



Cape Henlopen School District

Brian J Bassett
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DISTRICT OFFICE
1270 KINGS HIGHWAY
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302-644-6314
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DATE: April 18, 2018
TO: All Attendees
FROM: Brian J. Bassett, Director of Capital Projects
SUBJECT: Cape Henlopen Architectural/Engineering RFP Pre-Bid Meeting Minutes

Enclosed are the minutes of the Pre-Bid meeting held April 17, 2018 at 3:00 PM. These minutes represent our understanding of the matters discussed at this meeting. Also attached to this document is the meeting agenda and handouts.

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
Lenny Richardson	Cape Henlopen District	lenny.richardson@cape.k12.de.us
Janis Hanwell	Cape Henlopen District	janis.hanwell@cape.k12.de.us
Maureen Rozanski	BSA+A	mrozanski@simpers.com
Carl Krienen	ABHA	ckrienen@abha.com
Holt Jordan	Jordan Honeyman landscaping	holt@jordanhoneyman.com
Laurie Grimmelsman	Tetra Tech	Laurie.Grimmelsman@tetrattech.com
Kathy Knotts	BSA+A	kknotts@simpers.com
Megan Gillen	Ewing Cole	mgillen@ewingcole.com
Scott Rogers	Solutions IPEM	srogers@solutionsipem.com
Jena Cooper	Bohler Engineering	jcooper@bohlereng.com
William Richardson	Educational Sysemts Planni	brichardson@educationalsystemsplanning.com
Zac Crouch	Davis, Bowen and Friedel	wzc@dbfinc.com
Tim Skibicki	Tetra Tech	Tim.Skibicki@tetrattech.com
Brad Hastings	Becker Morgan	bhastings@beckermorgan.com
Ken Fearn	Fearn-Clenaniel	kenfearn@fcarchitects.net
Jim Baker	Macintosh Engineering	jbaker@macintosheng.com

Discussion- B. Bassett discussed the following:

1. Explained the Pre-Bid meeting was mandatory and asked if everyone signed the sign in sheet. 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.



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2. Reviewed the proposed approximately \$16,000,000 project, schedule and scope of work. Handout given of conceptual design and site plan for high school project. Design is conceptual only for the classrooms and spaces discussed. Current side of building where the outdoor basketball courts is reserved space for possible future Natatorium which is not part of this project.
3. Information on the project is available on Referendum tab on district website www.capehenlopenschools.com.
4. Reviewed questions submitted from RFP process and handed out copy of the questions and answers. Document is also posted on mymarketplace. Reviewed design and construction timelines for the projects.
5. Reviewed submission requirements for RFP.
6. Stated proposals are due on or before May 3, 2018 at 3:00pm at the Cape Henlopen School District Office. Fedex and UPS sometimes deliver after 3pm so all were reminded to mail early if submitting their proposals via mail, Fedex, or UPS. Late proposals will not be accepted.
7. Proposals should cover the scoring criteria and information should be in the order given in RFP.
8. Possible interviews on May 16, 21, 29 or 30 and anticipated award May 25 or June 15.
9. If possible, District would like to have a design kickoff meeting with high school staff prior to summer break if possible (will also depend on date of award).
10. The agenda, meeting minutes and handouts will be posted on mymarketplace and emailed to attendees.

END OF MINUTES

CAPE HENLOPEN SCHOOL DISTRICT
RFP ARCHITECTURAL/ENGINEERING SERVICES
CONTRACT # CHSD-2018-0002

MANDATORY PRE-BID MEETING 4/17/18 3:00PM
Mariner Middle School Library

Agenda

- 1. Welcome / Introductions**
- 2. Sign-In Sheet / Mandatory letter of interest**
- 3. Review of proposed projects/ schedule / dates**
 - a. Update on referendum and what projects are moving forward**
 - b. CHHS expansion is the only project in this RFP. Middle school will be at a future date...**
 - c. www.capehenloopenschools.com has information on the projects**
 - d. Handout - Scope of work / Conceptual site plan**
 - e. Schedule - Design starts July 1, 2018 with possible staff planning earlier if possible**
- 4. RFP review**
 - a. Please review minimum mandatory submission requirements and scoring criteria**
 - b. Deadline for Receipt of Proposals: May 3, 2018 3:00PM**
- 5. RFP Addendum for Response to Questions**
 - a. Current answers to questions**
- 6. Contact for this project - Brian Bassett (brian.bassett@cape.k12.de.us)**
- 7. Important dates**
 - a. Proposals due 5/3/18 3:00PM**
 - b. Possible interviews: May 14, 15, 16**
 - c. Anticipated award: May 24 or May 25**
- 8. Questions?**

New Project Request: CHHS Expansion

- 20 classrooms (approx. 450 students)
 - Office space and misc other spaces also
- Increased Cafeteria capacity
 - Possibly additional Kitchen space
- 4-6 classrooms for Sussex Consortium
 - Number of rooms will depend on room size and use of rooms
- Site improvements/Auxiliary buildings





Conceptual Design

Cape Henlopen School District
Request for Proposals for Architectural/Engineering Services
Contract # CHSD-2018-0002

Response to Questions:

Question	Response
1. Section V.C RFP evaluation precess: Does the page limit requirement mean 1 page = 1 side of printed paper or 1 page = 1 piece of paper with printing on both sides?	1. The page limit requirement can be 1 page = 1 piece of paper with printing on both sides.
2. Section V.C RFP evaluation process pg 13: Is SF330 format required for submission?	2. SF330 format is not required. Any format can be used to address the criteria requirements listed.
3. Section IV.A.3 pg 3: "Vendor shall provide responses to the RFP scope of work and ...". Is this referring to the items listed under "Criteria Weight" on pgs 13 - 14?	3. Vendor responses should refer to the items listed under "Criteria Weight" on pages 13-14.
4. Section IV.A.5 pg 3: Is the insurance section wording incorrect?	4. Yes, the section that covers the insurance requirements should be listed as Section VI (contract terms and conditions), Item 7 (General Contract Terms) subsection h (insurance) on pages 20-21.

Revised 4/16/18

A/E RFP Pre-Bid Meeting - April 17, 2018								
Company in Attendance	letter of interest	Comment						
Fearn Clendaniel	x							
Tetra Tech	x							
ABHA	x							
BSA+A	x							
Becker Morgan	x							
Solutions IPEM	x							
Ewing Cole	x							
Bohler Engineering		Letter submitted hoping to partner with local architect						
Jordan Honeyman Landscape Architecture		Letter submitted hoping to partner with local architect						
Letter's of interest were mandatory and due at the Pre-Bid Meeting. Companies who did not submit letter's of interest by the deadline will not be considered for award of project.								