



DEPARTMENT OF PUBLIC WORKS
Facilities & Capital Project Management Division
CITY OF GAITHERSBURG | 800 RABBITT ROAD | GAITHERSBURG, MD 20878
P: 301-258-6370 | F: 301-258-6190

Pre-Proposal Meeting Agenda & Meeting Minutes

Meeting Date: 1:00 P.M., November 2, 2016

Location: City of Gaithersburg Public Works, 800 Rabbitt Road Gaithersburg, MD 20878

Project: A/E Services for 16 South Summit Avenue

Meeting: Pre-Proposal & Site Visit Meeting

MEETING AGENDA

1. Greetings & Introduction:

At this time I ask that you turn off or silence any cell phones or pagers that you have, please don't text message during this meeting if you do not need to do so, and please do not carry on any other conversations during the Pre-Proposal Meeting.

Please ensure that you complete the Sign-in Sheet, please make sure that your name and your company's firm is legible and that you provide both a phone number and an email address.

The purpose of this meeting is to provide a forum for potential firms to discuss with the City of Gaithersburg RFP 2017-012 A/E Services for 16 South Summit Ave., introduce the project team that you could be working with, and respond to any preliminary questions that you may have. Since this is a Mandatory meeting, the minutes, a copy of the sign-in sheet and formal responses to all questions submitted during this procurement process will be posted on the City's website: <http://www.gaithersburgmd.gov/government/procurement> . Our hope is that the meeting minutes and sign-in sheet will be posted by Friday November 4, 2016.

During this meeting the project team will provide you with the general information regarding this project, briefly explain portions of the bid documents, and the City's requirements for compliance. No statements made by me or any other project team member during this meeting or during the site visit today will modify or change any provision included in the Solicitation Documents. In the event of conflict or inconsistency between any information provided today and in the Solicitation Documents, the Solicitation Documents will control unless modified via an Addendum. It is the Offeror's responsibility to read and comply with all the Solicitation Documents to avoid being considered a non-responsive Offeror.

Project Team:

- Ron Kaczmarek- City of Gaithersburg, Facilities & Capital Project Division Chief, and Project Manager.
- Trey Shamer, Sanders Designs Inc., Owner's Representative
- Dennis Enslinger, Deputy City Manager
- Trudy Schwarz- Planning Division Chief
- Guy Goodenough- Network Operations Division Manager
- Mark Skroka- Chief of Police

2. Procurement Particulars:

- a. **Qualification to Bid:** Per Section 4.1 A(I)(d): Offeror (Architect of Record) must have at least 5 Public Service references, **three of which must be Law Enforcement Type Buildings.** (Failure to have these will make your proposal non-responsive)
- b. **Basis of Award:** The award of this contract will be done using a two-step procurement process.
 - **Phase 1:** Technical Proposals with Sealed Price Proposals
 - **Phase 2:** Technical Qualified Invited to Presentation/Interviews (Unsure of the exact # of Firms that could be invited, initial thoughts are no more than 5)
 - **Section 5.3:** Evaluation Criteria for Technical Proposal
 - **Price:** Separate Evaluation Process
 - i. City will not disclose Weighting / Points for Evaluation Criteria.
- c. **Responsiveness Checklist:** Offeror's can use Section 4 as a checklist that the City will use to determine if your Technical Proposal is responsive to our criteria.
- d. **Communications:** All communications and/or questions that you might have during this procurement process must be directed to me (Ron Kaczmarek) at rkaczmarek@gaitHERSBURGMD.GOV as per the solicitation. Do not contact any other City Personnel, or any other project team members. Submit all questions or requests for clarifications in writing via email. If you have an issue with the solicitation document, please indicate where that problem or ambiguity appears in the document (e.g. page, paragraph, etc.).

After this meeting, both the sign in sheet and meeting minutes will be posted on our website, hopefully by the end of the week. If any other addenda to this RFP are to be issued, it will also be posted on our city's website. It is the Offeror's responsibility to acknowledge any and all addenda that are issued by the City in its Technical Proposal or your Technical Proposal will be deemed non-responsive.

- e. **Requests for Clarifications, Exceptions, Deviations or Changes:** If you have any issues and/or questions, they need to be submitted and received by November 9th by 11:00am.
- f. **RFP Solicitation Package Requirements (Page 7 of 41):**
 - 4 Envelopes or Boxes (Outer, Technical, Price, Electronic)
 - 1 Original Technical and 5 Identical Copies

- 1 Original Price and 5 Identical Copies
- 1 Electronic Copy on a Flash Drive or CD/DVD of both Technical and Price
 - i. Must show notary
- **Part A: Technical Proposal**
 1. General Requirements
 2. Scope
 3. Sustainable Design
 4. Quality Control
 5. Communication:
 1. Offeror's is to fully describe their expertise and integration background in CAD / BIM and de-confliction.
 2. Need to provide samples of forms that will be used within this design effort.
 3. Fully describe and provide screenshots of the proposed online Design Comment and Comment Resolution Software being proposed for this design effort.
 6. Forms & Documents
 1. Includes a Bid Bond of 3% on AIA Document A310-2010. Offeror's must spell out what 3% of their Proposal Cost is on Bid Bond Document, a blanket 3% is not acceptable.
 - a. Example could be stated as (3% of Design Proposal which is \$X,XXX.XX)
- **Part B: Price Proposal**
- g. **Subcontracts / Sub-consultants:** Must be identified and listed in at least Section 1 and resumes provided and in other sections were applicable.
- h. **Minority Business Enterprise (MBE) / Disadvantage Business Enterprise (DBE) Goals:**
 - Does not apply to this Solicitation

3. Project Overview:

- a. Overview:
 - i. Project Budget:
 1. Design- No budget breakout is available for this design effort.
 2. Construction- \$9.9M for Police Station and Furnishings, no budget breakout is available for breakdown of this budget for major items.
 - ii. Scope of Work is to relocate the City of Gaithersburg's Police Department from its current building into 16 south Summit and look at the feasibility of the relocation of the Mayor and City Council Chambers. The Construction Budget listed in this Solicitation currently is just for the Police Station Project.
 - iii. The City is looking to keep locations of the certain core function intact, like elevators, elevator rooms, bathroom, electrical and telecom rooms on each floor.



- iv. As part of the Schematic Design the Contractor (aka “selected” Offeror) will have to investigate the feasibility of the relocation of the Mayor and City Council Chambers to this Building. Based on the feasibility study and cost estimate (Design and Construction) provided from the study the City will decide if a change order will be issued to add the full design to this scope of work.
- v. Since the City is relocating the Police Department into this former office building as part of this project this building will need to be brought up to compliance with all current codes. For this project the Occupancy Category should be IV.
- vi. As part of the Schematic Design it will be part of the Offeror’s due diligence to review the program and conceptual floor plans provided to determine if any of the programming documents needs to be altered for any reasons. (Code compliance, security, etc.) As noted in 50% Schematic Design Deliverables XII (a.) on page 31 of 41 of the solicitation.
- vii. Offeror’s are responsible for cross referencing the Specific Table of Deliverables for this Project which was listed as Exhibit E and refer to Exhibit F as to what the particulars of that deliverable are.
- viii. The Final Deliverable of the design is a fully integrate BIM model whereas CAD drawings if needed can be exported from based on the one CAD requirements.
- ix. For Construction Cost Estimates and Life Cycle Cost Analysis the following should be used:
 - 1. Schematic Design: Unifomat Level III
 - 2. Design Development: Unifomat Level IV
 - 3. Construction Documents: MasterFormat at the level of greatest detail that the drawings and specifications will support.
- b. Calendar: Design and Construction Solicitation Package to be completed within 365 days of the Notice to Proceed:
 - i. Tentative NTP: January 30, 2017
 - ii. Completion of Design Effort: January 30, 2018

4. Solicitation Schedule:

- Solicitation schedule, refer to page #5 of 41 of the Solicitation.

ACTION	Scheduled Date
Request for Proposal Issued	Friday – October 21, 2016
Pre-Proposal Meeting	Wednesday– November 2, 2016
Offeror’s Question Deadline	Wednesday – November 9, 2016 by 11:00 a.m.
City’s Answers to Questions Issued	Wednesday – November 16, 2016 by 5:00 p.m.
Submission Deadline	Tuesday – November 22, 2016 by 1:00 p.m.
Proposal Evaluation Completed (Estimate)	Monday – December 5, 2016



DEPARTMENT OF PUBLIC WORKS
 Facilities & Capital Project Management Division
 CITY OF GAITHERSBURG | 800 RABBITT ROAD | GAITHERSBURG, MD 20878
 P: 301-258-6370 | F: 301-258-6190

Offeror's Interviews (Tentative Dates)	Week of December 12th, 2016 (12,13,14,15)
Tentative Mayor & City Council Approval	Monday – January 17, 2017
Tentative Final Agreement & NTP	NLT January 30, 2017
Completion of Design Effort (365 Calendar Days)	NTE January 30, 2018

- Offeror's selected for interviews will be notified by Tuesday December 6, 2016.

5. Open Discussion and Question & Answer Session:

- Only questions answered by written Addendum will be binding. Oral and other interpretations or clarifications discussed today will be without legal effect. Any and all questions are to be submitted in writing to Ronald Kaczmarek prior to the 11:00 a.m. EST deadline set on November 9, 2016. All questions and answers will be answered via an addendum which will be published to the City's website by the date/time group noted on the solicitation schedule.

6. Adjourn (Will meet at 16 South Summit Ave., approximately in 20 minutes for a site visit):

7. Site Visit:

NOTE:

It is the Bidder's responsibility to acknowledge any and all addenda that are issued by the City of Gaithersburg in its Bid Letter. The RFP and all addenda can be downloaded at the City of Gaithersburg website. Please go to the address below and click on the corresponding project's hyperlink:

<http://www.gaithersburgmd.gov/government/procurement/current-bids>

Architectural & Engineering Services

for 16 South Summit Avenue

[RFP 2017-012]

Pre-Proposal Meeting Sign-in Sheet

Date	11/2/2016
Time	1:00 PM
Location	Public Works 800 Rabbitt Road Gaithersburg, Maryland 20878
Project Manager	Ron Kaczmarek

No.	Attendee's and Company's Name	Email address and Phone number
1	Ron Kaczmarek City of Gaithersburg	rkaczmarek@gaitthersburgmd.gov 301-258-6370 ext. 128
2	Jeff BURKHART JMT	JBURKHART@JMT.COM 202-216-9770 (1770)
3	DENNIS ROBERTS RESTL DESIGNERS	571-243-4259 d.roberts@verizon.net
4	ROB MANNS MANNS WOODWARD ARCHITECTS	RMANNS@MWSARCH.COM 410-344-1460
5	FEN JANDORA DLR GROUP/SRGS	FJandora@dtggroup.com 703.314.0097
6	THOMAS STRIEGEL DAVIS BUCKLEY ARCHITECTS AND PLANNERS	tstriegel@davisbuckley.com 202 223-1234
7	FARSHAD KASSIRI KIBART INC. 901 DOLANEY VALLEY, Towson MD	FK@KIBART.COM 410-494-1111
8	RICH CORNWELL 20261 CENTURY BLVD CFR ENGINEERING SUITE 120 GERMANTOWN, MD 20874	rcornwell@cfrengineering.com 240-602-2780
9	Kristin Hartis Weyand Assoc. (WOSB MEP Engr)	khartis@wainet.net 301-540-9060
0	Fredrick Williams Dewberry	rwilliams@dewberry.com 703-698-9076
1	W. SCOTT WEBSTER RICHARD HORN ARCHITECTS	sloercher@rchatlrn.com 717-873-0290
2	Scott Bach-Hansen SETTY	bach@setty.com 703-577-3441
3	Chinmoy Mitra ATI	chinmoy@atimd.com 410-992-3424

14	HARRY PETTONI SCHRADER GROUP	hpettoni@sgarc.com (410) 235 5851
15	Pipper Mosley Michael Baker International	pipper.mosley@mbaker.com (703) 317-6270 2
16	Lauren Young BKV group	lmyoung@bkvgroup.com 571 305 3460
17	PHIL RHODES AMT ENGINEERING	prhodes@amtengineering.com 301.881.2545
18	Cathy Monson DMA Architects, LLC	CMonson@dma-arch.com 240-599-4820
19	Antonella Cortez DCI Architects	antonella@dei-arch.com 240-475-5960
20	BRIAN FRECS ARIVM AE	brianf@arivmae.com 410 206 2828
21	DAVID SMITH HOLBERT APPLE	dsmith@holbertapple.com 301.570.1460
22	Elena Kurdina DNC Architects	ekurdina@dncarch.com (301) 840 1100
23	JEP FULLAN DNC ARCHITECTS, LLC	jfullan@dncarch.com 301-840-1100
24	Katy Granert Architects Design Group	katyg@adgusa.org (407) 647-1706
25	Salem Samim JMT	703-203-4167 ssamim@jmt.com
26	JASON FRITZ ADTEK ENGINEERS	jfritz@adtekengineers.com 301.662.4408
27	R. MULLINEAUX DENN ARCHITECTS	RMULLI@COMCAST.NET (301) 208-0100
28	Winona Leaman GPI	wleaman@gpinet.com 240-268-1820
29	Mick Wrisley DMY engineering Consultants	mwriskey@dmyec.com
30	Lacey Davidson SKA studio	ldavidson@skastudio.com
31	Bill Duvall RGA	gw@d@rath-goss.com 301-590-0071
32	Mark Manetti BKV GROUP	mmanettle@bkvgroup.com 571-274-8839

33	Amanda Henry KPN Architects	ahenny@kpnarch.com 443-682-7757
34	PETER NOTARI KZM DESIGN	pnotari@kzmdesign.com 443-931-3632
35	CRAIG MOLONEY CEM DESIGN	CRAIG@CEMDESIGN.COM 301-294-0682
36	MARK FLICKINGER BKM ENGINEERS	mflickinger@bkm.com (410) 823-0600
37	RICH SCHNEIDER, AIA, LEED AP STUDIO ARCHITECTS	RSCHNEIDER@STUDIOARCHITECTS.COM 202.445.8325
38	NATASHA KEARNEY GIPE ASSOC.	NKEARNEY@GIPE.NET 410.832.2420
39	Kevin Kneer Proffit and Associates.	kkneer@proffitandassociates.com 301.662.8532
40		
41	ROBERT FRANKLIN LEMAN ERICKSON WINNEX ARCHITECTS	COG rfranklin@lewarchitects.com 703.956.5600
42	Trey Shamer	Sanders Design Inc.
43	Guy Goodmough	COG
44	Trody Schwatz	COG
45		
46		
47		
48		
49		
50		
51		