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MINUTES OF PRE-BID MEETING

Demolition of Public Housing Developments
IL-7-1/Cairo (Elmwood) and IL-7-2/Cairo
(McBride),
Alexander County Housing Authority
EAA No. 1855

DATE: January 17, 2019
TIME: 10:00 a.m.
PLACE: PHA Office 100 Connell Smith Sr., Bldg., Cairo, IL
PRESENT: See attached attendance sheet.

Towanda Macon, Executive Director of the PHA open the meeting and introduced the Mayor, Police Chief and the design team. She gave a brief overview of the project and turned the meeting over to Mark Dillon. Mark introduced the remaining members of the team. Mark stated there is a correction to the agenda, the bid date is not the 24th of January, but that the bids are due on **January 25th** by 2:00 pm at the Public Housing Authority office, 100 Connell Smith Sr. Bldg., Cairo, Illinois. The bids will be publicly opened and read aloud.

Mark then reviewed the Bidder's requirements. He stated that the project is a HUD Federally funded project. He stated each bid shall be submitted in a sealed envelope and shall contain 2 copies of the Bid Form, a bid guarantee, Form HUD 5369A - *Representations, Certifications and Other Statements of the Bidder*, a Non-Collusive Affidavit, and the Contractor's Affirmative Action Certificate. Mark reviewed the acceptable forms and amount for the Bid Guarantee, he stated that the to be a prime bidder, the contractor must be able to bond, insure and properly manage the project. The Bids are being received as a lump sum bid amount for all work. Mark stated the bid packets are available on the Architect's website for download, or if a hard copy of the bid documents was ordered, the bid packet was included.

Praveen Sunny made note to include all cost for fees and permits including the EPA and erosion control permit cost in the bid. The general will be required to fill out the erosion control and maintain and file the reports during the construction work. He also noted that air permits due to the crushing option might need to be included in the bid. Mark stated to make sure to include the permit fee's for the City of Cairo. Questions was asked what that fee consists of, Mayor Coleman stated it is a percentage based fee and he will check with the codes department to verify what that percentage is.

Mark then reviewed the requirements for the successful Contractor. The successful Contractor will be required to provide Assurance of Completion in the form of a performance and payment bond for 100% of the contract or separate bonds for 50% each. He reviewed the Equal Opportunity Provisions for subcontracting and workforce goals and also reviewed the requirements for Section 3 resident employment. Section 3 is income based, notification must be given to the PHA prior to any new hires to give opportunities to residents who are qualified for the work. Mark stated that the General and all subs with contracts over \$100,000 will be required to submit the Disclosure of Lobbyist Activities form.

Mark reminded the bidders to review the insurance requirements for general liability, automobile liability and worker's compensation, including additional insureds. Liability policies must list the PHA, A/E, Consulting Engineer, Air Monitoring Consultant and PHA Consultants as additional insured. Mark stated that there are NO Prevailing wage rates required for work on this project, that means no Payroll reports will be required during construction work

Mark stated that all Contractors who perform work under this contract shall register and complete employee verification with USCIS E-Verify System to verify that all of the Contractor's new hires, and all employees (existing and new) directly performing work under federal contracts, are authorized to work in the United States. Contractor must complete the verification within 30 calendar days of contract award and provide proof to the PHA. Contractors may find information and links to register at www.uscis.gov.

Ed Kirchner reviewed the scope of work, outlining the work involved at each Site. The abatement work as noted on the drawings, including floor tile and pipe insulation. As tenants moved out, there were belongings and furniture left in some units. This will all need to be removed prior to the start of the abatement. Some units have been broken into and pipe removed. Since the insulation was asbestos containing, the material in those units will be considered asbestos contaminated. Ed noted that the units contain lead-based paint and that the areas tested to contain lead-based paint are listed in the bid documents. The units are currently boarded up and secured. A question's regarding the 24 hr air sampling was brought up if the requirement could be waived. Mark stated he would check, but assume there wouldn't be enough time to address prior to the addendum deadline.

Ed stated there are no utilities remaining on the sites. Power, water and gas have been terminated to the site. Mark stated the water company would be able to install a line to the site for construction purposes and it is the contractor's responsibility to maintain and pay for installation and consumption. The contractors will be required to provide their own power and water to each building for abatement and demolition. Glenn Klett with Cairo Public Utility stated there is an active gas line that runs through the Elmwood site that feeds the surrounding area and that the line will be marked during construction. Glenn also noted that the power lines are 70% removed from the McBride site and that only the poles and transformers remain to be removed. All of the electrical demolition will be by the contractor at Elmwood. A question was asked regarding lighting on the site. Glenn stated there are not lights on the site itself but that the street lighting is still active.

Praveen discussed the work for the site. The site sewer system is a combined storm and sanitary and will be required to be maintained. It is up to the contractors to clean out the inlets on the site and on the perimeter of the site. Erosion controls must be followed and maintained. Ed stated that the routes the trucks may use are noted on the drawings. Coordinate with the City and they will provide notices to residents to not park on the streets on those routes. Ed stated that the contractors should document the existing conditions of the roads prior to work starting as any damaged caused to the roads will be the responsibility of the contractor to repair. Ed also stated that the trucks leaving the site must be kept clean and any mud covering the roads will need to be cleaned up by the contractor.

Ed noted security will be up to the contractors for securing the site. Mark stated that the police said they will increase the patrols, but they will not provide 24 hour security.

Ed stated that the construction time is 180 consecutive calendar days from the issuance of the Notice to Proceed. The abatement is 100 eight hour working days. Liquidated damages are set at \$400.00 per

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calendar day. For the first 30 days over the allotted time. After the first 30 days the amount increases to \$600 per day.

Ed noted that the project allows the option for the material to be hauled off the site to approved landfills. Or for contractors to bring in a crusher and stock pile the material on CPU owned property. The material must be certified it is clean and be no larger than 1 ½". If a contractor has another site to take the material to as clean fill, all documentation must be provided to the A/E. Mark stated no material can be buried or burned onsite.

Ed noted that all addendum items must be in by noon on Friday January 18th for any items to be included in an addendum.

The meeting was adjourned to visit the project site. Attendees visited IL-7-1/Cairo (Elmwood) and IL-7-2/Cairo (McBride). They were able to review units at both locations.

A question was asked regarding the removal of non-asbestos floor tile. This will be clarified in the addendum.

A comment was made regarding the 180 day completion time. Additional time will be discussed.

The foregoing non-verbatim notes constitute the Writer's understanding of the proceedings of the meeting. Any corrections, deletions and/or additions to same should be forwarded (in writing) to the undersigned in order that proper corrections be made.

Respectfully submitted,



Edward J Kirchner, AIA

Copy to: Towanda Macon, Executive Director
Jim Evans, Michael Cervay – Quadel Consulting

Attachments (2)

PRE-BID MEETING

January 17, 2019

Demolition of Public Housing Developments

IL-7-1/Cairo and IL-7-2/Cairo

Alexander County Housing Authority

EAA#1855

INTRODUCTIONS

- PHA Staff and A/E Staff
- City of Cairo Officials
- Other representatives

BIDDING REQUIREMENTS

- Bid Date – January 24, 2019 at 2:00 pm; PHA Office – Smith Building
- Bid Documents shall be submitted in a sealed envelope marked with Project Title, Housing Authority Name, Project Number, Bidder's Name, Bid Date & Time
The following documents shall be included: Bid Form (2 copies), Bid Guarantee, Form HUD 5369-A *Representations, Certifications, and Other Statements of Bidders*, a Non-Collusive Affidavit, & the Contractor's Affirmative Action Certification.
- Bid Guarantee shall be in the amount not less than 5% of the bid and in the form of one of the following: Certified Check or Bank Draft, U.S. Bond at par value, or Bid Bond.

REQUIREMENTS OF SUCCESSFUL CONTRACTORS

- Assurance of Completion shall be provided in one of the following forms: Performance and Payment Bond for 100% of contract or separate Performance and Payment Bonds each for 50% of contract.
- Worker Verification
- Disclosure of Lobbying Activities
- Equal Opportunity Provisions, including Section 3 Employment
- Insurance Coverages, including additional insureds
 - General Liability
 - Auto Liability
 - Worker's Comp.
 - Abatement Pollution
- Permits, Fees & Testing

SCOPE OF WORK AND SPECIAL CONDITIONS OF CONTRACT

- Scope of Work
 - Existing conditions of buildings
- Completion Time - 180 Calendar Days
 - Asbestos – 100 eight-hour working days
- Liquidated Damages - \$400.00 per calendar day
 - Asbestos - \$600.00 per work day
- Utility Services and Field Office requirements
- Protection of work areas (abatement, trenching, tree protection)
- Cleaning of adjacent roads & sites
- Disposal of materials
 - Option for separation of clean fill and disposal

ADDENDUM ITEMS

QUESTIONS AND ANSWERS

SITE VISIT

ADJOURNMENT



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ATTENDANCE RECORD

Project No.: 1855

Project: Demolition of Public Housing

Meeting Description: Pre-Bid Meeting

Date: January 17, 2019

Time: 10:00 a.m.

Place: PHA Office Smith Building, Cairo, IL

Name & Title	Representing	Phone Number	Email
1. <u>Mark Dillon, Architect</u>	<u>EAA</u>	<u>618.988.2380</u>	<u>MALLAN.CEGGEMEYER-ARCHITECTS.COM</u>
2. <u>Praveen Sunny (Civil)</u>	<u>Asaturian, Eaton Assoc.</u>	<u>618.529-3414</u>	<u>praveen@asaturian-eaton.com</u>
3. <u>Ferratero Excavating / Petra Crushing, LLC</u>		<u>(618) 996-3683</u>	<u>Caplinger1999@gmail.com</u>
4. <u>Tim Chapman, General Contractor</u>		<u>618.5854844</u>	<u>GreenRACELive.com</u>
5. <u>KEVIN JAMES</u>	<u>MIDWEST CORP</u>	<u>618 521 6567</u>	<u>K.JAMES@CHINENETWORKS.NET</u>
6. <u>Jarrod Heltstey</u>	<u>Shores Builders</u>	<u>618 532-3997</u>	<u>Jheltstey@shoresbuilders.com</u>
7. <u>John Gunnink</u>	<u>DEM Services</u>	<u>708 544-2244</u>	<u>dem@clamservices.com</u>
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