

**Name of Project:** Lineweaver Annex Renovations, JR Polly Renovations, and Glen's Fair Price Building Adaptive Re-use  
**Project Number:** 2119, 2504, 2505  
**Date:** April 1, 2026



**MEETING MINUTES**

These meeting minutes summarize the discussion at our meeting held on the date indicated below. If this summary is not consistent with your recollection, please advise this office in writing within five days.

**MEETING**

Date: April 1, 2026  
 Location: HRHA Office and site visit  
 Purpose: Pre-Bid meeting  
 Minutes By: Victoria Skidmore

<b>PRESENT:</b>	<b>Company:</b>	<b>E-mail/ Phone Number:</b>	<b>Address:</b>
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**DISCUSSION**

**Project background**

- Lineweaver Annex
  - EarthCraft Gold Certification required
    - Includes HIEE Funding

- New mechanical – Ephoca packaged unit
- New membrane roof
- Remove existing EIFS and install new fiber cement siding with rainscreen system
- New windows
- New kitchens, finishes
- Elevator repair per TKE Modernization proposal
- New light fixtures
- New appliances
- JR Polly Renovations
  - New doors, windows, new flooring generally in kitchens and all common areas
  - Owner is to take care of asbestos abatement prior to renovation work
    - Rehab is intended to keep residents in place
- Glen's Fair Price Building
  - Adaptive reuse of existing building into 17 single-room occupancy apartment units on the first floor and office area on the ground floor

### **Bid date and procedures**

- Bids received by Friday April 17, at 2:00 pm at the HRHA offices
- Questions received by Monday April 13, 2026.
- Contractor to price for each project plus total price for all three projects
- Contractor to provide construction duration for each project in bid
- HRHA will offer dates/times for subcontractors to visit the buildings
  - HRHA has arranged for access to the buildings on Tuesday, April 7 at 1:00 pm

### **Funding Requirements**

- BABA
- Davis Bacon
- Section 3
- Wage Determination Rates

### **Alternates**

- One alternate – remove and replaced all existing tub for step-in shower units for Lineweaver Annex

### Special Issues or Working Conditions

- Lineweaver
  - Rehabilitation by Floor
- JR Polly
  - NO Earthcraft
  - Rehabilitation in Place
- Glen's Fair Price Building
  - NO Earthcraft
  - Contractor has full use of the site
  - GFPB units to be used as hotel units for Lineweaver
  - Could be worked on simultaneously (JR Polly & Glen's Fair Price)
- Tenant relocation (moves) by Contractor – one move per unit/person
- Separate building permits for each project
- Generator – anticipating scope of work from consultant for Lineweaver / JR Polly Buildings
  - HRHA to receive information regarding generator replacement and will make available for bid.

### Questions

1. Will the Lineweaver façade done by floor with tenants in place?
  - Response – No, the Contractor will need to coordinate the façade replacement by floor or by stack with the Owner and tenant vacations.
2. Where are the contractors to stage materials? Are site fences required?
  - Response - Yes, they will be needed, and can be placed at Glen's Fair Price Building
3. Do subcontractors have to use HUD's elation software to enter time and payment for workers (Davis Bacon)?
  - Response - Elation is specific payroll software and is not administered by HUD. It looks like specific projects can require the use of the Elation Software for submission of Section III and Davis Bacon requirements. HRHA does not have a requirement to use the Elation software.
4. What is the relocation plan for residents? Will the contractor be paying for moves?
  - Response – The Contractor is responsible for one move per apartment/household. HRHA is responsible for the relocation plan.

5. Is there a Site plan for Glen's Fair Price building?
  - o Yes, and we are expecting City approval shortly and will send out.
6. Asbestos Removal
  - o Response - Asbestos removal for JR Polly will be taken care of by the Owner before the start of construction.
7. Should they assume that the materials specified in the plans and specifications meet BABA requirements, and that if they do not, a change order will be issued by the owner to address any necessary material changes?
  - o Response – Contractor is to review BABA requirements with specified products.
8. Lineweaver – does the project need to follow Indoor Air Plus?
  - o Response – yes, the Lineweaver project needs to follow Indoor AirPlus requirements
9. Lineweaver- removal and replacement of generator same person?
  - o Response – yes, the generator removal and replacement will be by the same subcontractor.

**END**