



EGGEMEYER ASSOCIATES ARCHITECTS

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MINUTES OF PRE-BID MEETING

Plumbing and Dwelling Unit Upgrades
IL-69-4/Marshall
Housing Authority of the County of Clark, IL
Modernization Program IL01P069-501-22, 501-23
EAA No. 2305

DATE: February 27, 2024
TIME: 10:00 am
PLACE: PHA Office
PRESENT: See attached attendance sheet.

Ed Kirchner of Eggemeyer Associates Architects opened the meeting. Ed stated that the bids are due by 2:00 p.m. on March 7, 2024, at the Public Housing Authority office, 208 Maple Street, Marshall, IL 62441. 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 and noted there are two alternate bids. He 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. He 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.

Ed reviewed the scope of work at the building. Please note the work will be in conjunction with a water line replacement from the City of Marshall. We do not have a time frame for the city's work.

Ed stated that the construction time is 60 consecutive calendar days from the issuance of the Notice to Proceed for the base bid work, an additional 30 days will be added for each alternate bid taken. There is also 10 8-hour workdays for the asbestos work in the base bid and an additional 5 days will be added per each alternate bid accepted. Liquidated damages are set at \$100.00 per calendar day and \$760 for each 8-hour workday for the abatement work.

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Ed noted that the addendum will be issued on 2/29/2024. All questions or comments need to be submitted by noon on 12/28/24. Any substitution requests need to be submitted by 2/27/24 at the end of the day.

The meeting was adjourned, the contractors visited units, 3b, 2a and 1a.

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 blue ink, appearing to read "Edward J. Kirchner".

Edward J Kirchner, AIA
Vice President

Copy to: Kelly Dudley, Executive Director

PRE-BID MEETING
FEBRUARY 27, 2024
PLUMBING AND DWELLING UNIT UPGRADES
IL-69-4/MARSHALL
HOUSING AUTHORITY OF THE COUNTY OF CLARK, ILLINOIS
EAA#2305

INTRODUCTIONS

- A. PHA Staff and A/E Staff

BIDDING REQUIREMENTS

- A. Bid Date - March 7, 2024 at 2:00 pm
- B. Bid Documents shall be submitted in a sealed envelope marked with Project Title, Housing Authority Name, Project Number, Bidder's Name, Bid Date & Time
 - 1. The following documents shall be included: Bid Form (2 copies), Bid Guarantee, Form HUD 5369-A "Representations, Certifications, and Other Statements of Bidders", and Non-Collusive Affidavit
- C. 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, and Bid Bond
- D. Review of Bid Form

REQUIREMENTS OF SUCCESSFUL CONTRACTORS

- A. 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 for 50% of contract each.
- B. Prevailing Wage Rates
- C. Worker Verification (E-Verify)
- D. Equal Opportunity Provisions, including Resident's Employment
- E. Insurance Requirements (GC and all subs):
 - 1. General Liability policy in the amount of \$1,000,000.00
 - 2. Automobile Liability policy in the amount of \$500,000.00
 - 3. Worker's Compensation policy at statutory limits
 - 4. Builder's Risk/Installation Floater in the amount of the contract
 - 5. PHA and Architect to be listed as additional insureds on GL policy
- F. Permits, Fees & Testing

SCOPE OF WORK AND SPECIAL CONDITIONS OF CONTRACT

- A. Scope of Work in the Base Bid and Alternate Bids
- B. Completion Time - 60 Calendar Days from issuance of the Notice to Proceed
 - 1. An additional 30 calendar days to be added for each Alternate Bid accepted.
 - 2. Asbestos - 10 8-hour working days
 - 3. An additional five working days will be add for each Alternate Bid accepted.
- C. Liquidated Damages - \$100.00 per calendar day
 - 1. Asbestos - \$760.00per 8-hour work day
- D. Utility Services and Field Office

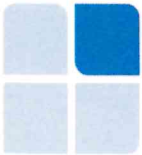
ADDENDUM ITEMS

- A. Review of current addenda items
- B. Deadline for questions - 2/28/2024 at 5:00 pm
- C. Deadline for substitution requests - end of the day 2/27/2024

QUESTIONS AND ANSWERS

SITE VISIT

ADJOURNMENT



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ATTENDANCE RECORD

Project No.: 2305

Project: Plumbing and Dwelling Unit Upgrades

Meeting Description: Pre-Bid Meeting

Date: February 27, 2024

Time: 10:00 a.m.

Place: PHA Office, 208 Maple Street, Marshall, IL 62441

Name and Title	Representing	Phone Number	Email
1. Kelly Dudley, Executive Director	PHA	217-826-5541	ccha@joink.com
2. Ed Kirchner	EAA	618-988-2380	ekirchner@eaarchitects.com
3. Bryan Hogan	CASE Building	812-243-3618	Bryan@casebuilding.com
4. Jeremy Crave	Strode Construction	765-505-1501	Jeremy.C@strode-construction.com
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