



BRISTOL
REDEVELOPMENT
AND
HOUSING
AUTHORITY

809 EDMOND ST.
BRISTOL, VA
24201

FAX

TO: Jennifer Watt Christianson, Sheldon Henderson

FIRM: G & H Contracting

FAX: 1-540-387-3394

FROM: Todd Musick

PHONE: 276-821-6264

FAX: 276-642-2009

DATE: December 14, 2015

RE: The Village at Oakview - Construction - Pre-Bid Meeting Minutes
& Meeting Sign In sheets

PAGES: Cover plus 5 pgs

NOTE:

Please find attached the Pre-Bid Meeting Minutes & Sign In for the above-referenced project which BRHA currently has out for bid.

Thank you for your interest in this project.

Thanks,

Todd Musick 
VP Capital Investments



Bristol Redevelopment & Housing Authority

Invitation for Bids ("IFB")
The Village at Oakview - Construction
Pre-bid Conference
December 10, 2015 – 2:00 p.m.

Attending: See attached Meeting Sign-In Sheets

Mr. Todd Musick, BRHA, opened the meeting by welcoming everyone to the pre-bid meeting for The Village at Oakview – Construction (V@O) project. Mr. Todd Musick introduced BRHA staff (himself, VP Capital Investments), Ms. Cardwell (Admin. Asst.) and Mr. Littreal (Inspector) and the A/E representative from Thompson & Litton ("T&L"), Elliott Lambert.

Mr. Musick noted this is new construction of 48 units in 17 different structures and is a Mixed Finance project with funding coming from various sources, i.e., HUD, tax credits, non-federal and other funding, etc. Mr. Musick stated certain requirements and compliance issues must be met during the construction process and inspections. Earthcraft of Virginia (similar to Energy Star construction) is part of the process and will require progress inspections throughout the project.

Questions or comments need to be submitted in writing on the PreBid Question Form to Mr. Gutschow, T&L, by December 21, 2015, no later than 4:00 pm. Answers will be prepared and distributed to everyone at one time shortly after the deadline for questions.

Bids are due January 5, 2016, no later than 3:00 p.m. local prevailing time, at the housing authority's office and then will be publicly opened and read aloud.

Mr. Musick stated if bidders have any questions regarding the forms please let BRHA know prior to deadline for comments/questions (December 21, 2015 by 4:00 pm). All forms must be properly executed.

Selected contractor and their sub-contractors will be required to have the proper Virginia Contractor's License. Subcontractors have the same license requirements, insurance coverage, etc. as the contractor. **Bidders should refer to the General Conditions for Construction included in the bid for specific information.** Insurance requirements for this work are \$1,000,000; across the board (also listed in the General Conditions) and BRHA requires the same insurance coverage for the General Contractor and their subcontractors.

Mr. Musick stated this project is subject to Davis Bacon wage rates and they are listed in the bid package. Certified payrolls will be required from contractors and subs and must be submitted on a weekly basis. Payments to the Contractor cannot be made until certified payrolls are up to date.

Mr. Musick stated immediately following the pre-bid meeting a site visit will be conducted for those interested in viewing the property. Mr. Lambert will only be able to answer generalized questions during the site visit. Please submit specific question in writing to T&L.

Permits are the responsibility of the Contractor and the City Building Official will be verifying that the contractors have the proper business license.

The A/E firm will conduct weekly site visits or more often, as needed, and BRHA's inspector will do daily site visits.

Mr. Lambert noted there are specific instructions in the construction documents and certain nuances for this particular project that the contractor needs to be aware of. The inspections will be conducted to make sure the specific items are being done. The Earthcraft manual has been included in the specifications and BRHA is going for the Platinum Level of Earthcraft.

Mr. Lambert stated if it's not in the specifications then it probably can't be substituted and suggested the contractor read through the specifications carefully.

The following comments, questions were received during the Pre-Bid Meeting.

Q1. Will they be doing blower door test on all the units?

A1. Yes.

Q2. Who are you hiring for the testing?

A2. We don't know this yet.

Q3. I'm not familiar with Earthcraft requirements, is it mainly testing and conditioning type stuff or other construction detail?

A3. It's mainly construction type details, see specification details.

Q4. Are those reflected in the construction documents?

A4. Yes

Q5. Is the Earthcraft point schedule in the construction documents?

A5. Yes, it's in the Project Manual.

Q6. Regarding details for the retaining wall, there doesn't appear to be any details available.

A6. The retaining wall details shall be distributed in Addendum #1 very soon after these minutes.

Q7. Will the Pre-Bid Sign In sheet be available?

A7. Yes, it will be sent out with the Pre-Bid Meeting minutes.

Q8. Is there a soils report on the site?

A8. This information is in the Project Manual.

Q9. On the Bid Form, there are a couple of allowances and unit prices, on the structural drawings there is a detail for putting undercut, is it implied that all things will be undercut or there allowances to take care of that?

A9. There are allowances to take care of that.

Q10. So the detail only applies, if necessary, is what you are saying?

A10. Correct.

Q11. There is only 1 alternate listed on The Bid Form regarding deleting the 2nd floor porches on certain buildings. It may be helpful to provide an alternate elevation of what is expected after they have been deleted.

A11. T&L will review this.

Q12. How about connection fees for utilities, water, sewer, are these addressed in the specs?

A12. This is addressed in the specs.

Q13. Do the specifications require the TV inspection of the sewer system? Normally if it's under BVU jurisdiction they do the inspection or is the Contractor to perform a TV inspection of the sanitary sewer in addition to BVU performing a TV inspection of the sanitary sewer system?

A13. The Contractor is responsible for TV inspection of sanitary sewer lines within the property lines and the tie-in section to the existing manholes in the street.

Q14. Is the Contractor to perform a TV inspection of the storm sewer system too?

A14. TV inspection of the storm sewer is not required.

Q15. Regarding the existing underground utilities when they did the demo of the existing site, were these removed or are there any existing underground utilities, i.e., sewer, still there, and what are we to do if we encounter them?

A15. During the demolition it was all supposed to be removed.

Q16. So all demo has been done?

A16. Yes

Q17. So all street crossings and everything you are guaranteeing us has been compacted and put back in place?

A17. No guarantees, that's why there are site inspections.

Q18. Is there any flexibility in the bid opening date of January 5, 2016, because of the upcoming Christmas holidays?

A18. No, there is no flexibility in this and that's why the bid opening date is several weeks after the pre-bid meeting.

Q19. Is there any flexibility on the construction period of 365 days?

A19. No, the timeline is very specific due to the funding requirements of this mixed finance project.

Q20. Are permits ready.

A20. The permit is not ready, permits will be the General Contractor's responsibility.

Mr. Musick noted a contract will probably not be awarded until March or April. BRHA is anticipating construction to start late April, early May. The timeline to start will be Spring 2016.

Mr. Musick again noted the City of Bristol Building Official is very specific about building permit requirements and he will also be making sure you have a permit/license to work in Bristol. Mr. Musick also noted the contractor has to provide their SCC number on the Bid Form.

Q21. Is this required for subs at the time of bidding?

A21. Just the GC bidder.

Q22. Access panel doors and ornamental fence. Are the access panel doors for plumbing (reference Section 083100), and where are the details for the ornamental fence?

A22. The ornamental fence should be shown along Oakview and chain link above the retaining wall. The access doors locations are to be coordinated with the drawings, such as note number five on sheet P104B.

Q23. Are the fire walls 1 hour walls? Are they rental units?

A23. Yes, they are rental units. See drawings and specs.

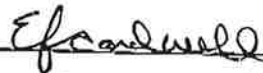
Q24. What about parking for the contractors/subcontractors employees. Is there an area provided for this?

A24. No specific parking area is designated. It is the responsibility of the contractor to arrange for parking for their employees.

Again, Bidders are to submit a complete, responsive and responsible bid. Incomplete bids will not be accepted. Bids are due no later than 3:00 p.m. on January 5, 2016.

The pre-bid meeting was concluded at this time.

Recorded by:



Date:

12/14/15

Approved by:



Date:

12-14-15

BRHA MEETING SIGN-IN SHEET**Project:** Pre-Bid Meeting - The Village at Oakview - Construction**Meeting Date:** Thursday, December 10, 2015, 2:00 p.m.**Facilitator:** Todd Musick**Place/Room:** BRHA - Training Room

Name		Title	Company	Phone	Fax	E-Mail
JOSEPH C. SMITH	Pres. MGR.		FRIZZELL Const. Co.	423-764-5107	423-274-4441	j.smith@fccl.com
ELLIOTT LAMBERT	A.I.A.		Thompson & Litter	423-989-9491	423-989-9010	elambert@tcl.com
RICK MILLISAP	PRESID.		KINGSPORT HEATING & CO.	423-346-1500	423-346-3595	KINGSPORT HEATING & CO. KINGSPORT HEATING & CO. KINGSPORT HEATING & CO.
KEITH JACKSON	Asst. Principal Estimating Office		WILD BUILDING CONST.	423-581-5639	423-581-4037	KEITH@WILDBUILDING.COM
KIM OSBORNE			Greenway Services	276-494-4297	276-739-0110	gs1338@yahoo.com
Curt Taylor	estimating P.M.		W-L Construction & Design	276-669-5811	276-669-1011	dtaylor@w-lconstruction.com
ABE QUEENBERRY	VP		QUEENBERRY'S INC.	276-523-0411	276-523-5714	aqqueenberry@queenberry.com
BEN WILSON	ASSISTANT PM		JASPA	423-279-6503		benwilson@jstreet.com
ENOLA CARDEWELL	Asst. Dir. Admin.		BRHA	276-642-2001 x6290	276-642-2009	ecardewell@brha.com
TODD MUSICK	VP		BRHA	276-642-2001 x6290	276-642-2009	tmusick@brha.com

Page 1 of 2

BRHA MEETING SIGN-IN SHEET**Project:** Pre-Bid Meeting - The Village at Oakview - Construction**Meeting Date:** Thursday, December 10, 2015, 2:00 p.m.**Facilitator:** Todd Musick**Place/Room:** BRHA - Training Room

Name	Title	Company	Phone	Fax	E-Mail
Randy Bragg	VP Person	Cadet Const.	(919) 758-8161	(919) 803-6572	estimating@cadetcc.com
Robbie Boggs	Owner	Mid-Mountain Hvac	276-523-1845	276-523-1810	Boggs@mmhc.biz
SHELDON HENDERSON	OWNER	GH CONTRACTING INC	540-537-6116	540-587-3394	shenderson@ghcontracting.com
JAY MOORE	ESTIMATOR	WILD BUILDING	423-312-4814	423-587-4037	jay@wildbuilding.com
GREG KEENE	"	Summers Taylor	423-543-3011	423-543-6189	gregk@summers-taylor.com
MARE WILLIAMS	"	Summers Taylor	"	"	mwilliams@summers-taylor.com
Ed Branson	Project Mgr	Branson Construction	276-646-3410	276-646-3410	bransonbuilt@yahoo.com
Kris Littreal	Cons. Coordinator	BRHA	276-622-2001	276-622-2006	KLittreal@brha.com
Nick Helf	VP Operations	Brewin Const	423-968-1518	423-968-3199	NickHelf@brewin.com
Roland Brown	Construction Estimator	M.B. H & C	919-758-8161	919-803-6572	rb@mbhsc.com

Page 2 of 2