

A/E PRE - PROPOSAL MEETING MINUTES
June 14th, 2017
10:00 a. m.

The meeting was opened at 10:05 am with approximately 8 people in attendance.

It was asked if everyone had a copy of the RFP? A few were handed out.

A brief description of each project was given:

1. Douglas Heights Family Development HVAC Improvements. There are 99 dwelling units in this development. All have furnace and air conditioner split systems that are approaching the end of their anticipated life expectancy. This project is the replacement of these systems with an energy efficient upgrade. The project is funded in two separate years of funding. It is the intent of the Housing Authority to delay the project until the second year funding is available and bid this as one project, instead of two separate phases.
2. Douglas Height Family Development Slope Stabilization. This project is an assessment of a deteriorating slope condition where the back yards of a few of the buildings is eroding away to a point that is jeopardizing concrete pads and possibly the buildings themselves. This project is the assessment of the condition, an anticipated solution to the problem, and an anticipated cost estimate to correct. The cost estimate will be used as a budget amount to put in future capital planning budgets for the repair of this problem.
3. Scattered Site #15 Interior Modernization and Repair. This development consists of 20 single family homes. This project is the complete interior modernization consisting of plumbing and electrical updates; new cabinets, doors, and hardware; new wall, ceiling and floor finishes; and any proposed alterations to enhance the design of the units. There will be multiple phases to this project. This development is a high demand area. Currently there are 3 vacant units. The first phase will be these 3 units. As each unit is completed residents from other units in this development will be relocated to the newly completed units. Creating the next phase of 3 homes. The home designs differ from one another.
4. Wyandotte Tower Structural Evaluation. This is an assessment of the building to identify the cause of various cracks in the building, a solution to the problem with an estimate to fix the problem. Cracks are occurring on the 8th floor of the building in a few of the units that appear to be structural.
5. Rosedale Tower Fire Sprinkler Extension into Dwelling Units. As a result of a state fire inspection of the building it is required that fire sprinkler extension into the dwelling units is needed. Fire sprinklers are in the common areas of the building with stubs available into each of the dwelling units. This project is the extension of the fire sprinkler system into the dwelling units.
6. Rosedale Tower Air Handler Replacement. This project is the replacement of the existing air handler and associated equipment for the common areas of this building.

7. Westgate Tower Parking Lot Improvements. The current parking lot is ponding water which causes a problem with ice and algae growth. This project is improvements to the parking area to correct this problem. The Westgate Tower project is located in an Historical District on the National Register. This creates a concern if digging is involved on site, as an archeologist must be present during digging to witness the digging. If something is found of historical value during the digging work must stop for it to be evaluated. It is the hope of the Housing Authority that the project will not involve digging and can be milled and repaved to avoid any digging.
8. Westgate Tower Elevator Modernization. The elevator equipment in the building is difficult to obtain as parts are no longer available. This creates the reason for this elevator modernization. Controllers and associated equipment is to be changed. MEI our current elevator maintenance company can assist in the equipment needed and required.
9. Plaza Tower Interior Modernization and Repair. This project is the complete interior modernization consisting of plumbing and electrical updates; new cabinets, doors, and hardware; new wall, ceiling and floor finishes; window replacement; extension of fire sprinkler systems into the dwelling units; and any proposed alterations to enhance the design of the units. There will be four phases to this project. There are 8 floors and 115 dwelling units in this tower facility.

Various plans for the developments are available in our office. You are welcome to come and review what plans are available. Note: the architect is responsible for the accuracy of any existing plans.

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

Q. Do you want a price per phase on project #1?

A. It is the intent of the Housing Authority to delay this project until all funding is available and bid it as one project. Therefore, no do not price per phase just bid for one phase.

Q. Any anticipated cost for project #2?

A. Due to the uncertainty of the problem, it is difficult to determine an anticipated cost, therefore that is the reason for only an assessment of the problem, a proposed solution, and then an estimate to correct.

Q. Can you explain the extent of plumbing and electrical updates for interior modernization?

A. Plumbing updates are new fixtures, sinks, shutoffs, and faucets. Electrical updates are new switches, electrical outlets, lights and possible new breaker panels.

Q. So we do not get into the walls to replace the wiring or the piping?

A. No.

Q. In Project 9 is the window replacement for the whole building?

A. Yes, the windows are replacement windows and need to be replaced because they are difficult to open. Windows will be replaced as part of the work for each phase.

Q. Regarding the air handler replacement, can you give us the tonnage of the existing air handler?

A. A general description of what is needed is a complete Air-Handler with a water type Coil; the face & bypass damper actuator will be controlled by the Metasys system (our building automation software system); replace both inlet and outlet valves; a re-heat valve installed on the Inlet side, controlled by the Metasys system, to adjust hot and cold water flow to better control temperature; a variable speed blower; replace intake and discharge duct as needed. The tonnage of the unit is unknown as there are no existing plates describing the tonnage of the existing unit.

Q. How many copies of the proposal are needed?

A. Three.

Q. Are there any CAD drawings available?

A. You are welcome to review what CAD discs we have available in my office for your use.

Q. Why not have a structural engineer evaluate your structural problems?

A. The Housing Authority is interested not only in what is causing the problem. We also want possible solutions with estimates for correction of the problem that an architect and or engineer can provide. This RFP is available to structural engineers to submit proposals directly to the Housing Authority also.

Q. How many phases of interior modernization is anticipated for Plaza Tower?

A. Four phases of 2 floors each.

Any further questions will be received until close of business on Friday, June 16th, 2017 by email to Tony Shomin at tshomin@kckha.org. An addendum with meeting minutes and answers to any questions will be issued on Monday June 19th, 2017.

With no further questions the meeting was adjourned.

Additional questions asked:

Q. After visiting the Wyandotte Towers building to look over the various cracks, it appears the problem is more concrete spalling than a structural issue. How would you like us to proceed?

A. Your proposal shall have a structural engineer assessment of the problem.

Q. After a review of the plans for Interior Modernization of Scattered Site #15, when you said in the meeting that the plans for the houses vary, it appears that the building layout is the same for the various bedroom sizes. Is this what you meant?

A. Yes, with minor differences.

Q. Verification of Plans, the RFP requires for the architect to verify the plans. How extensive is the verification of plans?

A.: The plans will need to be verified for the portion of the building or site where work is to be completed for the proposal. Some existing plans have blatant errors and the architect is responsible for accuracy on its plan.

Q. The RFP allows for a separate price for any of the nine categories. Does this require a copy of the qualifications for each category that is bid?

A. No, one set of qualifications and a proposal sheet for the different categories.

The RFP states a fixed price, with hourly rates for each member of the firm less overhead and profit. Subcontractors hourly rate including overhead and profit. Do you want the A/E firms overhead and profit figures?

A. Yes, HUD requires this breakdown. Submit your hourly breakdown per member with overhead and profit charges separate for your firm and submit the subcontractor's hourly rate with overhead and profit included.

Q. Will all the categories require an architectural lead, since some are primarily engineering projects?

A. No, an engineering firm can be the lead on these projects.

End of questions.