



Changing Housing, Changing Minds, Changing Lives

PRE-BID CONFERENCE MINUTES

DATE: Friday, March 8, 2024 TIME: 10:00 a.m. LOCATION: 925 Brook Ave, Suffolk, VA

PROJECT NAME: COLANDER BISHOP MEADOWS ROOFING REPLACEMENT (024-04)

PROJECT LOCATION: 925 Brook Ave, Suffolk, VA 23434 US

PLEASE PRINT CLEARLY

ATTENDEES

	NAME	COMPANY NAME	TELEPHONE/FAX	EMAIL ADDRESS
1.	Robert Coles	SRHA	757-539-2100	Rcoles@suffolkrha.org
2.	Joe Cotter	Vertex Roofing INC.		
3.				
4.				
5.				
6.				
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12.				

13.

Additional items addressed at the conference included:

1. **Bid Bond:** The requirement for a bid bond is being waived for this project. All other insurance requirements outlined in the contract are unchanged.

2. **Notice to Proceed:** The requirement to start work no later than 10 days after signing contract and receiving notice to proceed, has been changed to **“no more than 30 days after** notice to proceed.

3. **Total number of building:** There is a total of 22 buildings on the property. The total number of buildings that will be partially or totally re-roofed is 16. The number of buildings that are not included is 6.

4. **Site Plan:** A site plan and job details are posted on our website. (suffolkra.org)

5. **Bid Packet:** A new version of the bid packet is posted on our website. The new packet has several minor grammar corrections. If you have already started filling in the forms, you may continue to use the original version of the forms that you have already filled, with the exception of the form on page 74 where the executive Director's name has been changed to **“Ronald Jackson”**, that form must be used.

6. **Bad Sheeting:** Your bid should include replacing deteriorated plywood, up to 7% of total roofing.

A pre-bid conference was held on the above date to discuss the labor standards and other federal requirements applicable to this project. The attendees, as listed on the attached sign-in sheet, were provided the following information verbally and in writing:

- All bids must be in a sealed envelope addressed to the Suffolk Redevelopment and Housing Authority Community Development Division and submitted by 2:00 p.m. on March 14, 2024. All bids received after 2:00 p.m. will be rejected.
- Successful Bidders must have a current contractor's license.
- Persons and/or companies are prohibited from participation in this program if they are debarred or suspended; have local, state or federal tax liens.
- We reserve the right to reject any or all bids.
- Quantities and dimensions as indicated on specifications and floor plans are approximate. It is the Contractors responsibility to verify all quantities and dimensions for the purpose of estimating. Failure to do so will not relieve a successful bidder of his obligations to furnish all material and labor necessary to carry out the provisions of his/her contract.
- No interpretation of the meaning of the plans, specifications or other pre-bid documents will be made to any bidder orally.

Contractors will be required:

- To furnish evidence of Commercial General Liability Insurance and automobile liability insurance coverage.
- To start construction on a project within ten (30) working days of contract signing and fully complete the improvements within the time period specified in the contract.
- To obtain all necessary permits before starting construction; call upon proper authorities for code compliance inspections and assume the fee for same.
- To advise the proper parties of any noted omissions or errors on plans and specifications prior to proceeding with the work.
- To, at the time of project completion, deliver the building in a broom clean condition.

Contractor shall be responsible for any subcontractors hired to do any part of the work.

Contractor shall ensure that all work meets the minimum warranty periods and applicable codes, including the work of any subcontractors.

Contractor is prohibited from performing additional work for the Homeowner(s) without the prior written approval of SRHA.

Contractor shall be held responsible for any violation of City Ordinances.

Special attention should be given to the following in the bid packet:

The contractor is required to have or obtain a Tax Identification Number (TIN), otherwise known as an Employer Identification Number (EIN) assigned by the Internal Revenue Service. To obtain an EIN, visit [https://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/How-to-Apply](https://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/How-to-Apply-for-an-EIN) for-an-EIN. Activating a new EIN with the IRS takes 2-5 weeks.

The contractor is also required to have or obtain a DUNS and UEI (Unique Entity Identifier) number. DUNS number registration information can be obtained at: <https://fedgov.dnb.com/webform>.

The contractor is required to have an active SAM registration. Instructions on how to register or update your registration in SAM can be found online under the Help tab at: <https://www.sam.gov>. Look for the video labeled "Register a New Entity in SAM to be Eligible for Government Contracts."

The general contractor's attention is called to the "Equal Opportunity Clause" and the "Standard Federal Equal Employment Opportunity Construction Contract Specifications" set forth herein. The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, national origin, religion, sex, or physical or mental handicap. Such action shall include, but not be limited to, employment, upgrading, demotion, or transfer; recruitment, or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause. Further, the general contractor or subcontractor certifies that he does not maintain or provide for his employees any segregated facility at any of his establishments, and that he does not permit employees to perform their services at any location, under his control, where segregated facilities are maintained.

In accordance with Section 3 of the Housing and Urban Development Act of 1968, as amended, Section 3 goals and reporting apply and the Contractor must report all new employment, contracting, or training opportunities on this project for their workers and all Subcontractors. Prime and subcontractors are encouraged to hire a Section 3 worker whenever feasible. The contractor agrees to include the Section 3 requirements in every subcontract subject to compliance with regulations in 24 CFR Part 75, and agrees to take appropriate action, upon a finding that the subcontractor is in violation of the regulations in 24 CFR Part 75. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR Part 75. The contractor will certify that any vacant employment positions including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those 2 to whom the regulations in 24 CFR Part 75 require employment opportunities to be directed, were in compliance with the contractor's obligation under 24 CFR Part 75. Any business seeking Section 3 preference in the awarding of contracts or purchase agreements must complete the Section 3 self-certification process by registering online at <https://portalapps.hud.gov/Sec3BusReg/BRegistry/RegisterBusiness.action> and submit evidence of eligibility for Section 3 preference with their bid proposal package.

In summary, contractors must ensure that 25% or more of the total labor hours worked by all workers employed on the project are Section 3 workers of which 5% should be Section 3 Targeted Workers.

A Section 3 worker is any worker who currently fits, or when hired within the past five years fit, at least one of the following categories, as documented:

1. The worker's income for the previous or annualized calendar year is below the income limit established by HUD;
2. The worker is employed by a Section 3 business concern (see Question 5 of part I, below); or
3. The worker is a YouthBuild participant.

A Section 3 targeted worker for Public Housing Financial Assistance projects is a Section 3 worker who:

1. is employed by a Section 3 business concern; or

2 currently fits or when hired fit at least one of the following categories, as documented within the past five years:

- (i) A resident of public housing or Section 8-assisted housing;
- (ii) A resident of other public housing projects or Section 8-assisted housing managed by the PHA that is providing the assistance; or
- (iii) A YouthBuild participant

A Section 3 business concern is a business that meets at least one of the following criteria, documented within the last six-month period:

- 1. At least 51 percent owned and controlled by low- or very low-income persons;
- 2. Over 75 percent of the labor hours performed for the business over the prior three-month period are performed by Section 3 workers; or
- 3. A business at least 51 percent owned and controlled by current public housing residents or residents who currently live in Section 8-assisted Housing Parties listed on the government-wide Excluded Parties List System in the System for Award Management (SAM) as being debarred, suspended or otherwise excluded from or ineligible for participation on federal assistance programs may not undertake any activity in part or in full under this project.

During the performance of this contract, the contractor and all subcontractors shall comply with the requirements of the Clean Air Act, as amended, 42 USC 7401 et seq., the Clean Water Act, as amended, 33 USC 1251 et seq., and the regulations of the Environmental Protection Agency with respect thereto, at 40 CFR, as amended.

The Contractor shall take all necessary precautions to guard against injury to persons, completed work, neighboring property, waterlines, or underground structures. Contractor shall put up and maintain in good condition sufficient red or warning lights at night, suitable barricades, and other devices necessary to protect the public.

SRHA is required to give 72 hour notice to residents prior to work being performed.

SRHA is a non smoking property.

CONTRACTOR REQUIREMENTS AND RESPONSIBILITIES

- 1. Contractor shall be required to obtain all necessary building permits before starting construction.
- 2. Contractor will also call upon the proper authorities for code compliance inspections and assume the fee for the same.
- 3. Contractor shall submit sealed bids promptly and accurately to the Suffolk Redevelopment and Housing Authority at 530 E. Pinner Street, Suffolk, Virginia, 23434, on or before the time specified in the bid packet.
- 4. During the pre-bid conference Contractor will clarify if so needed, with the SRHA Staff, any item stated on the specifications, otherwise, the specifications shall remain as written.
- 5. Contractor shall review specifications with accompanying floor plans so that any item or any work specified in either the specifications or floor plans are to be executed the same as if occurring in both.
- 6. Any items of labor or articles of materials that are neither directly nor indirectly shown on the drawings or mentioned in the specifications but are nevertheless necessary for proper completion of the obvious intention hereof, are to be provided by the Contractor in his bid.
- 7. Should any drawings or dimensions be omitted on the scale drawings where are necessary for a clear and comprehensive understanding, or should any errors appear in either, it will be the responsibility of the Contractor to advise the proper parties, but not go on with the work in uncertainty.
- 8. All materials of all kinds and character, except those materials included in the contract of a subcontractor, are to be furnished by the General Contractor unless otherwise therein described.
- 9. The Contractor is to furnish all transportation, labor, materials, apparatuses and tools for doing the entire work in the best possible and most rapid manner; and to its entire proper and substantial completion.
- 10. The Contractor shall be held responsible for any violation of City Ordinances.
- 11. The Contractor shall remove all rubbish, waste material and construction material from site no less than once a week, and keep the premises as clean as possible during the process of the rehabilitation/reconstruction work.

12. At the time of project completion, the Contractor shall deliver the building in a broom clean condition.
13. Contractor shall be required to commence work within ten (10) working days from contract signing (or as stated in the Notice to Proceed), and shall meet deadline for completion of project as specified in the Construction Contract.
14. Contractor shall follow Lead Base Paint Safe Work Practices in the event lead base paint is found.
15. Any Contractor exceeding the deadline will be penalized according to the Construction Contract. Contractors will be given one additional work day for every approved rain day during the construction period as specified in the Construction Contract.
16. All labor is to be done in a skillful and thorough manner. All material to be of the dimension, design and grade as specified.
17. Unless specified otherwise, any patented materials specified by trade name are to be applied or installed strictly according to manufacturer's specifications.
18. Contractor shall be responsible for any subcontractors hired to do any part of this contract.
19. Contractor will be allowed one extension on each job, providing said extension is justifiable and requested by Contractor in writing.
20. Property items that do not call for removal on the specifications shall be reinstalled or replaced by Contractor before final inspection.
21. Contractor shall request final inspection only when the job is 100% complete.
22. Final inspection shall include among other requirements, trash removal from premises.
23. When job is 100% complete, the Contractor shall submit a General Contractor's notarized sworn affidavit that all material suppliers and subcontractors have been fully paid, and liens against the property have been released.

GUARANTEES & WARRANTIES

1. Contractor shall guarantee all work detailed in the specifications from date of final acceptance by Homeowner(s) and the SRHA.
2. Contractor must respond to life, health, and safety defects within 24 hours.
3. Contractor shall give SRHA a copy of all manufacturers and suppliers written warranties covering material and equipment furnished under the contract from Contractor.

DAVIS BACON WAGE COMPLIANCE

The Davis-Bacon Act of 1931 requires workers on public works projects to be paid the local prevailing wages. This rate is determined by the U.S. Department of Labor. This rate is paid to all mechanics and laborers on any Federal government or District of Columbia construction project that exceeds \$2,000.

Because of the nature of many HUD multifamily projects, including those using HUD 221(d)(4) loans, compliance with Davis-Bacon is required. Compliance is overseen by HUD's Office of Labor Relations. HUD's definition of construction includes alteration and/or repair and includes painting and decoration.

Since HUD does not contract directly for construction services, in most cases Davis-Bacon only applies to projects which contain one of HUD's "Related Acts", often referred to as the Davis-Bacon and Related Acts (DBRA). These include:

- The U.S. Housing Act of 1937, the National Housing Act
- The Housing and Community Development Act of 1974
- The National Affordable Housing Act of 1990
- The Native American Housing Assistance and Self-Determination Act of 1996.

The minimum wage rates are provided in the bid packet.

For additional information on the Davis-Bacon Act (DBA), read the U.S. Department of Housing and Urban Development Labor Relations Desk Guide LR01.DG.

THE WAGE DECISION

Davis-Bacon labor standards stipulate the wage payment requirements for Carpenters, Electricians, Plumbers, Roofers, Laborers, and other construction work classifications that may be needed for the project. The Davis-Bacon wage decision that applies to the project contains a schedule of work classifications and wage rates that must be followed

THE WORK CLASSIFICATIONS AND WAGE RATES

A Davis-Bacon wage decision is simply a listing of different work classifications and the minimum wage rates that must be paid to anyone performing work in those classifications. You'll want to make sure that the work classification(s) you need are contained in the wage decision and make certain you know exactly what wage rate(s) you will need to pay. Some wage decisions cover several counties and/or types of construction work (for example, residential and commercial work) and can be lengthy and difficult to read. Contact the contract administrator (HUD Labor Relations field staff or local agency staff) if you have any trouble reading the wage decision or finding the work classification(s) you need.

CERTIFIED PAYROLL REPORTS

You'll need to submit a weekly certified payroll report (CPR) beginning with the first week that your company works on the project and for every week afterward until your firm has completed its work. It's always a good idea to number the payroll reports beginning with #1 and to clearly mark your last payroll for the project "Final."

COMPLIANCE REVIEWS

The contract administrator or other inspector may visit the project site and interview some of the workers concerning their employment on the project. The DOL may also independently conduct its own reviews. In addition, the contract administrator will periodically review payrolls and related submissions, comparing the interview information to the payrolls, to ensure that the labor standards requirements have been met. You will be notified by the contract administrator if these reviews find any discrepancies or errors. You will be given instructions about what steps must be taken to correct any problems.

ON-SITE INTERVIEWS

Every employer (contractor, subcontractor, etc.) must make their employees available for interview at the job site with the contract administrator or other agency representative, or HUD or DOL representative. The interviews are confidential and the employee will be asked about the kind of work they perform and their rate of pay. Every effort will be made to ensure that these interviews cause as little disruption as possible to the on-going work. The interviewer will record the interview information, usually on a form HUD-11, Record of Employee Interview, and forward the interviews to the contract administrator.

PROJECT PAYROLL REVIEWS

The contract administrator will compare the information on the interview forms to the corresponding payrolls to ensure that the workers are properly listed on the payrolls for the days and hours worked on the job site, work classification and rate of pay. The contract administrator will also review the payroll submissions to make certain that the payrolls are complete and signed; those employees are paid no less than the wage rate for the work classification shown; apprentice and trainee certifications are submitted (where needed); employee or other authorizations for other deductions are submitted (where needed); etc.

PAYMENT

All employees while working with SRHA shall be **paid weekly**. There is no exception to this rule. Bi-weekly and monthly payments are not permissible.