



## EGGEMEYER ASSOCIATES ARCHITECTS

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**MINUTES OF PRE-BID MEETING**  
Kitchen, Bath, and Plumbing Upgrades  
Projects IL-50-5 & 50-11/Carterville  
Mod. Program No. IL01P050-501-16  
Housing Authority of the County of Williamson  
EAA No. 1648

DATE: September 7, 2017  
TIME: 10:00 am  
PLACE: PHA Office  
PRESENT: See attached attendance sheet.

Mark Dillon of Eggemeyer Associates Architects, opened the meeting by introducing himself, Chris Howard, Architectural Tech with EAA, Bill Whitlow with McDonough-Whitlow, Aaron Schutt, Amp Manager with the PHA, Jim Eaton, Modernization Coordinator with the PHA, and Mark Sosnowski, Executive Director for the PHA. Mark stated that the bids are due by 2:00 p.m. on September 19, 2017 at the Public Housing Authority office, 300 Hickory Street, Carterville, Illinois 62918. The bids will be taken into the Board Room and publicly opened and read aloud.

Mark 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 Schedule of Subcontractors. Mark reviewed the acceptable forms and amount for the Bid Guarantee (5% of the bid). Mark reviewed the Bid Form stating that the bid is a lump sum amount for all work with an Alternate Bid to replace the kitchen cabinets in lieu of reinstalling existing cabinets at Project IL-50-5/Carterville. Mark stated that the Unit Price to replace gyp. board beyond the amount to be included in the base bid is a price per square foot. The Unit Price will be used to adjust the Contract amount as an add or deduct, based on the actual amount replaced. An allowance of 100 s.f. of patching per dwelling unit is to be included in the bid.

Jim Eaton informed Contractors that substitutions to the Schedule of Subcontractors will not be allowed after award of the Contract.

Mark 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. Mark 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. He highlighted the mandatory notification requirements for Section 3 and stated that all contractors must comply with this requirement.

He reminded the bidders to review the insurance requirements for general liability, automobile liability and worker's compensation, including listing the PHA, Architect, consulting Engineer, and Air Monitoring consultant as additional insureds on the liability policy. The General Contractor is required to provide a Renovation Builder's Risk policy or an Installation Floater for the amount of the work to be performed to the building.

Mark 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](http://www.uscis.gov).

He stated that a building permit must be obtained from the City of Carterville. Contractors are to include all associated fees in their bid.

Mark reviewed the scope of work of the project and phasing of work. The units scheduled for work will be vacated and made available for the execution of the work (maximum of 4 dwelling units at one time). The General Contractor will be required to coordinate closely with the PHA and with the Subcontractors for scheduling sequence of units to be renovated. The PHA will make arrangements for relocation of tenants and their belongings to allow access to the units. Up to 2 weeks should be allowed in scheduling access to the units. Working hours are from 7:30 am to 5:00 pm Monday through Friday. No work will be allowed on Federal Holidays.

Mark stated that the construction time is one hundred twenty (120) consecutive calendar days from the issuance of the Notice to Proceed. Friable abatement work is to be completed in one (1) eight (8) hour work day. Non-friable abatement work will be considered as part of the general renovation work and is to be included in the 120-day Contract period. All work in unit 105 at Project IL-50-11/Carterville shall be completed within fourteen (14) consecutive calendar days from the date the tenant vacates the unit.

The Notice to Proceed date will be discussed at the preconstruction meeting. Liquidated damages are set at \$100.00 per calendar day, and \$600.00 per work day for abatement, for each day the work is not completed within the time established.

Mark then opened the meeting for questions.

Jim Eaton asked if it was required to have a ramp at the rear entry door for the accessible unit. Code states that a minimum of one accessible entrance to the unit on an accessible route is required.

Shawn Freeman stated a 50-amp breaker would be required for the heat machines to abate the floor tile. It was discussed that the Contractor shall provide 50-amp temporary power outlets or panel as required.

Mark Sosnowski discussed the paint to be used on this project. The color shall match the PHA standard. He also stated the PHA expects the Contractors to be respectful of tenants, the work to be of good quality, and the work to be completed on time.

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Bill Whitlow stated that the bid shall include all demolition and patching of finishes as necessary to perform replacement of concealed systems.

The meeting was adjourned to visit the project site. Attendees visited Projects IL-50-5 and IL-50-11. A question was asked if the dwelling units had multiple layers of floor tile. It was stated that only one layer of tile was found in any of the units that had been investigated during the design phase.

A discussion was held regarding the Section 3 requirements, the Contractor's Existing Employee List, and the use of laborers from the Union Hall. Contractors were instructed to provide a letter to the PHA stating that they are under a collective bargaining agreement.

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,



Chris Howard  
Architectural Technician

Copy to: Mark Sosnowski, Executive Director  
Jim Eaton, Modernization Coordinator  
McDonough-Whitlow, P.C.  
Jeff Gough, Summit Environmental Services

**PRE-BID MEETING**

9/7/2017

**Kitchen, Bath, and Plumbing Upgrades  
IL-50-5/Carterville & IL-50-11/Carterville  
Housing Authority of the County of Williamson  
EAA# 1648**

**INTRODUCTIONS**

- ◆ PHA Staff and A/E Staff

**BIDDING REQUIREMENTS**

- ◆ Bid Date – September 19, 2017 at 2:00 pm: PHA Office, 300 Hickory St., Carterville, IL 62918
- ◆ 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, and Schedule of Subcontractors.
- ◆ 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 Price, and Alternate Bid
- ◆ Review of Bid Allowances

**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
- ◆ Sales Tax Exempt
- ◆ Equal Opportunity Provisions, including Residents Employment
- ◆ Insurance: General Liability and Automobile Liability
  - ◆ Builder's Risk/Installation Floater - General Contractor
  - ◆ Additional Insureds
- ◆ Permits, Fees & Testing

**SCOPE OF WORK AND SPECIAL CONDITIONS OF CONTRACT**

- ◆ Scope of Work
  - ◆ Phasing of Work
  - ◆ Tenant Relocation / Scheduling of Work
- ◆ Completion Time - 120 Calendar Days
  - ◆ (Asbestos – (1) 8-hour working day)
  - ◆ IL-50-11/Carterville Unit 105 – All work shall be completed in fourteen (14) calendar days commencing at date the tenant vacates the unit.
- ◆ Working Hours: 7:30 am to 5:00 pm Monday through Friday, no work on Federal Holidays
- ◆ Liquidated Damages - \$100.00 per calendar day
  - ◆ (Asbestos - \$600.00 per work day)
- ◆ Utility Services and Field Office

**ADDENDUM ITEMS**

**QUESTIONS AND ANSWERS**

**SITE VISIT**

**ADJOURNMENT**



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**ATTENDANCE RECORD**

Project No.: 1648

Project: Kitchen, Bath, and Plumbing Upgrades

Meeting Description: Pre-Bid Meeting

Date: September 7, 2017

Time: 10:00 am

Place: PHA Office,  
300 Hickory Street Carterville, IL

**ATTENDANT**

	Name & Title	Representing	Phone Number
1.	Mark Sosnowski	PHA	618-985-2422
2.	Jim Eaton	PHA	618-985-2422
3.	Mark Dillon <i>MBD</i>	EAA	618-988-2380
4.	Chris Howard	EAA	618-988-2380
5.	Steve Bundy	MWCC	618-315-1460
6.	KEVIN JAMES	MWCC	618-521-6567
7.	JEFF MOLDENHAUER	SCHEMEL-TARRILLON	573-547-2558
8.	Jasen Andolsek	Electrical Specialists	618-964-1096
9.	TOM VINYARD	" "	" "
10.	Shawn Freeman	FIS INC	618-435-9325
11.	Bill Whitlow	M-W, P.C.	217-532-9233
12.			
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14.			
15.			
16.			
17.			