

**BLIGHT ELIMINATION PROGRAM
CITY OF SHELBYVILLE, INDIANA
PRE-BID MEETING MINUTES
March 1, 2016**

Daniel Bird: Good morning. Thank you. I want to make this as informal as possible. That's why I'm sitting up here, I guess is because the microphone system. We are recording this and we are recording your questions and then making that available to you all so you'll have something and you don't have to worry about taking notes. You can take notes. This is a pre-bid meeting for the Blight Elimination Program demolition of houses. We have four houses, five houses that are request for bid to demolish those homes. Our preference is to have one bidder for all five homes. I think that's stated in the material, but you need to provide an estimate for each of the five homes. We'll make available Troy Merrick to meet with you out at the sites if you want to do that. Call Troy and he's at our general number, 392-5102. What we'll, I think what would be helpful is we'll follow this outline that I have passed out. For your information if you're not aware of it, this is on our website and you can go to our website which is down at the bottom of the paper and put that in and then you'll come up with this page and you can get information on each of the topics by pressing that. You'll also get the surveys that were done for each house just by clicking on those items. In case you haven't picked up a bid package yet, it's right there in front of you. What we hope to do in terms of the schedule is tomorrow, start making arrangements to visit the sites if you're so inclined and that will go from now until the end of the week. Then the week of the 7th putting together your bids and then the bids are due in the Clerk's office by noon on March 14th. The bids will be opened on March 15th at the Board of Works meeting and we hope to make the award on the 22nd of March and Notice to Proceed on the 29th of March. Those are dates that may move up, but that's our current schedule. We should give 'em....was this schedule sent out?

Inaudible reply.

Bird: If you wanna go and have Suzan make copies and bring copies in and then they'll have that. Okay a little bit about the program itself – the city applied for funds for Blight Elimination Program. We were awarded a grant of \$310,000 to acquire and demolish 12 or 13 homes. With regard to that, we entered into agreement with Habitat for Humanity to be our program partner. The city's role is to facilitate the funding of the acquisition and demolition of the homes in question. It took us awhile to get those homes acquired. We acquired 5. We've got to acquire 8 more within the city of county to be demolished and the properties will go to the Habitat for Humanity of Shelby County. They undertake a mortgage of \$25,000 on the properties and it's a forgivable mortgage over a three year period, so at the end of three years, Habitat will have the properties to build homes on, single families homes or maintain it for green space or dispose of the property wherever they wish to do that. This is a program that was set up as a tool for the city for those homes that have fallen in such disrepair that they need to be demolished. Two of the homes, 618 Elm and 816 Elm were unfortunately had burn

damage regarding the homes and the issue at hand is to complete the demolition within 60 days. At the first demolition, two of the homes will be used with oversight on the part of the Indiana Housing Community Development Authority. They will be there to monitor the demolition and that's just to see that it follows certain procedures. The company that has the conditions and the items dealing with the various houses and what is contained in those houses with regards to and that information is again, it's not only online but it's contained in the bid package toward the appendix of the bid package. Everything you want to know is in the bid package so to speak and that's why we're having this pre-bid meeting to see if there are any questions. Again, we're recording it. If you'd come up and grab a mike and if you have questions, that would be helpful. So with that, if you'd state your name when you pick up the, if you have a question, we'll start this conference off. Promise not to talk for more than 2 minutes since I've already talked for 15. Okay the first item is the Instructions to Bidders. Don't know how you found out about this program. We sent out letters to contractors who have done demolition work for the city previously and then it was also ads in two consecutive days or two consecutive weeks in the newspaper. Those instructions, again they indicate what the website is if you want to go to that. They provide a variety of definitions. Provide for examination of the site. Talk about the bid submission and the bids, itemized proposals and declarations and proposed bid requirements. How the bids will be evaluated, that's where indicated that we need to have bids on each of the five houses. Our preference, if we can, is to award one contract and that's the Instruction to Bidders. I went through that pretty quickly. Are there any questions on that particular section? Mr. Hunt? Just use the microphone. You can pick it up. It won't hurt you.

Doug Hunt: Doug Hunt, D & D Hunt. Did you say low bidder on individual house or the package?

Bird: We're looking at the low bidder on the package.

Hunt: And that's the way it will be....

Bird: Well best and lowest bid. Okay?

Hunt: Best and lowest.

Bird: Best and lowest. You might be high on one home or low on another, but....

Hunt: We're still looking at a total (?)?

Bird: We're still looking at the total.

Hunt: Okay.

Bird: Okay the next section, the Bidder's Itemized Proposal and the information contained therein is pretty straight forward and I did, the bids are supposed to be good for 90 days. Okay then there's the contract documents. Nope, we're still in Bidder's Itemized Proposal. I don't know if you've had a chance to look at that, but it's pretty standard. We need one of those bid for each one. The next items deal with minority business, women business, veteran's businesses and the like. Those declarations are basically that you will not discriminate. If you're chosen as the bidder, you go on the E-verify program which is the program from the state that looks at that. And then just those signatures indicating that. If you don't have an equal employment opportunity policy, a suggested one is in the packet for your review. It doesn't have to be verbatim. It's looked at as being as realistic policy. Now are there any questions on that material?

No reply.

Bird: Okay the next one is one that I hope didn't give you cause for concern. It's a Standard Questions and Financial Statements. And I think it goes about 60 pages or 50 pages or something like that. This is for use in investigating the qualifications of bidders on public works contracts, aggregate contract of over \$100,000. If you're over the \$100,000 bid, you'll be required to fill that out. So if you think that your, if after you're doing your calculations your bid's over \$100,000, you have to fill this out and I'm sure you'd have questions regarding it and you can contact me directly between now and the 14th which is when the bids are due. Actually you can contact me through March the 11th if you have any specific questions about that. Then you have the Post Bid....are there any questions on that?

No reply.

Bird: The next item is the Post Bid Submittal and this relates to who gets the bid and you certify that and then you have to post a Bid Bond which is 5% of the price. Then there's the payment bond. Again, the successful user must use this form once you've received the notice that you were selected and that's where most of the balance of the materials are. You will need a Performance Bond for the project. The bonds, the unsuccessful bidders will be, I think there's a \$100 bid bond, is that correct? Is that what we decided?

No audible reply.

Bird: Yeah and of course the ones that get the bid, that'll go towards their, that'll be, the ones that don't receive, will receive that back in kind. Okay, I went through fairly quickly. Yes?

(?):bid bond. You don't need to get a surety bond or a performance bond until award, right?

Bird: Correct.

(?): Okay.

(?): What was that you said, \$100?

Bird: Submission of the bid and you'll get, that'll be returned if you're not the successful bidder.

(?): On top of our 5% ()?

Bird: Right.

(?): Inaudible comment.

Bird: Right. And again, that'll be returned to those notOkay the if you've had a chance to look at the houses that are in the for the bid, like I said, one is 618 Elm Street and then it's 816 Elm Street. Two on E. Jackson, 607 E. Jackson and 621 E. Jackson. Those are probably the two houses that we're going to be doing first so that the state can be there and their environmental people can be there. And they'll monitor how those are being demolished. Then there's 820 S. Noble. It was a 3 unit apartment, single family home turned into a 3 unit apartment. It has a basement. One of the things you need to know in reading the information, the basements have to be filled and the land returned as green as if there wasn't a building on it. Someone asked me the question does it have to be compacted to the extent that it doesn't create a sinkhole. The assumption is that the house will be built, when a house is built on that, it'll be a slab construction. Another question that someone asked me was disposal of asbestos roof shingles. That'll have to be done in accordance with practices putting it in a disposable vehicle, lining that and taking it to an appropriate site and taking precautions that the people removing the shingles are not exposed to the shingles.

Hunt: Has the shingles been tested or has these been checked for asbestos?

Bird: We assumed that they were asbestos shingles given the age of the homes and what we were able to look at. You'll find information on each house that was done by the environmental company that did the surveys and they did a pretty thorough job. Some of the things they might list, they looked at 28 contamination streams and that goes everywhere from leaving a gas can or something there that can be you know within the, just be removed to something relative to if they've found asbestos in the house or what they found. That would be, those things are looked at or are things that you need to be extra careful about and remove. We have the option of going in and removing some of the material ourselves, you know gas cans and things of that nature, but you know you guys are in the business, you know how to remove that. We will have the utilities turned off probably suggesting that be done as quickly as possible. That's what I have. Yes?

Hunt: Have you taken care of utility disconnects?

Bird: Pardon?

Hunt: Are you doing the utility disconnects?

Bird: We will provide for those disconnects, okay? We will make them before you actually start the demolition and we'll cap those. So if you aren't the successful bidder on these five houses, we'll have eight more coming, hopefully in the fall to bid on and our bidding will, based upon our experience in the first round of bids which were these. We've had a couple of interesting things. The house at 816 Elm Street has a basement. The owner was over in Afghanistan as a soldier. He was injured. The house burned while he was over there. He came back. It was a total loss. His wife divorced him and he chose to donate the house to the city or to the Habitat for Humanity. That was greatly appreciated. The other homes were rentals and certainly when you go through the homes if there's something that you want to save, we're gonna have Habitat go through first. You can salvage anything that's usable. Any other questions or comments? If you do, you've got my name and number. Call me. What I will do is any questions you ask and be answered will be sent to the contractors who on the sign-up sheet. Anything else?

No reply.

Bird: Well, looking forward to working with you. Thank you.

Meeting adjourned.