



Meeting Minutes for Pre-Bid Conference

PROJECT: HVAC Farm Worker Village
ITB2021-1
Collier County Housing Authority
1800 Farm Worker Village
Immokalee, Florida 34142

DATE/TIME: February 3rd, 2021 at 10:00am

PURPOSE: Optional Pre-Bid Conference

RECORD OF ATTENDEES:

- David Austin, Hayes Construction
- Carolyn Noble, Collier County Grants Coordinator Community and Human Services
- Oscar Hentschel, CCHA Executive Director, (Point of Contact)
- Angela Edison, CCHA Director of Housing
- Leticia Skipper, CCHA Director of Administration
- Nora Cruz, CCHA Executive Assistant

INTRODUCTION (Ms. Noble)

It is the Contractor's responsibility to review the entire document prior to submitting a bid.

- Explained to Bidder; The federal provisions and assurances and Grant certificate and assurances to be completed accurately. Bids containing any omissions, items not signed/signed in the wrong spot/not dated, etc, or irregularities of any kind, may be rejected as being incomplete or nonresponsive.
- Grant Certifications and assurance, debarment certification, 2nd certificate of debarment and certificate of lobbying needs must be signed.
- Disadvantages women/veteran participation must complete section.
- ITB 2021-01 is the vendor contractor number and is needed.
- Collier County Acknowledgement of Religious Organization Requirements 24CFR570.200(J) could be answered NA.
- Section 3 read, understand and sign, maybe use NA if not a section 3 employer.
- Federal Contract provision, page 31 - Davis Bacon and the weekly payroll responsibility.
- Section 3 Summary Report must be completed and provide to CCHA monthly, including general contractor vacant employment form.
- Participant Bidder was able to visit the properties.
- The Prebid meeting minutes will be emailed to bidders and posted on CCHA website.

Questions and Answers: There were some questions during the Prebid meeting;

1. If the number of participants is not enough to compete for the award, what is the established process?

Answer: If a minimum of three (3) Bids are not received by CCHA at 10:05 am on February 10th, 2021 at the ITB location. The non-responsive ITB2021-01 bid shall not be opened and will be returned to bidder unopened.

2. Was HVAC equipment of this type used in previous phases completed at Farm Worker Village.

Answer: This system has not been used prior.

3. The Bid calls for a Carrier brand can similar brands be used?

Answer: Yes, but specifications must match wants in the bid

4. The Project manual contained 8 drawings as follows: G-1, E-1, E-3, E-3, E-4, E-5, E-6, E-7, and M-1 while the pdf CCHA provided via email had 9 drawings as follows: G-1, E-1, E-2, E-3, E-4, E-5, E-6, E-7, and M-1 which set of drawings is correct for this project?

Answer: The correct drawing set is the one with 9 drawings plus M2-M7, total 15 Drawings.

5. It seems as if there should be M drawings for each type of unit similar to the E drawings. Is that the intent?

Answer: There are 2 sets of M drawings, M1 and M2 to M7.

6. The outdoor units for the 1- and 2-bedroom apartments are CU-1 with a model number provided on the M-1 Equipment Schedule. The 3-bedroom units call for a CU-2 outdoor unit and the 4-bedroom unit calls for a CU-3 outdoor unit. There are no model numbers provided for those units.

Answer: Model # in M-Drawings

7. Drawing E-2 does not show an AHU-A in 1 of the bedrooms. Is that correct?

Answer: No, it must have 3 air handlers per 2-bedroom unit. Will ask engineer to correct.
(Amendment # 3)

8. The only mechanical drawing M-1 calls for the installation of bathroom exhaust fans in the 1-bedroom units. Are those the only units to receive bathroom exhaust fans at this project?

Answer: M-2 through 7 also call for fans.

9. Do you have a per unit budget for the project?

Answer: No, CCHA does not have one.

10. Are the electrical panels for the units up to date?

Answer: Yes, they are up to date.

Sincerely,



Oscar Hentschel
Executive Director