

Cape Henlopen School District



Brian J. Bassett
Director Administrative Services

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DATE: May 29, 2014
TO: All Attendees
FROM: Brian J. Bassett, Director of Administrative Services 
SUBJECT: Cape Henlopen CM RFP Pre-Bid Meeting Minutes

Enclosed are the minutes of the Pre-Bid meeting held May 27, 2014. These minutes represent our understanding of the matters discussed at this meeting.

Unless corrections are made within five (5) days, these minutes will go on record as the mutual understanding of all attendees.

ATTENDEES

Brian Bassett
Oliver Gumbs
Phillip Maddox
Dean Johnson
Laura Schaefer
Brad Cowen
Jennifer Sproul
Rick DiSabatino
Kevin Lucas
R.Thorpe Moeckel
Greg Ritter
William Wright
Greg Sawka
Chris Marschhauser
Ronnie Brouillard

REPRESENTING

Cape Henlopen District
Cape Henlopen District
JMT
Richard Y Johnson & Son
Nason Construction
EDIS
J.Vinton Schafer & Sons
EDIS
EDIS
Wohlsen Construction
Whiting-Turner
Brooks & Wright Comm.
Bancroft Construction
Oak Contracting
Oak Contracting

EMAIL

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jsproul@jvschafer.com
rdisabatino@ediscompany.com
klucas@ediscompany.com
rmoeckel@wohlsen.com
greg.ritter@whiting-turner.com
Will.wright@brookswright.com
gregs@bancroftusa.com
cmarschhauser@oakcontracting.com
rbrouillard@oakcontracting.com

Discussion

1. B. Bassett explained the Pre-Bid meeting was mandatory. Also explained the letter of interest was mandatory and due at the Pre-Bid meeting. Proposals will not be accepted from companies who did not attend and/or did not submit a letter of interest.
2. B. Bassett reviewed verbally the answers to questions submitted prior to the May 19th deadline. Additional questions from Pre-Bid meeting will be added to the official response to questions and will be posted on the State Procurement website.

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3. B. Bassett stated proposals are due on or before June 10th, 2014 at 3:00pm at the Cape Henlopen School District Office. Explained FedEx and UPS delivery often occurs after 3:00pm. All companies are encouraged to mail a day early or deliver by hand. Packages received after the 3:00pm deadline will not be accepted.
4. B. Bassett reviewed the overall scope of work as outlined in the CM RFP.
5. Requests for more information to brian.bassett@cape.k12.de.us.
6. B. Bassett reviewed the scoring rubric for proposals and the format for submittals.
7. New questions asked at the meeting:
 - a. Is the district looking to have multiple architects on the project?
 - b. Should startup and commissioning be included in the construction phase of scope?
 - c. Would middle school construction and new elementary construction occur at the same time?
 - d. Are there any limitations with funding/bonds?
 - e. Will method of delivery be "CM" or "CM at risk"?
 - f. Will commissioning, testing and inspection be through CM or the school district?

END OF MINUTES