

Pre-Bid Meeting Minutes
2018 A & E RFP
February 6, 2019
10:00 a.m.

Attendees:

Anthony Shomin	KCKHA Modernization Coordinator
Sue Martin	KCKHA Modernization Admin. Asst.
Architectural & Engineer Professionals	(see attached list)

Mr. Shomin opened the meeting by asking if everyone had a copy of the Request for Proposal for Architectural & Engineer Services for 2018 Capital Fund Grant improvements projects.

Mr. Shomin provided a brief description of the various proposed improvements as follows.

1) K1-53 Chalet Manor Family Development HVAC Improvements

2) K1-54 Scattered sites (7) Family Development HVAC Improvements

Furnace / AC Replacement: This is the removal of the old furnace and air conditioning condenser and replacement with new equipment of heating and air conditioning equipment for all dwelling units in the designated developments. The old equipment is R-22 equipment and the new equipment will be an R-410 system of refrigerant. These units have individual furnace and air conditioning condensers for each dwelling unit. These units were designed for just heating and they don't have the return air ducts. (Especially the two story units). We are seeking suggested improvements to help the air flow. We have problems with condensation and uneven heat on the first and second floors.

3) K1-56 Elderly East – Bethany, Douglas Heights, Glanville and Rosedale Towers; and K1-57 Elderly West – Westgate and Plaza Tower. Entry Access Improvement.

This project is the replacement of entry security access hardware and software equipment to six towers. This software and hardware allows access to the tower by a card reader, and allows visitors to call the tenants from the access doors for electronic access to the tower. The current system is a Trygon system and is out of date, not sure if supported anymore. Equipment is located by the access doors to the various towers. The equipment hardware and software needs to be replaced and upgraded.

4) K1-56 Elderly East – Bethany, Douglas Heights, Glanville and Rosedale Towers; and K1-57 Elderly West – Westgate and Plaza Tower.

Fire Alarm Panel Replacement: This is the complete replacement of the physical fire panel in the office areas of the building and possibly the replacement of smoke detector heads and control panel components on the various floors of the building.

Please provide a separate price for each one for the four projects. We have ability to award

four separate contracts.

Pay attention to the criteria we use to score your request for proposals, Our Model Form of Agreement in the Request for Proposal is written to include new construction from the ground up. Therefore it includes plan requirements that may not be applicable to the project as described. Please bid plan preparation for what is required for these improvement projects, as described, to complete the project.

The meeting was then opened up for questions.

Q. Do you want a fixed fee for each individual scope?

A. Yes.

Q. Q. How many proposal copies should be submitted?

A. Four.

Q. Do you have a list of preferred contractors?

A. We do not?

Q. Is the estimate of cost on the construction for each item based on past contractor bids?

A. Yes, they were pulled off of previous similar work.

Q. Has there been an initial cost estimate by a contractor for this work?

A. No.

Q. Are there any minimum specifications or requirements based on your funding source?

A. No, It's a Federally funded project, all work is prevailing wage. We will provide a wage rate when the spec book is prepared and the project is ready to bid. These projects are subject to all federal requirements.

Q. Do you anticipate needing all design phases as outlined in the Model Contract?

A. No, generally only if they are needed. For these projects, it is anticipated that you will prepare the construction plans and submit them for our review. We will review, make comments, and give back to you for revision, if needed. Following our review and your revision, if needed, the project will be ready to bid.

Q. On the fire alarm systems, does it include strobes and detector heads etc.?

A. Assess the complete fire alarm system. We anticipate complete replacement of the fire alarm panel and maybe some upgrades to heads. Some have strobes, just assume you are to do an assessment then give us a recommendation.

Q. Do all buildings have the same fire alarm manufacturer?

A. We try to keep them the same, the current panels are Gamewell panels.

Q. Are there any existing record drawings of the facilities? If so, will electronic copies be available to the successful A/E firm?

A. We have paper drawings in our office. You are welcome to come by anytime and review them. A limited amount of plans have been scanned but we do not have electronic copies of all developments.

Q. Have you in the past, for fire alarm upgrades, had the design consultant just provide a performance based or delegate a design basis of document set up where the bidding contractor is responsible for providing final system drawings sealed by professional engineer? Sometimes you can save on design cost. Contractor is bidding to a design specification.

A. Yes we have done this in the past.

Q. Are these all single family units for scope I and II?

A. The buildings in Chalet Manor are a duplex and sixteen four-plex buildings. Each unit has its own furnace and A/C. Same with Scattered Sites 7, there are six four-plex buildings.

Q. For the security system improvements, the goal is to upgrade the security system at the entrance to the building, does that include card readers at each individual dwelling unit?

A. No, just the entry of the building.

Q. Do you envision the security for just each individual building only or do you want to connect them all to each other?

A. No, just for individual building.

Q. Where is the HVAC equipment located? Is it on the ground?

A. Yes the AC condensers are on ground pads. Scattered Site 7 furnaces are located in a utility closet in the kitchen, and Chalet Manor furnaces are in the basements.

With no further the questions the meeting was adjourned.

The following questions were submitted via email before and after the meeting.

Q. RFP Amendment request: Can the stipulation 2.A.4.c (A/E firm providing a narrative statement highlighting experience in modifications to facilities for the purpose of making them accessible in accordance with ADA or other listed standards) be excluded? We do not believe this article is directly applicable to the scope of the RFP.

A. Yes.

Q. Is it acceptable for final A/E deliverable to be a delegated design set of documents? This approach would involve the A/E firm providing drawings with device locations and a performance specification for the fire alarm contractor to meet. One stipulation in the performance specification would be for the successful fire alarm contractor to provide installed fire alarm system calculations and drawings sealed by a professional engineer.

A. Yes.

Q. How extensive are anticipated fire alarm upgrades at each facility? Will fire alarm system upgrades at each facility include upgrading or replacing fire alarm control panel, fire alarm annunciator, all fire alarm devices throughout the building (Horn strobe, strobes, pull stations and smoke detectors)?

A. It is anticipated that the fire panel will be replaced. As far as the other equipment we will rely on your assessment and recommendation.

Q. Is there an existing on-call fire alarm system vendor for the facilities indicated? If so, will the existing vendor be retained (to provide equipment upgrades more readily compliant with the existing systems)?

A. There is no existing on-call vendor, we have firms that perform tests and repairs on the systems by individual contract.

Q. Fire alarm scope does not include fire sprinkler system, correct?

A. That is correct as far as the physical piping system, however flow switches are connected to the fire alarm system that will need to be assessed.

Q. Initial scope cost estimates: Without understanding existing conditions, our cost estimate cannot accurately account for all roof, flooring, and finish repairs. Are there additional scope description available or a recommended allowance?

A. No there is no allowance. If you would like to evaluate existing conditions, you can arrange for a site visit to determine existing conditions.

Q. Contract Model Form Agreement Article A and E were mentioned as included within the RFP document, but appear to be missing. Is that document available? Or is that information pasted within the document?

A. The Model Form of Agreement was inadvertently omitted. A copy is attached, it also available on our web site under Procurement.

Q. Should the A/E fixed fee be provided for each individual scope of work or should just one fixed fee for A/E be provided that indicates which scope is included?

A. You should provide a separate cost of each scope of work.

Q. Project 3: Based on the construction budget of \$120K; we believe the construction cost will exceed the budget; are we to design all six (6) towers listed or will it be phased? Also when designing physical access control system (PACS) (security door hardware) for all towers; do we integrate seamlessly into existing video surveillance (security camera) system or stand-alone system?

A. Design for all 6 towers. Your PACS system should be a stand-alone system.

Q. Project 4: Can you define the anticipated scope for the fire alarm system again; based on the construction budget of \$180K for five (5) towers? If construction budget is exceeded for the five (5) towers based on scope response; will this be phased?

A. The budget is for the replacement of the fire alarm panels at these towers. If the cost exceeds the budget it is possible that the project will exclude a tower to be completed later.

Q. Do the individual budget estimates need to be separately bound from the proposal, or can all 4 project budgets be included within the proposal document?

A. All four can be included in one proposal document. Please provide four copies of the one proposal document.

Q. Based on the language within Article A of the model form of agreement, in addition to the architect, consultants will also be required at the weekly construction inspections?

A. Consultants are not required at the weekly construction inspections, unless you will require them to be there.

With no further questions, this concludes the questions period.