

## **Minutes: CHIP Project Mandatory Pre-Bid Meeting and Site Visit:**

**Meeting called to Order at 10:03, Friday June 28, 2019**

*Tiffany Walraven*

Welcomed everyone, gave an overview of the project and introduced Mrs. Theresa Dyer of HDRI

*Theresa Dyer*

### **Important Points**

Section 3 Insurance requirements would be emailed to the participating contractors

Schedule of dates was reviewed

Time Stamping procedure explained

Two sealed copies will be required one original for the City and one copy for HDRI

It was stressed that the project must be bid as it is. Changes could be made; however, contractors could not deviate from the project in their bid.

Completion Date of December 31, 2019 was stressed also

Questions must be made in a reply all, send all fashion. No individual questions or calls would be accepted.

Bond requirement would be waived pending DCA confirmation. Mrs. Dyer will communicate the final decision to all.

The Question was asked by Mr. Coley whether that would include bid and performance bonding and whether that would put the owner at risk if the project was not completed? Mrs. Dyer responded that indeed it would, and that was even more reason to fulfill the project in its entirety.

The Question was asked by Mr. Rim about the insurance requirement of \$5,000,000. Mrs. Dyer responded that insurance requirements must be submitted with the sealed bid or a letter of intent to carry the required amount of coverage before beginning the project.

The Question was asked by Mr. Rim about the utilities and maintenance requirements during the construction phase. Mrs. Dyer responded that they were the responsibility of the contractor until the certificate of occupancy was issued.

Bid Certification requirements were explained.

Bid Response procedure was explained. Itemized sheets on each house are to be submitted however a breakdown between material and labor was not necessary

Site Work includes Landscaping and once again the contractors were told to bid as is and ask for change later if applicable

The Question was asked by Mr. Rim if the contractor was to supply furniture. Mrs. Dyer responded that certain furniture-style fixtures such as bathroom vanities were but movables such as kitchen tables were not.

There is a 'visitability' requirement meaning the homes themselves are not ADA-compliant, but a handicapped person must be able to navigate the home as a visitor. A single step entry to a wheelchair width door was part of the plans on each home.

Water and sewer tap fees were waived however contractors should include a '0' in an item line to reflect the city's match-in-kind.

The Question was asked by Mr. Lee if the word Hardiplank meant that the siding was brand-specific. Mrs. Dyer responded no and that a correction would replace "Hardiplank" with "textured cement siding"

Mrs. Walraven added that fiber backed vinyl flooring and not felt-back flooring would be specified.

The Question was asked by Mr. Lee to what degree hurricane impact windows would be required. Mrs. Dyer responded that the project defers to Bryan County hurricane code which requires a DP-50 window.

Mrs. Walraven added that lighting fixtures are not brand specific, but brands are offered as examples.

Mrs. Walraven added that Formica countertops were specified. Mrs. Dyer confirmed that Formica should be bid as that's what the plan called for.

The Question was asked by Mr. Rim whether the soil compaction tests had been done on the site. Mrs. Dyer responded no and that soil compaction tests would be the responsibility of the contractor.

The Question was asked by Mrs. Dyer whether overhead or underground power was specified. Mrs. Dyer clarified that it was not specified in the subdivision plan and a follow up confirmation to the group would answer.

Meeting was wrapped up and contractors were invited to visit the site for any further questions.