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MINUTES OF PRE-BID MEETING

Office and Miscellaneous Renovations
IL-73-3/Winchester
Scott County Housing Authority
Operating Budget
EAA No. 1830

DATE: November 8, 2018
TIME: 10:00 am
PLACE: PHA office
PRESENT: See attached attendance sheet.

John Beatty of Eggemeyer Associates Architects, opened the meeting by introducing himself, Amy Scott, Executive Director of PHA, Craig Vanhyning, Maintenance Supervisor of PHA, and J.C. Clark, Modernization Coordinator of Clark Consulting Services. John stated that the bids are due by 2:00 p.m. on November 20, 2018 at the Public Housing Authority office, 143 S. Walnut St., Winchester, 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, the Contractor's Affirmative Action Certificate, and the Statement of Contractors Construction Experience. 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 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. 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

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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.

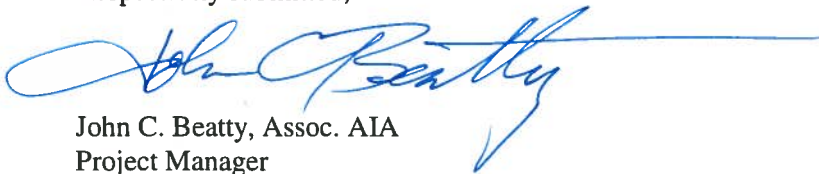
John reviewed the scope of work, outlining the work involved. The building scheduled for work will be occupied during the performance of the work. The general contractor will have to coordinate with the subcontractors and the PHA for access to the building to perform the work. The remainder of the units will be occupied.

John stated that the construction time is 75 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 Project IL-73-3/Winchester and reviewed the Office/Community Building, New Maintenance Building, and the site locations where work is being performed.

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: Amy Scott, Executive Director and
J.C. Clark, Mod. Coordinator