

Minutes from the Pre-Bid Meeting – Facilities Master Plan

October 31, 2024

1:00 PM

In Attendance:

Chesapeake College: Steve Dyott, Miriam Collins, Heather Kraus, Cheryl Cayer, Karen Smith, Michael Moore, Dottie Carroll

Vendors: See below (registered vendors for Zoom meeting)

Company	Name/Contact
TRT Tisors	Deshawn Jones TRT_Tisors@outlook.com
Mahan Rykiel Associates	Cynthia Fraser cfraser@mahanrykiel.com
Marshall Craft	John Morrel jmorrel@mca.design
Grimm + Parker	Jill Burcky jburcky@gparch.com
AMT Engineering	Mike Wychulis mwychulis@amtengineering.com
Design Collective	Will Jovel wjovel@designcollective.com
K. Dixon Architecture, PLLC	Michael Fabrikant mfabrikant@kdixonarchitecture.com
Gipe Associates, Inc.	Leah Schultz lschultz@gipe.net
Martucks Consulting	Marcia Tucker mtucker@martucks.com
Morris & Ritchie Associates, Inc.	Nick Wilson ncwilson@mragta.com
SETTY	Mahima Mahesh mahima.m@setty.com
Nitsch Engineering	Kenneth Ellis kellis@nitschengdc.com
PepeBankz Inc.	Okuchi Obedience info@pepebankz.com
Facilities Planning Associates	Richard Watkins richwatkins@hotmail.com
Herbert, Rowland & Grubic Inc.	Nichole Mendinsky nmendinsky@hrg-inc.com
Kimmel Bogrette Architecture	Buck Collins bcollins@kimmel-bogrette.com
Noelker and Hull Associates, Inc.	Ericka Delagarza edelagarza@noelkerhull.com
Fea	Mohammed Arafat mohammed.arafat@feapc.com
Hanbury Design	Daina Januska daina.januska@hanbury.design
Rush It LLC	Khan Khan@rushitllc.com
M86 Consulting LLC	Monika Mason info@m86consulting.com
Design Collective	Matt Damico mdamico@designcollective.com
KCI Technologies, Inc.	Charles Kenny Charles.kenny@kci.com
MKSK Studios	Sandeep Walia swalia@mkskstudios.com

Karen Smith, VP for Administrative Services led the meeting.

Agenda

- Welcome
- Housekeeping items

1. Inclement Weather Statement located on college procurement page:

Inclement Weather and Other Unanticipated College Closings

Information regarding the College's closings or delayed openings may be obtained by calling (410) 822-5400, and will be posted on the main college webpage. We also use Twitter to broadcast emergency alerts. On Twitter, follow Chesapeake Emergency - @ChesCollAlerts

2. All bidding documents located on college procurement page

<https://www.chesapeake.edu/about/procurement>

3. Responsibilities of Bidders to monitor the college procurement page for any addendums/minutes from the pre bid meeting and bidder questions/college responses.

4. Cut off for Questions 11/4/2024 1:00 PM.

All questions to ksmith@chesapeake.edu

5. Posting of Questions and College Responses (responses to questions will be posted by 11/6/2024 by 4 pm

6. Only email bid proposals will be accepted.

7. Review timetable of RFP (see below)

ACTION	DUE DATE
Public Advertisement of Request for Proposals	October 21, 2024
Pre Bid meeting Thursday October 31, 2024 1:00 P.M. Via Zoom/Teams Cut off for questions 1:00 PM November 4, 2024	October 31, 2024 November 4, 2024
Proposals due to: Karen Smith ksmith@chesapeake.edu Proposal due no later than 2:00 PM. E.S.T. Friday November 22, 2024.	November 22, 2024

Zoom Interviews with selected responders if needed (Note this is a change from page 17 of the RFP)	Week of Dec 2-6, 2024
Board Finance Committee Meeting (1 week prior to full Board meeting)	December 11, 2024
Anticipated Award of Contract by Board of Trustees.	December 18, 2024
10 Year Master Plan due to State Agencies	February 1, 2026

Overview of Scope of Work: Miriam Collins – Assistant Director of Facilities & Capital Projects Coordinator

Q & A

1) Does the college have the building assessments completed? The building assessments are included as part of this consulting contract. It is the responsibility of the winning bidder to conduct the necessary assessments to complete the scope of work. The college will make available any information it currently has to assist the successful bidder.

2) Where are the MHEC requirements for the 10 Year Master Plan document?

The MHEC link for Facilities Master Plans is below:

<https://mhec.maryland.gov/publications/Documents/SECTION2.FACILITIESMASTERPLANS.pdf>

3) Where can an interested vendor find the college current Master Plan?

There is a link on the college procurement page where vendors can register to download it.

<https://www.chesapeake.edu/about/procurement>

4) Is a cost estimating consultant required for this project?

Yes, you will need to include the cost for MEP, etc. and consultants you may need to add to your team in order to assess/evaluate the existing condition of the buildings, infrastructure, utilities, etc., and make recommendations for what needs to be worked on in the next 10 years. The completed Facilities Master Plan is to include a capital projects list (project(s) by priority).

5) RFP Page 6 – E1a: The narrative in this section suggests “programming” of a building slated for design in 2026. To what extent are Maryland requirements for program justification and project scope a requirement of this RFP?

None. However, the utilities/infrastructure connections to the new building will need to be included in the new Master Plan. The site plan for the proposed location for the new building will be provided to the successful bidder and can be used as a reference. Design and construction of the new building is dependent on funding by the State of Maryland. If funded in the State budget for FY2026, design will begin in FY2026 and construction will begin in FY2027.

6) RFP Page 6 – E1a: The narrative in this section also references formulating a potential layout of the new building. This suggests “schematic design” services. To what extent are Maryland requirements for Phase I Schematic Design a requirement of this RFP?

None. However, the pedestrians and vehicles traffic path should be included in the Master Plan. (Refer to response to Question 5 above)

- 7) RFP Page 6 – E2a: Is the consultant expected to verify the accuracy of the College’s inventory of individual classrooms, laboratories, and offices? **No**. Is there expectation to verify other space classifications. **No**.

If so, the College’s inventory of **any** expected space classification is required in advance of submitting a Price Proposal as this will impact the level of effort, and therefore, validity of a submitted fee. Will the College provide such an inventory in advance of Price Proposal submissions? **N/A**

The college will provide the existing inventory of spaces to the successful bidder.

- 8) RFP Page 8 – B5: The narrative requires “plans with sufficient detail to permit the College to immediately transition to the next planning level” (architectural and engineering drawings and specifications for construction). This again suggests a “programming” requirement for this Facilities Master Plan. To what extent are Maryland requirements for program justification and project scope a requirement of this RFP?
None. More information will be provided during meetings with the College Facilities Master Plan Committee. The site plan where the new building will be located will be provided to the FMP consultant. The utility and traffic path should be included as requested by MHEC regulations – new site development pg. 10 - D
- 9) RFP Page 9 – B4 and B5: These narratives reference factors pertaining to environmental scanning. What is the College’s intent with respect to requiring an Environmental Scan as a component of this Facilities Master Plan.
Included in the response to Question 2 above is the link to the MHEC guidelines document – more information could be gathered during meetings between the consultant and the college committee.
- 10) RFP Page 10 – D2: What is the College’s intent with respect to required Utilization Study/Analysis?
More information will be gathered as the consultant meets with the College Committee. This is included in MHEC FMP regulations.
- 11) RFP Page 6 - E1a: this paragraph suggests typical programming and conceptual building / site planning services inclusive of stakeholder engagement, interviews, and development of planning concepts iteratively for review and approval by the steering committee. Please confirm if this is your expectation. Are image and character (exterior concept) studies also required of this exercise?
The college has no expectations for this work. However, the utilities/infrastructure connections to the new building will need to be included in the Master Plan. The site plan of the proposed location for the new building can be provided to be used as a reference.
- 12) RFP Page 6 – E2a: is your square footage inventory based on drawings of the existing facilities and are those drawings available via CAD or PDF? **Yes, however, some of the drawings may not be up to date. The space inventory is up to date.**
Are HEGIS codes included with the inventory? **Yes.**
Are you expecting the consultant to visit each space to determine that HEGIS codes are applied appropriately? **Not necessarily the college’s space inventory includes the HEGIS codes for each room. However, the consultant(s) will need to include the assessment of the existing conditions of our facilities.**

- 13) RFP Page 6 – E2a: to verify the square footages of your existing inventory the consultant will have to measure each building and each space electronically via drawings provided by the College or visit each building and actually measure each space in the field. Is this the level of service expected?
The College’s Space Inventory provides that information.
- 14) RFP Page 9-10 C3e: our interpretation of this paragraph would be to provide, for each building, a customary, comprehensive existing conditions assessment of all building systems requiring input from architects, MEP engineers, structural engineers, and civil engineers and College facilities staff. Please confirm that this is the level of services expected.
Yes this is the MHEC Regulations and information to be included in the Master Plan.
- 15) RFP Page 9-10 C3e: Do you require a building envelope assessment (roof and walls)?
The college can provide the list of the roofs with replacement dates and any other roof assessments that have been completed to the successful bidder. Wall assessment is part of the assessment of the buildings and should be assessed by the successful bidder.
- 16) The Submittal Format section 2.11 implies that a cost proposal is due with the proposal. The Scope of Services 1.1 Introduction indicates that cost proposals will be requested from selected firms after oral presentations. When will cost proposals be required?
Cost proposals are due with proposal submission on or before 11/22/24 at 2:00 PM.
The scope of services statement regarding cost proposals being due after oral presentations will be corrected in Addendum #1.
- 17) Are you able to provide a budget range that you are anticipating for the master planning services fees?
This is a competitive RFP. Please provide a cost proposal that includes all costs required to perform the services specified in this RFP to produce the college’s next 10 year Facilities Master Plan.
- 18) Could you specify which key personnel roles are mandatory? Are there particular disciplines or specialists that Chesapeake College considers essential for this project?
Key personnel role: someone with background/knowledge with higher educational facilities, architecture, infrastructures, utilities, MEP, HEGIS Codes, space inventories, and knowledgeable with MHEC Facilities Master Plan guidelines/regulations.

Should there be any differences between individual notes taken at the meeting and these minutes, the minutes shall prevail as the College’s representation of the requirements of the project.