

Kansas City Kansas Housing Authority
Q & A for Physical Needs Assessment RFP
19-16-All

Q. Are you looking for a RAD assessment or Green CAN? HUD doesn't require housing authorities to complete GPNA tool.

A. **The purpose of this Physical Needs Assessment is that it is a requirement for an application for the Capital Fund Financing Program. It is to be completed at the project level, in the form and manner prescribed by HUD, that covers the PHA's entire public housing portfolio for the term of the financing and that takes into consideration existing needs and the lifecycle repair and replacement of major building components.**

Q. Item 4 of the Evaluation and Selection section of the RFP references Section 3 and 24 CFR 200 for S/M/WBE enterprises. Please clarify whether teams must meet Section 3 and 24 CFR 200 for S/M/WBE or whether S/M/WBE will satisfy the participation requirements.

A. **It is not a requirement that your firm be a Section 3 register company but a preference is given to those companies with a certified Section 3 status. Since this is federal funded contact, all federal requirements shall apply including the Section 3 requirements.**

Q. Will S/M/WBE certification documentation from other governmental entities such as City of KCMO fulfill the documentation requirements?

A. Yes.

Q. Are assessments of elevators included in the Physical Needs Assessment scope of work?

A. Yes.

Q. For the PNA, we just want to be clear on the expectations of the analysis and ultimate report. It is our understanding the Site and Infrastructure analysis will be a visual analysis of observed deficiencies on a site (i.e. parking lot deterioration, poor drainage, broken sidewalk, etc.) but not a detailed breakdown of square footage of cracking, area takeoffs, etc. Is that a correct assessment?

A. **The intent of the assessment is to determine what repairs will be needed over the next 20 years and its anticipated cost.**

Q. The PNA for site and infrastructure will not include anything "underground or not seen" and no specific test of pipe capacities, specific flow rates, pipe sizes, etc. will be included. Is that a correct assumption?

A. Yes. However, an assessment should be made for how old the infrastructure in the ground is and a determination of its useful life should be considered.

Q. Can a “sliding scale” for the visual assessments be used for each location? For example 1 to 5, where 1 = parking lot in total dis-repair versus 5 = a brand new parking lot, nothing needed

A. Yes as long as the scale determines what improvements are anticipated over the next 20 years.

Q. Are we required to use the PNA Software Tool or can we use our standard cost estimating and data collection process?

A. HUD requires that the PNA Software Tool be used.

Q. Is there a sampling rate required to establish this PNA or is it based upon our professional experience?

A. The RFP establishes what needs to be assessed. 10 percent of apartment interiors, 10 percent of scattered site units, and 100 percent of common areas.

Q. There are 2,058 housing units. Will be required to visually inspect 2,058 housing units and associated mechanical and common spaces or is industry level sampling acceptable for the condition survey?

A. The RFP establishes the number of units and common area spaces to be assessed. i.e. 10 percent of apartment interiors, 10 percent of scattered site units, and 100 percent of common areas.

Q. The timeframe milestones do not allow for utility consumption monitoring for the EA. Will assumptions and past utility usage be permitted?

A. Yes.

Q. Are there good record architectural/engineering drawings or documentation available for the listed facilities? Are AutoCAD versions available?

A. Paper plans of approximately all of the Housing Authority developments are available in the modernization office. However, it is the responsibility of the respondent to determine their adequacy. Some plans have been scanned but these are limited

Q. How are the past 36 consecutive months of utility data to be made available for the EA analyses? Is there some utility bill analysis being already done or tracked based on the utility bills?

A. Yes it is available by our Utility Manager software, also Johnson Controls prepares a measurement and verification report for the energy performance contract annually.

Q. Is there any such documented PNA/EA done for these facilities in the past and/or reports prepared and/or available for reference?

A. No overall PNA's have been completed. A Qualified Energy Audit was completed in 2006 and an energy performance contract with Johnson Controls was done in 2010/2011.

Q. Is the schedule expectation of the KCKHA for the PNA and EA to have the same start and end date?

A. Yes.

Q. Utility bills: Format to be provided, electronic or paper?

A. We have the information in our Utility Manager Software.

Q. Available for all buildings and units (do tenants pay any portion)?

A. Yes, the information is available for all buildings and units that we pay. Some locations Tenants pay their own utilities so this information would not be available. We do not have access to their utility bills.

Q. Available immediately upon engagement?

A. Yes we will make it available to the successful firm.

Q. Is the PIC data set complete with all 23 developments, number of sites, number and type of buildings, unit types and sizes?

A. Yes.

Q. Will field measurements need to be taken for SF items, windows sizes, etc.

A. Yes if needed for the assessment.

Q. Is there a gap between award and Notice to Proceed?

A. It is anticipated that Noticed to Proceed will be given immediately or very soon after signing of the contract.

Q. Final report due within 30 days of receipt of comments.

30+90+30=150; however Part VI - Term of contract is noted as 130 days? But timing adds up to 150 days? Please clarify.

A. The term of the contract shall be 130 days for a final report.

Q. Calendar days or work days?

A. Calendar days.

Q. Is there weekend availability to make site visits?

A. Site visits may be completed on weekends as long as it does not require access into any of the dwelling units. Note also: that access to occupied units requires a 48 hour notice to the resident prior to entering their unit.

Q. Part VI - There are no option periods. Please explain "option periods".

A. This sentence will be removed per an addendum.

Q. Is there preference to companies who can provide both the PNA + EA?

A. No.