

Pre-Bid Meeting Minutes  
Rosedale Towers HVAC Replacement 19-06-56 (18)  
Tuesday, May 21, 2019  
10:00 a.m.

Attendees:

Anthony Shomin	KCKHA Director of Facilities Management
Sue Martin	KCKHA Administrative Assistant
Steve Stein	KCKHA Inspector
Travis Wilson	TOMPKINS Architects
Nicolette P. Lewis	TOMPKINS Architects
Interested Bidders	(see attached list)

The scope of this project is to replace the HVAC Air Handler Replacement at Rosedale Towers, the current unit is 30 years old. Project is located at Rosedale Towers, 2314 W. 39<sup>th</sup> Ave., Kansas City, KS 66103.

Scope is to take out old unit then put in new one of the same capacity. Available area to install the unit is limited. We found an air handler that will fit and it's specified on the plans. Other manufacturer's with same capacity and performance would be acceptable, but there are space constraints and anything larger than this unit will not fit. Other anticipated work is to relocate hydronic piping as required to new unit connection locations. Electrical to provide new breaker and power feed. Mechanical contractor to coordinate with Johnson Controls to provide controls work and controls accessories in contractor's bid.

Our main concern is finding a manufacturer with a unit that will fit in the space. The old unit had two discharge connections. The unit specified will have one discharge connection. Ductwork will have to be adapted to a single discharge. Return ductwork to be adapted as required. Supply and return connections with need flexible connections and adaptors.

Johnson controls will have to be contacted; will need to work with them. Contractor is going to need actuators and sensors from them. Will have contact available in addendum.

Plans are available now at KC Blue Print.

Access is easy, big doors lead into room off ground floor.

Q.Is there just the air handler?

A. yes its 100% outside air handler and associated power and controls.

Q. Is the outdoor specked in the plans? **Can you give more detail to this question**

A. Yes

Please note this is a prevailing wage job. Be sure to pay close attention to documents required with your bid and documents required within 3 days of bid.

Bids are due June 12th, 2019 at 2:00 p.m. Documents required with bid submittals.

- Bid Form
- Bid Bond

Interested bidders were taken to the site for a tour of job site.  
With no further questions, meeting was adjourned.

SECTION 3 Requirements:

## **Section 3 Policy**

### **What is Section 3?**

Section 3 is a provision of the Housing and Urban Development (HUD) Act of 1968 that helps foster local economic development, neighborhood improvement, and individual self-sufficiency. HUD investments in local communities represent one of the largest sources of federal funding, and the expenditure of these funds typically results in new contracts and jobs. The Section 3 requirements stipulate that local low-income persons, and businesses that substantially employ those persons, receive priority consideration for a percentage of new training, employment, and contracting opportunities that are created from certain HUD funds. Please visit [www.hud.gov/section3](http://www.hud.gov/section3) for more information on the requirements of Section 3.

### **Who are Section 3 residents?**

**A “Section 3 Resident” is:**

- 1) a public housing resident; or
- 2) a low- or very low-income person residing in the metropolitan area or Non-Metropolitan County where the Section 3 covered assistance is expended.

What does that mean? It means that IF your company, not P.O. Box, not a temp. trailer or office but your corporate office is located in that Section 3 Zone the funding is coming from then, your company and at least 30% of your employees MUST come from the Section 3 Zone the funding is coming from, if a company or joint venture cannot do the contract the project moves out further BUT not the employees who should also have their Sect. 3 Certification.

### **What is a Section 3 Business?**

If your business meets one of the following criteria, you may be eligible to receive priority consideration when bidding on certain HUD-funded contracts or subcontracts:

- 1) 51 percent or more owned by Section 3 residents; or
- 2) At least 30 percent of full-time, permanent staff are Section 3 residents (or were Section 3 residents within the last 3 years); or
- 3) Evidence of a commitment to subcontract 25 percent or more of the total dollar amount of all subcontracts to businesses that meet one of the criteria listed above

### **What is the Section 3 Business Registry?**

The Section 3 Business Registry is a listing of businesses that have self-certified that they meet one of the eligibility criteria of a Section 3 business, and have submitted publicly available information about their firm (i.e. business name, address, type of services provided, etc.) to be included HUD's online database.

The Section 3 Business Registry will be used by Public Housing Authorities (PHAs); State, County, and local government agencies; property owners; developers; contractors; and others as a resource for finding local Section 3 businesses to be notified about HUD-funded contracting opportunities. Section 3 residents are also encouraged to use the registry to locate Section 3 businesses that may have new HUD-funded jobs as a result of recently awarded HUD-funded contracts. HUD will maintain the Section 3 Business Registry to assist agencies that receive HUD funds with meeting their Section 3 obligations. However, HUD does not verify information submitted by businesses and does not endorse the services they provide. Therefore, grantees and other users should perform due diligence to confirm eligibility before awarding contracts to firms in the Section 3 Business Registry. Contact HUD at [sec3biz@hud.gov](mailto:sec3biz@hud.gov) if you believe firms in HUD's Section 3 Business Registry have potentially misrepresented themselves. In such situations, HUD will request documentation to verify the businesses' eligibility. Businesses that are found to have misrepresented themselves will be removed from the Section 3 Business Registry and penalized (see HUD's Section 3 Business Registry webpage for more information). To search for Section 3 businesses in your community, register your business, or learn more about HUD's Section 3 Business Registry, please visit: [www.hud.gov/Sec3biz](http://www.hud.gov/Sec3biz) Section 3 and HUD-Funded Contracts