

Pre-Bid Minutes
#2023 A&E RFP
Wednesday, May 15, 2024
10:00 a.m. CST

Attendees:

Susan Martin	KCKHA Director of Contract Administration
Jeremy Simon	KCKHA Modernization Coordinator
Maria Felhaber	KCKHA Administrative Assistant
Interested bidders	(See Attached List)

Susan Martin, Director of Contract Administration commenced the meeting by informing that the Kansas City Kansas Housing Authority hereby provides notice that it will receive proposals from licensed Architectural/Engineering (A/E) firms or consulting agencies for services which include the production of design documents and construction inspection for various physical improvements to it's housing developments. Mrs. Martin advised an addendum will be submitted to have additional projects added. She advised we would like recommendations to be made by winning bidder on improvements and betterment of the site. Please make sure your reimbursable price includes the print cost for plans and manuals as we do like to keep three sets of plans to provide to our directors. Questions came in as follows:

Q. Once bid for exterior is submitted with recommendations, whose to say what goes or what isn't needed?

A. The Modernization department along with the assistance of the Kansas City Kansas Housing Authority Directors.

Q. So we are to design it based on this scope and moving forward we can choose what work will be performed?

A. Yes, you will be given plenty of time to walk the site and discuss with the KCKHA what improvements are needed.

Q. Are you wanting the proposals also to be a hard copy?

A. Yes. They need to be dropped off or mailed in.

Q. Is your maintenance going to provide material for the exterior project?

A. Not doors or windows.

Q. Are there any existing drawings for the project sites?

A. Yes, we have old plans.

Q. Are we free to visit the properties?

A. Yes you are allowed to walk the exterior of the sites.

Q. For the HVAC, are we converting to something more up to date or are we just replacing and leaving as old design?

A. Not converting, but we might need to update or modify the placement.

Q. Is next Thursday still the due date?

A. Please read the addendum for the finalized date.

Be sure to pay close attention to documents required with your bid and documents required with submission, please acknowledge the addendum being put out. Instructions for submission are on the website under www.KCKHA.org under procurement opportunities.

With no further questions, the meeting was adjourned.