

PRE-BID SUBMISSION MEETING AGENDA
ABODE - Orange Mound Community Land Trust Demonstration House

Construction Location: 1390 Marechalneil St., Memphis, TN 38114
12:30 pm on February 10, 2026
Request for Quotation #342776

1) INTRODUCTIONS – Anthony R. Self

a) City of Memphis – Division of Housing and Community Development

- Ashley Cash, HCD Director
- Felicia Harris, Deputy Director
- Anthony R. Self, Planning & Policy Administrator

b) Acknowledgement of Orange Mound Community Land Trust Advisory Committee

c) City of Memphis Purchasing Department

- Lenita Winfrey, Lead Sourcing Coordinator
- Cedric Hamilton, Business Services Manager
- LaJuanna Jones-Sulton, Procurement Manager
- Erin Pinkney, Lead Procurement Coordinator

d) Self+Tucker Architects

- Jimmie Tucker, Managing Principal
- Mathieu White, Project Manager
- Dakota McMullen, Senior Project Coordinator

e) Overview of the ABODE Community Land Trust Project, Purpose of Meeting, & overview of RFQ process

RFQ Schedule Due Dates:

- a) Publish RFQ Tuesday, February 3, 2026**
- b) Non-Mandatory Pre-Submittal Meeting Tuesday, February 10, 2026, at 12:30 pm**
- c) Contractor Questions Deadline March 1, 2026**
- d) Bid Due Date: March 11, 2026**

Only bids submitted on the supplied form(s) with no changes, additions or deletions to the terms and conditions will be considered. Conditional or qualified bids will not be accepted.

Owner's Right to Waive: The Owner reserves the right to accept or to reject any and all bids submitted, and to waive any and all informalities in bidding.

Bid Withdrawal: No bid may be withdrawn for a period of 120 calendar days subsequent to the opening of bids without the Owner's consent.

2) Contact for Documents

- a) Contact for Contract & RFQ Bidding Documents (Plans & Specs):
Anthony R. Self with HCD at Anthony.Ray.Self@memphistn.gov
- b) Contact for Architectural Questions:
Mathieu White with Self+Tucker Architects at Matt.White@selftucker.com;
The plans are available for download at www.staplanroom.com

3) SCOPE OF WORK – Jimmie Tucker

- a) Provide site work, general construction, mechanical, plumbing and electrical work as required to construct the house at 1390 Marechalneil in accordance with the drawings, and specifications.
- b) Presentation of project renderings and floorplans.

4) FEDERAL REQUIREMENTS – Mathieu White

- a) Davis-Bacon Wage: Refer to Section 00734 and 00734.01 of the Project Manual.

5) QUESTIONS DURING BID – Mathieu White

- a) Contact for Architectural Questions and Requests For Interpretation (RFI's): **Mathieu White** with Self+Tucker Architects by email at Matt.White@selftucker.com.
- b) During the bid period, submitted questions will be answered only by an official written addendum. **Please remember that it is mandatory to acknowledge all Addenda in the space provided on the Bid Form.**

6) BID OPENING DETAILS – Jimmie Tucker, Mathieu White

- a) Questions must be submitted in writing by **March 1, 2026**
- b) Addenda will be posted on the City's RFQ webpage
- c) Review the Instructions to Bidders in Section 00100 carefully, and submit all required attachments.
- d) Refer to the Legal Notice for all details on Bid Submittal

7) QUESTIONS FROM ATTENDEES – Jimmie Tucker, Mathieu White, Anthony R. Self

8) SITE VISIT

- a) All bidders are encouraged to visit site at **1390 Marechalneil St., Memphis, TN 38114.**