

EGGEMEYER ASSOCIATES ARCHITECTS

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MINUTES OF PRE-BID MEETING
Window and Siding Replacment
IL-69-2/Westfield and IL-69-4/Marshall
Housing Authority of the County of Clark,
Illinois
Modernization Program IL01P069-501-18
EAA No. 1827

DATE: January 8, 2019
TIME: 10:00 a.m.
PLACE: PHA Office 208 Maple Street, Marshall, IL
PRESENT: See attached attendance sheet.

John Beatty of Eggemeyer Associates Architects, opened the meeting by introducing himself, Debra Morgan, PHA and Kelly Dudley, PHA. John stated that the bids are due by 2:00 p.m. on January 17, 2019 at the Public Housing Authority office, 208 Maple Street, Marshall, Illinois. The bids will be publicly opened and read aloud.

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, a 20% cash escrow or a 25% irrevocable letter of credit. 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 had checked the wage rate and they have been updated and 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. He reviewed the General Conditions of the Contract, including temporary power, storage, parking and protection of the work areas.

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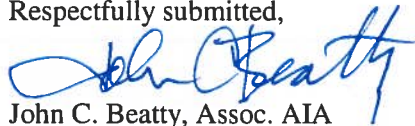
John reviewed the scope of work, outlining the work involved at each Project. The units scheduled for work will be occupied during the performance of the work. Contractor will be required to notify tenants 48 hours prior to entering units and will be required to move tenant belongings as necessary to access the work areas. The general contractor will have to coordinate with the subcontractors and the PHA for access to the units to perform the work.

John stated that the construction time is forty-five (45) consecutive calendar days from the issuance of the Notice to Proceed to be substantially complete. Liquidated damages are set at \$100.00 per calendar day.

The meeting was adjourned to visit the project site. Attendees visited Unit 2B at Project IL-69-4/Marshall, Site 'A' and Unit 4A at Project IL-69-4/Marshall Site 'C'.

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: Debra Morgan, Executive Director



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ATTENDANCE RECORD

Project No.: 1827
Project: Window and Siding Replacement
Meeting Description: Pre-Bid Meeting
Date: 1/8/2019
Time: 10:00 a.m.
Place: PHA Office 208 Maple St., Marshall, IL 62441

Name & Title	Representing	Phone Number	Email
1. Debra Morgan, Executive Director	PHA	217-826-5541	ccha@joink.com
2. John Beatty	EAA	618-988-2380	jbeatty@eggemeyer-architects.com
3. John Flach	TFB	217-821-0677	Flach, john@yahoo.com
4. Bryan Strohm	CASE	812-243-3618	Bryan@casebids.net
5. Tom Lester	ANDY LESTER CONST	618-283-4771	
6. Andy Lester	Andy Lester Const Inc		ALCID@SBCGLOBAL.NET
7. Ken Comp	4mc Corporation	217-791-4158	KennComp@4mc corp.com
8. Bill Brown	Capital Roofing Solutions	618-954-9809	bbrown@yankegroup.com
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