

Pre-Bid Meeting Minutes
19-11-Asb/Lead
Lead and Asbestos Sampling and Testing
January 24, 2019
10:00 a.m.

Attendees:

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

Mr. Shomin opened the meeting by asking if everyone had a copy of the Invitation to Bid for Lead Based Paint and Asbestos Containing Material Testing Services.

An environmental review is required on all improvements that will be funded with Federal Funds. Improvements proposed in the Kansas City Kansas Housing Authority's 2018 Capital Fund Program are required to meet 24 CFR 58.5 environmental requirements. Lead and asbestos surveys are needed where the proposed improvements will be completed.

Mr. Shomin provided a brief description of the various proposed improvements on Table 1:

Entry Access Improvements: This project is the replacement of entry security access hardware and software equipment to our seven 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. Equipment is located by the access doors to the various towers.

Furnace / AC Replacement: This is the removal and replacement with new equipment of heating and air conditioning equipment for 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.

Security Camera Improvements: This is the improvement of the security camera equipment at three of our tower facilities. The current system provides security camera viewing for the various access doors to the tower. The new system will replace this equipment and expand it by adding cameras in each of the elevator lobbies and additional cameras to provide viewing of the parking areas and other areas around the outside of the buildings.

Fire Alarm Panel Replacement: This is the 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.

Elevator Modernization: This is the modernization of all elevator equipment in the building. This includes the replacement with new of controls, operating equipment, cables, door controls, switches and buttons.

The meeting was then opened for questions. The following questions were asked:

Q. Will the furnace and AC replacement involve any floor to floor changes? Any changes to the duct work?

A. That is possible as these dwelling units were designed for just heating and now that we have replaced with heating and air conditioning, it has created some problems and ductwork changes maybe needed. So yes that is possible.

Q. Are any of the drip pans leaking?

A. No

Q. How many security cameras are there?

A. At all access points, roof, on each elevator lobby and other areas around the building.

Q. Entry access improvements are there any demolition?

A. The removal of equipment at the access doors for hard ware updates

Q. How many entry points are at the buildings?

A. Front and back doors, Stairway access points.

Q. Will unit selection for testing be at random?

A. Yes, a random selection of the dwelling units are to be tested. The number to be tested will be per HUD requirements. All occupied units will require 48 hour notice prior to entering for testing.

Q. What about destructive sampling? Could you give more detail?

A. Sampling will be in the areas of improvement. We would like destructive to be kept to a minimum, however you must do what is needed to gather your samples..

Q. Samples of drywall and joint compounds?

A. Yes that would be acceptable and any other areas where suspected asbestos or lead based paint are suspected in the area of improvement.

Q. Can you explain the preparation of the Operation and Maintenance Manual on dealing with lead and or asbestos?

A. If lead or asbestos are encountered at the various sites, you are to prepare an operation and maintenance manual on how to deal with and work around this material. This is for our contractor and maintenance personnel to use on how to deal with this material. You should bid the preparation of an O and M manual for each site. Provide the price for this separately, and if needed you may invoice for the preparation of the O and M manual.

Q. Are we to assume they all need it?

A. Yes, you are to provide a separate price for each and only invoice if needed.

Q. Is 300 samples too much?

A. The general consensus for the group is that this should be adequate. It was stated that you are to invoice only for the samples taken. Therefore the cost of sampling will be divided by 300 to determine a price for sample. This price will be used for the actual number of samples taken.

Q. Is this a lump sum cost, including material and labor?

A. Yes is a lump sum per sample including all costs per sample, not per layer.

Q. Are drawings of various properties available?

Q. We have available various plans of the various developments. You are welcome to review what drawings and floor plans of properties we have in our office.

Q. Are hand drawn drawings acceptable?

A. Yes

Q. Does the price for asbestos testing need to be separate from the lead testing?

A. Yes.

Q. Some of these properties were tested a few years ago. Should it be tested again?

A. Bid the testing in the area of improvements. The successful firm selected to do the testing can review our testing results and determine if additional testing is needed. If it is determined that no additional testing is needed, then the successful firm will deduct the cost of the testing from its bid.

With no further questions the meeting was adjourned.