



(RFQ) WNPHC – 2024.18.1.1 & 2 PRE-PROPOSAL MEETING MINUTES: WILLOWBROOK COMMONS - LIHTC PROJECT

Date of Meeting: September 10, 2024

Minutes Prepared By: Erik Spiegel – WCHA – COO & Director of Arch. & Engineering

1. PURPOSE OF MEETING:

- To provide an overview of the RFQ to perspective Architects and Developers/Builders .
- Provided attendees the opportunity to view the project site consisting of Lot 10 – 5.6 Acres within Willowbrook Plaza.
- Provided the opportunity to attendees to ask questions related to the RFQ.

2. ATTENDANCE AT MEETING:

Name	Company Represented and Title
Erik Spiegel	WCHA – COO & Director of Arch. & Engineering
Ed Primm	WCHA – Director of Development Services
William Utzman	MKN – President (Site / Civil Engineer)
Contractors	Reference Attached - Record of Attendance
Architects & Engineers	Reference Attached - Record of Attendance

3. MEETING DISCUSSION:

1. Erik Spiegel opened meeting with a general welcome message which outlined the general purpose of the meeting and introduced the project.
2. Erik Spiegel provided a general overview of the Westmoreland County Housing Authority and its affiliate Westmoreland Non-Profit Housing Corporation.
3. Willowbrook Commons concept was introduced with emphasis on design features to be programmed. A conceptual site plan was introduced to the group illustrating a design concept for siting the building and site improvements.

3. MEETING DISCUSSION:

4. RFQ sections discussed in general detail:
 - a. RFP Project Overview
 - b. Scope of Services to be procured.
 - c. Project Goals
 - d. Selection Procedures and Requirements
 - e. Evaluation Factors

5. Scoring Criteria was indicated to be released with Meeting Minutes along with Attendance Roster.

In closing, if there are any additions, corrections or exceptions to these minutes please contact the undersigned.

Regards,

By: Erik Spiegel
WCHA
COO & Director of Arch. & Engineering Services