

PRE-BID CONFERENCE RECORD

Architect's Job No.: 1813.00
Prepared by: Derik Rogers
Conference Date: March 28, 2019
File: P:\2018\1813-00 - Carrollton Housing Authority\Bid\1813.00 Pre-Bid Record.wpd

I. Project

- A. Project Name: Renovation of Development GA06P116005
Capital Fund Program Project GA06P116501-18 & 19
Carrollton, Georgia
- B. Owner: Carrollton Housing Authority

II. Attendance Sign-In

- A. Contractors:
1. See Attached

III. Introductions

- A. Owner:
1. Charles Griffin, Executive Director, Carrollton Housing Authority
 2. Kenneth Shope, Maintenance Director, Carrollton Housing Authority
- B. Architect's Representative:
1. Derik Rogers, Director, Construction Contract Administration
Bradfield, Richards, Rhodes & Associates, Architects, Inc.

IV. Project Summary

- A. The Work includes, but is not necessarily limited to, the following:
1. Development GA115-005 - Alabama Circle & Elder Circle:
 - a. Renovate kitchens including replacement of cabinets and counters, range hoods and back-splashes, ranges and refrigerators, and painting walls, ceilings and trim - 20 Dwelling Units in Elder Circle and 12 Dwelling Units in Alabama Circle.
 - b. Renovate bathrooms including repair and painting of walls, replacement of flooring, plumbing fixtures, tub surrounds, and bath accessories - 20 Dwelling Units in Elder Circle and 12 Dwelling Units in Alabama Circle.
 - (1) Lead testing has been performed and its presence has been found in bathroom tile and bath tubs. All work affecting lead containing materials shall be performed by personnel trained, licensed and insured to engage in such activities and shall conform to all applicable federal,

state and local regulations and guidelines. All work must be performed in a manner which allows the owners continued occupancy of the site. Containment, removal, transport and disposal of contaminated materials shall conform to all applicable federal, state and local regulations and guidelines. Monitoring and clearance testing documentation shall be provided to the Owner upon completion of the work in each group of units and prior to subsequent work being started. Transport and disposal documentation shall be provided to the Owner as material is removed from the site but no later than upon completion of the project.

- c. Removal of existing resilient flooring and installation of new VCT flooring and shoe mold - 20 Dwelling Units in Elder Circle and 12 Dwelling Units in Alabama Circle.
 - (1) Asbestos testing has been performed and its presence has been confirmed in the following locations: Floor tile and mastic. All work affecting asbestos containing materials shall be performed by personnel trained, licensed and insured to engage in such activities and shall conform to all applicable federal, state and local regulations and guidelines. All work must be performed in a manner which allows the owners continued occupancy of the site. Containment, removal, transport and disposal of contaminated materials shall conform to all applicable federal, state and local regulations and guidelines. Monitoring and clearance testing documentation shall be provided to the Owner upon completion of the work in each group of units and prior to subsequent work being started. Transport and disposal documentation shall be provided to the Owner as material is removed from the site but no later than upon completion of the project.
- d. Replacement of existing light fixtures - 20 Dwelling Units in Elder Circle and 12 Dwelling Units in Alabama Circle.
- e. Replace existing sidewalks to dwelling units with new walks that do not exceed 5% slope and eliminate step at porch - 20 Dwelling Units in Elder Circle and 12 Dwelling Units in Alabama Circle.

V. Discussion Items

A. Bid Date, Time & Location

- 1. Bid will be received **until 2:00 p.m.** Current Local Time on **April 11, 2019** at the Elder Circle Community Center, 512 Elder Circle, Carrollton, Georgia. Bids received after this time will not be considered.

B. Addenda

- 1. There has been no addenda issued to date. Clarification or modification that arises during this meeting will be issued in that addendum. Any further discussions at this pre-bid conference **do not** reflect "changes" to the bidding requirements unless included in an addendum. Any addenda issued after this meeting will be e-mailed to the attending Contractors and those that are listed as purchasing plans. The Contractors are advised that any addenda will be posted on the Architects web site www.brr-architects.com. It is the bidders' responsibility to verify the number and nature of all addenda and to acknowledge all addenda on the bid form in the proper location.

C. Required Bid Documents

1. Refer to Section 002200, Item 2.1, A., 1., b. for a complete list of documents required to be submitted in order for the bid to be considered complete and responsive. These documents are:
 - a. Bid Form, Section 004100 of the Project Manual.
 - b. Bid Security Form, Section 004300 of the Project Manual.
 - c. Representations, Certifications and Other Statements of Bidders, Section 004500 of the Project Manual (form HUD 5369-A).
 - d. Form of Non-Collusive Affidavit, Section 004510 of the Project Manual.
 - e. Security and Immigration Compliance Act Affidavits.
 - f. Provide evidence of Certification of the Firm and Renovator under the Environmental Protection Agency's (EPA's) "Lead; Renovation, Repair, and Painting Program," Final Rule (40 CFR Part 745).
2. There is one optional form that may be submitted with the bid, a Previous Participation Certification, that can be found in section 004520 of the Project Manual. The apparent low bidder is, however, required to submit the Previous Participation Certification, within 3 days of bid date, if it is not submitted with the bid documents.

D. Bonding Requirements

1. With Bid - 5% Bid Bond on the form provided in the Project Manual, Section 004300 of the Project Manual; or other acceptable bid guaranty will be accepted such as Certified Check, Cashiers Check, etc., all as enumerated in Clause 9 of Section 002000, Instructions to Bidders (form HUD-5369).
2. Contract Award - Only separate Performance and Payment Bonds in the amount of 100% of the contract amount will be accepted as an assurance of completion for this project.
3. Surety for all bonds must be listed on Treasury Circular No. 570 as acceptable to the Federal Government, must be admitted by the State to do business in the State, and must have a single bonding limit equal to or in excess of the amount of the Contract.

E. Construction Contract Period

1. The Contractors were advised that a construction period of **150 calendar days from the date of the Notice to Proceed** is established. The Contractors were advised that the date for the notice to proceed will be negotiated to allow time for the submittal process and for the receipt of materials.

F. Liquidated Damages

1. The Contractors were advised that Liquidated Damages of **\$150.00 per calendar day** is established. If the completion deadline is exceeded, Liquidated Damages will accrue until the work in all units has been substantially completed and will not be prorated.

G. Insurance Requirements

1. \$1,000,000.00 limit required for Commercial General Liability and Automobile Liability for both General Contractor and subcontractors. Refer to Clause 36 of the General Conditions and as by the Supplementary Conditions.

2. The Housing Authority and Architect must be named on General Contractor's insurance as additional insured.

H. Section 3 Participation

1. Section 3 requirements are specified in Section 007200, General Conditions (form HUD-5370), Clause 40 and requires that Section 3 qualified low and very low income persons or firms from the surrounding area be considered when new hires are made for the work involved in this project. Low income as related to Section 3 includes those persons or firms earning $\leq 80\%$ of the median income of the area.
2. The successful Contractor will be required to document their efforts to achieve and maintain compliance with Section 3 goals. The form for reporting on Section 3 participation is included in Section 007300, Supplementary General Conditions of the Project Manual.

I. Georgia Immigration Requirements

1. The Contractors were advised that if they have not already done so, they must register at <https://www.vis-dhs.com/EmployerRegistration> to verify information of all new employees in order to comply with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act; and execute affidavits required by the rules and regulations issued by the Georgia Department of Labor set forth at Rule 300-10-1-.01

J. Labor Standards (Davis-Bacon and Related Acts)

1. Requirements are specified in Clause 46 of Section 007200, General Conditions (form HUD-5370) as they relate to minimum wages, withholding of funds, payrolls and basic records, working hours, etc..
2. Rates are indicated in Section 007343, Wage Determination of the Project Manual and are minimums for classifications listed. The Contractor were cautioned to note that there are two sets of rates which are to be used depending on the location of the work site. The Contractor will be required to submit certified payrolls on a weekly basis and the Housing Authority will be monitoring compliance and performing wage interviews of the workers.

K. Unit Prices

1. Section 012200 - Unit Prices:
 - a. Unit Price No. 1 - All work required for the renovation of one (1) zero bedroom dwelling unit in either Alabama Circle or Elder Circle.
 - b. Unit Price No. 2 - All work required for the renovation of one (1) one bedroom dwelling unit in either Alabama Circle or Elder Circle.
 - c. Unit Price No. 3 - All work required for the renovation of one (1) two bedroom dwelling unit in either Alabama Circle or Elder Circle.

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- L. Alternates
1. Section 012300 - Alternates:
 - a. Alternate No. 1 - Delete replacement light fixtures in all Alabama Circle dwelling units.
 - b. Alternate No. 2 - Delete replacement light fixtures in all Elder Circle dwelling units.
 - c. Alternate No. 3 - Delete replacement resilient tile flooring in all Alabama Circle dwelling units.
- M. Contractor Use of Premises / Owner Occupancy of the Site
1. All units to be renovated will be vacant but the remaining units on site will be occupied throughout the duration of the Work. Contractor shall coordinate the work to allow for the residents' continuing occupancy of the site. Refer to Section 011000, Summary, for work restrictions and the number of units that will be made available at the start of construction.
 2. Contractor must maintain the site in an orderly manner. Clean-up will be required to be performed daily.
- N. Working Hours
1. The specifications indicate that the normal working hours of the Owner, 8:00a.m. to 5:00 p.m., Monday through Friday, shall be observed. The Contractors were advised, however, that other hours will be considered if desired by the successful bidder.
- O. Review of the work
1. Owner may review the work daily.
 2. BR²A is scheduled to review the work on a semi-monthly basis.
- P. Jobsite Safety / Security
1. Safety and security will be solely the Contractor's responsibility. Neither the Housing Authority nor the Architect will assume any of that responsibility by work or action.
- Q. Material Storage
1. Materials must be suitably stored and secured on-site to receive consideration for payment. Prior approval of the Owner, in writing, to store materials off-site must be received in order for the off-site stored materials to be considered for payment.
- R. Acceptance of Work
1. Upon notification by the Contractor and evidence that the work has been substantially completed, the Architect will perform a final punch list review of the work and provide notification of any corrective action that may be necessary.

VI. Questions / Review of the Sites

A. The following questions were raised during the pre-bid conference. Immediately following the meeting portion of the pre-bid conference, the site was reviewed including a typical sampling of dwelling unit interiors. Questions and issues were raised as follows:

1. Question: Are there locations where dumpsters can be place on each site?
 - a. Answer: There are several areas on each site where dumpsters and material storage containers can be placed. The Contractor is to coordinate these locations with the Owner prior to placement. The Contractors were advised that, once the work is completed, the grounds where dumpsters and storage containers are placed will have to be returned the same condition they were prior to construction.

2. Question: Can dumpsters and storage containers be placed on the street?
 - a. Answer: No.

3. Question: Will the utilities stay in the Owners name during construction?
 - a. Answer: Electric is paid by the resident and will be disconnected when the unit is vacated. The Contractor will either need to turn it on in their name during construction or set temporary power poles. Water and sewer will be available for the Contractor's use.

4. Question: Can the water be shut off at each unit?
 - a. Answer: There is a water shut-off at each unit.

5. Question: If the water shut-off does not work will the entire development have to be shut off?
 - a. Answer: There are several shut-offs at each site so the entire site will not have to be shut off.

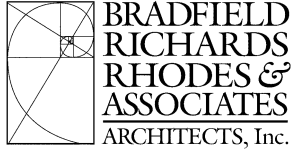
6. Question: Are all plumbing waste arms in the kitchen and bathroom to be replaced back to the stack, including the washer box drain?
 - a. Answer: Yes.

7. Question: What is the extent of the painting
 - a. Answer: All walls, ceilings, doors, frames, and trim are to be patched and painted so that they are returned to a like new condition.

No work will be required beyond the cased opening of the kitchen and the inside face of the door in the bathroom.

8. Question: Are bathroom vent fans to be replaced?
- a. Answer: There are not currently indicated to be replaced but will be addressed by addendum. New bath fans will be ducted through the roof.
9. Question: Are new GFI receptacles to be installed in the kitchen?
- a. Answer: Kitchen receptacles serving counters are to be protected by GFCI breakers but GFCI devices. The plans and specs will be revised by addendum as necessary.

No other issues were raised and the pre-bid conference was concluded.



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Project: GA06P116501-18 & 19
Architect's Job No.: 1813.00
Date: March 28, 2019

**Renovation of Development GA116005
Carrollton Housing Authority**

Name	Company Name / Address	Phone / Fax / E-mail
<u>Doc Docking</u>	<u>Keg Plumbing</u>	<u>(P)</u>
		<u>(F)</u>
		<u>(E) doc@kegplumbing.com</u>
<u>Shane Osmer</u>	<u>Keg Plumbing</u>	<u>(P) 678.255.7364</u>
		<u>(F) 770.445.2224</u>
		<u>(E) shane@kegplumbing.com</u>
<u>Pat Buckner</u>	<u>Min Atlantic Renovation</u>	<u>(P) 678.410.7665</u>
		<u>(F) 770.409.7660</u>
		<u>(E) pbuckner@midatlanticronovation.com</u>
<u>Richard Marrah</u>	<u>Diversified Construction of GA</u>	<u>(P) 770.241.9485</u>
		<u>(F)</u>
		<u>(E) richard@dcoggeorgia.com</u>
<u>Gina Jordan</u>	<u>Allied Construction Group</u>	<u>(P) 678.463.5055</u>
<u>Jerry Wood</u>		<u>(F)</u>
<u>David Walker</u>		<u>(E) gjordan@alliedconstructiongroup.net</u>

PRE-BID CONFERENCE SIGN-IN

CFP Project GA06P116501-18&19
Carrollton, Georgia
Architect's Job No.: 1813.00

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<u>Billy Hanson</u>	<u>Heard Co. Concrete</u>	<u>(P) 678.776.5003</u>
	<u>AL/GA Roll Off Containers</u>	<u>(F)</u>
		<u>(E) billy@heardcountyconcrete.com</u>
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	<u>195 Old Chestnut Lane</u>	<u>(F) 678.363.9151</u>
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