

## **PRE-BID CONFERENCE - SUMMARY POINTS OF DISCUSSION**

1. Welcome everyone and thank them for coming out.
2. Start out by indicating this is a Pre-Bid Conference for.. (Accessible Shower Replacement)
3. Bid Due Date / Time: November 12, 2024 at 11:00 AM at which time bids will be opened publicly and read aloud.
4. Introduce those in attendance from the Housing Authority and the Design Professional.
5. Contract documents can be secured by purchasing them from our web site and are issued electronically to the purchaser. Any notices, addenda, updates, etc. are issued electronically, via email, to all bidders registered and on file with Levkolic Associates as having obtained bid documents through our office. Bid documents secured through plan houses may or may not receive notices, addenda, and updates as they will be issued to the plan house and it is their responsibility to distribute them to their Clients. Please make sure your email server has granted permission to receive emails from levkolicgroup.com so any communication will not inadvertently go into spam.
6. Remind everyone to check our web site before submitting a bid for the latest news on the project. Those that are registered with our office will get notice of addenda sent directly to them... but it is also a good practice to check the web site for last minute details and to ensure they have all the addenda.
7. All Contractors are required to check their drawings and specs to be sure they have all the necessary documents. Call the Design Professional if they find errors or omissions.
8. Generally, explain project scope Work includes: Removal of one (1) existing shower and associated wing wall and the provision of one (1) new accessible shower surround with all accessories, complete and ready for use and in compliance with the latest codes and regulations.
9. Indicate the number of calendar days to complete as well as liquidated damages: 30
10. Indicate that the project is subject to Federal Prevailing Wage Rates. HUD Wage Rates are bound within the Contract Specifications. These are the minimum acceptable hourly wage rates permitted for this project. The Contractor is required to post the wage rates at the project site and inform his employees of their respective wage. Payroll sheets shall be submitted to the HA on a weekly basis – even if there is no work for any particular week. Payroll sheets for the Prime Contractor commence as of the Notice to Proceed.
11. All requests for clarifications, changes and/or design issues need to go through the Design Professional. If there is a change, the appropriate HUD Form will need to be completed and processed before any changes occur. All changes need to be approved in writing and costs agreed upon before the work is performed. Prior to bidding an addendum will be issued if warranted by the Design Professional and Owner.
12. All Subcontractors need to be approved by the Owner prior to them starting work on the project. Subcontractors are required to submit certificates of insurance to the Owner and must meet all the project requirements and insurance limits required by the Prime Contractor on the project.
13. The requirements for Section 3 / Tenant Outreach will be enforced in the event any new hires are required for this project. This requirement applies to individual employees, Contractors and Sub-Contractors.
14. Scheduling of work is extremely important so that proper and timely notification can be provided to the Tenants. Three (3) day Notice is required before occupying the site. To that end, the Contractor shall keep the Owner informed as to progress and scheduling. This project is an Elderly Housing Development which will be occupied as the work progresses. To that end the Contractor should review all work and be able to meet with the Owner to establish an organized schedule for construction. All utilities need to be operable at the end of each workday.

15. The Contractor was directed to obtain the necessary building permits needed for this project prior to commencing work on this project. Borough of Ashland.
16. Locations for construction trailers, equipment and dumpsters need to be reviewed with the Owner prior to their entering the project site. All were reminded that this is an Elderly Housing Development and safety issues need to be strictly enforced. Exit ways must remain clear or be able to be immediately cleared by construction workers in the event of an emergency. At the end of the workday, the entry / exit shall be open and safe for public use. This site is extremely tight. Any on-street parking needs to be coordinated with the Borough of Ashland.
17. Pennsylvania's General Assembly recently enacted the Public Works Employment Verification Act (the "Act" or "Verification Act") (43 P.S. §§ 167.1 et seq.), aimed at ensuring that contractors and subcontractors on public works projects within the Commonwealth comply with federal employment eligibility requirements. The Department of General Services ("DGS") has recently issued guidelines for administering and enforcing the Act; the guidelines are located at Title 4, Chapter 66 of the Pennsylvania Administrative Code.<sup>1</sup> The Verification Act requires verification of citizenship or lawful immigration status, and affects contractors and subcontractors working on all qualifying public works projects executed after January 1, 2013 by state and local government units — including counties, townships, boroughs, school districts, and authorities.

OCTOBER 17, 2024  
 PRE-BID CONFERENCE ATTENDANCE SHEET

ACCESSIBLE SHOWER REPLACEMENT

ASHLAND HIGH RISE

SCHUYLKILL COUNTY HOUSING AUTHORITY

NAME	REPRESENTING	PHONE / EMAIL
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