



**EGGEMEYER ASSOCIATES
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MINUTES OF PRE-BID MEETING

Renovation of Burton-Devore Apartments
Effingham, IL
Effingham County Housing Authority
FMHA Project IL-06-R000-09
EAA No. 1907

DATE: April 23, 2019
TIME: 10:00 am
PLACE: PHA Office
PRESENT: See attached attendance sheet.

Ed Kirchner of Eggemeyer Associates Architects, opened the meeting by introducing himself and Gina Hardiek, PHA Executive Director. Ed stated that the bids are due by 2:00 p.m. on May 7, 2019 at the Public Housing Authority office, 215 N. Banker St., Effingham, Illinois. The bids will be publicly opened and read aloud.

Bid documents are available from our website: www.eggemeyer-architects.com for downloading for free or a check can be mailed to the office for a printed set. If you download from the website, make sure to let my office know so you can be added to the plan holder's list.

Ed then reviewed the Bidder's requirements. He stated each bid shall be submitted in a sealed envelope and shall contain 2 copies of the Proposal Form, a bid guarantee, Form AD-1048 – Certification regarding department and RD 400-6 Voluntary Exclusion. Ed stated a Bid Bond of not less than 5% shall be included with the Proposal Form. He reviewed the Bid Form stating that the bid is a lump sum amount for all work indicated as Base Bid. He reviewed the Alternate Bids, outlining the scope of each. The Alternate bids are prioritized in order. Pay attention to the scope of work between the base bid and alternate bids.

He 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. As the project is federally funded, all workers shall be paid in compliance with the applicable Davis-Bacon wage rates included in the Project Manual. He reminded them that only apprentices in a U.S. Department of Labor certified apprentice program will be recognized. Ed stated he will check if the wage rates have been updated and if so, will issue the new rates in an addendum. He reviewed the Equal Opportunity Provisions for subcontracting and workforce goals for minority contractors.

He reminded the bidders to review the insurance requirements for general liability, automobile liability and worker's compensation, including additional insureds. The General Contractor is required to provide a Renovation Builder's Risk policy or an Installation Floater for the amount of the contract.

Ed reviewed the scope of the work. The ADA units will be vacated for the duration of the work. The standard units will be occupied, it will be the responsibility of the contractor to relocate the tenant's belongings as needed to complete the work. Contractor shall coordinate with the PHA for work in the units and provide a 48 hour notice to the PHA for the units intended to be worked in.

The question was asked regarding substitution of products. The contractors wishing to use products other than what is specified shall submit the product 10 days prior to bidding for approval.

Ed stated that the construction time is 150 consecutive calendar days from the issuance of the Notice to Proceed. The conversion of the ADA units shall be completed within 30 calendar days from the date the units are vacated for the contractors to begin the conversions. The laundry room can only be offline for a maximum of 14 calendar days. Standard units will need to be completed in 8 working days for base bid and 10 if Alternate Bid No. 1 is accepted. Liquidated damages are set at \$50.00 per calendar day for the entire contract and \$100.00 for each calendar day the work is not completed within the time established for the ADA conversions.

Ed stated the addendum will be sent out April 30th. All questions or clarifications need to be submitted by email to the Architect, by noon on April 29th. The email address to use is ekirchner@eggemeyer-architects.com.

The meeting was adjourned to visit the project site. Attendees walked the site and visited units 101, 102, 115 and the public toilets/laundry facilities.

Questions from the walk through at the site were as follows;

Is the existing concrete mechanical pad being re-used? The pads are to be removed and enlarged for the new equipment.

Will the ceilings be replaced on the first floor to run the new refrigerant line sets? The base bid calls for the ceiling to be removed and reinstall as needed to install the line sets. The alternate bid calls for the ceiling to be replaced.

For the refrigerant line sets that run through the soffits on the apartments, would access panels be acceptable to allow for the units to be completed and access to the soffit be easier for future? Will look at this option and if added will include a note in the addendum.

Will information on the fixtures the owner is providing be available to the plumbing contractors to verify if any special requirements for install? The fixtures to be supplied will be listed in the addendum.

Is the building water on one shut off valve or are there individual shut off valves around the building? This will be clarified in an addendum.

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

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Respectfully submitted,



Edward J. Kirchner, AIA
Vice President

Copy to: Ms. Gina Hardiek, Executive Director

PRE-BID MEETING

April 23, 2019

Renovation of Burton-Devore Apartments Effingham, Illinois Effingham County Housing Authority EAA# 1907

INTRODUCTIONS

- ◆ PHA Staff and A/E Staff

BIDDING REQUIREMENTS

- ◆ Bid Date – May 7, 2019 at 2:00 pm
- ◆ 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: Proposal Form (2 copies), Bid Guarantee, Form AD-1048 "*Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions*". Compliance Statement RD 400-6.
- ◆ Bid Guarantee shall be in the amount not less than 5% of the bid and in the form of one of the following: Bid Bond.
- ◆ Solicitation of Minority Subcontractors
- ◆ Review of Bid Form and Alternate Bids

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.
- ◆ Wage Rates - Davis Bacon
- ◆ Insurance: General Liability and Automobile Liability
 - ◆ Builder's Risk/Installation Floater - General Contractor
- ◆ Permits, Fees & Testing

SCOPE OF WORK AND SPECIAL CONDITIONS OF CONTRACT

- ◆ Scope of Work to be included in the Base Bid and Alternate Bids
- ◆ Completion Time - 150 Consecutive Calendar Days
- ◆ ADA Units - 30 Calendar Days
- ◆ Laundry Room - 14 Calendar Days
- ◆ Non-ADA - 8 Working Days, 10 if Alternate Bid No. 1 is accepted
- ◆ Punch List 30 Calendar Days
- ◆ Liquidated Damages - \$50.00 per Calendar Day
 - ◆ Completion of ADA Units - \$100.00 per Calendar Day
 - ◆ Completion of Laundry Room - \$50.00 per Calendar Day
 - ◆ Punch List Correction \$50.00 - per Calendar Day after the 30 days
- ◆ Work in Occupied Units

ADDENDUM ITEMS

QUESTIONS AND ANSWERS

SITE VISIT

ADJOURNMENT



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ATTENDANCE RECORD
Project No.: 1907

Project: Renovation of Burton - Devore Apartments
Meeting Description: Pre-Bid Meeting

Date: April 23, 2019

Time: 10:00 a.m.

Place: PHA Office 215 N. Banker Street, Effingham, IL 62401

Name & Title	Representing	Phone Number	Email
1. Gina Hardiek, Executive Director	PHA	217-342-3520	effingham@consolidated.net
2. Ed Kirchner	EAA	618-988-2380	ekirchner@eggemeyer-architects.com
3. BRUCE BUHNERKEMPE,	BUHNERKEMPE PHA	217-857-3482	bph@effingham.net
4. Jaki Hennig	KCH Mech	217-347-5755	Jhennig@KCHMechanical.com
5. JEFF KRISTLER	ADRISSON CONST.	217-821-2784	JEFF@ACCI2007.COM
6. ARRON BLYTHE	ADRISSON CONSTRUCTION	217-253-5430	ARRON@ACCI2007.COM
7. Randy Turner	K. Johnson Construction	217-894-6963	Randy@kjohnsonconstruction.com
8. RYAN LITTEKEN	LITTEKEN CONST	618-526-2174	RYAN STAN@LITTEKENCONSTRUCTION.COM
9. Greg McCoy	SHORES BUILDERS	618-532-3997	GMC@SHORESBUILDERS.COM
10. DAN CULBERTSON	CULBERTSON HT&C	618-283-4679	Culbertson@stcglobal.net
11. Dustin McKinney	"	"	"
12. Zach Fischer	Johannes Const. Inc	618-533-3069	
13. Roger Tate	Culbertson Heating	618-283-4679	
14. _____	_____	_____	_____
15. _____	_____	_____	_____
16. _____	_____	_____	_____