

EXHIBT A

PRE-BID CONFERENCE AGENDA

**IFB 23-41 HVAC Installation at Cuney Homes Apartment
2640 Fountain View Drive, Houston, Texas 77057**

Time and Date: 10:00 A.M. Central Daylight Time (“CDT”) August 12, 2023

1. Welcome
2. Introductions
3. General
 - 3.1 Please send an email to HHAcoldown@housingforhouston.com stating that you are interested in attending this meeting.
 - 3.2 Oral statements made by HHA, or anyone else is not binding, unless they are incorporated into the above solicitation via an Amendment
 - 3.3 Monitor HHA’s website for Amendments to the above solicitation.
4. Review Solicitation
 - 4.1 Overview of Administrative / Submittal Requirements
 - Questions must be sent to HHAcoldown@housingforhouston.com
 - Pay attention to Section 4.0 Procurement Schedule, and Section 8.0 Submittals
 - 4.2 Overview of Project / Technical Requirements
6. Recap Procurement Schedule
7. Review of Section 8.0 Submittals
 - 7.1 Assist with completion of HUD documents.
 - 7.2 Answer questions regarding document submittal
8. Adjourn