



EGGEMEYER ASSOCIATES ARCHITECTS

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MINUTES OF PRE-BID MEETING

Roof Replacement and Site Improvements
IL-88-3/Wayne City and IL-88-5/Fairfield
Housing Authority of the County of Wayne,
Illinois

Modernization Program IL01P088-501-17 &
IL01P088-501-18

EAA No. 1829

DATE: November 20, 2018
TIME: 10:00 a.m.
PLACE: PHA Office 303 North First Street, Fairfield, IL 62837
PRESENT: See attached attendance sheet.

Ed Kirchner of Eggemeyer Associates Architects, opened the meeting by introducing himself, and Jill Short Executive Director of the PHA. Ed stated that the bids are due by 2:00 p.m. on December 12, 2018 at the Public Housing Authority office, 303 North First Street, Fairfield, Illinois. The bids will be publicly opened and read aloud.

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 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. Ed reviewed the acceptable forms and amount for the Bid Guarantee. Ed 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 and Unit Prices, outlining the scope of each. Ed 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.

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

Ed 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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Ed reviewed the scope of work, outlining the work involved at each Project. The buildings 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.

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

Ed stated the addendum will be issued on December 5th. All questions need to be submitted by December 4th to be included in the addendum.

Questions during the meeting.

1. Is the pavilion at Wayne City to be re-roofed as part of this project? This is not part of the scope of work.
2. Where is the closet landfill? Will need to check with local authorities for the nearest landfill location.
3. The specification lists SBS modified shingles. Is this correct as only 1 manufacturer makes SBS modified shingles? Provide shingles by manufacturers that will be listed in an addendum.
4. For the extended warranty, only certified installers will qualify for the extended warranty. This will need to be included as part of the Alternate Bid price for the warranty.

The meeting was adjourned. As all work is exterior work, Contractor's will be able to visit the sites on their own.

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,



Edward J Kirchner, AIA
Vice President

Copy to: Jill Short, Executive Director

Attachments: (2)

**PRE-BID MEETING
11/20/2018**

**Roof Replacement and Site Improvements
IL-88-3/Wayne City and IL-88-5/Fairfield
Housing Authority of the County of Wayne
EAA#1829**

INTRODUCTIONS

- ◆ PHA Staff and A/E Staff

BIDDING REQUIREMENTS

- ◆ Bid Date – December 12, 2018 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: Bid Form (2 copies), Bid Guarantee, Form HUD 5369-A "*Representations, Certifications, and Other Statements of Bidders*", a Non-Collusive Affidavit, Schedule of Subcontractors, the Contractor's Affirmative Action Certification.
- ◆ Bid Guarantee shall be in the amount not less than 5% of the bid and in the form of one of the following: Certified Check or Bank Draft, U.S. Bond at par value, or Bid Bond.
- ◆ Review of Bid Form, Unit Prices and Alternate Bid.

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.
- ◆ Prevailing Wage Rates
- ◆ Worker Verification
- ◆ Equal Opportunity Provisions, including Resident's Employment
- ◆ Insurance: General Liability - \$1,000,000.00 and Automobile Liability - \$500,000.00
 - ◆ Builder's Risk/Installation Floater - General Contractor
- ◆ Permits, Fees & Testing

SCOPE OF WORK AND SPECIAL CONDITIONS OF CONTRACT

- ◆ Scope of Work
- ◆ Completion Time - 60 Consecutive Calendar Days from Notice to Proceed
- ◆ Liquidated Damages - \$100.00 per calendar day
- ◆ Utility Services and Field Office

ADDENDUM ITEMS

QUESTIONS AND ANSWERS

SITE VISIT

ADJOURNMENT



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ATTENDANCE RECORD

Project No.: 1829

Project: Roof Replacement and Site Improvements

Meeting Description: Pre-Bid Meeting

Date: 11/20/2018

Time: 10:00 a.m.

Place: PHA Office 303 North First Street, Fairfield, IL 62837

Name & Title	Representing	Phone Number	Email
1. Jill Short, Executive Director	PHA	618-842-9008	wayneha@midwest.net
2. Ed Kirchner	EAA	618-988-2380	ekirchner@eggemeyer-architects.com
3. Tom Schucke	OE Martin Roofing	618-587-6101	demartinroofing@yahoo.com
4. Gus Miller AM	Kirderg Co	314 533 4752	gus.miller@kirderg.com
5. Nick Barrale	GAF	314-341-1598	Nick.Barrale@gaf.com
6. Bill Brown	Capital Roofing	618-954-9809	bbrown@yankgroup.com
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