



PRE-BID MEETING MINUTES

RE: **Louisville Metro Housing Authority**
Whipps Mill Siding Replacement- Proposal #1564
Scattered Sites Bathroom Renovations- Proposal #1565
Dosker Manor Fire Alarm Replacement- Proposal #1566

DATE: May 24, 2022
10:00 a.m. local time

On this date, a meeting was held at the Louisville Metro Housing Authority Purchasing Department to conduct a Pre-Bid Meeting for the above listed projects. The following is a summarization of the items discussed.

1. Introduction

- a. Steve Webb, LMHA Purchasing, opened the meeting and informed all present the bid opening date and time is **June 7, 2022, at 10:00 a.m.** by the clock in the "Purchasing Department Conference Room" (where this meeting is taking place), and informed bidders they have up to June 7th, 2022 to submit sealed bids to 3223 South Seventh Street Road, Louisville, Kentucky 40216.

Bids are to be received in triplicate; one original and two copies.

- b. Mr. Webb introduced the project team:
 - Mr. Keith McCarthy, LMHA
 - Mrs. Michelle Chandler, LMHA
 - Mr. Jay Hendrick, LMHA
 - Mr. Phil Reidinger, LMHA
 - Mr. Kevin Matthews, Sherman Carter Barnhart Architects
 - Mr. Dade Lockett, Lockett and Associates- Architect

2. Clarifications and Addendum

- a. All items discussed today will become part of the Pre-Bid Meeting Minutes, which will be incorporated in Addendum No. 1.
- b. Last Addendum will be issued on **May 31, 2022**.
- c. Any questions regarding the solicitation procedures are to be directed to Michelle Chandler at chandler@lmhal.org for **Proposal # 1564** and to Jay Hendrick at jhendrick@lmhal.org, for **Proposals #1565 and #1566**, any questions regarding the technical documents for Proposals # 1564 and 1566 are to be directed to Tom Smith at tsmith@scbarchitects.com and any technical questions for Proposal # 1565 to Dade Luckett at Dade@luckett.us in writing, by **May 31, 2022 by 2:00 pm**. After this date and time, through the bid opening and bid award process, all communication must be directed to Mr. Webb at (502) 569-6693, or email webb@lmhal.org.
- d. Following the pre-bid meeting today, there will be a site visit in which prospective bidders will have an opportunity to see the project sites for

Proposal # 1564 at 10014 Whipps Mill Rd. from 2:00 PM to 4:00 PM. and, for Proposal # 1565 at 4526 Noltemeyer Wynde Ct. from 2:00 PM to 4:00 PM
The Site visit for Proposal # 1566 at Dosker Manor (front entrance, middle bldg.) will be tomorrow Wed. 25th from 2:00 PM to 4:00 PM
- e. Bidders may visit the site anytime. (Access the outside ONLY)

3. Contract Documents – Scope of Work

- a. The project # 1564 Whipps Mill Rd. Siding Replacement consists of but is not limited to the following:
 - Removal and replacement of siding, trim, gutters, downspouts, landscaping, and lighting.
- b. The project # 1565 Scattered Sites Bathroom Renovation consists of but is not limited to the following:
 - Removal and replacement of tub and surround, toilet, vanity, sink, flooring, and associated bath hardware. Repair and paint walls, and ceiling. This work is in the Fegenbush, Norbrook, Noltemeyer, and East Pages complexes.
- c. The project # 1566 Dosker Manor Fire Alarm Replacement consists of but not limited to the following:
 - Removal and replacement of complete system, notifiers, smoke detectors, pull stations, flow switches, control panels, and associated parts.

Michelle Chandler advised that the Architects will discuss the scope of work for all three projects after Mr. Phil Reidinger speaks about Section M and Section 3 items.

- d. A job site trailer is optional for all 3 projects.
- e. Project Time: **365** Calendar Days for # 1564 and #1566.
400 Calendar Days for # 1565
- f. Work hours are:
 - Exterior work: 8:00 am – 4:00 pm Monday through Friday. No overtime work will be allowed.
 - Interior work in common areas: 8:00 am – 4:00 pm Monday through Friday. No overtime work will be allowed.
- g. General Contractor is responsible for weekly payroll reports, including their subcontractors. Payroll reports are to be submitted every (2) weeks to LMHA, do not submit payrolls to the Architect.
- h. Contractor is responsible for permitting, coordinating with the utility companies, etc.
- i. Bid documents are available from Housing Agency Marketplace. Their website is as follows: https://ha.economicengine.com/requests.html?company_id=9038 or visit our website at: www.lmha1.org and follow the link under bid opportunities. There is no cost to receive plans/specifications from our agency.

Contract Documents – Bid Documents

- a. Both the “numerical” and “written” descriptions of the bid total must match. The Housing Authority will have to make a ruling on such a situation if it develops.
- b. The contractor is responsible to read, examine and understand all sections of the Project Manual.
- c. All bid proposals should be submitted in triplicate, using the “Official Bidding Documents”, which contain the following components:
 - **Section B** – “Form HUD 5369-A”
 - **Section D** – “Form of Bid”
 - **Section E** – “Supplemental Bid Information”
 - **Section M**– (pages 15 thru 31) “MBE Section”.
 - **5% Bid Bond must be submitted with the bid, and the Bonding Company must be an approved Bonding Company** (See HUD-5369

page 3 of 4 - #10. b for instructions on obtaining the list of accepted Bonding Companies).

- d. Prior to submitting the “Official Bidding” Documents” bidders are to verify that the inserted forms are for this project. Bidders are to confirm that all pages for all sections are included; if there is a missing page, immediately contact Michelle Chandler at 502-569-6314 or Jay Hendrick at (502) 569-4505.
- e. Instructions for submitting the bid proposal are included in Sections B, C, D, and E of the Project Manual (“Front End”).
- f. **Section C – (Supplemental Instructions to Bidders):**
 - Refer to items IV and XII to be determining being a responsive and responsible bidder.
 - Contractors are directed to pay special attention to page 7 regarding the 2-day “bid document submission procedure”. The apparent low bidder will be required to submit the “second day bid documents” by 2:00 pm the day after the bid opening date.
- g. **Section F – (Form of Contract)**
 - Will Only be submitted by the successful low bidder; however, it is highly recommended all prospective bidders read these sections.
- h. **Section G – (Form of Material/Labor Payment Bond)**
 - Will Only be submitted by the successful low bidder; however, it is highly recommended all prospective bidders read these sections.
- i. **Section H – (Form of Performance Bond)**
 - Will Only be submitted by the successful low bidder; however, it is highly recommended all prospective bidders read these sections.
 - Liquidated Damages will be **\$1,000.00** per calendar day.
- j. **Section I – (General Conditions):**
 - Suggest all Contractors read the General Conditions.
 - The definition of “sub-contractors” may be obtained in Section I, page 13, #37.
 - Contractors are encouraged to read numeral #39 regarding EEO and numeral #40 regarding Section 3 Program.
- k. **Section J – (Supplemental General Conditions)**
 - Carefully read all instructions.
 - All conditions of the project manual apply to the contractor and all sub-contractors.
 - Contractor and Subcontractor must have an Insurance Certificate and it must be kept for the duration of contract.
- l. **Section K – (Federal Davis-Bacon General Wage Decision).**

- The wage determination for the project is, as described in SECTION K.
- m. **Section L – (Special Conditions):**
- Carefully examine all “Special Conditions”.
 - Project completion time is listed in this section.

Contract Documents – Section M

Mr. Reidinger discussed the following:

- a. Mr. Reidinger discussed the importance of complying with all requirements in SECTION M, starting compliance with Section M is mandatory for consideration of the contractors bid.
- b. Mr. Reidinger reviewed Section M; recommend all prospective bidders thoroughly read Section M completely and encouraged all potential bidders to call him with any questions regarding the intent of Section M, if not fully understood.
- c. Mr. Reidinger’ s contact information is:
 - Office phone number: (502) 569-4922.
 - Office fax number: (502) 569-1348.
 - Mailing address: 420 S. 8th Street, Louisville, Kentucky 40203.
- d. Mr. Reidinger discussed MBE, WBE & DBE participation goals for this project. The Minority Business Enterprise (MBE) goals are 25%. The Women Owned Business Enterprise (WBE) goals are 10% and Disability Business Enterprise (DBE) are .5%. Mr. Reidinger explained that any part or full “Waiver Request” must be sent to him and shall be made in compliance with Section M, Part I. H.
- e. **If a bidder does not intend to use sub-contractors on the project, the MBE, WBE and DBE Participation Goals do not apply.**
- f. If a bidder intended to use sub-contractors on the project, MBE, WBE, and DBE Participation Goals apply; and the bidder must list all proposed subcontractors in the space provided in the “Official Bid Documents” forms.
- g. **IN ORDER TO BE CONSIDERED RESPONSIVE**, a bidder must either meet the goals (if applicable) or provide evidence conclusively demonstrating that they made a strenuous, albeit unsuccessful, good faith effort to meet the goals. **Failure to aggressively respond to these requirements is grounds for rejection of bid as non-responsive. Waivers must be included with the bid.**
- h. If a bidder does not intend to use sub-contractors, state such.
- i. Bidders are responsible for making sure Demographics are correct for the employees list. If you are unsure, list all employees.

- j. Minorities must be certified and must provide a certificate that is in force and must be in force for the duration of the project.
- k. The deadline for requesting a “Waiver” for MBE, WBE, and DBE goals **will be in the 2nd Day submittals, Example** of a waiver is included in Section M. Be advised the bidder will not receive a response if the waiver is not submitted correctly. Separate waivers are required for each MBE, WBE or DBE goal.
- l. If a bidder requests a partial waiver, the percentage (%) of the waiver must be stated.
- m. Make sure all forms are legible and that forms do not contradict each other.
- n. The Contractor is encouraged to read information on the Section 3 requirements **(NEW)**
- o. **25 %** of the total hours worked on the project shall be performed by Section 3 Workers
- p. **5%** of the total hours worked on the project shall be preformed by Targeted Section 3 workers.
- q. SECTION 3 Business concern employees all count as Section 3 workers.
- r. **Bidders can visit the HUD website to find Section 3 certified businesses at <https://portalapps.hud.gov/Sec3BusReg/BRegistry/SearchBusiness> or search on Google in “HUD Section 3 Business Registry” and select Search for a Business, search the Louisville Metropolitan area, then you can even narrow your search to say FBE, Section 3 Businesses; to see qualify Section 3 Business Concerns**

Bidders are reminded of important dates for the project:

- Deadline for submitting MBE, WBE, and DBE questions or waiver request to Mr. Reidinger is **Tuesday, May 31, 2022, by 2:00 pm.**
- Deadline for submitting questions regarding the solicitation procedures is **May 31, 2022, by 2:00 pm.** (E-mail or fax).
- Deadline for submitting questions regarding solicitation and technical specifications is **Tuesday, May 31, 2022, by 2:00 pm.** (E-mail or fax)
- Bid opening date and time is **Tuesday, June 7, 2022, at 10:00 a.m.**

Architects- Kevin Matthews Discussed the scope of Projects # 1564 and # 1566.
Dade Luckett discussed the scope of Project # 1565

Meeting Comments

- Mr. Hendrick explained that the first page of the “Official Bid Documents” was a checklist and gave exact page numbers to be turned in on day one for the contractors bid to be considered responsive.

Question:

Is there a HUD document yet that contractors could fill out and send in for Section 3 recordkeeping?

Answer:

Not yet. We feel like at some point they are going to try and add it to the Davis Bacon payroll form, however at this time that is not the case. You can send it in however you would like.

Question:

How often do contractors need to update demographics for new hires.

Answer:

Whenever you have a new hire you need to add them and send in an updated demographics form

Question:

How do you handle hiring Section 3 employees that make more than the Section 3 limit for certification purposes

Answer:

It doesn't matter if they make more than the limit as long as they are certified. Their certification lasts for up to 5 years The certification limit has gone up this year from \$47,050.00 to \$47,450.00. However if they are are still under the limit it is good for them to re-certify each year so that certification is good for another 5 years.

Question:

Can we use 1099's yet.

Answer:

No. We are working with our legal team to see where we stand on this issue as there are a lot of parts for us to access before we can possibly allow the 1099's.

Question:

For the Dosker Manor project 1.) Will there need to be a fire watch, 2.) At what capacity is Johnson Controls involved with this job and 3.) Are we using key monitors

Answer:

1.) As of this time we are not planning on having to use a fire watch. The plan is to have the new system up and running before removing the old system.

- 2.) As it currently stands Johnson Control will just be involved in removing the existing system
- 3.) Yes, we plan to use key monitors

Question:

Have we thought about how to structure getting permits for the bathroom projects when they require a permit for each address.

Answer:

Dade Lockett replied later in the day with an answer to LMHA. The engineer that he spoke with believes that a permit should not be required as we are only doing "maintenance" and not moving any fixtures.

END OF MEETING MINUTES

Respectfully,

*Michelle Chandler and Jay Hendrick, Program Managers
Capital Improvements Department
Louisville Metro Housing Authority
420 S. Eighth Street
Louisville, Kentucky 40203*



SIGN-IN SHEET FOR: Pre-Bid Meeting
Siding Replacement- 10014 Whipps Mill Road - Proposal #1564
Dosker Manor Fire Alarm Replacement - Proposal #1566
Scattered Sites Bathroom Renovations -- Porposal #1560

DATE: Tuesday, May 24, 2022
TIME: 10:00 a.m.

	<u>NAME</u>	<u>DEPARTMENT/COMPANY</u>	<u>TELEPHONE/FAX</u>	<u>EMAIL</u>
1	Joseph Spalding	Johnson Controls	270-699-6123	Joseph.Spalding@JCI.COM
2	STEVEN DUNN	Schunn Electric, Inc.	502-494-6640	Dunn Electric LLC
3	Will Thurmond	CMTA	859-253-0512	willthurmond@cmta.com
4	Neal Thompson	Thompson Maintenance Service LLC	502-681-6501	NealThompson1@gmail.com
5	JAPHEA ARAKASH	SKYNET PROFESSIONAL	503-291-1335	JAPHEA@SKYNETAS.COM
6	MARK McQuillen	Howell & Howell Contractors	602-817-5032	MARK@howellandhowellinc.com
7	TOM GRADD	INTEGRATED PROTECTION SERVICES	859-544-4150	TOYARD@INTEGRATEDPROTECTION.COM
8	William Moorhead	SKYNET	502-230-0422	Will@greentforce.com
9	CHRIS SNOORHEAD	SKYNET	502-298-6733	CHAS@greentforce.com
10	Cheyenne Orobic	Habitat Louisville LLC Pirte Contracting Co.	502-415-1573	habitat@louisvillecc@gmail.com
11	Karen Black	Habitat Louisville LLC Pirte Contracting Co.	502-356-0508	Karen5-black@phree.com
12	John Jacobs	Howell & Howell	502-710-9142	
13	DADE Lockett	Lockett & Associates	502-584-6048 502-893-0154(F)	DAD@LockettOS
14	KEVIN MCCARTHY	LMHA		



SIGN-IN SHEET FOR: Pre-Bid Meeting
Siding Replacement- 10014 Whipps Mill Road - Proposal #1564
Dosker Manor Fire Alarm Replacement - Proposal #1566
Scattered Sites Bathroom Renovations – Porposal #1560

DATE: Tuesday, May 24, 2022
TIME: 10:00 a.m.

	<u>NAME</u>	<u>DEPARTMENT/COMPANY</u>	<u>TELEPHONE/FAX</u>	<u>EMAIL</u>
1	Kenny Matthews	SCB	857-224-1357	kmatthew@scsweb.net
2	Alison C. Hardin	Centrus Const, LLC	502-498-3170	acentrus05@yahoo.com
3	Jay Hendrick	LMHA	502-569-4505	Jhendrick@lmha.org
4	Michelle Chandler	LMHA	502-509-11314	Chandler@lmha.org
5	Phil Steadman	LMHA	502-569-4922	Reidinger@lmha.org
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