracts in excess of \$100,000 for Section 3 covered projects/activities are required to comply with the Section 3 regulations in the same manner as the prime contractor.

No, Section 3 does not apply to any subcontractor awards or subcontract awards will be less than \$100,000.

3. Indicate the efforts made to direct the employment opportunities generated by HUD financial assistance for housing and community development programs, to the greatest extent feasible, toward low and very-low income persons; particularly those who are recipients of government assistance for housing. (check all that apply)

Attempted to recruit low-income residents through local advertising media or signs prominently displayed at the project site.

Picked up the list at the Horry County Community Development Office, located at 1515 Fourth Avenue, Conway, SC 29526 in order to contact Section 3 worker(s) by telephone.

Contacted the ESC for unemployed worker list who fit the job description and who are or will be interviewed to make sure they qualify as a Section 3 resident.

No new hires expected between bid submission and contract completion.

4. Attach a listing of all employees to this form with bid submission.

Contractor Signature: _____

Print Name: _____

Date: _____

Section 3 New Hire Report Instructions

APPLICABILITY: Section 3 New Hire Report documents all new hires and indicates whether Section 3 Residents were hired to fill any available positions. Use the definition of Section 3 Residents below for determining the status of all new employees.

Reporting Responsibilities: This form must be completed by all firms working on a Section 3 Project. The form must be completed each time certified payroll reports are sent with the AIA pay request.

SECTION 3 RESIDENTS:

Section 3 residents are those individuals living in Horry County, SC who are one or more of the following:

- (1) residents of Conway Housing Authority
- (2) have a Section 8 voucher with Myrtle Beach Housing Authority
- (3) whose median gross household income is 80% or less of the area median income. In Horry County, the maximum income for each household size is shown in this chart:

Low-to-Moderate Income Guidelines Horry County

Area Median Income	FY 2020 Category	Household Size							
		1 person	2 person	3 person	4 person	5 person	6 person	7 person	8 person
\$57,400	Extremely Low (30%)	\$12,250	\$14,000	\$15,750	\$17,450	\$18,850	\$20,250	\$21,650	\$23,050
	Very Low (50%)	\$20,400	\$23,300	\$26,200	\$29,100	\$31,450	\$33,800	\$36,100	\$38,450
	Low (80%)	\$32,600	\$37,250	\$41,900	\$46,550	\$50,300	\$54,000	\$57,750	\$61,450

Section 3 requires that Section 3 residents have the opportunity to apply to all available full time positions, whether temporary, seasonal, or permanent. The types of jobs include construction, administrative, management, services, etc.; any and all jobs that arise in connection with construction or rehabilitation activities. As part of Horry County's Section 3 procedures, firms are required to provide a list of current employees and report the number of employees hired in connection with a Section 3 Project.

Section 3 New Hire Report Instructions continued:

1. Enter the name and address of the contractor or subcontractor submitting this report.
2. Enter your federal identification number.
3. Enter the dollar amount of your contract.
4. Enter the contact person.
5. Enter the contact person telephone number where he/she could be reached.
6. Enter the dates of reporting.
7. Enter the date that the report was submitted.
8. The program code is entered.
9. Enter 'CDBG.'

Part 1: Employment and Training:

Column A contains various job categories. Please pick an appropriate title for your new hires for the reporting period. If their job title is not listed, please put in 'other' and give the job title.

Column B is the total number of new hires.

Column C is the number of new hires that are Section 3 residents.

Column D is the percentage of all staff hours of new hires that are Section 3 residents.

Column E is the percentage of the total staff hours worked for Section 3 employees and trainees, including new hires, connected with the contract.

Column F is the number of Section 3 residents that were employed and trained in connection with this contract or subcontract.

15. ASTM E2835 Standard Test Method for Measuring Deflections using a Portable Impulse Plate Load Test Device

- B. Interlocking Concrete Pavement Institute (ICPI)
 1. Permeable Interlocking Concrete Pavement manual (latest edition)
 2. Permeable Design Pro software for hydrologic and structural design
 3. Tech Specs and Technical Bulletins

1.3 SUBMITTALS

- A. Contractor shall submit to the owner for approval a minimum of four full-size samples of each concrete paver type/size/thickness/color/finish specified. The samples shall represent the range of shape, texture, and color permitted for the respective type. Color(s) will be selected by Architect/Engineer/Landscape Architect/Owner from Manufacturer's standard colors.
- B. Prior to delivery of the associated material to the site, the Contractor shall submit the following product-specific documentation for approval:
 1. Aggregates:
 - a. Sieve analysis per ASTM C136 for subbase, base, bedding and joint aggregate materials
 - b. Minimum 3 lb. sample of each material for independent testing.
 2. Concrete Pavers:
 - a. Test results from an independent testing laboratory for compliance to ASTM C936.
 - b. For machine installation projects, stitching details to be used during product placement, if stitching is required.
 - c. Safety Data Sheets (SDS).

1.4 QUALITY ASSURANCE

- A. Contractor Qualifications:
 1. Contractor shall submit a list of commercial projects performed within the last five (5) years totaling at least 100,000 square feet prior to the bid date to be qualified. Contact names, telephone numbers, date of completion, and square footage shall be listed for each project.
 2. The Contractor's site foreman shall hold a PICP Specialist Designation from the Interlocking Concrete Pavement Institute (ICPI). The site foreman shall be onsite for the entire installation.
 3. Contractor shall conform to all local, state/provincial licensing and bonding requirements.
- B. Mockups: Build mockups to verify selections made under submittals, to demonstrate aesthetic effects, and to set quality standards for materials and execution.
 1. Install a 10 ft x 10 ft paver area following the installation practices described in Article 3.2 to 3.4. This area shall be used to verify joint sizes; lines; laying pattern(s); stitching details (for mechanical installation); color(s); and, texture of the job.
 2. To provide a proper representation of color blend, blending during installation of sample mock-up will be pulled from a minimum of 3 cubes.
 3. This area shall be the standard from which the work will be judged.
 4. Subject to approval by the Owner, the mock-up may be retained as part of the finished work. If mock-up is not retained, remove and dispose of mock-up at the completion of the project.