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MINUTES OF PRE-BID MEETING

Elevator Modernizations

IL-43-143/Eldorado & IL-43-146/Harrisburg

Saline County Housing Authority

Modernization Program IL01P043-501-22 & 501-23

EAA No. 2406

DATE: April 11, 2024
TIME: 9:00 am
PLACE: IL-43-146/Harrisburg (Sneed Hi-Rise)
PRESENT: See attached attendance sheet.

John Beatty of Eggemeyer Associates Architects opened the meeting by introducing himself and Keith Griffin, PHA, and Logan Overturf, Marcum Engineering. John stated that the bids are due by 2:00p.m. on April 23, 2024, at the Public Housing Authority office, Harrisburg Illinois. The bids will be publicly opened and read aloud.

John 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 Schedule of Subcontractors. John reviewed the acceptable forms and amount for the Bid Guarantee. John reviewed the Bid Form stating that the bid is a lump sum amount for all work indicated as Base Bid.

John 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 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. John 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.

John 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.

John 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. The contractor must complete the verification within 30 calendar days of the contract award and provide proof to the PHA. Contractors may find information and links to register at www.uscis.gov.

John 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. The general contractor will have to

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coordinate with the subcontractors and the PHA for access to the buildings and areas in the buildings to perform the work.

John stated that the construction time is 120 consecutive calendar days from the issuance of the Notice to Proceed. John did state that start/stop letters will be issued as necessary for field verification and ordering of materials. Liquidated damages are set at \$X150.00 per calendar day.

The meeting was adjourned to visit the project site. Attendees visited both projects.

The foregoing non-verbatim notes constitute the Writer's understanding of the proceedings of the meeting. Any corrections, deletion are additions to same should be forwarded (in writing) to the undersigned in order that proper corrections be made.

Respectfully submitted,



John C. Beatty, Assoc. AIA
Project Manager

Copy to: Keith Griffin, Modernization Coordinator



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ATTENDANCE RECORD
Project No.: 2406
Project: Elevator Modernizations
Meeting Description: Pre-Bid Meeting
Date: April 11, 2024
Time: 9:00 a.m.
Place: Sneed Hi-Rise (IL-43-146) 215 S. McKinley St., Harrisburg, IL 62946

Name and Title

Keith Griffin, Ass. Director, MOD

1. Coordinator, & Maint. Supervisor

2. John Beatty

3. Logan Overturf

4. Matt Wellman

5. STERE SPROLL

6. ~~STERE SPROLL~~

7. Lindsay Piercy
8. Aaron Nelson

9. _____

10. _____

11. _____

12. _____

13. _____

14. _____

15. _____

16. _____

Representing

PHA

EAA

Marcum Engineering, LLC

Construction Brokers

CEI

~~CEI~~

PME
PME

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PRE-BID MEETING

APRIL 11, 2024

ELEVATOR MODERNIZATIONS

IL-43-143/ELDORADO AND IL-43-146/HARRISBURG

SALINE COUNTY HOUSING AUTHORITY

EAA#2406

INTRODUCTIONS

- A. PHA Staff and A/E Staff

BIDDING REQUIREMENTS

- A. Bid Date - April 23, 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", Non-Collusive Affidavit, and Schedule of Subcontractors
- 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 each.
- B. Prevailing Wage Rates - Davis Bacon Residential
- C. Worker Verification (E-Verify)
- D. Equal Opportunity Provisions, including Resident's Employment
- E. Minority Workforce Goals
- F. 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 (General Contractor only)
 - 5. PHA, Architect, and Consulting Engineers to be listed as additional insureds on GL policy
- G. Permits, Fees & Testing - Paid by General Contractor
- H. Owner Training

SCOPE OF WORK AND SPECIAL CONDITIONS OF CONTRACT

- A. Scope of Work in the Base Bid
 - 1. Maintenance Period
- B. Completion Time - 120 Calendar Days from issuance of the Notice to Proceed
- C. Liquidated Damages - \$150.00 per calendar day
- D. Utility Services and Field Office
- E. Work in Occupied Buildings

ADDENDUM ITEMS

- A. Review of current addenda items
- B. Deadline for questions - April 15, 2024 at 12:00 pm
- C. Deadline for substitution requests - end of the day April 12, 2024

QUESTIONS AND ANSWERS

SITE VISIT

ADJOURNMENT