



**EGGEMEYER ASSOCIATES
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MINUTES OF PRE-BID MEETING

Proposal No. 1 Water Heater

Replacement and Proposal No. 2 Site

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. 2106R

DATE: August 23, 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, Executive Director of PHA and Josh Harrison, Maintenance Supervisor of the PHA. John stated that the bids for both proposals are due by 2:00 p.m. on September 8, 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 for each proposal 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 both Bid Forms stating that the bid is a lump sum amount for all work indicated as Base Bid for each proposal. 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 for each proposal. The successful Contractor or Contractors 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 projects are 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

Proposal No. 1 Water Heater Replacement and
Proposal No. 2 Site Improvements
IL-71-1, IL-71-2, IL-71-3, IL71-4, 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
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the work areas.

John reviewed the scope of work, outlining the work involved at each Project and each proposal. The units scheduled for work 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 90 consecutive calendar days from the issuance of the Notice to Proceed for Proposal No. 1 and 60 consecutive calendar days from the issuance of the Notice to Proceed for Proposal No. 2. Liquidated damages are set at \$100.00 per calendar day for each workday the work is not completed within the time established in for abatement activities.

The meeting was adjourned.

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



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ATTENDANCE RECORD

Project No.: 2106R

Project: Proposal No.1: Water Heater Replacement & Proposal No. 2: Site Improvements

Meeting Description: Pre-Bid Meeting

Date: August 23, 2022

Time: 10:00 a.m.

Place: PHA Office, 838 Mason St., Barry, IL 62312

Name and Title	Representing	Phone Number	Email
1. Chris Bruns, Executive Director	PHA	217-407-0707	cbruns@pikehousing.com
2. John Beatty	EAA	618-988-2380	jbeatty@eaarchitects.com
3. <i>Billy Cramer</i>	<i>Laverdiere</i>	<i>309-333-2868</i>	<i>bcramer@lvcconinc.com</i>
4. <i>Josh Harrison</i>	<i>PCNA</i>		
5. <i>Chasson Gardner</i>	<i>Vison & Sill, Inc.</i>	<i>217-985-5100</i>	<i>vison@adams.net</i>
6. _____	_____	_____	_____
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