



Meeting Minutes for Pre-Bid Conference

PROJECT: Langley Village Roof Replacement
CFP 21-001

OWNER: Hampton Redevelopment and Housing Authority
811 W. Pembroke Ave
Hampton, Virginia 23669

LOCATION: Hampton, Virginia

DATE/TIME: Tuesday, August 10, 2021 at 11:00 AM

PURPOSE: Non-mandatory Pre-Bid Conference for Referenced Project

INTRODUCTIONS:

Owner's Representatives:

Karen Taylor
Contract Administrator
Hampton Redevelopment and
Housing Authority
Phone: (757) 727-1481
Email: ktaylor@hamptonrha.com

Bill Lockard
Chief Construction Officer
Hampton Redevelopment and
Housing Authority
Phone: (757) 727-1482
Email: wlockard@hamptonrha.com

Michelle Beard
Langley Village Property Manager
Hampton Redevelopment and
Housing Authority
Phone: (757) 727-1051
Email: mbeard@hamptonrha.com

Brad Augustus
Field Representative
Hampton Redevelopment and
Housing Authority
Phone: (757) 291-2045
Email: baugustus@hamptonrha.com

A/E Representatives: Darren Curtis, PLA
DJG, Inc.
449 McLaws Circle
Williamsburg, VA 23185
Phone: (757) 253-0673
Fax: (757) 253-2319
Email: darrenc@djginc.com

Patton Roark, AIA
DJG, Inc.
449 McLaws Circle
Williamsburg, VA 23185
Phone: (757) 253-0673
Fax: (757) 253-2319
Email: proark@djginc.com

RECORD OF ATTENDEES: All attendees present should sign the Pre-bid Conference Sign-in sheet before the end of the meeting.

THE FOLLOWING ITEMS SHALL BE COVERED:

Remind all parties that the pre-bid conference is non-mandatory; therefore, other parties not present at the meeting may still submit bids. Plans and Specifications are available for download from HRHA's website in addition to being posted in various plan rooms.

INVITATION TO BID:

- Sealed Bids shall be received by 1:00 PM on August 26, 2021 at the address listed in the IFB at which point they will be publicly opened and read aloud.
- Bids shall be valid for a period of (90) days after the bid opening.

INSTRUCTIONS TO BIDDERS:

- **Conditions at the site:** If prospective bidders wish to re-visit the site after today, they should contact Karen Taylor to arrange a follow-up visit.
- **Administrative:**
 - Due to funding source requirements, HUD Section 3 shall apply to this project. Section 3 requires that newly created employment opportunities be made available to local residents. Additionally, if you subcontract a portion of the work to another business, you are required to direct the newly created employment/business opportunities to Hampton public housing residents or other Section 3 residents and businesses. HUD has established the following goals: 30% of new hires and 10% of construction contracts.

- Davis Bacon wage rates shall apply (see attachment G included in project manual).
- Assistance can be provided to any company not familiar with HUD Section 3 and/or Davis Bacon Wage Rates. All bidders are urged to contact Karen Taylor if there are questions regarding either of the above.
- **Bid Bond** of 5% is REQUIRED. The successful bidder shall be required to submit a Performance Bond & Standard Labor and Materials Payment Bond in the sum of the contract amount.
- **Permits:** All permits, inspections, and inspection fees shall be the responsibility of the Contractor.
- **Time for Completion:** work shall commence within 10 calendar days after a Notice to Proceed. From the start of mobilization, the Contractor shall be complete within 64 calendar days. The Notice to Proceed date shall be reasonably negotiated by all parties at the pre-construction meeting.
- **Liquidated Damages:** The sum of \$350.00 shall be assessed as liquidated damages per day for each and every calendar day of delay beyond the time specified above.

PRE-BID QUESTIONS:

- All pre-bid questions must be submitted in writing to ktaylor@hamptonrha.com and darrenc@djginc.com or faxed to (757) 727-1768.
- Questions must be received (10) days prior to the closing of bids (close of business Monday, August 16, 2021). NO EXCEPTIONS. The sender bears the sole responsibility of verifying receipt of all fax transmissions and emails. A response to the question will be issued within 2 days.
- All answers to submitted Pre-Bid questions shall be issued as an addendum to the Bid Documents. Bidders can check for issued addenda online at www.hamptonrha.com. It is the bidders' responsibility to verify if any addenda have been issued prior to submitting bids.

BID FORM:

- Individual contract shall be awarded on a Total Base Bid Amount.
- Bid Form shall be filled out completely, signed, and dated.
- Bidders must acknowledge receipt of all addenda on the bid form.

SPECIFICATION DIVISIONS:

- Bidders shall review all technical sections of the project manual.
- Temporary Construction Facilities

Electricity – Contractor shall be responsible for providing temporary electricity as required for demolition and construction operations.

Water – Contractor shall be responsible for providing temporary water as required.

Sanitary – Contractor shall be responsible for providing temporary toilets, hand-washing facilities, and drinking water for construction personnel.

Dumpster – Contractor shall be responsible for providing waste-collection containers and legally disposing of all demolition and construction debris.

GENERAL REVIEW OF DRAWINGS:

- DJG to review the general scope of the project as indicated by the bid documents.

CLARIFICATIONS:

- The existing site and buildings shall be occupied during the performance of this project. The Contractor shall be responsible for maintaining a safe, clean, and secure work site.
- Contractor shall be responsible for site security.
- Hours of operation: 8:00 am – 4:30 pm, Monday – Friday. No weekend work is permitted. Hours may be extended beyond 4:30 pm (within reason) if coordinated in advance with the Langley Village property manager (Michelle Beard).
- The Contractor shall be responsible for providing a minimum of 48 hours advance notice to addresses impacted by construction operations.
- The Contractor shall be responsible for maintaining the project site in accordance with applicable OSHA standards.

QUESTION AND ANSWER PERIOD:

- Responses to questions that may impact the scope of work and / or bid price shall be made in an Addendum to the Bid Documents. Responses that only involve finding information that is already in the Bid Documents may be made verbally during this Q&A period.
- A copy of the meeting's minutes and sign-in sheet shall be posted online following this meeting. An addendum shall be issued as necessary to address properly submitted pre-bid questions.

QUESTIONS:

1. Where is dumpster placement permitted?

Response: Dumpster placement is to be coordinated between HRHA and the property manager. Dumpsters are not to be placed on the grass or on other landscaped areas.

2. Can you clarify the roofing felt required?

Response: The roofing felt is to be a 30lb. felt as specified.

3. Can you clarify the counterflashing detail?

Response: Existing counterflashing tucks up under the existing aluminum siding. The existing flashing is to remain and to be reworked into the new roofing system as required and as drawn in detail 3/SK-7. If existing flashing is found to be damaged or insufficient, a change-order will be negotiated based on the scenario.

-End-