

**PRE-BID MEETING AGENDA**

**Project Number:** 19-429-1250  
**Project:** 1250 – Pickerill Estate House Renovations  
**Meeting Number:** 1250 – 002  
**Date:** 08/19/2022  
**Prepared by:** Lauren Ruhl

**Time:** 10:30 a.m.  
**Location:** Pickerill Estate House

**Item Number:** 1250 – 002 - 1.  
**Topic:** **TEAM MEMBERS AND INTRODUCTIONS**

1. General Information
  - a. Owner: Kendall County Forest Preserve District
  - b. Address: 110 W. Madison Street, Yorkville, Illinois 60560
  - c. Kluber Project No. 19-429-1250
2. Kendall County Forest Preserve District
  - a. Dave Guritz, Director, (630) 553-4131; [dguritz@co.kendall.il.us](mailto:dguritz@co.kendall.il.us)
    - i. Dave will be the primary contact and authorized to act on behalf of the Kendall County Forest Preserve District
3. Kluber, Inc.
  - a. Chris Hansen, Project Manager, (630) 406-1213; [chansen@kluberinc.com](mailto:chansen@kluberinc.com)
    - i. Chris will be the primary contact and authorized to act on behalf of Kluber, Inc.

**Item Number:** 1250 – 002 - 2.  
**Topic:** **PROJECT DOCUMENTATION**

1. All documents are available on the Kluber Portal: [www.kluberplanroom.com](http://www.kluberplanroom.com); click on Public Job tab for more information.
2. ALL CONTRACTORS SHALL REGISTER ON THE PLAN ROOM to receive automatic emails of addendum postings.
3. Addendums (if any) will be posted to the plan room.
4. Documents are free of charge to view; can be downloaded for a one-time charge of \$9.95; or plans and specs can be purchased by the contractor through the plan room portal at the cost of reproduction.

**Item Number:** 1250 – 002 - 3.  
**Topic:** **ADVERTISEMENT FOR BIDS – Section 00 11 13**

1. The Owner will receive bids for the renovation of Ken Pickerill Estate House (the "Work"). The Work will include: selective demolition, exterior siding and trim, new roofing, a new septic system, select interior renovations to include new public toilet rooms. Work will also include plumbing, HVAC, electrical, drywall, acoustical, finishes and a new exterior patio with canopy structure.
2. Park & Recreational Facility Construction Grant Program (PARC): This project is being financed, in part, with funds from the Illinois Department of Natural Resources Park and Recreational Facility Construction Grant Program (PARC) grant program.
3. Minority Business Participation (MBE): Minority business firms are encouraged to submit bids on the project and bidders are encouraged to utilize minority businesses as sub-contractors, suppliers and for services related to the construction work.

4. Sealed bids for all Contracts will be received by the Owner until **3:00 p.m. on Thursday, September 1, 2022**, in a sealed envelope addressed with the name of the Bidder, Owner, name and number of Contact, and the date and time of the Bid. Deliver to Kendall County Forest Preserve District; 100 W. Madison Street, Yorkville, IL 60560. Bids will be publicly opened at that time. Late bids will not be considered.
5. Bidding Documents consist of:
  - a. Project Manual
  - b. One full set of Drawings

**Item Number:** 1250 – 002 - 4.

**Topic:** **INSTRUCTIONS TO BIDDERS – Section 00 21 13**

1. Questions regarding the bids are to be sent to Lauren Ruhl, Kluber, Inc., Project Service Coordinator.
  - a. Contact: Lauren Ruhl, (630) 406-1213; [lruhl@kluberinc.com](mailto:lruhl@kluberinc.com)
  - b. Owner is tax-exempt. Do not include taxes as part of bid. Provisions for Owner's Tax Exemption are set forth in the Supplementary Conditions.
  - c. Submit Bids in Duplicate. (1) Original and (1) copy are acceptable.

**Item Number:** 1250 – 002 - 5.

**Topic:** **PRELIMINARY SCHEDULE – Section 00 31 13**

1. Award of Contract: **Anticipated September 6, 2022.**
2. Commencement of Construction: **September 19, 2022**
3. Substantial Completion: **June 30, 2023**

**Item Number:** 1250 – 002 - 6.

**Topic:** **BID FORM AND SUPPLEMENTS**

1. Section 00 41 13 – Bid Form – Stipulated Sum
  - a. Bid A: Pickerill House Work plus New Canopy including roofing.
  - b. Bid B: Reroofing Work (Existing Structure Only)
  - c. Bid C = Total Bid.
  - d. Award will be based on the Total Bid only.
2. Bid Bond: Include a 10% Bid Bond with the submitted bid.
3. Section 00 45 13 – Bidders Qualifications
4. Section 00 45 46.01 – Contractor's Certification of Legal Eligibility for Bidding
5. Section 00 45 46.02 – Contractor's Drug-Free Workplace Certification
6. Section 00 45 46.03 – Contractor's Certification of Background Check
7. Section 00 45 46.04 – Contractor's Certification of No Conflict of Interest
8. Section 00 45 46.05 – Contractor's Discrimination and Harassment Certification
9. Section 01 21 00 – Allowances
  - a. Contingency Allowance: Include in the Base Bid for Bid A Pickerill House the stipulated sum of \$45,000.00 for use upon Owner's instructions.
  - b. Contingency Allowance: Include in the Base Bid for Bid B Re-Roof the stipulated sum of \$5,000.00 for use upon Owner's instructions.

**Item Number:** 1250 – 002 - 7.  
**Topic:** **AGREEMENT FORM – Section 00 52 00**

1. AIA Document A101-2017 – “Standard Form of Agreement Between Owner and Contractor where the basis for payment is a stipulated sum”.
2. Draft of the A101-2017 is provided in the specification manual.
3. Certificate of Insurance Information is provided.
  - a. Certificate Holder: Kendall County Forest Preserve District.
  - b. Additional Insured: Kluber, Inc.
4. Performance & Payment Bonds: Equal to 110% of the Contract Sum required.

**Item Number:** 1250 – 002 - 8.  
**Topic:** **LABOR AND WAGE REQUIREMENTS – Section 00 73 40**

1. Project requires prevailing wages be paid.
2. Wage Determination Schedule: Contact Illinois Department of Labor for the most recent prevailing rate of wages.
3. Certified Payroll Requirements: Contractor, its subcontractors and sub-subcontractors shall submit monthly certified payroll records.

**Item Number:** 1250 – 002 - 9.  
**Topic:** **CONTRACTOR QUESTIONS & ADDENDA – Section 00 91 01**

1. When required, addenda will be posted on the Kluber Plan Room website, [www.kluberplanroom.com](http://www.kluberplanroom.com). Email blast will be sent to all registered plan holders on the Kluber Plan Room.
2. Final Addendum to be issued no later than: **Friday, August 26, 2022.**  
Note: Vendors are responsible for checking Addendum postings on the [www.kluberplanroom.com](http://www.kluberplanroom.com) website.
3. Only changes indicated by Addendum will be binding. Oral and other interpretations or clarification will be without legal effect.
4. The last day questions will be considered: **Thursday, August 25, 2022 by Noon.**
  - a. All correspondence concerning this bid should be directed in writing to Lauren Ruhl at [Lruhl@kluberinc.com](mailto:Lruhl@kluberinc.com). Direct calls by Bidders to Kluber, Inc. offices will not be accepted. If questions arise that materially affect bids or the content of the invitation to bid, a summary of the questions and a clarification response or Addenda will be distributed to each known Bidder for their consideration.

**Item Number:** 1250 – 002 - 10.  
**Topic:** **SUMMARY – Section 01 10 00**

1. Description of Work
  - a. Scope of demolition and removal work is indicated on drawings and specified in Section 02 41 00.
  - b. Scope of alterations work is indicated on drawings.
  - c. Plumbing: Alter existing system and add new construction, keeping existing in operation.
  - d. HVAC: Alter existing system and add new construction, keeping existing in operation.
  - e. Electrical Power and Lighting: Alter existing system and add new construction, keeping existing in operation.
  - f. Fire Alarm: Add new fire alarm system.
  - g. Septic System: Design is completed and permitted. See Section 00 31 26 – Septic System Information for septic system design installation to be bid as part of your Base Bid for Bid “A”.
2. Material & Labor Secured By Owner: (Refer to Section 01 10 00 – Summary; Paragraph 1.05 for more information.)
  - a. Garbe Iron Works: (Furnish & Install Canopy Steel).

- b. HR Green Associates: (Limited Construction Layout and Staking for Canopy Piers).
  - c. Dry County Enterprises: (Excavation & Limited Site Demo Work)
  - d. Stanley Concrete: (New Site Concrete Sidewalks).
  - e. Roof Top Units RTU1 & 2: (Owner pre-purchased and On-Site)
  - f. Concrete Rebar: (Owner pre-purchased and On-Site).
3. Owner Occupancy
    - a. Owner intends to occupy the Project upon Substantial Completion.
    - b. Cooperate with Owner to minimize conflict and to facilitate Owner's operations.
    - c. Schedule the Work to accommodate Owner occupancy.
  4. Contractor use of Site and Premises
    - a. Arrange use of site and premises to allow:
      - i. Owner occupancy.
      - ii. Use of site and premises by the public.
    - b. Provide access to and from site as required by law and by Owner:
      - i. Emergency Building Exists During Construction: Keep all exits required by code open during construction period; provide temporary signs if exit routes are temporarily altered.

**Item Number:** 1250 – 002 - 11.

**Topic:** ALTERNATES – Section 01 23 00

1. Alternate No. 1 – Bid A: Delete Greenhouse Structure. (DEDUCT).
2. Alternate No. 2 – Bid A: Delete vertical fiber cement and trim and patch 50% of existing cedar siding and trim. (DEDUCT).
3. Alternate No. 3 – Bid A: Delete Exterior Patio fireplace and Two Fire Boxes and install garden wall. (DEDUCT).
4. Alternate No 4 – Bid B: Delete replacement of Asphalt Shingles on Existing Estate House. Keep Existing. (DEDUCT).

**Item Number:** 1250 – 002 - 12.

**Topic:** ALLOWANCES– Section 01 21 00

1. Allowance Schedule
  - a. Contingency Allowance: Include in the Base Bid for Bid A Pickerill House the stipulated sum of \$45,000.00 for use upon Owner's instructions.
  - b. Contingency Allowance: Include in the Base Bid for Bid B Re-Roof the stipulated sum of \$5,000.00 for use upon Owner's instructions.

**Item Number:** 1250 – 002 - 13.

**Topic:** PRICE AND PAYMENT PROCEDURES – Section 01 20 00

1. Pay applications will be processed through Kluber, Inc.
2. Certified Payroll Requirements: Contractor, its subcontractors and sub-subcontractors shall submit monthly certified payroll records.
  - a. **Effective September 1, 2020**, the Illinois Department of Labor (IDOL) has activated an electronic database (Payroll Portal) capable of accepting and retaining certified payrolls submitted under the State of Illinois Prevailing Wage Act (820 ILCS/130/1). All contractors and subcontractors completing public work pursuant to the Act must submit all certified payroll through the IDOL Payroll Portal.
  - b. Any contractor or subcontractor subject to this Act and any officer, employee, or agent of such contractor or subcontractor whose duty as such officer, employee, or agent it is to file such certified payroll who willfully fails to file such a certified payroll on or before the date such certified payroll is required by this paragraph to be filed and any person who willfully files a false certified payroll that is false as to any material fact is in violation of this Act and guilty of a Class A misdemeanor. (820 ILCS 130/5(2)).

- c. Effective September 1, 2020, to receive payment for work conducted for Kendall County, contractors must provide the email certification received from their IDOL submittal and any subcontractors working on the project with each of their pay requests.
- 3. Submit Schedule of Values to Architect/Engineer at earliest possible date, but no later than 14 days prior to first Pay Request.

**Item Number:** 1250 – 002 - 14.

**Topic:** **TEMPORARY FACILITIES AND CONTROLS – Section 01 50 00**

1. Temporary Utilities
  - a. Owner will provide the following:
    - b. Electrical power, consisting of connection to existing facilities.
    - c. Water supply, consisting of connection to existing facilities.
    - d. Existing facilities may be used.
2. Telecommunication Services
  - a. Telecommunications services shall include:
    - i. One (1) mobile cellular telephone for each of Contractor's and any Subcontractor's field personnel.
3. Temporary Sanitary Facilities
  - a. Provide and maintain required temporary toilet facilities and enclosures. Provide at time of project mobilization.
4. Barriers
  - a. Provide barriers to prevent unauthorized entry to construction areas, to prevent access to areas that could be hazardous to workers or the public and to protect existing facilities and adjacent properties from damage from construction operations and demolition.
5. Fencing
  - a. Construction: Commercial grade chain link fence.
  - b. Provide 6-foot-high fence around construction site; equip with vehicular and pedestrian gates with locks.
6. Exterior Enclosures
  - a. Provide temporary weather tight closure of exterior openings to accommodate acceptable working conditions and protection for Products, to allow for temporary heating and maintenance of required ambient temperatures identified in individual specification sections, and to prevent entry of unauthorized persons.
  - b. Provide temporary roofing as specified in Section 07 01 50.19.
7. Vehicular Access and Parking
  - a. Existing parking areas located at project site may be used for construction parking.
8. Waste Removal
  - a. See Section 01 74 19 - Construction Waste Management and Disposal, for additional requirements.
9. Project Identification
  - a. Provide project identification sign 4 feet x 8 feet in size with graphics provided by Architect.
  - b. Minimum sign content:
    - i. Image (rendering) of project.
    - ii. Identification of Owner, Contractor, Architect & PARC Grantee.
    - iii. Grant Reference: Funded in part by a Park and Recreational Facility Construction Grant Program. Illinois Department of Natural Resources.
10. Field Offices
  - a. Provide space for Project meetings, with table and chairs to accommodate 6 persons.
  - b. Use of existing building for field office is permitted in a location allowed by Owner.
11. Removal of Utilities, Facilities, and Controls
  - a. Remove temporary utilities, equipment, facilities, materials, prior to Date of Substantial Completion inspection.
  - b. Restore existing facilities used during construction to original condition.
  - c. Restore new permanent facilities used during construction to specified condition.

**Item Number:** 1250 – 002 - 15.  
**Topic:** **PRODUCT REQUIREMENTS – Section 01 60 00**

1. Substitution Requests:
  - a. Last day requests will be considered will be **Thursday, August 25, 2022 at Noon.**
  - b. Substitution requests received after this date will not be considered.
  - c. Follow procedures and fill out form included in Specification Section 01 60 00. If procedures and form not followed, request will be rejected.

**Item Number:** 1250 – 002 - 16.  
**Topic:** **COMMENTS/QUESTIONS**

**Item Number:** 1250 – 002 - 17.  
**Topic:** **SITE WALK THROUGH**