

# Pre-Proposal Conference Agenda



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**Project:** Renovations to Brickell Library  
Eastern Virginia Medical School  
Norfolk, VA

**Date:** 06.16.2020

**Comm #:** CN# 8788

**Time:** 1:00 pm

**Location:** EVMS Brickell Library  
740 W Olney Road, Norfolk, VA  
SunTrust Conference Room

**Purpose:** Pre-Proposal Conference

**Attendees:** See Sign-In Sheet

## INTRODUCTIONS:

The Owner: **Eastern Virginia Medical School**

Doug Martin, Director of Facilities  
Vernon Payne, Assistant Director of Facilities  
Steven Lee, Director of Materials Management  
Michele Jean, Contract Specialist

The A/E: **Clark Nexsen**

Damian Seitz, Architect, Principal

**Mandatory Pre-Proposal Conference:** Attendance of this meeting is mandatory for those submitting a bid. Those proposers attending the Pre-Proposal Conference virtually only, are required to conduct an in-person site visit prior to RFP submittal due date to ensure a thorough understanding of the existing conditions. Site visits can be coordinated through EVMS Facilities:

**Leah Dail, Facilities Office Coordinator**

[dailm@evms.edu](mailto:dailm@evms.edu)

757.446.5903

**Sign-In Sheet:** Please sign-in on the sign-in sheet; print legibly.

## I. REQUEST FOR PROPOSAL:

- a. Drawings and Project Manual (Forms & Specifications) are only available electronically; Construction Documents currently consist of:
  - i. (1) Volume – Specification Project Manual dated May 22, 2020
  - ii. (1) Set of Drawings (35 sheets), dated May 22, 2020

Future addenda will include this Agenda, Pre-Proposal sign in sheet and answers to Pre-Bid Questions

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- b. Sealed proposals to EVMS no later than **4:00pm on Monday, July 6<sup>th</sup>, 2020**. Proposals received at 4:01pm or later will be late and will not be accepted.
  - i. Proposals may be received by the Issuing Agency at via Mail/Courier, Hand Delivery or E-mail
- c. Pre-Proposal Questions
  - i. No oral explanations. All questions must be submitted in writing on the Pre-Proposal Question Form included in the RFP.
  - ii. E-mail questions to Damian Seitz (Clark Nexsen) as specified in the RFP. In order to maintain the posted due date, all questions shall be submitted no later than (3:00pm) on **Tuesday, June 23<sup>rd</sup>, 2020**. Responses will be provided no later than Monday, June 29<sup>th</sup>, 2020.
- d. Pricing Schedule
  - i. Contract award will be based on **Best Value Lump Sum Basis**
    - 1. Evaluation Criteria listed in RFP
    - 2. Price to include the proprietary bid amount listed on the Pricing Schedule. Scope of services and final number to be used for this proprietary work to be provided via Addendum.
  - ii. Time for Completion: Substantial Completion on or before **December 31, 2020** based on a NTP authorizing Work to proceed on or before **August 31, 2020**
  - iii. Acknowledgement of Addenda – **It is the responsibility of the Bidder to submit the proper Bid Form acknowledging all addenda. Addenda will be posted on the website listed in the RFP as they are issued.**

## II. GENERAL CONDITIONS & FORMS

- a. Project is **NOT** being funded by the Virginia Department of General Services (DGS) and is **NOT** subject to their Construction and Professional Services Manual (CPSM).
- b. General Conditions of the Construction Contract (CO-7) and Contract Between Owner and Contractor (CO-9) have been modified from their original version by EVMS.
  - i. Building Official/Authority Having Jurisdiction – City of Norfolk
  - ii. Permits to be paid for by Contractor

## III. SPECIFICATIONS AND DRAWINGS

The project is generally described as including renovations to the 4<sup>th</sup> floor of the Brickell Library building. The 4<sup>th</sup> floor renovation area is approximately 3,650 square feet and will house the Academy of Educators program which is comprised of a faculty commons space, classrooms/group rooms and associated administrative functions.

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- a. Use of Premises
  - i. Confine construction operations to areas within the Construction Limits and areas indicated on the drawings for laydown.
  - ii. Owner will occupy the premises during entire construction period, with the exception of areas under construction. Contractor shall maintain access to existing walkways, corridors and other adjacent occupied or used facilities.
- b. Phasing
  - i. None
- c. Work Restrictions
  - i. Normal Building Business Operating Hours – 8:00am – 5:00pm
    - 1. Open to Students – 24 hours/day, 7 days/week
  - ii. Contractor On-Site Work Hours – 6:00am to 6:00pm, M-F, except as otherwise directed.
    - 1. Non-Work Hours Access available.
    - 2. Work on 3rd floor in support of the renovation to be coordinated with Owner so as not to interfere with normal business operations.
    - 3. Core Drilling and other operations that may result in high levels of noise, vibration, odors, or other activities disruptive to the building occupants shall be completed outside of normal business operating hours.
  - iii. Trash chutes may **NOT** be used for this project. Materials and demolition debris to be conveyed through the freight elevator.
- d. Temporary Facilities
  - i. Parking – Use of existing Facilities parking lot available for construction personnel.
  - ii. Use of Owner's water and power systems available without metering and without payment of use charges.
  - iii. Contractor to provide temporary temperature/humidity control unless otherwise directed.
  - iv. Use of freight elevator and adjacent stair permitted during specified Contractor access hours.
    - 1. Must provide floor protection from the exterior door to the stair/elevator in addition to the protections required in each
    - 2. Must be returned to their existing condition before initial use at end of job
  - v. Temporary partitions required to separate all occupied areas from construction areas.
- e. Post-Tensioning
  - i. The existing fourth floor slab is believed to contain post-tensioning. Contractor is X-RAY EXISTING SLAB TO LOCATE ALL EXISTING POST-TENSIONING STRANDS AT NEW SLAB PENETRATIONS.

## IV. SITE VISIT