



PRE-BID MEETING MINUTES:

TBA 18.1.1-2025.1-2: TROUTMANS BUILDING EXTERIOR RENOVATIONS PROJECT (ROOF & MASONRY)

Date of Meeting: OCTOBER 16, 2025 1:00 P.M.

Minutes Prepared By: Erik Spiegel - WCHA - Director of Arch.& Engineering

1. PURPOSE OF MEETING

- To present the general scope of work to perspective bidders.
 - Permit bidding contractors the opportunity to view existing conditions.
 - Permit bidding contractors to ask pre-bid questions of the design team and owner.
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2. ATTENDANCE AT MEETING

<i>Name</i>	<i>Department. / Division/ Consultant/ Title</i>
Erik Spiegel	WCHA - Director A&E
Lou Pennesi	WCHA - Director Construction Services
Dan Macek AIA	Canzian / Johnston & Associates (Architect of Record)
Various	Contractor Representatives:

3. MEETING NOTES

1. WCHA informed contractors the project is a Federally funded project and Federal Davis Bacon - Wage Rates - Building Classification apply. Contractors were advised HUD General Conditions will govern over the contract and to review the HUD General Conditions. In addition contractors were informed prevailing wage interviews will be conducted during the course of construction and 12% of the contract must be performed by the prime bidder.
2. WCHA informed contractors that the project will be bid using 2 Prime Contracts consisting of:
 - General Construction (Roofing)
 - General Construction (Masonry)

3. WCHA indicated the normal building working hours are: 8:00 AM to 4:30 PM, Monday-Friday. Contractors were advised that construction can start at 7:30 AM with a normal end time of 5:30 PM. Construction is permitted Monday-Friday. Work on Saturdays will be considered at the discretion of WCHA.
4. WCHA indicated the contract is a **140 day** performance contract from the date of Notice to Proceed. WCHA indicated it is anticipated contracts will be awarded early November 2025 and contract time adjustments will be afforded to contractors if winter weather impacts the scope of work and completion in 2026 will be permitted.
5. WCHA indicated a Bid Bond in the amount of 10% of total bid shall be submitted with form of proposal. Other forms of bid security will be accepted in accordance with HUD regulations.
6. WCHA indicated the contract bid opening will occur on **November 3, 2025 at 10:00 A.M.** (E.S.T.) Bid Deposit Location will be WCHA - Administration Offices, 167 South Greengate Road, Greensburg, PA. 15601. Bid Opening will occur upon receipt of bids at the same location.
7. Canzian/Johnston (Dan M. Architect) presented a generalized scope of work summary for the renovation of:
 - a. Roofing scope of work discussed.
 - b. Masonry scope of work discussed.
 - c. Canopy Work Discussed
 - d. Contract requirements discussed
8. WCHA indicated additional site inspections can occur during the bid process and contractors can coordinate with Lou Pennesi, 724-858-5312 or Erik Spiegel - 724-640-4596 (eriks@wchaonline.com)
9. WCHA indicated construction permits and inspections are not anticipated and if required would be provided by the local municipality and paid for by the Owner.
10. WCHA indicated bi-weekly project meetings to review project progress and to discuss any outstanding issues. Each contractor will provide a Daily Sign-in sheet of the workers at the project meeting.
11. WCHA advised the contractors that a significant amount of due diligence work had been performed to design the project and the contract documents reflect a good assessment of site conditions with proposed improvements. Changes orders are programmed to be minimal.
12. WCHA advised the contractors that regular on-site inspection will be provided by the owner, to insure the contract requirements are fulfilled.
13. WCHA indicated all Bid Addendums will be distributed via WCHA web site and an email will be sent to those who are registered on the WCHA procurement website.
14. WCHA indicated if the project is bid and within budget the project will be awarded to the lowest responsive and responsible bidder in early November 2025.
15. Contractors were permitted to access the roof top.
16. Questions regarding the Bid Documents are to be sent, in email form, to Erik Spiegel - WCHA. Questions answered will be identified via an bid addendum.

19. Applicable Contacts:

Contact	Company	Phone	Email
Dan Macek, AIA	C/J & Associates	724-339-0511	dmacek@cjaarchitects.com
Lou Pennesi	WCHA	724-858-5312	loup@wchaonline.com
Erik Spiegel	WCHA	724-832-7248. 3056	eriks@wchaonline.com

In closing, if there are any additions, corrections or exceptions to these minutes please contact the undersigned.

Regards,

Digitally signed by ERIK SPIEGEL
DN: cn=ERIK SPIEGEL, o=WCHA, ou=COO & Director A&E,
email=eriks@wchaonline.com, c=US
Date: 2025.10.29 13:19:25 -04'00'

By: Erik Spiegel
WCHA
Director of Arch. & Engineering Services