



Cape Henlopen School District

Brian J Bassett
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DATE: March 29, 2016
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 March 24, 2016 at 3:30 PM. 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.

<u>ATTENDEES</u>	<u>REPRESENTING</u>	<u>EMAIL</u>
Brian Bassett	Cape Henlopen District	brian.bassett@cape.k12.de.us
Frank Lerro	Whiting-Turner	frank.lerro@whiting-turner.com
Tom Kraft	J.Vinton Schafer	tomk@jvschafer.com
Kelli Racca	Bancroft Construction	kracca@bancroftusa.com
Jillian Christensen	NV5	jillian.christensen@nv5.com
Rob Jadick	Bancroft Construction	r.jadick@bancroftusa.com
Dianna Wenzlaff	Johnson Mirmiran Thompson	dwenzlaff@jmt.com
Phillip Maddox	Johnson Mirmiran Thompson	pmaddox@jmt.com
Dean Johnson	Richard Y Johnson & Son	djohnson@ryjson.com
Warren Hamilton	Oak Contracting	whamilton@oakcontracting.com
Brad Cowen	Richard Y Johnson & Son	bcowen@ryjson.com
Joe Tiberi	Oak Contracting	jtiberi@oakcontracting.com
Melinda McGuigan	Edis Company	mmcguigan@ediscompany.com
Jerry Doherty	Edis Company	jdoherly@ediscompany.com
Ibrahima Kalle	Tibiri Energy Group LLC	Ibrahimkalle@tibirienergies.com

Discussion- B. Bassett discussed the following:

1. 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. Reviewed verbally the answers to questions submitted prior to the deadline. The official response to questions will be posted on the State Procurement website.



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3. Stated proposals are due on or before April 7, 2016 at 3:00pm at the Cape Henlopen School District Office.
4. Discussed the scope of work and project description:
 - Phase I –
 - A) Sussex Consortium - new Building - contingent on Cape purchasing the land to build the school.
 - B) H.O Brittingham – will be the first project. This will be the same as Love Creek Elementary School’s design with some changes. The old HO Brittingham will be torn down after the completion of Milton Elementary School (It will be used as swing space during the renovation of Milton Elementary)
 - Phase II –
 - A) Rehoboth Elementary School – This will be the same design as Love Creek Elementary school’s design with some changes. Both the current Rehoboth Elementary Buildings will be torn down after construction of new building.
 - Phase III –
 - A) Milton Elementary School - This will be a renovation and new addition project. Information is available on cape henlopen referendum website.
 - B) Lewes School – This will be a renovation and new addition project. Information is available on cape henlopen referendum website.
5. The Board may decide on having 1 contractor for the entire project (all three phases) or may do a different contractor for each phase. If we hire in phases the prices and details will be discussed prior to the construction.
6. The anticipated time to build and do renovations will be approximately 18 months for each building. HOB/RES would be less since we are using the design from Love Creek.
7. The design teams generally take a minimum of 12 months. It would hopefully be 6-10 months for HOB/RES with 18 month construction time.
8. The buildings that are being renovated will not be occupied while the renovations are being done – LS and MES.
9. The sign in sheet will be posted on my market place along with the notes taken at the meeting.

END OF MINUTES