

Cape Henlopen School District



Brian J. Bassett
Director Administrative Services

1270 Kings Highway
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DATE: July 28, 2014
TO: All Attendees
FROM: Brian J. Bassett, Director of Administrative Services 
SUBJECT: Cape Henlopen Architectural/Engineering RFP Pre-Bid Meeting Minutes

Enclosed are the minutes of the Pre-Bid meeting held July 28, 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
David VanderVossen
Tim Skibicki
Judy Schwartz
Adam Oliver
Michael Berninger
Jim Baker
Pat Ryan
Harold Judefind
Stephen Gastright
Keith Kooker
R. Adam Kegan
John Murray
Harry Pettoni
Gary Garopalo
Bryan Williams
Kevin Nowak
Ron Graff
Connie Rivette
Wayde Clendaniel
Ken Fearn
Frank Young
Gary Thurman
Robert Jordan
Brad Hastings
Kathy Knotts
Kevin J. Rychlicki
Bryan Good
Jim Cloonan
Brian Zigmond

REPRESENTING

Cape Henlopen District
Cape Henlopen District
Allen & Shariff Engineering
Tetra Tech
GMB
Arora Engineers Inc.
Tetra Tech
Macintosh Engineering
French & Ryan, Inc.
Moeckel Carbonell Asso. Inc.
Ewing Cole
Landmark Science & Engineering
Gipe Associates, Inc.
Kercher Engineering, Inc
Schrader Group Architecture
LDC New Jersey
ABHA Architects
Ewing Cole
DEDC
Corporate Interiors
Fearn-Clendaniel Architects
Fearn-Clendaniel Architects
Baker, Ingram & Associates
MA Engineering
Furlow Assoc.
Becker Morgan Group, Inc.
BSA+A
Bernardon Haber Holloway Architects
Gilbert Architects, Inc.
Duffield Assoc.
Studio JAED

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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 the scope of work and scoring criteria.
3. B. Bassett handed out a new attachment # 11 for "tentative agency approval master worksheet". The dates are for tentative purposes only and the attachment is due with the rfp. B. Bassett will submit the additional document to the State of Delaware procurement website.
4. B. Bassett reviewed verbally the answers to questions submitted prior to the July 18th deadline. Questions and official responses to questions and will be posted on the State Procurement website. The question regarding the insurance requirement was not answered as of the pre-bid meeting but the official response will be posted to the State Procurement website by the August 4th deadline.
5. B. Bassett reduced the required number of submittals from 10 copies to 7 copies.
6. B. Bassett will be the contact person for this rfp and for the project.
7. B. Bassett explained the district's intent is to hire one firm for all three projects but the rfp does allow for the awarding of contracts to multiple firms if the district desires.
8. Attendees asked if a land survey was available for the parcel on Rt. 24. B. Bassett will get a digital copy of the survey and email to attendees.
9. B. Bassett stated proposals are due on or before August 13th, 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.

END OF MINUTES