



TAC

The Architecture Collaborative

6700 Baum Drive Suite 23, Knoxville, TN 37919
ph. 865.342.7505 www.tac-45.com

MEETING MINUTES

Project: Lebanon Housing Authority-Head Homes Unit 5 Fore Repairs

Comm. No.: LEB-01

Time: 10:00

Date: 8/17/2020

Location: LHA Main Office

Members Present:

<i>Member</i>	<i>Company</i>	<i>Email</i>	<i>Phone Number</i>
See attached Sheet			

Meeting Content:

1. Went through Pre-Bid agenda with contractors and it is attached for reference.
2. Discussed HUD requirements. Contractor is urged to let us know if they have any questions.
3. The contact person for the housing authority is Blake Rindahl. His cell phone number is 615-714-5178.
4. There will be another time to look at existing conditions. Wednesday August 18, 2020 at 10:00 a.m. Central Time.
5. Final time for questions is end of day, Thursday August 20th.
6. An addendum will be sent out Friday, August 21th.
7. Please contact Dakota Montgomery during the bidding process. Email is the quickest and most efficient. dakota@tac-45.com.
8. Only contractors that receive bid documents (including addendums) from The Architecture Collaborative will be allowed to submit bids.
9. If something is discussed at the pre-bid or subsequent discussions, it must be in writing to be valid.

End of Report

PRE-BID MEETING
Lebanon Housing Authority - Unit 5 Fire Damage Repairs

	Name	Company Name	Email Address	Phone Number
1	Dan Brittain	TAC	dan@tac-45.com	865-342-7505
2	Dakota Montgomery	TAC	dakota@tac-45.com	865-342-7505
3	Patrick Johnson	LHA	director@lhatn.org	615-444-1872
4	ED EILERS	DILL CONTRACTING	EILERS@DILLCONTRACTING.USA.COM	615-584-5041
5	Blake Brindahl	LHA	brindahl@lhatn.org	615-444-1872
6	David Steverson	Steverson Construction	info@steversonconstruction.com	615-428-0117
7	Clarence J Stewart	Clarence J Stewart	clstewart@lhatn.org	615-449-2804
8	Chris Ellis	A+ Buildy + Restoration	aplsbuildy@comcast.net	615-804-4721
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Pre-Bid Meeting Agenda

1. Send around **sign in sheet** asking for name, company, Phone #, and email address from all in attendance.
2. Pre Bid meeting for: **Unit 5 Fire Repairs – Head Homes, Lebanon Housing Authority**
3. **Review scope of project.** Demo and rebuild of an existing apartment unit interior.
4. **Introduce Owner first then Architects and Engineers** present.
5. Tell Contractors **dates and times** the facility will be available for their inspection prior to bidding. Provide bidders a name and phone number if they need to make arrangements in advance to tour the facility.
6. Caution attendees that **anything covered during the pre-bid meeting** or during the bidding process is not official unless it is issued in writing as an addendum or as part of the minutes of the pre-bid meeting.
7. Tell contractors **where and when the Bids will be received**. Ask if everyone knows the location. Provide a phone number for the location where Bids will be received.
 - *Lebanon Housing Authority main office, Friday August 21, at 10:00 a.m.*
- ~~8. Ask if **bid date or time places a hardship** on any one of the prospective bidders.~~
9. Discuss bidding and **construction time frame**, and issues. *Last day to ask questions is end of day Wed. August 19. Addendum will be issued on Thursday Aug 20. 60 day time frame for construction.*
10. Discuss requirement for **Bid Bond** if there is one. *Yes, its required*
11. Discuss requirement for **Performance and Payment bonds** by the successful bidder if these are required. *Yes, required*
12. Discuss requirement for **Builders risk (Property Insurance), Liability, and Owner's protective liability insurance.** *Yes, its required. See project manual for more information*
13. Discuss **Liquidated Damages** amount. *\$100 per day*
14. Discuss **Discretionary Fund** amount. *None*
15. Discuss any peculiarities of the project such as **Davis Bacon** wage rates. *Yes, its required*
16. Provide the **Owner an opportunity to speak about administrative requirements** of the bidding process: **Special drop off requirements; special marking on bid envelopes etc.**

Pre-Bid Meeting Agenda

17. Review the **Bid Form**: Go over the form item by item. Make sure bidders understand **scope of lump sum**. *Bid Envelope Cover must be used.*
18. We will recommend to the owner that any bids **that are qualified will be rejected**.
19. Pay attention to all HUD forms that need to be included:
 - Previous Participation Certification
 - Representation, Certification, and Other Statements of Bidders
 - Certification as to Corporate Principal
 - Non-Collusion Affidavit
 - Drug Free workplace Affidavit
 - Specifications Compliance form
20. Encourage **Contractors to ask questions**.
21. Provide **Owner's representative a chance to speak**.
22. Issue printed **meeting minutes** to all attending parties no more than 3 working days after meeting. Include the statement that "All parties should review these minutes and report any discrepancies within 5 working days or these minutes will constitute the official record of the meeting."