

**NSP2 RRGF REQUEST FOR QUALIFICATIONS (RFQ) AND BID PROPOSALS
FOR HOUSING REHABILITATION CONSULTANT
MANDATORY PRE-BID MEETING NOTES**

1280 N. Congress Ave., Suite 215, WPB 33409
JULY 11, 2011- 3:00 P.M. (EST)

Attendees:

| <u>NAME</u> | <u>ORGANIZATION</u> | <u>E-MAIL</u> | <u>PHONE</u> |
|-----------------|----------------------|--|----------------|
| Dylan Battles | Plan-It Design-Build | cre8design4u@aol.com | (561) 324-0500 |
| Larry Zabik | Zabik & Assoc, Inc | lzabik@zabikandassociates.com | (561) 791-2468 |
| George Hohmann | ACAI Assoc, Inc | ghohmann@aecmworld.com | (954) 484-4000 |
| Ruth Haggerty | Renewable Design | rhaggerty7@bellsouth.net | (561) 373-2327 |
| Davey Morris | Sunny South Constr. | daveymorris@sunnysouthcc.com | (561) 670-7411 |
| Andrew Morgan | Andrew Morgan Srvc | morgengr@aol.com | (561) 881-8999 |
| Jackie Cooper | Cooper Constr. | jcooper@coopercmc.com | (561) 248-0707 |
| Javin Walker | "2" SBW& Assoc. | jpeso@bellsouth.net | (561) 692-1432 |
| Elizee Michel | Westgate CRA | emichel@pbcgov.org | (561) 640-8181 |
| Thuy Shutt | Westgate CRA | tshutt@pbcgov.org | (561) 640-8181 |
| Dottie Natiello | CRA Secretary | dnatiello@pbcgov.org | (561) 640-8181 |

I. Introduction

Meeting started at 3:06 p.m. Mr. Michel introduced the WCRA staff and asked that everyone sign-in. Meeting agenda, Sample Rehabilitation Allowable Activities sheet, and copies of the RFQ was provided at the beginning of the meeting

II. Overview of Master Plan and WCRA Overlay

Mr. Michel gave a brief description of the CRA boundaries and redevelopment goals which address housing, infrastructure and drainage improvements. He added that this includes rehabilitation of homes as described in the NSP2 RRGF program. The order of the meeting is to go over each page of the RFQ and take questions and comments from the attendees.

III. RFQ Overview of Belvedere Homes Improvements – Elizee Michel/Thuy Shutt

Ms. Shutt explained that the ten multi-family units referenced in the RFQ may be conversions of multi-family units to single family units in addition to traditional single-family units under this program. Ms. Shutt clarified that the County is the recipient of the NSP2 grant money and the CRA is the sub-recipient thus federal and county guidelines

apply. She stated that the CRA is seeking rehabilitation consulting services for the scope of services in the RFQ (pages 12-18). Under the NSP2 RRLP, rehabilitation cost per unit is capped at \$50,000 and the resale unit is also limited to 75% of the total property improvement. Ms. Shutt described the general makeup of the CRA homes and suggested that everyone do a preliminary site drive-thru. Most of the homes have water and sewer service provided by the County with the exception of some 500 homes in the Golfview area. An exhibit of this area including Phase 1 of the Belvedere Homes Sanitary Sewer project will be distributed to the attendees along with the meeting notes.

Mr. Michel emphasized that a bidder's overall score and cost figures will be among the main determinants for awarding this project.

Q: Dylan Battles asked if the Consultant needed to factor the cost of asbestos findings and abatement within their proposal.

A: Ms. Shutt stated that the asbestos survey would be done as a separate consultant to be hired by the WCRA and reports will be available to the selected Consultant for the write-ups.

IV. RFQ Overview/Changes – Thuy Shutt

The RFQ was reviewed page by page with attendees and questions answered.

Page 1

Ms. Shutt clarified that submittals asked for one (1) unbound original copy for reproduction purposes within bid packets all other copies are required pursuant to the RFQ.

Last date for addendums is this Friday, July 15, 2011 5, 5:00 p.m. so all written inquiries is required to be submitted before that time via fax, mail, or emailed. All contact information and alternate method of communication (e.g. phone numbers) should accompany the inquiries in case network or computers are down.

Deadline for bids is July 18, 2011 at 3:00 p.m. (EST).

Q: After inspections what turnaround time is expected?

A: Mr. Michel responded initial inspections needed preferably within 24 hours but the RFQ allows for a two (2) day period to do the inspection and written report due within five (5) business day (see Section VIII.A.9, page 13).

Ms. Shutt stated that there are two essential processes: 1) Visual Inspection 2) CRA needs to know results within 24 hours to make a decision on the sale contract.

Q: George Hohmann, ACAI, regarding page 13- item 9, is the 2 day verbal assessment to communicate to the CRA whether the rehab cost will be within \$50,000?

A: Mr. Michel stated that the two days are to do the actual inspection for the write-up during the inspection period when the property is under contract. However, the initial visual inspection may occur at the showing of the property prior to execution of the property. If it can't be done for less than \$50,000 then the WCRA may not consider that property for the program.

Q; Andrew Morgan asked if all homes are foreclosed under this program?

A: Mr. Michel responded that this program requires that the properties are in the foreclosure process.

Q: Jackie Cooper asked if the \$50,000 was to include rehab and inspection fees.

A: Ms. Shutt responded that it is only for rehabilitation costs, inspection fees are considered soft costs.

Page 2 - Legal Requirements were covered.

Page 3

Ms. Shutt clarified that under the Conflict of Interest clause, for example, you will not be able to do the GC work due to conflict of interest.

Page 4

Ms. Shutt reminded the group the importance of following the published RFQ by submitting all completed information, sign all forms, and provide copies of licenses and certifications.

Page 5

Ms. Shutt stated that pricing must be in the required format and location in the response sheet for fair competitiveness practices (See pg. 19).

Page 6 – Bid Opening, Award, and Protest procedures were covered. Bids will be opened on July 18th but evaluations and results will not be completed and posted until July 19th.

Page 7 – Contract Administration, Payments were covered.

Page 8 – Public Records/Disclosure

Ms. Shutt emphasized that this project is subject to Ordinance No. 2009-049 and the Inspector General's review and all documents may be subject to public records requests and disclosures purposes, if applicable.

Page 9

Ms. Shutt went over the minimum qualifications including insurance requirements and minimum professional licensure, experience and references. Anticipated project timeline were also discussed.

Page10

Evaluation criteria were discussed and emphasis on that the bid must be valid for 90 days. Ms. Shutt stated that July 15, 2011 is the last day for addendums to be issued and requested that comments are forwarded to the WCRA before that day.

Page 11 - Statement of Qualifications were discussed.

Page 12

Q: George Hohmann asked (regarding Section A6.d) if the CRA will provide the termite inspections.

A: Mr. Michel responded that the rehabilitation consultant will be responsible for termite inspections.

Page 13 - Requirements of the Work Write-ups.

Ms. Shutt emphasized that the consultant is responsible for researching whether or not improvements were done legally and evaluate the cost of bringing the improvements up to code versus the cost of removal of the illegal improvements.

Q: Andrew Morgan asked if the CRA is responsible for the Asbestos and Lead Base write-ups and will the Consultant be responsible for remediation?

A: Elizee Michel responded that evaluation of the asbestos abatement/remediation costs is the Consultants responsibility. Ms. Shutt indicated that there are (3) separate RFQ's due on the same day for Asbestos, Lead Base and Appraisal services. The Asbestos RFQ provide for alternate bids for Abatement Specification and Abatement oversight so the consultant will have the assistance of the Asbestos Consultant in the abatement if the WCRA decides to go through with units that will need remediation.

Page 14 – HOA and Lead Base Paint provisions were covered.

Page 15 --_Energy Efficiency Standards/Systems were discussed.

Rehabilitation should include energy efficient equipment or construction practices to the greatest extent possible according the NSP2 RRG criteria as stated in the RFQ. This is not specified in detail since the condition and age of the homes may vary.

Page 16 – Preconstruction Coordination was covered.

A question was raised as to if the consultant will be responsible for the permitting. Ms. Shutt indicated that consultant will be responsible for the write-up and will assist the WCRA during the bid process but the permit will be the responsibility of the successful General Contractor who will be contracted by the WCRA to perform the rehabilitation.

Page 17 – Construction Management was covered.

Page 18 – Construction Administration Role was covered.

V. RFQ Schedule – Thuy Shutt

Ms. Shutt stated that the CRA has until the end of this year to expend 50% of the funds and November 15, 2012 to file 100% reimbursement to the County according to the grant agreement. However, a 25% spending benchmark was established for September 1, 2011 and additional 25% benchmark was targeted for spending by October 1, 2011 to ensure all recipients are on schedule. The WCRA is anticipating on meeting these deadlines through the acquisition of the properties by the end of this year. However, the County usually requires a minimum of 30 days for closings since all documents must be processed and approved by the County before the County can wire the money at closing.

Deadlines for RFQ are covered.

VI. Questions and Answers - Thuy Shutt

Q: George Hohmann - Presumably the building department will be inspecting the construction also?

A: Ms. Shutt stated that the permits, if required, will be reviewed and approved by the County. If plan reviewers need help with specifications/write ups during permit review, consultant will need to assist contractor with questions. General Contractor will be responsible for pulling building permits.

Q: Dylan Battles – Should hurricane shutters be brought up to code?

A: Ms. Shutt responded that all rehabilitation work shall be in compliance with unincorporated Palm Beach County Building code requirements. The consultant will need to make sure if impact resistant windows and/or shutters are required.

Q: Larry Zabik asked who will approve the non-permitted materials specified by the consultant?

A: Ms. Shutt – The CRA will do the selections based upon the consultants recommendations, no sample material/finish boards will be required.

Q: George Hohmann – Will these properties be owner occupied at time of construction?

A: Ms. Shutt responded that the properties will be vacant.

Q: George Hohmann asked if the grant amount was public information and does the CRA in fact have to spend 50% by the end of the year?

A: Ms. Shutt stated that the grant amount awarded was \$1,132,750 million dollars and 50% must be spent by the end of 2011 stated previously. All grant documents are available through the County for public records requests. Mr. Michel clarified that most of the 50% will be spent in acquisitions. Ms. Shutt stated that a copy of the CRA's agreement with the County is only available upon request since this is a 67 page document.

Ms. Shutt stated although most of these older homes will need basic replacements, the consultant should be aware that they may have septic replacement or hook up needs depending on the condition of the septic tanks and if sanitary sewer will be available for certain properties within Phase 1 of the WCRA's sanitary improvement for the area.

Q: Ruth Haggerty asked if A/C's have to be replaced even if there are none?

A: Ms. Shutt responded that A/C must be included.

Ms. Shutt added that the CRA's tax (TIF) money comes from the County and most of the money so far (\$30 million) has been spent underground for infrastructure improvements.

Q: George Hohmann asked if a property is on septic and a sanitary system hook-up is available, is this to be included in the \$50,000 and will the General Contractor be required to abandon pump and cap these structures.

A: Mr. Michel – The Consultant will include hook-up cost(s) and the GC will be required to permit abandonment of all septic systems where a sanitary system hook-up is available.

Ms. Shutt concluded that the WCRA will make available a pdf map of the properties that will be within the scope of the WCRA's Sanitary Sewer project. Phase 1 should be indicated on the map that will be emailed out to respondents.

The meeting was adjourned 4:12 p.m.