

## REQUEST FOR PROPOSALS

FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR THE RENOVATION OF HILLSIDE MANOR

### Addendum #2 – Summary of Hillside Manor Site Visit

**Issue Date:** December 7, 2017  
**Site Visit Date:** December 4, 2017 at 1:00 pm

It is the sole responsibility of the respondent to note the contents of this Addendum.

#### Attendees:

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#### A. Questions / Discussion:

**1. Is there any idea regarding construction budget?** Yes. HACC included a preliminary \$7.5 million budget as part of the RAD application process. These numbers were based on a 2015 Capital Needs Assessment (CNA) completed for the building. Based on that report, major areas of renovation are needed for the building's roof, decks, plumbing, and interior upgrades. In addition, HACC anticipates the elevators will need full repair and/or replacement and an upgraded security system throughout the building installed. The cost of construction will increase once an updated CNA is completed. HACC will look to the Design Team for assistance in developing the initial scope and corresponding project budget.

**2. Is HACC requesting any kind of fee proposal as a part of this proposal?** No.

**3. If we miss the 9% window will we wait to proceed with this project?** Yes. If we don't receive RAD approval in time to submit for the 9% LIHTC NOFA we will wait until next year to proceed. **Would we entertain using 4% tax credits?** We would rather wait to be funded through the 9% tax credit process. We will apply for 4% tax credits only if we have to. Because we are a housing authority, we will be competing in a different pool of applicants for 9% tax credits.

*Healthy Families. Strong Communities.*

**4. What type of structural work do you anticipate for this project?** The existing CNA does not address structural or seismic. HACC would like the A&E team to look at the existing building and current requirements to provide recommendations.

**5. Could you discuss further the General Contractor selection process?** HACC is in the process of determining the most appropriate contracting method for the General Contractor. The GC might be brought on through the CMGC process, a negotiated bid process or a more formal competitive bid process. HACC is in the process of working with the County procurement office to mesh the County's procurement requirements with the project's needs.

**6. Are there any drainage issues with this property?** None that we are currently aware of.

### **B. Tour of 1-bedroom Unit**

- The units have continuous exhaust vents in both the kitchen and the bathroom.
- The existing VCT does have asbestos in the mastic. There is also asbestos in the popcorn ceilings.
- The windows and PTAC units were installed in 2004 and have not had any problems.
- Fresh air is provided from roof-top units that are ducted down the side of the building, through the corridor ceiling and into the units.

### **C. General Building Information**

- There are cell towers on the building roof.
- The plumbing is original iron pipe.
- There is an electrical closet on every floor.
- The community gardens in the back yard are an important programmatic element.
- There is no smoking allowed in the building. HACC would like to provide a place outside to accommodate smokers.
- There is a trash chute on each floor that leads to a trash compactor. The trash chute has numerous problems (typical of a building of this type) including clogging and breaking. Recycling is brought down to the first floor and placed in the dumpster.
- The group toured the community laundry, resident services office, maintenance shop, resident storage (which has 50 lockers for personal possessions) and community rooms.
- Current signage is provided in a multi-lingual format to meet resident's language needs. HACC would like to continue providing multi-lingual signage in the updated building.