



PREBID MEETING AGENDA

Project: Village at Palm Center

Date: Monday, August 4, 2014

Location: Palm Center's Conference Room, 5330 Griggs Road, Houston, Texas 77021

Time: 10:30 A.M.

INTRODUCTION, ATTENDANCE SHEET:

Sign In.

SCOPE:

In general, the Project will consist of the construction of one (1) apartment building with 154 units, a parking garage, 10 townhome buildings with 68 units, and commercial retail space with 16,599 square feet, for a total of 222 residential units and 16,599 square feet of commercial retail space located at 5110 Griggs Road, Houston, Texas 77021.

PROPOSAL PRICE:

Any items shown in the Scope of Work and Technical Specifications and not specifically listed in the Proposal price are to be considered included; and no additional or special compensation will be allowed. Proposal price shall include all costs for:

1. Furnishing all tools, equipment, materials, apparatus, facilities, labor, transportation, supervision, labor and management necessary to perform the work described;
2. Providing the necessary safety precautions for the protection of the public, such as barricades and warning signs;
3. Cleanup activities to restore the work site to a safe and satisfactory condition;
4. Federal, state and local taxes;
5. All permits and licenses required to perform the work described.

LABOR REQUIRMENTS:

This project is being partially funded with Federal Funds through the City of Houston. All Section 3 and Davis-Bacon requirements must be adhered to.

1. All work must conform to all Federal and State Equal Opportunity Employment requirements. ICON Builders, in compliance with Section 3 regulations and the City of Houston, will require sub-contractors, *to the greatest extent feasible*, direct their efforts towards the hiring of Section 3 business concerns and residents for any new employment or training opportunities.
2. This project is subject to the requirements of "Section 3" Compliance in the Provision of Training, Employment and Business Opportunities under Section 3 of Housing and Urban Development (HUD) Act of 1968 (12 U.S.C 1701 u <> 24 CFR Part 135). All requirements and goals are outlined in the Section 3 Plan and Guidance for ITEX and Subcontractors and must be adhered to.
3. This project shall be constructed in accordance with the current Davis Bacon Wage Rate Determination.



SELECTION PROCESS:

The selection process will be based on a the lowest and qualified bid that furnishes all labor, materials and equipment to perform all work necessary per the plans and specifications for completion of the project. In implementing the Section 3 Plan and Guidance, qualified bidders shall make a good faith effort to achieve its goal or target number of New Hires or commitment to sub-contract estimated dollar amounts awarded to Section 3 business concerns over the duration of the Section 3 Covered Project. Contractors with the lowest qualified responsive bid that can clearly demonstrate how they will meet the requirements or can prove successful participation on past Section 3 covered projects will be given a contracting preference.

- For further details on the Section 3 preferences please refer to the City of Houston Housing and Community Development’s Section 3 Plan/Contractor Orientation Guide at the DropBox link. For access to the DropBox link please contact ICON Builders via phone, fax or email and the link will be provided. Please note that the compliance forms beginning on page 34 of the Section 3 Plan/Contractor Orientation Guide do not need to be filled out until a contract is awarded.
- In addition, Contractors seeking MBE/WBE/DBE or Section 3 contracting preference must include with their bid such certification to be eligible for consideration.

QUESTIONS:

All questions regarding Proposal documents, Plans or Specs work shall be submitted in writing to ICON Builders at bids@iconbuilders.net no later than 72 hours before proposals are due. Inquiries will be answered in writing in the form of an addendum to all Proposers of Record if written clarification is warranted in the opinion of ICON Builders or the architect. Proposers must acknowledge receipt of any and all addendums as part of their bid. The Owner will not be responsible for oral clarifications.

PROPOSAL REQUIREMENTS:

Submit by mail, fax or email your Bid together with any certifying documentation to ICON Builders office by **Friday, August 15th 2014 at 2:00 PM**, to ICON Builders at 3800 HWY 365, Ste. 165, Port Arthur, TX 77642. Fax: 409-724-7951 or email: bids@iconbuilders.net. Proposals received after the deadline may not be accepted.

Bid Must Include the following:

- ❖ Contractor’s Bid on Company Letterhead
- ❖ Copy of Company’s Insurance Coverage
- ❖ Section 3 Business Certification (Only if seeking Contracting Preference)
- ❖ MBE/WBE/DBE Certification (Only if seeking Contracting Preference)

To access plan and/or inquiries contact:

ICON Builders, LLC
3800 HWY 365, Ste. 165, Port Arthur, TX 77642
Phone: 409-727-0338
Fax: 409-724-7951
Email: bids@iconbuilders.net