

**Architectural / Engineering
Pre-Proposal Minutes
April 12, 2006
10:00 a.m.**

Anthony Shomin, Modernization Coordinator for the Housing Authority, opened the meeting asking if everyone had a copy of the request for proposal. Additional copies were handed out. Mr. Shomin stated that this A & E proposal is for Capital Fund Programs 2005 and 2006. There are nine categories of work items in this proposal. He stated to pay particular attention to the items in the proposal that are required to be in your proposals. If any of these items are missing, your proposal will be classified as unresponsive and therefore not considered.

He asked if anyone had any questions.

The following questions were asked:

Question: How many copies of the proposals are required?

Answer: Two.

Question: In the emergency generators item, it mentions oxygen-generating equipment. What does this entail?

Answer: To those people that have oxygen-generating equipment, it requires that it have electricity to operate. This proposal will involve the wiring of a plug in the common areas of each floor that will be connected to emergency power. In the event of power failures these plugs will be available in the common areas to connect their equipment.

Question: Are these plugs existing now?

Answer: No, they must be installed.

Question: Is there any architectural work for the installation of these emergency generators?

Answer: Not really.

Question: On page 4, Item #4, it mentions Standard Forms 254 and 255. These forms are being phased out and replaced with Form 330? Can we submit form 330 instead?

Answer: We will accept either form to fulfill this item.

Question: Are plans of these developments available?

Answer: Yes, some developments more than others. You are welcome to review whatever plans are available in the modernization office.

Question: Are the plans available in a scanned version?

Answer: No, very limited plans have been scanned but most have not been. This is why we would like an electronic version of the plans you prepare.

Question: Do the budgets for each item include soft cost?

Answer: No, that is the actual budget for the improvement.

Question: Are there any as built, site plans available?

Answer: No.

Question: On page 6 of 11 of the model contract, it has a payment schedule that shows 75% at the Design Development Phase. Can you explain the percentage?

Answer: You are able to bill for up to 75% of your fee once plans have been prepared, reviewed, revised and the project is ready to be bid.

Question: Do we submit a proposal for each item that we are interested in or one proposal for all?

Answer: One proposal, which addresses all of the items that you are interested in, broken down per item in the proposal.

Question: Are there any sheet rock modifications required for the installation of the central air conditioner items?

Answer: There could be. It will be the architect's responsibility to determine if the existing ductwork will allow for the proper operation of the new furnace and central air conditioning. This may involve some modification.

Question: Which projects are 2005 and 2006?

Answer: Items 1, 2, 3, and 4 are 2005 projects. Items 5, 6, 7, 8, and 9 are 2006 projects.

It was explained that the 2005 funding has been received and these projects are ready to proceed. However, the 2006 funding amount has not been released. If the amount is less than what was planned, some projects could receive reduced funding or be eliminated. We are proceeding with the A/E proposal anticipating funding at planned levels. If reduced funding is received architects will be notified of any of the projects that will receive reduced funding or elimination.

Question: If reduced funding is received, is it possible to split the design and construction phases apart?

Answer: We would have to address that once funding is received.

Question: Can we visit the different sites?

Answer: Yes, call Anthony Shomin to set up a time for a site visit. He can be reached at 913-279-3436.

With no further questions, the meeting was adjourned.