



EGGEMEYER ASSOCIATES ARCHITECTS

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MINUTES OF PRE-BID MEETING

Roof Replacement and Site Improvements
(Revised)
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. 1829R

DATE: February 5, 2019
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 this project is a rebid and that the bids are due by 2:00 p.m. on February 14, 2019 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 stressed to the contractors present to make sure all items are completed on the bid form. If you do not have a price listed for the alternate bids then list \$0.00 do not leave it blank.

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

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work areas.

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 February 7th. All questions need to be submitted by noon on the 7th to be included in the addendum.

Questions during the meeting.

1. What is the existing substrate? The contractor will need to verify each building. The specifications call for 5/8" or match existing to be reinstalled.
2. The metal roof system has a gutter that gets installed with the system. Is this acceptable? The gutter is a standard residential gutter system. If the metal manufacturer would prefer to have their gutter system installed, then it will be acceptable. Any upcharge should be included into the alternate bid price.
3. A sample of a metal shingle product was shown as an alternate to the standing seam metal. Ed stated that if they would need to list that product as a voluntary alternate on the bid form.
4. Will there be a weather tightness warranty required on the metal system? Provide the warranties as listed in the specifications.

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
2/5/2019

Roof Replacement and Site Improvements (Revised)
IL-88-3/Wayne City and IL-88-5/Fairfield
Housing Authority of the County of Wayne, Illinois
EAA#1829R

INTRODUCTIONS

- ◆ PHA Staff and A/E Staff

BIDDING REQUIREMENTS

- ◆ Bid Date – February 14, 2019 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 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
- ◆ Minority Workforce
- ◆ Insurance: General Liability and Automobile Liability
 - ◆ 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
- ◆ Liquidated Damages - \$100.00 per calendar day
- ◆ Utility Services and Field Office
- ◆ Work in Occupied Units

ADDENDUM ITEMS

QUESTIONS AND ANSWERS

SITE VISIT

ADJOURNMENT



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ATTENDANCE RECORD

Project No.: 1829R

Project: Roof Replacement and Site Improvements (Revised)

Meeting Description: Pre-Bid Meeting

Date: 2/5/2019

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. Hunter Deef	Samron Midwest Contracting	618-687-5500	info@samron.com
4. Monte Elbe	D.E. Martin Roofing	618-979-1468	Melbe@martinroof.net
5. Greg Chapman	MBE1	832-249-0042	gchapman@nlgroup.com
6. John Adams		618-231-5640	je380@kflho.com
7. _____	_____	_____	_____
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