



**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, Site and Building  
Improvements

IL-71-1, IL-71-2, IL-71-3, IL-71-4, IL-71-5,  
IL-71-6, IL-71-9, IL-71-10, IL-71-13, IL-71-  
14, & IL-71-5

Pike County Housing Authority  
Modernization Program IL-1P071-501-20  
EAA No. 2106

DATE: May 3, 2022  
TIME: 10:00 am  
PLACE: PHA office  
PRESENT: See attached attendance sheet.

John Beatty of Eggemeyer Associates Architects, opened the meeting by introducing himself, Chris Bruns, PHA and Josh Harrison, PHA. John stated that the bids are due by 2:00 p.m. on May 12, 2022, at the Public Housing Authority office, 838 Mason St., Barry, IL. 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 the Contractor's Affirmative Action Certificate. 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. He reviewed the Alternate Bids, outlining the scope of each. John 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.

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 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. 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.

Water Heater Replacement, Site and Building Improvements

IL-71-1, IL-71-2, IL-71-3, IL-71-4, IL-71-5,  
IL-71-6, IL-71-9, IL-71-10, IL-71-13, IL-71-14,  
& IL-71-5

Pike County Housing Authority  
Modernization Program IL-1P071-501-20

Page 2 of 2

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. 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).

John reviewed the scope of work, outlining the work involved at each Project. The units scheduled for full renovation work will be vacated and made available for the execution of the work. The other units will be occupied during the performance of the work. Contractor will be required to notify tenants 48 hours prior to entering units and will be required to move tenant belongings as necessary to access the work areas]. The general contractor will have to coordinate with the subcontractors and the PHA for access to the units to perform the work.

John stated that the construction time is 120 consecutive calendar days from the issuance of the Notice to Proceed if only the base bid is accepted. If either or both of the Alternate Bids are accepted an additional 30 calendar day would be added to the construction time. The asbestos abatement work shall be completed within 30 – 8 hour working days. Liquidated damages are set at \$150.00 per calendar day, and \$680.00 for each workday the work is not completed within the time established in for abatement activities.

The meeting was adjourned to visit the project site. Attendees visited Project IL-71-9/Pittsfield and viewed the building that contains Units 366-372.

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,



John C. Beatty, Assoc. AIA  
Project Manager

Copy to: Chris Bruns, Executive Director



**EGGEMEYER ASSOCIATES  
ARCHITECTS**

T 618.988.2380  
F 618.988.2381

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

**ATTENDANCE RECORD**

Project No.: 2106

Project: Water Heater Replacement, Site and Building Improvements

Meeting Description: Pre-Bid Meeting

Date: 5/3/2022

Time: 10:00 a.m.

Place: PHA Office

Name & Title	Representing	Phone Number	Email
1. Chris Bruns, Executive Director	PHA	217-407-0707	cbruns@pikehousing.com
2. John Beatty (online)	EAA	618-988-2380	jbeatty@eaarchitects.com
3. Tonya Ellison Executive Assistant	PHA	217-407-0707	tonya@pikehousing.com
4. Josh Harrison Maint Sup.	PHA		
5. Braden Darmon owner	Darmon's Plumbing	217-491-5415	Darmon's Plumbing LLC@gmail.com
6. Keith Mayhugh	Lauderdale Construction	309-837-1258	esphimatus@laurcaninc.com
7. David Lunt	AltKemper & Sons, Inc.	217-222-1559	David.Kemper.Painting@gmail.com Paul@KemperPainting.com
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			