



## EGGEMEYER ASSOCIATES ARCHITECTS

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### MINUTES OF PRE-BID MEETING

Section 504 Conversion and Site  
Improvements  
IL-61-1/West Frankfort and IL-61-6/Benton  
Franklin County Housing Authority  
Modernization Program IL01P061-501-18  
EAA No. 1852

DATE: September 3, 2019  
TIME: 1:00 p.m.  
PLACE: PHA Office 302 East Elm Street, West Frankfort, IL 62896  
PRESENT: See attached attendance sheet.

John Beatty, of Eggemeyer Associates Architects, opened the meeting by introducing himself, Chris Howard of Eggemeyer Associate Architects, Jeff Pulliam, Modernization Coordinator PHA, and Chris Ely, Executive Director PHA. Jeff requested that the Contractors interduce themselves. John stated that the bids are due by 2:00 p.m. on September 11, 2019 at the Public Housing Authority office, 302 E. Elm St., West Frankfort, Illinois. The bids will be publicly opened and read aloud. Jeff stated that he had another bid due the following day also and advised the Contractors to make sure to list which project they were submitting their bid for.

John 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. John reviewed the acceptable forms and amount for the Bid Guarantee. John reviewed the Bid Form stating that the bid is a lump sum amount for all work indicated as Base Bid. John 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.

John 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. John 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.

John 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. Jeff corrected John on the dollar amounts the PHA required concerning the insurance. John stated the corrections would be issued in the Addendum. He reviewed the General Conditions of the Contract, including temporary power, storage, parking and protection of the work areas.

John 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](http://www.uscis.gov).

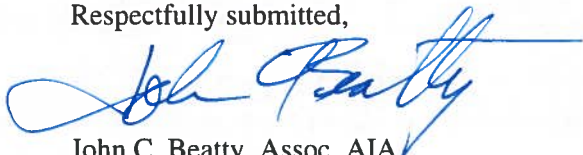
John and Chris reviewed the scope of work, outlining the work involved at each Project. The units scheduled for work will be vacated and made available for the execution of the work. Jeff stated that the Contractor will be required to move the tenant's belongings in the units in Benton into a storage unit or trailer. John stated that this would be covered in the forth coming Addendum. The general contractor will have to coordinate with the subcontractors and the PHA for access to the units to perform the work. The remainder of the units on the sites will be occupied.

John stated that the construction time is ninety (90) consecutive calendar days from the issuance of the Notice to Proceed. The asbestos abatement work shall be completed within 12 – 8-hour workdays. Liquidated damages are set at \$150.00 per calendar day, and \$600.00 for each workday the work is not completed within the time established in for abatement activities.

The meeting was adjourned to visit the project site. Attendees visited all three vacant units at Project IL-61-1/West Frankfort. It is noted that two of the possible abatement subcontractors stated that it may take more than 12 – 8-hour workdays to perform their work. John stated he would review with the PHA and the abatement designer. One of the electrical subcontractors stated that many of the model numbers for the sight/hearing impaired equipment have changed recently. Chris stated that we would verify the numbers in the specifications and change them by the Addendum if needed.

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.

Respectfully submitted,



John C. Beatty, Assoc. AIA  
Project Manager

Copy to: Jeff Pulliam, Modernization Coordinator



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ATTENDANCE RECORD  
Project No.: 1852

Project: Section 504 Conversions and Site Improvements

Meeting Description: Pre-Bid Meeting

Date: September 3, 2019

Time: 1:00 p.m.

Place: PHA Office, 302 E. Elm Street, West Frankfort, IL 62896

Name & Title	Representing	Phone Number	Email
1. Chris Ely, Executive Director	PHA	618-932-2124	cely@fchaonline.org
2. Jeff Pulliam, Capital Fund Coordinator	PHA	618-932-2124	jpulliam@fchaonline.org
3. John Beatty	EAA	618-988-2380	jbeatty@eggemeyer-architects.com
4. Chris Howard	EAA	618-988-2380	choward@eggemeyer-architects.com
5. Julio Garcia	MURPHYBORA Electric	618 687 3391	murphybora_elec@yahoo.com
6. <del>Jeff</del> WISSNER	WISSNER CONST	618-734-2689	wissner1@gmail.com
7. KENI JAMES	WILDEST Commercial Real	618 581 6567	KJAMES@WILDEST.COM
8. Scott Owens	Queens Apartment	618-367-0502	Queensapartmentllc@Frontier.com
9. Jake Dudenhofer	Schemel Companies	573-547-2558	Jake@SchemelCompanies.com
10. <del>STEVE</del> BROWN	SAB CONSTRUCTION Inc.	618-997-4328	sabin99@gmail.com
11. James Satterfield	Electrical Specialists Inc.	618-964-1096	Office@myelectrision618.com
12. Jason Andolsek	Electrical Specialists Inc.	618-964-1096	Jason@myelectrision618.com
13. CHET NISALIK	SHORES BUILDERS INC	618-511-5302	info@psamron.com
14. Drew Shores	Shores Builders Inc	618-532-3997	dshores@ShoresBuilders.com
15. <del>DAVID</del> GARRA			
16. _____			