



CITY OF MEMPHIS

REQUEST FOR PROPOSAL

#52523

CMAR for the Historic Melrose Rehab

Addendum #2

Photos & Minutes from Site Visits on 1/4/22 and 1/7/22

The City is making a selection of photos of the project site available, including photos of the roof and boiler room – which were not fully accessible during the mandatory site visits. These photos were produced by Self+Tucker Architects, and the City does not make any representations regarding their accuracy. These photos are simply provided to help potential respondents understand the current condition of the building.

Photos may be accessed here:

https://www.dropbox.com/sh/hr9fldk6iir78p/AABHhLvutj2r2rN_qyoLDwQBa?dl=0

These photos are hosted in Dropbox. Anyone using this link should be able to access the photos until the RFP response deadline. Your company requires you to have special permission to use Dropbox on your company's network; if so, contact your company's IT administrator.

If you are unable to access the photos, please contact Mary Claire Borys at mary.borys@memphistn.gov.



SELF+TUCKER
ARCHITECTS
480 Dr. M. L. King, Jr., Ave
Suite 201
Memphis, TN 38126
(901) 261-1505 PH
(901) 261-1515 FAX

MEETING NOTES

PROJECT: Historical Melrose School Redevelopment (HMSR)
PURPOSE: CMAR Mandatory Pre-Proposal Site Visit 1 of 2
MEETING DATE: 1-4-22 9:00 AM
MEETING PLACE: 843 Dallas Street, Memphis, TN
RECORDED BY: Julien Yray/ Isaac Akers/ Jimmie Tucker

ATTENDEES:

Mary Claire Borys, HCD
Jimmie Tucker, STA
Isaac Akers, STA
Julien Yray, STA
Ron Hooks, Allworld Project Management
Mac Hill, Zellner Construction Services
Octavius Nickson, Nickson General Contractors
James Toles, Toles & Associates

Item	Responsible
1. Mary Claire started the site visit by discussing the main points of the RFP including the extensive community support for this project important to Orange Mound and the City of Memphis. Afterwards, Jimmie expressed the excitement of the Design Team and highlighted the scope, budget and schedule of the project and outlined the First Floor and the building envelop as the first phase of the HMSR project.	INFO
2. Water is currently entering the building and consequently, the roof must be repaired early in the building renovation.	INFO
3. Jimmie stated that the Design Team is aware of the current challenges of securing Roof Insulation on with a major delay.	INFO
4. Mac Hill stated that companies will give actual prices of roofing materials after shipping.	INFO
5. Mary Claire agreed that it will be necessary to dismantle the boiler down in place in order to remove it from the basement.	INFO

6. Questions surrounding the contract from Mac Hill led to Mary Claire to explain that the initial payments will be done with preconstruction fees and additional phases will be done in amendments and then transition to change orders.	INFO
7. Octavius Nickson asked if it would also be possible to start construction during the construction document phase.	INFO
8. The terracotta blocks are severely damaged. All terracotta infill will need to be removed by the selected CMAR.	INFO
9. Seismic features were discussed and engineer insight as well as further city attention will decide the outcome, as a 24/7 building will require seismic alterations.	INFO
10. Jimmie raised the question as to who the Nook restaurant vendor will be, to which Mary Claire explained that the building management will be able to source a provider.	INFO

These meeting minutes represent our understanding of the items discussed. If there is any deletion or discrepancies found herein, please advise STA within seven (7) working days from the date of these minutes.

Submitted by:

Julien Yray
 Submitter's Name

1-5-22
 Date



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ARCHITECTS

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Suite 201
Memphis, TN 38126
(901) 261-1505 PH
(901) 261-1515 FAX

MEETING NOTES

PROJECT: Historical Melrose School Redevelopment (HMSR)
PURPOSE: CMAR Mandatory Pre-Proposal Site Visit 2 of 2
MEETING DATE: 1-7-22 9:00 AM
MEETING PLACE: 843 Dallas Street, Memphis, TN
RECORDED BY: Isaac Akers

ATTENDEES:

Mary Claire Borys, HCD
Isaac Akers, STA
Brandon Harrington, Montgomery Martin
Tom Csicsila, Baldwin & Shell
Roger Sigler, Flintco
Jeff Borgsmiller, Turner Construction
Ashley Bullock, Turner Construction
Jesse Zellner, Zellner Construction Services
Carey Ward, Zellner Construction Services
Cade Hawkins, Zellner Construction Services
Kevin Lee, Chris Woods Construction
Grant Mills, Chris Woods Construction
Willie Woods, Woods Painting
Kevin Garland, City of Memphis
Dan Springer, City of Memphis
Toni Braswell, City of Memphis
Chris Marzlar, City of Memphis
Jeff Flaherty, Grinder Taber Grinder, Inc.
Dave Rosenbaum, Allworld Project Management
Barry Campbell, Allworld Project Management
Ron Hooks, Allworld Project Management
Carlos Fifer, Fifer & Associates

Item	Responsible
11. The site visit started at the entrance of the building with introductions from all attendees. Ron Hooks recorded names.	INFO
12. Isaac then started by explaining some key dates for the RFP, timelines, and a brief overview of the building. This included the current project team, the phasing of the project, the boiler room, the structure, the packages of the building, and that the building could be demoed as construction documents were going on.	INFO
13. The attendees then progressed through the first floor to see the interior of the building.	INFO
14. A question was asked about the remediation and if it would be part of their scope to provide. Isaac answered that the city was handling the abatement/remediation.	INFO
15. Mary Claire arrived and briefly went over key points of the RFP and those materials could be purchased earlier and stored on the Coke facility site in doors before construction started.	INFO
16. A question was posed about the current schedule in the RFP for construction and if that could change or vary. Isaac mentioned that the schedule for the substantial completion date was set in stone because of the funding and because of the Mayors term ending at the end of 2023. Isaac did mention that he understood that the timeline on materials is a huge factor and this is why the CMAR will be focusing on each package ASAP when brought on board in February.	INFO
17. Zellner asked if we knew what roof system we were going to implement for the building. Isaac responded that we are currently asking consultants on that topic right now, specifically Charles White with Jessie Bryant Roofing and he mentioned that the lead time on Poly ISO was taking at least 6-8 months. Isaac then mentioned that we are looking at several options possibly even light weight insulated concrete. Zellner responded by saying that TPO could soon go up as well up to 1 year lead time and that the concrete options would be difficult due to the man resources in the area.	INFO
18. A question was posed if photos of the roof and other areas of the project could be shared as an addendum before the final deadline for questions. Mary Claire and Isaac answered with a yes.	INFO
19. A question was asked about keeping any part of the building in its historic nature. Isaac commented by saying, the main entrance will be preserved and restored as much as possible with a huge majority of the building being demolished down to the structure itself.	INFO
20. A question was then asked about a historic representative. Would the CMAR be responsible for bringing on a representative/ consultant or if that was being handled by the City and Self+Tucker. Isaac responded with, to my knowledge the city and Self+Tucker would be handling this and would be looking to Judith Johnson that put the building on the historic registers list.	INFO

These meeting minutes represent our understanding of the items discussed. If there is any deletion or discrepancies found herein, please advise STA within seven (7) working days from the date of these minutes.

Submitted by:

Isaac Akers
Submitter's Name

1-7-22
Date