



# Cape Henlopen School District

Brian J Bassett  
Director of Administrative Service  
brian.bassett@cape.k12.de.us

DISTRICT OFFICE  
1270 KINGS HIGHWAY  
LEWES, DE 19958  
302-644-6314  
FAX 302-644-7915

DATE: April 5, 2016  
TO: All Attendees  
FROM: Brian J. Bassett, Director of Administrative Services  
SUBJECT: Cape Henlopen A/E RFP Pre-Bid Meeting Minutes

Enclosed are the minutes of the Pre-Bid meeting held April 4, 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.

**Attendance:**

1. See attached sign-in sheet

**Agenda / RFP Discussion:** B. Bassett discussed the following:

1. The Pre-Bid meeting was mandatory. Also, 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. Local school district referendum was successful. All projects listed in RFP are moving forward as planned. Cape Henlopen website is the best source of information for the projects ([www.capehenloopenschools.com](http://www.capehenloopenschools.com)).
3. Project awards may be approved by phases and/or to multiple vendors.
4. Sussex Consortium project is contingent on land purchase being finalized. Two land options are currently being considered, both parcels are on Sweet Briar Rd.
5. RFP review – project description, scope of work, funding amounts, timelines and construction phases and anticipated funding schedule, proposal deadlines, scoring criteria, and minimum submission requirements.
6. Response to Questions – no questions submitted prior to deadline.
7. Contact for this project will be Brian Bassett ([brian.bassett@cape.k12.de.us](mailto:brian.bassett@cape.k12.de.us)).
8. Possible interview dates – April 26<sup>th</sup> and/or April 27<sup>th</sup>, 2016
9. 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.
10. 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.
11. The buildings that are being renovated will not be occupied while the renovations are being performed – LS and MES.

12. Design services could unofficially start prior to July 1, 2016 to help the timelines for HOBrittingham and Sussex Consortium projects.
13. The sign in sheet will be posted on my market place along with the notes taken at the meeting.

**Questions:**

1. Q: RFP p. 29 mentions State employees not being listed as business references. Can a separate reference attachment being included in submittal with additional State references?  
A: yes, a separate attachment will be allowed if needed.
2. Q: RFP p. 36 states "and shall include pricing."  
A: Delete the end of the sentence "and includes pricing"
3. Q: Does the page limits reference 1 page = 1 side or 1 page = front and back?  
A: 1 page = 1 side of paper.
4. Q: Is it possible to be considered for only part of the projects/phases?  
A: Yes, please include in cover letter or project understanding if your firm only wants to be considered for certain projects/phases.
5. Q: Is attachment 10 (Supplier Diversity) included in criteria weight/scoring?  
A: Attachment 10 is listed as a minimum mandatory submission requirement on p. 36 of RFP
6. Q: Are tours of the renovation buildings possible?  
A: Email Brian Bassett if you are interested in seeing the buildings. A date will be selected and the tour will be offered to all in attendance.

END OF MINUTES



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## CAPE HENLOPEN SCHOOL DISTRICT RFP Architectural/Engineering Services – PHASE III, PART 2 CONTRACT # 2016-002

### MANDATORY PRE-BID MEETING SIGN-IN SHEET April 4, 2016 at 3:30 p.m. (local time)

Company: FC ARCHITECTS	Company: FC ARCHITECTS, INC.
Address: 6 LARCH AVE SUITE 398	Address: 6 LARCH AVE. STE 398 DE
Representative: WAYDE CLENDANIEL	Representative: KEN FEARN
Telephone: 302-998-7615	Telephone: 302-998-7615
Fax: —	Fax:
Email: WAYDECLENDANIEL@FCARCHITECTS.NET	Email: KENFEARN@FCARCHITECTS.NET
Company: BAKER, INGRAM & ASSOC	Company: ABHA ARCHITECTS
Address: 1050 S. STATE ST, DOVER	Address: 1621 N. LINCOLN ST, WILM
Representative: FRANK YOUNG	Representative: CARL KRIEHNEN
Telephone: 302-734-7400	Telephone: (302) 658-6426
Fax: - 7592	Fax: <del>302-658-6426</del>
Email: FYOUNG@BAKERINGRAM.COM	Email: <del>carl.krienen@abha.com</del>
Company: Educational Systems Planning	Company: Cape
Address: 49 Old Solomons Island Rd	Address:
Representative: William Richardson	Representative: Oliver Gumbert
Telephone: 410-513-9148 x111	Telephone: 302.695.6866
Fax: 410-513-9215	Fax:
Email: brichardson@educationalsystemsplanning.com	Email: oliver.gumbert@cape.k12.de.us



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Company: GPC Associates, Inc	Company: BSA + A
Address: 8719 Brooks Drive Easton Md. 21601	Address: 954 JUSTISON ST.
Representative: DAVE HOFFMAN	Representative: MAUREEN KOZANSKI
Telephone: 410-822-8688	Telephone: (302) 658-5300
Fax: 410-822-6306	Fax: (302) 658-1125
Email: dhoffman@gpc.net	Email: MKOZANSKI@SIMPERS.COM
Company: HORD COPLAN WACHT	Company:
Address: 750 E. PRATT ST. SUITE 1100 BALD. MD 21202	Address:
Representative: PETER WINEBRENNER	Representative:
Telephone: 410. 832.7311	Telephone:
Fax: N/A	Fax:
Email: pwinebrenner@hcm2.com	Email:
Company: R G ARCHITECTS, LLC	Company:
Address: 200 W. MAIN STREET, MIDDLETOWN, DE	Address:
Representative: CHRIS BOWEN	Representative:
Telephone: 302-376-8100	Telephone:
Fax: 302-376-9851	Fax:
Email: CHRIS@RCARCHITECTS.NET	Email:



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**CAPE HENLOPEN SCHOOL DISTRICT**  
**RFP Architectural/Engineering Services – PHASE III, PART 2**  
**CONTRACT # 2016-002**

**MANDATORY PRE-BID MEETING**  
**SIGN-IN SHEET**  
**April 4, 2016 at 3:30 p.m. (local time)**

<b>Company:</b> <i>Allen + Shariff Engineering</i>	<b>Company:</b>
<b>Address:</b> <i>102 S Dupont Hwy, Dover DE 19901</i>	<b>Address:</b>
<b>Representative:</b> <i>Stephen A. Mariner</i>	<b>Representative:</b>
<b>Telephone:</b> <i>302-213-2000</i>	<b>Telephone:</b>
<b>Fax:</b>	<b>Fax:</b>
<b>Email:</b> <i>smariner@allenshariff.com</i>	<b>Email:</b>
<b>Company:</b>	<b>Company:</b>
<b>Address:</b>	<b>Address:</b>
<b>Representative:</b>	<b>Representative:</b>
<b>Telephone:</b>	<b>Telephone:</b>
<b>Fax:</b>	<b>Fax:</b>
<b>Email:</b>	<b>Email:</b>
<b>Company:</b>	<b>Company:</b>
<b>Address:</b>	<b>Address:</b>
<b>Representative:</b>	<b>Representative:</b>
<b>Telephone:</b>	<b>Telephone:</b>
<b>Fax:</b>	<b>Fax:</b>
<b>Email:</b>	<b>Email:</b>



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Company: (DBE) <b>Edmond A. Baker &amp; Assoc</b>	Company: <b>Becker Morgan Group</b>
Address: <b>2102 Raymond Blvd</b>	Address: <b>309 South Governors Ave</b>
Representative: <b>Edmond A. Baker</b>	Representative: <b>Brad Hastings Gregg Moore</b>
Telephone: <b>302.674-1383 302.658-1391</b>	Telephone: <b>302-734-7950</b>
Fax: <b>302.658-1392</b>	Fax: <b>302-734-7965</b>
Email: <b>edbak@comcast.net</b>	Email: <b>b.hastings@beckermorgan.com gmoore@beckermorgan.com</b>
Company: <b>DAVIS, BOWEN, &amp; FRIEDEL, INC.</b>	Company: <b>Bernardon</b>
Address: <b>23 N. WALNUT STREET MILFORD, DE 19963</b>	Address: <b>123 Justice St. Ste. 101, Wilm. DE 19801</b>
Representative: <b>DANIEL S. RIDGELY, AIA</b>	Representative: <b>Bill Holloway</b>
Telephone: <b>(302) 424-1441</b>	Telephone: <b>302-622-9550</b>
Fax: <b>(302) 424-0430</b>	Fax: <b>302-622-9554</b>
Email: <b>dsr@dbfinc.com</b>	Email: <b>holloway@bernardon.com</b>
Company: <b>Tibiri Energy Group, LLC</b>	Company:
Address: <b>31 E. Stonewall Drive</b>	Address:
Representative: <b>Middletown, DE 19709 Ibrahima Kalle</b>	Representative:
Telephone: <b>302-530-1893</b>	Telephone:
Fax: <b>302-449-0155</b>	Fax:
Email: <b>IbrahimaKalle@tibirienergy.com</b>	Email:



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**MANDATORY PRE-BID MEETING**  
**SIGN-IN SHEET**  
**April 4, 2016 at 3:30 p.m. (local time)**

Company: Landmark Science & Engineering	Company: Tetra Tech
Address: 880 South State Street	Address: 240 Continental Drive Wilmington, DE 19713
Representative: Keith Kooker	Representative: Tim Skibicki Michael Berninger
Telephone: 302-734-9597	Telephone: 302- <del>420</del> 420-0192 302- <del>416</del> 275-1791
Fax: 302-734-3875	Fax: 302-454-5989
Email: KeithK@Landmark-se.com	Email: Tim.Skibicki@tetratech.com Michael.Berninger " " "
Company: MacIntosh Engineering	Company:
Address: 32191 MAGNAN Rd., Suite 2	Address:
Representative: Jim Baker	Representative:
Telephone: 302-448-2000	Telephone:
Fax: 302-448-2001	Fax:
Email: jlbaker@macintosheng.com	Email:
Company:	Company:
Address:	Address:
Representative:	Representative:
Telephone:	Telephone:
Fax:	Fax:
Email:	Email: