



EGGEMEYER ASSOCIATES ARCHITECTS

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MINUTES OF PRE-BID MEETING

Window and Door Replacement
IL-48-18/Du Quoin
Perry County Housing Authority
Modernization Program IL01P048-501-18
EAA No. 1838

DATE: May 9, 2019
TIME: 10:00 a.m.
PLACE: Community Room, 109 S. Division, Du Quoin, IL 62832
PRESENT: See attached attendance sheet.

Brian Balsmann of Eggemeyer Associates Architects, opened the meeting by introducing himself and Ashley Hicks, Modernization Coordinator with the PHA. Brian stated that the bids are due by 2:00 p.m. on May 21st at the Public Housing Authority office, 1205 S. Walnut St, Du Quoin, Illinois. The bids will be publicly opened and read aloud.

Brian then reviewed the Bidder's requirements. 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. Brian reviewed the acceptable forms and amount for the Bid Guarantee. Brian reviewed the Bid Form stating that the bid is a lump sum amount for all work. Brian stated that the low bidder will be required to submit the Schedule of Subcontractors to the Architect and the PHA within 24 hours of the bid opening.

Brian 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. Brian 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 and also reviewed the requirements for Section 3 resident employment.

Brian 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. He reviewed the General Conditions of the Contract, including temporary power, storage, parking and protection of the work areas.

Brian 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.

Brian reviewed the scope of work, outlining the work involved. The units scheduled for work will be occupied during the performance of the work. Contractor will be required to notify tenants 48 hours prior to entering units and will be required to move tenant belongings as necessary to access the work areas. As a courtesy, the Housing Authority will ask the tenants to remove their belongings from the exterior wall, but ultimately the Contractor is responsible for moving any items that are blocking access. Brian suggested that the Contractor document the condition (video or pictures) of the unit prior to working in each unit. The general contractor will have to coordinate with the subcontractors and the PHA for access to the units to perform the work.

Brian also noted that the PHA has a contract with Security Alarm for access controls to the building. Brian asked the Contractors to contact Security Alarm for pricing to disconnect and remove any system components prior to removal of first floor doors and lites.

Brian stated that the construction time is 45 consecutive calendar days from the issuance of the Notice to Proceed. Liquidated damages are set at \$100.00 per calendar day.

The meeting was adjourned to visit the project site. Attendees visited the site; IL-48-18/Du Quoin, Unit 306, third floor laundry area, and the common areas at the first floor. During the site visit the following questions were raised:

1. What will the working hours be? Working between the hours of 7-4:30 are acceptable to the PHA.
2. After removal of the existing window system, can the Contractor board the openings overnight if needed? Yes, the openings can remain, but they must be weather tight before the contractor leaves for the night. No openings shall be left without an operable window over the weekend or extended period.
3. Does the trim piece below the windowsill remain? Yes, the drawings show this trim to remain.
4. To speed the installation process, can the steel lintels be primed and painted after the window installation is complete? Yes, the new window system will cover most of the existing lintel, the remaining visible lintel can be primed and painted after installation of the new window system. This will be addressed in the upcoming addendum.
5. What should the Contractor do with the existing window units? The Contractor shall turn the window units over to the tenants. The tenants will re-install the units after the Contractor has installed the new window system.

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

Respectfully submitted,



Brian H Balsmann, AAIA
Project Manager

Copy to: Stephanie Brand, Executive Director



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ATTENDANCE RECORD

Project No.: 1838
Project: Window and Door Replacement
Meeting Description: Pre-Bid Meeting
Date: May 9, 2019
Time: 10:00 a.m.
Place: Project IL-48-18 Community Room 109 S. Division, DuQuoin, IL 62832

Name & Title	Representing	Phone Number	Email
1. Stephanie Brand, Executive Director	PHA	618-542-5409	
2. Ashley Hicks, Mod. Coordinator	PHA	618-542-5409	
3. Brian Balsmann	EAA	618-988-2380	bbalsmann@eggemeyer-architects.com
4. Lura Boyer	Marion Glass	618-993-5605	lboyer@marionglass.com
5. Brett Ridgway	Marion Glass	618-993-5605	bridgway@marionglass.com
6. Ken Johnson	Heartland Services, Inc.	618-318-5674	ken@heartland-services.com
7. Tom Robinson	Heartland Services, Inc.	618-525-646	krubinson731@msa.com
8. Ron Gobin	R.G.F.	618-684-2075	rongobin@aol.com
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