

CITY OF LEE'S SUMMIT, MISSOURI
220 S.E. GREEN STREET
LEE'S SUMMIT, MISSOURI 64063
(816) 969-1080

DIVISION OF PURCHASING AND CONTRACT SERVICES



RFP NUMBER 08-028

**ADDENDUM AND CLARIFICATION NO. 1
PRE-PROPOSAL CONFERENCE
DATE/TIME: November 1, 2007 at 11 :00 AM**

The original Request for Proposal for Downtown National Register Historic District Building Exterior documentation remains in effect except as revised by the following changes, which shall take precedence over anything to the contrary in the specifications.

The **Pre-Proposal** Conference was held for the purpose of promoting an understanding of the City's requirements and needs, and to clarify any confusing areas of the request, by allowing offerors to ask questions. The City intends to make an award to a responsive and responsible firm through an open and competitive procurement process; one that will satisfy all the requirements in the most economical manner. The conference agenda is attached.

The **Pre-Proposal Conference** was opened with introductions and a statement of purpose by Barbara Poole, Assistant Purchasing Manager. Other City employees in attendance were Project Manager, Michael Gorecki, Planning & Development Senior Planner.

The following firms had representatives present at the Pre-Proposal Conference:
Helix, ATTR LLC, SRJ & Associates, Walter P. Moore, Shafer, Kline & Warren, George Butler Associates, and Tevis Architects.

Please Note: The format for this addendum will detail questions asked, answers given and clarifications and statements made. Q = Question, A = Answer, C = Clarification and S = Statement.

The meeting was opened for questions and comments. All participants were introduced and the following information was addressed:

INTRODUCTORY REMARK

Barbara explained the sign-in sheet and that the tape recording was for administrative recordkeeping only. Participants were advised to ask questions anytime while covering the RFP document's contents.

LEE'S SUMMIT PURCHASING DEPARTMENT - REVIEW OF RFP PROCEDURES

The RFP process and RFP documents were discussed as outlined on the attached agenda.

Department – Review of Scope of Service

The specific details of this project and service requirements were discussed as outlined on the attached agenda.

Question

Q:# 1 On page 5, Scope of Services of the RFP document it reads; Each file shall be completely interactive. What does the City mean by that? What kinds of features are you trying to get from that?

A:# 1 We need to know what the exterior looks like. We need to know the dimensions, proportions, what material is on the buildings and what is the condition of the material on the buildings. This information is needed so if there is some minimal damage to a building we will be able to figure out what was there so we can ultimately replace it with like material. If the building was totally wiped out we would have to follow the in-fill development guidelines to see how a new building would fit into that location. A new building would not have to mirror the original building.

Q:# 2 So this is above and beyond a typical structure report, something that is interactive. Is it a measurement?

A:# 2 It is a measurement document. The City doesn't currently have documents to show what the buildings are measured at.

Q:# 3 When you say you want to know about the existing physical condition, is it just the physical condition of the façade?

A:# 3 Just the exterior.

Q:# 4 The reference to an historic structure report, I'm assuming it isn't per the National Park Service guidelines. Is this just a term the City is using when defining the requirements for the historic structure report?

A:# 4 It is not a complete report of the building. It is just the exterior. We are looking at historic characteristics of these buildings.

Q:# 5 Are you looking for some form of assessment condition as we are going through the different properties?

A:# 5 Yes

Q:# 6 Regarding the interactive nature of what the City is looking for, it appears that the City is looking for software the City can work within. That would be complicated in a sense of

the type of software that it could represent. Would you want to be able to get into that elevation and work in that drawing, or is it that you are trying to document what the physical conditions and the materials are?

A:# 6 The City's goal is to document what is currently there.

Q:# 7 Then the City wants something like an AutoCAD drawing that you can actually use later?

A:# 7 An AutoCAD drawing is optional as long as you submit a photogrammetric product.

Q:# 8 What is the cutoff date for any further questions?

A:# 8 All questions must be received by Nov 9, 2007 which is five working days prior to the closing date of Nov 16, 2007.

Q:# 9 Are there any states or federal funds involved in this project?

A:# 9 No, there are none. All funds will be City budget funds.

Q:#10 Regarding the conditions of the elevation, you mentioned that the successful firm will need to identify the materials so that those types of material could be replaced in case of repair or damage. What about the conditions of the materials? Do you want it be stated if windowsills are rotted and should be replaced? Are you looking for those types of recommendations?

A:#10 Yes, for the exterior material we do want to know this type of information regarding rotting of windows and broken bricks and needs repointing, etc. We are looking for general terms of the conditions of the materials. We do not need a microscopic investigation of the materials; we are just looking for visual inspections reported.

Q:#11 Since you already have historical data on these building, then the historic structure report really only involves the physical description and physical overview of these 44 properties and not the historical information. Is that correct?

A:#11 Yes that is correct. The City already has the historical information. That would be additional information which is not called for in this project.

Q:#12 Are you only looking at the front of these buildings?

A:#12 No, the City wants all the exterior facades of the buildings. All that is visible. If one building is next to another building you obviously would not be able to figure out what was there, however if there are any exposed surfaces on the front, sides or rear, that is what we want you to look at.

Q:#13 What if one building is taller than another building, and there is 8 ft exposed, is the firm to get up on the roof to look at it?

A:#13 The City wants all exterior facades that are exposed to be included in the report.

Q:#14 Does the City have any concerns about the roofs?

A:#14 Documentation of the roofs will not be required.

Q:#15 Are property owners of the building aware that the City is going to be hiring a firm to look at their buildings?

A:#15 The City has talked to property owners through the Downtown Main Street

Organization that the City is going to be doing this, however property owners may live in town and some may not, therefore all would not be aware of this project. Based on the addresses of the 44 properties, the successful firm would be able to look up through Jackson County records the names of the property owners.

Q:#16 Is it required for the successful firm to contact every building owner?

A:#16 Only if you need to obtain access to the roof to view and document an adjacent building wall.

Statement

S:# 1 It is not a requirement that a company or firm be an Architect or Engineering Firm, therefore the City can ask for cost upfront in the RFP. Cost will be rated at 10% of the evaluation criteria.

S:# 2 Documentation of roofs will not be required.

S:# 3 The City’s budget for this project is a maximum of \$40,000.00.

Attachments to this Addendum are as follows:

- Pre-proposal Meeting Agenda
- Pre-proposal Meeting Attendance Sheet.
- List of property addresses

ACKNOWLEDGEMENT

Each bidder shall acknowledge receipt of this Addendum No. 1 of RFP No. 08-028 titled Downtown National Register Historic District Building Exterior Documentation, by his/her signature affixed hereto, and shall attach this Addendum to the original bid proposal.

CERTIFICATION BY BIDDER

SIGNATURE _____

TITLE _____

COMPANY _____

DATE _____

PRE-PROPOSAL CONFERENCE AGENDA

FOR

RFP NO. 08-028

Downtown National Register Historic District Building Exterior Documentation

November 1, 2007 11:00 AM

ATTENDANCE SIGN-IN SHEET CIRCULATED

- 1. GREETING AND INTRODUCTIONS OF CITY STAFF**
- 2. TAPE RECORDER ANNOUNCEMENT**
- 3. STATEMENT OF PURPOSE OF PRE-PROPOSAL CONFERENCE**
- 4. REVIEW OF RFP DOCUMENT**
Questions may be asked anytime throughout the meeting and reviewing of the RFP document.
 - A.** Description of Project and Services Required
 - B.** Instructions to Respondents
 - C.** Forms
 - D.** General Conditions
 - E.** Exhibits
- 5. ADDITIONAL INFORMATION, CLARIFICATIONS, QUESTIONS AND ANSWERS**
- 6. ADJOURN**

ATTENDANCE SHEET FOR: PRE-PROPOSAL CONFERENCE

DATE: November 1, 2008

TIME: 11:00 AM

RFP#: 08-028 Downtown National Register Historic District Building Exterior Documentation

Please list your name, your firm, address and a phone and fax # where you can be reached. Clarification information resulting from this meeting will be mailed to you.

REPRESENTATIVE	COMPANY NAME AND ADDRESS	PHONE, FAX & E-mail:
1. MIKE HEULE	HELIX	Phone: 816.300.0300 Fax: 816.300.0301 E-mail: mheule@helixkc.com
2. Cydney Millstein	Attr, LLC	Phone: 816.472.4154 Fax: 11 E-mail: cydne@attrkc.com
3. JULIE CAWBY	SPS & ASSOC. KCMO	Phone: 816 474 0900 Fax: 816 474 0909 E-mail: JULIE.C@SPSARCH.COM
4. SUSAN RICHARDS JOHNSON	SRJ & ASSOC. INC. 88 Grand #1150, KCMO 64108	Phone: 816.474.0900 Fax: 816.474.0909 E-mail: susan@srjarch.com
5. GEOFFREY HOSE	WALTER P MOORE 920 MAIN KCMO 64108	Phone: 816 701 2100 Fax: 816 701 2200 E-mail: GHOSE@WALTERPMMOORE.COM
6. Scott Coufer	Shafer, Kline & Warren 11250 Corporate Ave Lenexa KS 66219	Phone: 913-888-7800 Fax: 913-888-7868 E-mail: confer@skw-inc.com
7. Kim Pearce	George Butler Assoc. 9801 Renner Blvd. Lenexa, Ks. 66219	Phone: 913-492-0400 Fax: 913-577-8380 E-mail: kpearce@gbutler.com

ATTENDANCE SHEET FOR: PRE-PROPOSAL CONFERENCE

DATE: November 1, 2008

TIME: 11:00 AM

RFP#: 08-028 Downtown National Register Historic District Building Exterior

REPRESENTATIVE	COMPANY NAME AND ADDRESS	TELEPHONE NO.
8. Lonnie Shanks	Tervis Architects	Phone: 913-599-3003 Fax: 913-599-3093 E-mail: Lshanks@TerVis Architects.com.
9. Michael Gonetki	City Sp Planner	Phone: 816-969-1600 Fax: E-mail:
10. Barbara Peale	City Asset Purchasing Manager	Phone: 816-969-1084 Fax: 816-969-1080 E-mail: barbara.peale@ks-summit.mo.us
11.		Phone: Fax: E-mail:
12.		Phone: Fax: E-mail:
13.		Phone: Fax: E-mail:
14.		Phone: Fax: E-mail:
15.		Phone: Fax: E-mail:

ATTENDANCE SHEET FOR: PRE-PROPOSAL CONFERENCE

**Downtown National Register District
Contributing Properties
List of Addresses**

1. 6 SW 3rd Street
2. 8 SW 3rd Street
3. 11 SW 3rd Street
4. 12 SW 3rd Street
5. 13 SW 3rd Street
6. 15 SW 3rd Street
7. 18 SW 3rd Street
8. 20 SW 3rd Street
9. 5 SE 3rd Street
10. 9 SE 3rd Street
11. 11 SE 3rd Street
12. 15 SE 3rd Street
13. 18 SE 3rd Street
14. 19 SE 3rd Street
15. 21 SE 3rd Street
16. 23 SE 3rd Street
17. 26 SE 3rd Street
18. 28 SE 3rd Street
19. 32 SE 3rd Street
20. 104 SE 3rd Street
21. 108 SE 3rd Street
22. 109 SE 3rd Street
23. 110 SE 3rd Street
24. 220 SW Main Street
25. 228 SW Main Street
26. 230 SW Main Street
27. 300 SW Main Street
28. 215 SE Main Street

29. 217 SE Main Street
30. 219 SE Main Street
31. 225 SE Main Street
32. 227 SE Main Street
33. 229 SE Main Street
34. 231 SE Main Street
35. 235 SE Main Street
36. 239 SE Main Street
37. 241 SE Main Street
38. 247 SE Main Street
39. 220 SE Douglas Street
40. 223 SE Douglas Street
41. 224 SE Douglas Street
42. 301 SE Douglas Street
43. 307 SE Douglas Street
44. 311 SE Douglas Street