



EGGEMEYER ASSOCIATES ARCHITECTS

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MINUTES OF PRE-BID MEETING

Office Renovation and Site Improvements
Projects IL-65-2/Louisville, IL-65-1 & 5/Flora
Clay County Housing Authority
Modernization No. IL01P065-501-16 &
Operating Funds
EAA No. #1646

DATE: May 2, 2016
TIME: 10:00 am
PLACE: PHA Office
PRESENT: See attached attendance sheet.

Ed Kirchner of Eggemeyer Associates Architects, opened the meeting by introducing himself, and Todd Fender, CEO of Clay County Housing Authority. Ed stated that the bids are due by 2:00 p.m. on May 16, 2017 at the Public Housing Authority office, 201 S. Locust St., Flora, Illinois 62839. The bids will be publicly opened and read aloud.

Ed reminded the Contractor's if they download the drawings and specifications from the website or use a plan room, to make sure they contact the Architect's office so they can be added to the plan holders list.

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. Ed stated that the low bidder will be required to submit the Schedule of Subcontractors to the Architect and the PHA by the end of the day.

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, 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. 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. Contractors will also be required to have worker verification through the E-Verify system as outlined in the Project Manual.

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

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the General Conditions of the Contract.

Ed reviewed the scope of work, outlining the work involved. The units where the work will be performed on the exterior will be occupied. Make sure to place the proper barriers and provide notification to the tenants when work will begin. The general contractor will have to coordinate with the subcontractors and the PHA for access to the office building to perform the work.

Ed stated that the construction time is Ninety (90) consecutive calendar days from the issuance of the Notice to Proceed. The abatement work is (4) –8 hour days. Liquidated damages are set at \$100.00 per calendar day, and \$600 per work day for the abatement work.

The meeting was adjourned. Contractors were familiar with the site and did not wish to visit.

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: Todd Fender, Executive Director

PRE-BID MEETING

May 2, 2017

Office Renovation and Site Improvements IL-65-1 & 5/Flora and IL-65-2/Louisville Clay County Housing Authority EAA# 1646

INTRODUCTIONS

- PHA Staff and A/E Staff

BIDDING REQUIREMENTS

- Bid Date – May 16, 2017 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, Previous Participation Certificate, and Proof of Minority Solicitation.
- 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.
- Solicitation of Minority Subcontractors
- ◆ Review of Bid Form

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 - 90 Calendar Days
 - (Asbestos – 4 – 8 hour working days)
- Liquidated Damages - \$100.00 per calendar day
 - (Asbestos - \$600.00 per work 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.: 1646

Project: Clay County Office Renovation and Site Improvements

Meeting Description: Pre Bid

Date: 05-2-2017

Time: 10:00 a.m.

Place: PHA Office 201 South Locust Street, Flora, IL 62839

ATTENDANT

	Name & Title	Representing	Phone Number
1.	<u>Todd Fender</u>	<u>PHA</u>	<u>618-662-5311</u>
2.	<u>Ed Kirchner</u>	<u>EAA</u>	<u>618-988-2380</u>
3.	<u>Dale Pruemer</u>	<u>Pruemer Concrete Const.</u>	<u>217-343-9323</u>
4.	<u>Jared Pruemer</u>	<u>Pruemer Concrete Const.</u>	<u>217-343-8603</u>
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