



EGGEMEYER ASSOCIATES ARCHITECTS

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MINUTES OF PRE-BID MEETING

Kitchen Upgrades, New Maintenance Building
and Security Upgrades

Projects IL-108-1&5/Lawrenceville, IL-108-
2/Lawrenceville, IL-108-6/Lawrenceville, and
IL-108-7/Bridgeport

Modernization Programs IL06P108-501-15,
IL06P108-501-16, and IL06P108-501-17

Housing Authority of the Co., of Lawrence, IL
EAA #1811

DATE: November 27, 2018
TIME: 10:00 am
PLACE: PHA Office
PRESENT: See attached attendance sheet.

John Christopher of Eggemeyer Associates Architects opened the meeting by introducing himself, Bill Thurman, Executive Director of the PHA and Jim Kasinger, Maintenance Supervisor of the PHA. John stated that the bids are due by 2:00 p.m. on December 6, 2018 at the Public Housing Authority office, Lawrenceville, 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. He reviewed the Alternate Bids, outlining the scope of each. 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. He reminded them that only apprentices in a U.S. Department of Labor certified apprentice program will be recognized. John reviewed the Equal Opportunity Provisions for subcontracting and workforce goals and also reviewed the requirements for Section 3 resident employment.

He 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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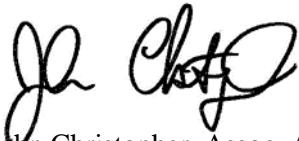
John stated that all Contractors who perform work under this contract shall register and complete employee verification with USCIS E-Verify System to verify that all of the Contractor's new hires, and all employees (existing and new) directly performing work under federal contracts, are authorized to 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.

John reviewed the scope of work, outlining the work involved at all of the project sites. John stated that the construction time is one hundred twenty (120) consecutive calendar days from the issuance of the Notice to Proceed. Liquidated damages are set at \$100.00 per calendar day for each work day the work is not completed.

The meeting was adjourned to visit the project sites. Attendees visited Projects IL-108-1&5/Lawrenceville, IL-108-6/Lawrenceville and the new maintenance building site.

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,

A handwritten signature in black ink, appearing to read "John Christopher". The signature is stylized and cursive.

John Christopher, Assoc. AIA
Project Manager

Copy to: Mr. Bill Thurman, Executive Director

PRE-BID MEETING

11/27/2018

Kitchen Upgrades, New Maintenance Building and Security Upgrades IL-108-1&5/Lawrenceville, IL-108-2/Lawrenceville, IL-108-6/Lawrenceville and IL-108-7/Bridgeport

Housing Authority of the County of Lawrence, Illinois
EAA#1811

INTRODUCTIONS

- ◆ PHA Staff and A/E Staff

BIDDING REQUIREMENTS

- ◆ Bid Date – December 6, 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, 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 and Alternate Bids

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 and Automobile Liability
 - ◆ Builder's Risk/Installation Floater - General Contractor
 - ◆ PHA and Eggemeyer Associates Architects Additional Insured – General Liability
- ◆ Permits, Fees & Testing to be paid by Contractor

SCOPE OF WORK AND SPECIAL CONDITIONS OF CONTRACT

- ◆ Scope of Work
- ◆ Completion Time – One Hundred Twenty (120) Consecutive Calendar Days
Kitchen Renovations – 3 calendar days per unit
- ◆ Liquidated Damages - \$100.00 per calendar day
- ◆ Utility Services and Field Office
- ◆ Work in Occupied Units
Kitchens shall be operable at the end of the 2nd calendar day

ADDENDUM ITEMS

QUESTIONS AND ANSWERS

SITE VISIT

ADJOURNMENT



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ATTENDANCE RECORD

Project No.: 1811

Project: Kitchen Upgrades, New Maintenance Building and Security Upgrades

Meeting Description: Pre-Bid Meeting

Date: 11/27/2018

Time: 10:00 a.m.

Place: 1109 Twelfth Street, Lawrenceville, IL 62439

Name & Title	Representing	Phone Number	Email
1. Bill Thurman, Executive Director	PHA	618-943-4762	housing@nwcable.net
2. John Christopher	EAA	618-988-2380	christopher@eggemeyer-architects.com
3. Aaron Mason Project Manager	Premier Fire + Security	217-690-6491	aaron@premierfire.net
4. Jim Kasinger	PHA	618-943-4762	jkasinger1@fonten.com
5. _____	_____	_____	_____
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