



## 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

Exterior Improvements, Phase 2  
Il-71-4/Griggsville  
Pike County Housing Authority  
Modernization Program IL01P071-501-23  
EAA No. 2429

DATE: December 18, 2024  
TIME: 10:30 am  
PLACE: PHA Office  
PRESENT: See attached attendance sheet.

John Beatty of Eggemeyer Associates Architects opened the meeting by introducing himself and Josh Harrison, Maintenance Supervisor for the PHA. John stated that the bids are due by 2:00 p.m. on January 9, 2025 at the Public Housing Authority office, Barry, Illinois. 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 Unit Prices, 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.

John reviewed the scope of work, outlining the work involved at the Project. The buildings 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.

Exterior Improvements, Phase 2  
IL-71-4/Griggsville  
Pike County Housing Authority  
Modernization Program IL01P071-501-23  
EAA No. 2429  
Page 2 of 2

John stated that the construction time is ninety (90) consecutive calendar days from the issuance of the Notice to Proceed. Liquidated damages are set at \$100.00 per calendar day for each day the work is not completed within the time established.

The meeting was adjourned to visit the project site. Attendees visited Project IL-71-4/Griggsville, Sites 'A' & 'B'. The contractors were also allowed to go into 2 different units to review the existing door installation.

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.: 2429

Project: Exterior Improvements, Phase 2

Meeting Description: Pre-Bid Meeting

Date: December 18, 2024

Time: 10:30 p.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. Josh Harrison	PHA	217-407-0707	pcha.Josh.harrison@gmail.com
3. John Beatty	EAA	618-988-2380	jbeatty@eaarchitects.com
4. <i>Erica Wright</i>	<i>Laverdiere Const.</i>	<i>(309) 837-1258</i>	<i>bcramer@laverdiere.com</i> <i>estimating@laverdiere.com</i>
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____
9. _____	_____	_____	_____
10. _____	_____	_____	_____
11. _____	_____	_____	_____
12. _____	_____	_____	_____
13. _____	_____	_____	_____
14. _____	_____	_____	_____
15. _____	_____	_____	_____
16. _____	_____	_____	_____