



Hurst-Rosche, Inc.
James W. Roth, PE, PLS

President

Pre-Bid Meeting Notes and Site Visit Invitation

July 19, 2020

Project Name: Carpeting and Door Replacements
AMP 4 & FMHA "Cedar Ridge Apartments"
Lebanon & Belleville
Contract No. IFB-20-B005
St. Clair County Housing Authority
H-R 280-2768

Project No. IFB-20-B005 HR# 280-2768

Pre-Bid Meeting: 7/14/2020 – 10:00 A.M.

Meeting Location: SCCHA Central Office Building
1790 South 74th St., Belleville, IL

Attendance:

St. Clair County Housing Authority	Mr. David Wright Mr. Vince York
Hurst-Rosche, Inc.	Mr. Jason Vandever
See attached attendance record	

Discussion:

1. Introduction of A/E and PHA representatives.
2. SCCHA reviewed the contract and bidding requirements including the following:
 - a. Bid opening will be **Tuesday, August 4, 2020, 10:00 am** prevailing time, at SCCHA Central Office Building, 1790 South 74th St., Belleville, IL 62223.
 - b. Section 3 policy and requirements established by 24 CFR Part 135 have been included in the project manual.
 - 1) Contractors will be required to complete all certifications and acknowledgements of Section 3 policy provisions. The Contractor is further responsible for ensuring that all subcontracts include the Section 3 policy and comply with Section 3 requirements.
 - 2) SCCHA can provide Section 3 training or requirement clarification to perspective bidders upon request.
 - c. Affirmative Action and Equal Employment Opportunity requirements:
 - 1) The Contractor shall utilize qualified minority businesses to perform subcontract work or supply materials and/or equipment for this project. The established goal for said participation shall be 20% of the total contract price. Qualified small and minority businesses and women-owned business enterprises shall be solicited whenever they are potential sources.

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- d. Labor Standards – Davis Bacon and Project Labor Agreement (PLA) requirements:
 - 1) Contractor shall submit weekly certified payroll report and Statement of Compliance to the Contracting Officer (SCCHA) in accordance with HUD general conditions.
 - 2) The Contractor shall perform on the site, and with its own organization, work equivalent to at least twelve percent (12%) of the total amount of work to be performed under this contract in accordance with HUD general conditions.
 - e. Bid submittal requirements:
 - 1) All bids must be accompanied by a negotiable bid guarantee which shall not be less than five percent (5%) of the amount of the bid.
 - 2) All bids shall include the following documents (included in sections 10 through 16 of the project manual) with appropriate signature, date, and notarized where appropriate. Failure to complete and submit these documents may be cause to reject the bid:
 - i. Non-Collusive Affidavit.
 - ii. Certification of Payments to Influence Federal Transactions HUD 50071.
 - iii. Disclosure of Lobbying Activities HUD SF-LLL.
 - iv. Bid Form.
 - v. Affirmative Action & EEO Requirements.
 - vi. Statement of Bidders HUD 5369A.
 - vii. Section 3 Worksheets.
 - f. Performance Guaranty: The awarded Contractor shall be required to furnish a performance and payment bond for 100% of the contract price.
 - g. Insurance: The awarded Contractor shall be required to provide proof of Comprehensive General Liability, Automobile, and Worker's Compensation insurance in accordance with HUD General Conditions.
 - h. Health, Safety, and Accident Prevention shall be the sole responsibility of the Contractor in accordance with HUD general conditions.
3. A/E reviewed the Bid Form:
- a. Bid Form includes a Base Bid breakdown by AMP and a Combined Lump Sum Base Bid for all work.
4. The project requirements and scope of work were reviewed including a summary description of all work.
- a. It was noted that the specified carpet tile has been discontinued and the replacement carpet tile shall be issued by Addendum. Any addendum that does not postpone the bid date or cancel the solicitation shall be issued to all plan holders at least 7 days prior to the bid opening.
 - b. All permits and licenses of a temporary nature necessary for the procession of work shall be secured and paid for by the Contractor. The Contractor shall determine permitting requirements and include any associated costs in the base bid.

- c. Contractor shall be responsible for temporarily moving furniture in apartment units including wall hangings, pictures, shelving, etc. As necessary to complete the work and reinstall all contents upon completion of construction. Contractor shall clean all units from all construction waste and debris by the end of each workday.
5. A master key will be provided to the awarded Contractor for access to the dwelling units to receive work. Losing the master key would result in the Contractor replacing all affected lockset cores at no cost to the PHA.
6. Residents must be notified a minimum of 48 hours prior to entering or performing work at occupied units.

All are invited to visit the project sites on **Thursday July 23, 2020** beginning at the Bel Plaza 2 site, located at 115 N. 47th Street at 10:00 am.

If there are any additions or corrections to these notes, please notify our office in writing.

Respectfully submitted,

HURST-ROSCHE, INC.

A handwritten signature in black ink, appearing to read "Jason Vandever", with a horizontal line extending from the end of the signature.

Jason Vandever, CDT

JLV
Attachment

SIGN-IN FOR: Carpet and Door Replacement Pre-Bid

PROPERTY: AMP 4, Belleville; Cedar Ridge Apartments, Lebanon

BUDGET AUTHORITY: Operating Fund

Name	Company name	Phone number	E-mail
1. Dusty REAMS	Geissler	618-277-7727	Bmcguire@geissler ^{corp} roofing
2. Chuck Fulford	Countryside	618-581-8708	chuck@countryside Carpets.com
3. BOB CALHOUN	CALHOUN	618-398-0633	ROBERT@CALHOUN CONST.COM
4. Steve Hemmer	Hemmer Const	618-779-9833	SHLEMMER@yahoo.com
5. Bob Calhoun Jr	Calhoun Const	618-398-0633	
6. Tom Turner	TURNER CONSTRUCTORS	314-546-6529	ttconstructors113@outlook.com
7. Jason VANDUZER	HURST-ROSCHÉ, INC	618-398-0890	juandevcr@hurst-rosche.com
8. Vince York	SCCHA	618-277-6892	VINYORK@SCCHA.ORG
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11.			
12.			
13.			