



PRE-BID CONFERENCE RECORD

Architect's Job No.: 2405.00
Prepared by: Q. Paul Odom
Conference Date: November 18, 2024
File: P:\2024\2405.00 – Thomaston D.O. #2\06_Procurement Bid\2405.00 Pre-Bid Record.docx

I. Project

- A. Project Name: Renovation of Dwelling Units in Development GA06P247001
Capital Fund Program Project GA06P247501-22, 23, & 24
Thomaston, Georgia
- B. Owner: Thomaston Housing Authority

II. Attendance Sign-In

- A. Contractors:
 - a. See Attached

III. Introductions

- A. Owner:
 - a. Ms. Patricia Allen, Executive Director, Thomaston Housing Authority
 - b. Ms. Tyra Brownlee, Finance Manager, Thomaston Housing Authority
 - c. Mr. Lloyd Douglas, Maintenance Supervisor, Thomaston Housing Authority
 - d. Mr. Phillip Searcy, Maintenance Mechanic, Thomaston Housing Authority
- B. Architect's Representative:
 - a. Q. Paul Odom, Architectural Designer, Bradfield, Richards, Rhodes & Associates, Architects, Inc.
 - b. Christopher Richardson, BIM Manager, Bradfield, Richards, Rhodes & Associates, Architects, Inc.

IV. Project Summary

- A. The Work includes, but is not necessarily limited to, the following:
 - a. Development GA247001: Work shall be performed including renovation of Thirty-six (36) dwelling units as follows:
 - a. Work shall be performed in phases under one (1) general construction contract with twelve (12) dwelling units initially released to the General Contractor. Asbestos contaminated materials are suspected and the Owner has performed lead and asbestos surveys to confirm the presence of asbestos in the floor mastic and joint compound of existing dwelling units. Dwelling unit renovation in subsequent construction contracts will be

performed under separate Delivery Orders and Construction Contracts as CFP funds become available.

- i. Dwelling Unit renovation shall generally include:
 - 1) Upgrade electrical system to meet current code; replace all fixtures and devices.
 - 2) Replace furnaces and air conditioners, replace all registers and grills.
 - 3) Replace plumbing fixtures; replace drain, waste, and vent piping; replace supply water piping
 - 4) Replace all kitchen and bathroom cabinetry
 - 5) Replace all flooring
 - 6) Replace all bath accessories
 - 7) Replace interior doors and hardware
 - 8) Replace all gypsum board at walls and ceilings
 - 9) Replace all trim and woodwork
 - 10) Replace exterior door hardware and screen doors
 - 11) Replace windows and security screens
 - 12) Replace all attic and wall insulation
 - 13) New interior paint

V. Discussion Items

A. Bid Date, Time & Location

- a. Bid will be received **until 11:00 a.m.** Current Local Time on December 5, 2024 at the Owner's office located at 574 Triune Avenue, Thomaston, Georgia. Bids received after this time will not be considered.

B. Addenda

- a. There have been no addenda issued to date but clarifications or modifications that arise during this meeting will be issued by 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 emailed to the attending Contractors. The Contractors were also advised that any addenda will be posted on the Architect's website 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

- a. 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).
- b. 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
- a. 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).
 - b. 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.
 - c. 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 **180 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. Quantity Allowances

1. Quantity Allowance No. 1:

Allowance No. 1 - Replacement of Dimension Lumber: The Architect or Owner and Contractor shall, after removal of all gypsum board, inspect wood framing members for damage or deterioration. The Contract Documents require that the Contractor replace damaged or deteriorated dimensional lumber identified. The Contractor shall include in the Base Bid and Contract Sum the replacement of the allowance quantity of materials specified. New material shall be of like size and specified grade. Refer to Section "Rough Carpentry" of the Project Manual. The allowance quantity shall be adjusted to reflect the actual quantity of dimensional lumber replaced, in board feet, either by deduction or addition, utilizing the Unit Price established in the Contract Documents.

- a. Allowance Quantity: Three Hundred board feet (300 Bd. ft.) of dimensional lumber replacement per dwelling unit.

L. Unit Prices

1. Unit Price No. 1 – Replacement of Dimensional Lumber:

1. Description: The Architect and Contractor shall, after removal of gypsum board, inspect all dimensional lumber for damage or deterioration. The

Contract Documents require that the Contractor replace damaged or deteriorated dimensional lumber identified. The Contractor shall include in the Base Bid and Contract Sum the replacement of the quantity of materials specified in Section "Allowance". The allowance quantity shall be adjusted to reflect the actual quantity of material replaced, either by deduction or addition, utilizing the Unit Price established in the Contract Documents.

2. Unit of Measurement: Per board foot (per bd. ft.)
2. Unit Price No. 2 – One (1) building containing Four (4) Zero Bedroom Dwelling Units:
 1. Description: Provide all material, equipment and labor to renovate four (4), Zero-bedroom dwelling unit.
 2. Unit of Measurement: Per Building.
3. Unit Price No. 3 – One (1) building containing Four (4) One Bedroom Dwelling Units:
 1. Description: Provide all material, equipment and labor to renovate four (4), One-bedroom dwelling unit.
 4. Unit of Measurement: Per Building

M. Alternates

1. Section 012300 – Alternates:
 1. Alternate No. 1 – Omit all work indicated for One (1) building containing Four (4) OBR dwelling units.
 2. Alternate No. 2 – Omit all work indicated for One (1) building containing Four (4) 1BR dwelling units.

N. 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.
2. Contractor must maintain the site in an orderly manner. Clean-up will be required to be performed daily.

O. 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 may be considered if desired by the successful bidder and acceptable to the Owner.

P. Review of the work

1. Owner may review the work daily.
2. BRRA is scheduled to review the work on a semi-monthly basis.

Q. 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.

R. 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.

S. 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: What is the official date for construction to commence?
 - a. Answer: Tentatively scheduled for January 2025
2. Question: Are there any areas on site designated for Contractors to place stored materials?
 - a. Answer: The Housing Authority indicated that there are available areas on site for stored materials.
3. Question: Is there a lead & asbestos survey report available and who is responsible for asbestos abatement?
 - a. Answer: A copy of the asbestos survey report will be forwarded to potential bidders in attendance today due to asbestos abatement being a part of their scope of work.
4. Question: From the asbestos survey, where is the asbestos contaminated material located in the dwelling units?
 - a. Answer: Presence of asbestos has been detected in the floor mastic & joint compound. This information is found in both the general notes of the drawings as well as the asbestos report which will be distributed to attendees following this meeting.

5. Question: Are the thirty-six (36) dwelling units to be completed by the designated construction contract period of one hundred eighty (180) days?
- a. Answer: The thirty-six (36) dwelling units will be released in three (3) separate phases. In each phase, twelve (12) dwelling units will be released to the Contractor. After receiving the Notice to Proceed, sixty (60) days will be dedicated to mobilization with the remaining one hundred twenty (120) days reserved for construction. The one hundred eighty (180) days will be repeated for each phase. The Housing Authority has stated that each phase should be completed between 90-120 days with no extensions. The relocation of tenants in the dwelling units of phase 2 will run concurrently with the completion of phase 1. This will repeat until the completion of all phases.
6. Question: If the dwelling units are completed prior to the one hundred twenty (120) allocated days, can the tenants in the next phase be relocated sooner?
- a. Answer: The Housing Authority confirmed that tenants in the next phase can be relocated if dwelling units of the previous phase are completed prior to the one hundred twenty (120) days.
7. Question: Will tenants of phase 3 be moving into dwelling units completed in phase 1?
- a. Answer: The Housing Authority clarified that tenants of phase 3 will be relocated to a different site location until the completion of phase 3.
8. Question: Are there any handicap units in the scope of work?
- a. Answer: There are no handicap units in the scope of work. All units in the scope of work are designated as elderly units with grab bars indicated at bathrooms. All thirty-six (36) dwelling units are not subject to ADA requirements.
9. Question: Is the Contractor responsible for removing existing appliances?
- a. Answer: The Housing Authority affirmed that personnel from Maintenance will remove the existing appliances prior to the dwelling units being released to the Contractor. Housing Authority also mentioned that debris/material waste left outside of dwelling units is prohibited. If items/appliances are left inside dwelling units, Contractor shall contact Maintenance for removal of items.
10. Question: Included with the removal of the existing screen doors, are there any other items that the Owner has requested to be removed and relinquished back to the Housing Authority?
- a. Answer: The Housing Authority has the first right to refusal for all existing items in each dwelling unit. The Housing Authority has stated that Maintenance will remove any additional items not specified in the drawings prior to the release of the dwelling unit to the Contractor.

Contact for maintenance issues: Mr. Lloyd Douglas / Mr. Phillips Searcy
Contact for resident issues: Ms. Tyra Brownlee

Contact for change orders: Ms. Patricia Allen

11. Question: Are the dwelling units specified to receive new window screens or clean and reinstall the existing window screens?

a. Answer: Dwelling units are to receive new window screens

12. Question: Will there be new exterior door hardware installed?

a. Answer: The drawing notes along with the specifications will be revised to reflect adding new exterior door hardware. The new exterior door locks shall be keyed to match the Housing Authority's existing system with one (1) master key.

13. Question: Clarity was needed regarding the designated one hundred eighty (180) days for construction.

a. Answer: One hundred eighty (180) days will be allocated per phase and not for the entirety of the construction site.

No other issues were raised and the pre-bid conference adjourned into the field for contractors to inspect the buildings. Afterwards, the conference was concluded.



**BRADFIELD
RICHARDS
RHODES &
ASSOCIATES**
ARCHITECTS, Inc.

PRE-BID CONFERENCE SIGN-IN

Project: GA06P247501-22, 23 & 24

Architect's Job No.: 2405.00

Date: November 18, 2024

**Renovation of Dwelling Units in Development GA247001
Thomaston Housing Authority**

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