



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

President

Pre-Bid Meeting Notes and Site Visitation Notice

March 10, 2020

Project Name: Electrical and Site Lighting improvements
AMPs 1, 2 and 4
Brooklyn, Centreville and Belleville, Illinois
St. Clair County Housing Authority

Project No. IFB-20-B0002 HR# 280-3159

Pre-Bid Meeting: 3/5/2020 – 11:00 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 Mr. Nick Urban
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 **Thursday, March 26, 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.

5 Bank Square
East St. Louis, IL 62203
(t) 618.398.0890

www.hurst-rosche.com

- 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. Statement of Bidders HUD 5369A.
 - vi. Affirmative Action & EEO Requirements.
 - vii. Special Contract Requirements
 - viii. 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 for the Housing Authority's use and a Combined Lump Sum Base Bid to include all work.
 - b. The Housing Authority intends to award a single lump sum contract for all work. The Combined Lump Sum Base Bid shall determine low bidder.
 - 4. A/E reviewed the project requirements and scope of work providing a summary description of all work.
 - a. Note that an addendum will be issued to delete service feeder and disconnect replacements specified for sites IL30-10 and IL30-80. The new panels shall reuse existing feeder and disconnect.
 - 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. Any addendum that does not postpone the bid date or cancel the solicitation shall be issued to all planholders at least 7 days prior to the bid opening.
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 24 hours prior to entering or performing work at occupied units.
7. A budget estimate has been established at under \$300,000 for all work.

SITE VISITATION NOTICE: All are invited to visit the project sites on **Thursday March 12, 2020** beginning at the Centreville IL30-10 Site maintenance facility (CMF), located at 5880 Clarita Ave., at 10:30 am.

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

Respectfully submitted,

HURST-ROSCHE, INC.



Jason Vandever, CDT

JLV
Attachment

SIGN-IN FOR: Electrical and Site Lighting Improvements
 PROPERTY: AMPs 1, 2 and 4
 BID OPENING DATE: March 26, 2020
 BUDGET AUTHORITY: Capital Fund 501-19

Name	Company name	Phone number	E-mail
1. Jim Carril	Glennzer Electric Inc.	(618) 277-2500	JCARRIL@GLENZERELECTRIC.COM
2. MARK EICHHOLZ	O'FALCON ELECTRIC	618-632-3577	mark.eichholz@ofallon electric.com
3. Andrew Kempf	Pyramid Electrical	618-334-8784	akemp@pyramidelectrical.com
4. Derek Reynolds	A-Age Electric	618-322-3610	Dreynolds@A-Ageelectric.com
5. Jennifer Clark	Sunbelt Rentals	314 813 7577	jennifer.clark@sunbeltrentals.com
6. Jason Vanoson	HURST-ROSCHKE, INC.	618-398-0890	jvanoson@hurst-roschke.com
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