



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

President

Pre-Bid Meeting Notes

October 17, 2024

Project Name: Exterior Building Improvements
AMPs 2 and 4; Amber Ct/Gwen Ct, Belleville,
Cedar Ridge, Lebanon, and, Cahokia Heights
St. Clair County Housing Authority
St. Clair County, Illinois

Project No. HR# 280-1224

Pre-Bid Meeting: 10/10/2024 – 10:00 A.M.

Meeting Location: SCCHA Central Office
1790 South 74th Street, Belleville, IL 62223

Attendance:

St. Clair County Housing Authority Mr. Nick Urban nicku@sccha.org

Hurst-Rosche, Inc. Mr. Jason Vandever jvandever@hurst-rosche.com

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 **Wednesday, October 30, 2024, 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 75 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. (Clean copy obtained from the Architect/Engineer).
 - 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 Lump Sum Base Bid for all work.
 - b. Bid Form also includes a Unit Price Bid to replace plywood roof sheathing.
 - c. The Housing Authority intends to award a single lump sum contract for all work.
4. A/E reviewed the project requirements and scope of work providing a summary description of the work.
- a. 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.
 - b. All work is to be completed within 243 days of authorization to proceed, but no later than August 1st, 2025.
 - c. Contract time modifications may be negotiated during construction in the event of documented weather delays.

- d. 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.
 - 1) An addendum is anticipated to be issued to plan holders on or before Wednesday October 23, 2024 to include the following:
 - i. Clarification that the existing siding material to be removed at the Cedar Ridge Lebanon site is vinyl lap siding to be replaced with fiber cement lap siding.
 - ii. Clarification and/or revisions to the siding replacement requirements at the Amber Ct / Gwen Ct Belleville development.

SITE VISITATION: All were invited to visit the project sites immediately following the meeting.

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

St. Clair County Housing Authority
Pre-Bid Meeting Sign-in Sheet: Exterior Improvements
AMP: 2, 4, Gwen Court, Cedar Ridge

10/10/24

| Name | Company name | Phone number | E-mail |
|-------------------|---------------------|--------------|------------------------------------|
| 1. Kourion Macle | GIVCO CONST | 618-772-3044 | Kmacle@givco.com |
| 2. Dusty Reimes | GETSSLER | 618-792-2236 | DustyReimes@getssler.com |
| 3. Corey Campbell | River City Roofing | 309-397-2915 | Corey@river-city-roofing.com |
| 4. Jason Vandever | HURST-ROSCHKE, LLC. | 618-398-0890 | jvandever@hurst-rosche.com |
| 5. Jim Caril | GLAENZER ELECTRIC | 618 277-2500 | jcaril@glaezner-electric.com |
| 6. Dante' Haire | The Haire Corp | 618-603-1682 | install@thehairecorporation.com |
| 7. Jeff Limbaugh | Limbaugh Const | 618/931-3170 | jlimbaugh@limbaughconstruction.com |
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