



EGGEMEYER ASSOCIATES ARCHITECTS

T 618.988.2380
F 618.988.2381

3029 South Park Ave.
P.O. Box 640
Herrin, IL 62948
eaarchitects.com

MINUTES OF PRE-BID MEETING

Water Heater Replacement, Kitchen
Renovation, & Fire Safety Upgrades
Projects IL-126-1/Marion (Butler Hi-Rise),
IL-126-6/Marion (Lamar Hi-Rise)
Modernization Programs IL01P126-501-22
& 501-23
Housing Authority of the City of Marion, IL
EAA No. 2263

DATE: March 26, 2024
TIME: 10:00 am
PLACE: Lamar Hi-Rise Community Room
PRESENT: See attached attendance sheet.

Mark Dillon of Eggemeyer Associates Architects opened the meeting by introducing himself, John Christopher, Project Manager for Eggemeyer Associates Architects, Keith Weber, Engineer for WRF Engineers, Jay Wear, Modernization Coordinator for the PHA., and Jim Dwyer, Maintenance Director for the PHA. Mark stated that the bids are due by 2:00 p.m. on April 9th, 2024, at the Public Housing Authority office, 501 N. Market St., Marion, Illinois. The bids will be 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*, and the Non-Collusive Affidavit. Mark reviewed the acceptable forms and amount for the Bid Guarantee. Mark reviewed the Bid Form stating that the bid is a lump sum amount for all work. No alternate bids are included in the project. Mark 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.

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 performance and payment bonds for 50% of contract 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. Mark stated that if the wage rates have been updated, the new rates will be issued by addendum. He reviewed the Equal Opportunity Provisions for subcontracting and workforce goals and 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 insured. The General Contractor is required to provide a Renovation Builder's Risk policy or an Installation Floater for the amount of the contract. The Abatement Contractor is required to provide pollution liability insurance coverage.

Mark reviewed the phasing for the project. He stated that the phasing plan included in the drawings is a guideline for the priority of work items, however work may take place during any phase. The first phase must be completed first to allow continual use of the second-floor lobby until the new laundry room is complete and usable by tenants. The phasing plan will be revised and issued by addendum to address an issue with access to the mailboxes and mail delivery room.

Mark stated the completion time is two hundred ten (210) consecutive calendar days from the issuance of the Notice to Proceed. The completion time for work occurring in the first-floor lobby (not including the new laundry room) is one hundred ten (110) consecutive calendar days to allow the tenants access and use

of the first-floor lobby. All punch list work shall be completed within twenty (20) calendar days. Liquidated damages are set at \$150.00 per calendar day for each workday the work is not completed.

John and Keith reviewed the scope of work for the project including the abatement work, new kitchens, new laundry, exterior improvements, new plumbing, mechanical, and electrical work, and fire alarm upgrades. John also discussed the fire extinguisher canisters scheduled for installation at all kitchens at Butler Hi-Rise and Lamar Hi-Rise.

The units are to be assumed to be occupied, except the first-floor units which will be vacated. Tenants must have working hot water and sanitary at the end of each day. Contractors may not remove the existing water heaters in a unit until that unit is connected to the new hot water distribution system. Contractors must include the necessary temporary connections to return the systems to operation each day. Contractors will need to coordinate with the PHA for access to units and must provide at least 48-hour notice to tenants. A coordinated schedule is required by the Contractor.

Keith stated the design is based on a vertical approach to work with the new risers, not horizontal by floor.

Mark reviewed the current list of addenda items and reminded bidders that the addenda will be issued by April 2nd, 2024. The deadline for questions is April 1st, 2024, at 2:00 pm. The deadline for substitution requests is by the end of the day on March 29th, 2024.

A question was asked about the phasing of work and the abatement work in the units. Mark stated that the abatement of the flooring in the units can be completed during any phase and will not be limited to waiting for the first phase sanitary work to be completed.

A question was asked about tenant belongings and who is responsible for moving them. Mark stated the PHA will notify the tenants to empty their kitchen cabinets and move things out of the work areas for Contractor work. The construction schedule will be important for tenant notification to perform this effort. It was noted that this will not guarantee all belongings will be moved and the Contractor may have to move tenant belongings to perform the work. The PHA will work with the Contractor to get the tenants to move their belongings.

A question was asked if the units will be inspected for substantial completion as they are completed. Mark stated the kitchens and completed risers will be inspected for substantial completion as they are completed.

A question was asked about a projected start date. Mark stated the PHA Board meets mid-April and contracts will be issued immediately. Start of the work will need to be coordinated with delivery of critical items such as the water heaters and kitchen cabinets. This reinforces the importance of a detailed construction schedule.

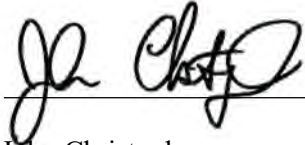
The meeting was adjourned to visit the building. Attendees visited the common areas on the first floor, dwelling units on the first and second floors, and exterior areas where work is scheduled to occur at Lamar Hi-Rise. Butler Hi-Rise was not visited.

A question was asked about the extent of FRP in the new laundry. Mark stated the intent is for all walls to be finished with FRP, the addendum will address the issue if necessary. Another question was asked about the removal of the existing water heaters in the closets of the efficiency units and the abatement of the floor tile. Mark stated the addendum will address the removal of the floor tile and will be modified to the area only needed to install the new risers.

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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", is written over a horizontal line.

John Christopher,
Project Manager

Copy to: Gracie Reilly, Executive Director, PHA
Jay Wear, Modernization Coordinator, PHA
WRF Engineers

Attachments: Meeting Agenda
Attendance Record

PRE-BID MEETING

MARCH 26, 2024

WATER HEATER REPLACEMENT, KITCHEN RENOVATION & FIRE SAFETY UPGRADES

IL-126-1/MARION (BUTLER HI-RISE) AND IL-126-6/MARION (LAMAR HI-RISE)

HOUSING AUTHORITY OF THE CITY OF MARION, ILLINOIS

EAA#2263

INTRODUCTIONS

- A. PHA Staff and A/E Staff

BIDDING REQUIREMENTS

- A. Bid Date - April 9, 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
- E. Low Bidder must submit completed Schedule of Contractors form SS-1 no later than 24 hours after Bid Opening.

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. Davis Bacon Building Wage Rates
- C. Worker Verification (E-Verify)
- D. Equal Opportunity Provisions - 20% minority participation goal, 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 \$1,000,000.00
3. Worker's Compensation policy at statutory limits
4. Builder's Risk/Installation Floater in the amount of the contract
5. PHA, Architect, and Consulting Engineers to be listed as additional insureds on GL policy
6. Abatement Contractor - Asbestos pollution liability insurance coverage, \$1,000,000.00 per occurrence
- F. Permits, Fees & Testing - Provide copies of all permits prior to the issue of the Notice to Proceed
- G. Owner Training
- H. Purchase of building materials are tax exempt. Certificate available from PHA.
- I. Submit Construction Schedule - See 01 31 00.
- J. Construction Supervision

SCOPE OF WORK AND SPECIAL CONDITIONS OF CONTRACT

- A. Scope of Work in the Base Bid
- B. Work in Occupied Units
1. The units will be occupied during the entire execution of the work, except the first floor units at IL-126-6/Lamar. Coordinate with PHA for the scheduling of work. Precaution should be taken to protect the Tenant's Belongings (Furniture, Appliances, Pictures, Etc.).
- a Work to be completed in phases as shown on the drawings. Contractor shall provide barriers as noted on the drawings and as necessary to protect the work areas
- b All openings shall be useable, secured and weather tight at the end of each day.

OVER ➡

- c All exit doors shall be available to tenants in case of emergency.
 - d The water closet, lavatory, bathtub, kitchen sink, kitchen, and range shall be returned to a useable condition by the end of each work day. No tenant shall be without working equipment over weekends or holidays.
 - e Contractor shall return the water supply and waste systems to an operable condition at the end of each day. No tenant shall be without the use of water and plumbing after work hours.
 - f Tenants to have working hot water and sewer at the end of each day.
- C. Completion Time - 210 Calendar Days from issuance of the Notice to Proceed
 - 1. First floor lobby (not including laundry) - 110 calendar days.
 - 2. 20 calendar days for Punch List items.
 - D. Liquidated Damages - \$150.00 per calendar day
 - E. Utility Services and Field Office

ADDENDUM ITEMS

- A. Review of current addenda items
- B. Deadline for questions - April 1, 2024 at 2:00 pm
- C. Deadline for substitution requests - end of the day March 29, 2024

QUESTIONS AND ANSWERS

SITE VISIT

ADJOURNMENT



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ATTENDANCE RECORD

Project No.: 2263

Project: Water Heater Replacement, Kitchen Renovation & Fire Safety Upgrades

Meeting Description: Pre-Bid Meeting

Date: March 26, 2024

Time: 10:00 a.m.

Place: Lamar Community Room, 1101 W. Main St., Marion, IL 62959

Name and Title	Representing	Phone Number	Email
1. Gracie Reilly, Executive Director	PHA	618-997-1258	greilly@marionhousing.org
2. Jay Wear, Mod. Coordinator	PHA	618-997-1258	jwear@marionhousing.org
3. Mark Dillon	EAA	618-988-2380	mdillon@eaarchitects.com
4. John Christopher	EAA	618-988-2380	jchristopher@eaarchitects.com
5. Roger Karsy	AAA Abatement	618-318-5932	roger.karsy@yates-carr
6. Chad Harsy	AAA Abatement	618-927-1738	chasy77@gmail.com
7. STEVE BERNARD	SAB Construction	618-997-4328	sabinc99@gmail.com
8. Sherene Thompson	EVARD Consulting	618-977-8947	Estimating@EVARD.co
9. Adam Robertson	Carpenters Local 662	618-975-3349	arobertson@carpentersunion.org
10. Tyson Tanner	AK	618 881 4958	tyson@akspecialty.com
11. Kyle Baker	AK	618-922-8335	Kyle@akspecialty.com
12. JEFF MCDONALD	SCHENEC Co	573-547-2558	JEFF@SCHENEC.com
13. Cole Absher	Smith-Habel	618-944-0420	cole.absher@smith-habel.com
14. Scott Owens	Owens Abatement	618-367-0502	Owens.abatementllc@frontier.com
15. Kent James	Middlest Con. Co.	618 521 6567	Kjames@chinefair.net
16. Keith Mober	MRF Engineers	618.669.1350	Keith@urfeng.com