

EVMS HAGUE CLUB APARTMENTS

Architects Pre-Proposal Meeting Minutes

July 13, 2020

SIGN IN

- *Steven Lee*
 - o *Sign-in Sheet*
 - o *Visitor Health Certification*

PROCEDURES

- *Michele Jean*
 - o *Proposals to EVMS no later than **2:00pm EST on Friday, July 24th, 2020**. Proposals received after 2:00pm will not be considered. Proposals may be issued via Mail/Courier, Hand Delivery or E-mail. See instructions on page 2 of the RFP.*
 - o *If proposals are submitted via email then no hard copy is required.*
 - o *This is not a “lowest bid” RFP. EVMS will make the award based on proposals as a whole.*

INTRODUCTION

- *Doug Martin*
 - o *Hague Club Apartments consist of 81 units of loft, one- and two-bedrooms. Units were built in the mid-80s and are in need of interior and exterior renovations as well as structural upgrades and a retaining wall along Dundaff Street.*

SCOPE & REQUIREMENTS

- *Steve Lucas*
 - o *CDP has been hired as Owner’s Rep for EVMS.*
 - o *Of the 81 units there are 10 lofts, 48 one-bedrooms and 23 two-bedrooms.*
 - o *RFP for General Contractors was publicly posted on 7/13/20 and are due on 8/3/20. General Contractor will be expected to give Architect as much feedback as possible throughout the end of the design process as well as give budget feedback. The goal is to identify long lead items and have those as well as all other materials delivered and ready for construction on 6/1/21.*
 - o *Once construction has started, we will conduct weekly meetings with the entire team. Please budget for that. The number of meetings prior to start is unknown but we will have a few to make sure we’re on schedule.*
 - o *A schematic schedule was created and displayed during this meeting. It has been publicly posted to the CDP shared link below.*

- https://divarisrealestate-my.sharepoint.com/:f:/g/personal/morgan_lucas_divaris_com/EjJrUmmL-8NKMjzy5qxunSgBEENvEdpaIMTXeCNcd23E3g?e=Dor8ia

QUESTIONS

- Will construction materials testing, special inspections, geotechnical, and/or environmental testing be contracted separately for this project, or will it be procured from the awarded AE team?
 - EVMS will be contracting all special inspections/testing for the project.
- Do we have existing drawings for Hague Club Apartments?
 - We are checking on that. We will upload those to both the EVMS and CDP links once located.
- For the weekly meetings, is it required for architects and consultants to be present?
 - To ensure that questions and issues are solved as quickly as possible, we will require the entire team to be present at the beginning of the project.
- Will the retaining wall be more of a flood wall?
 - Yes, we will want to have some additional protection for worst-case scenarios.
- Will the city have any say on how much freeboard is used on the flood wall?
 - It will be the consultant's responsibility to discover whether the city has review requirements.
- Are the existing buildings on piles?
 - No, crawl space except for the breezeways. Please review building condition report.
- Does EVMS want to replace any sanitary lines?
 - We will accept recommendations from awarded Architect.
- Is the intention to go back with vinyl siding or cementitious siding?
 - Unsure. If you have alternatives you'd like to present to EVMS, it is open for discussion.
- Should we have an allowance for VE?
 - Yes. It will be more of an informal VE process (assume one iteration).

Meeting Attendees:

Steve Lucas - Creative Development Partners

Morgan Lucas - Creative Development Partners

Doug Martin - Eastern Virginia Medical School

Steven Lee - Eastern Virginia Medical School

Michele Jean - Eastern Virginia Medical School

John Crouse - Saunders & Crouse Architects

Carmine Barone - TS3 Architects

Jonathan Waleczyk - Speight Marshall & Francis

Warren Williams – Lord Aeck Sargent Architects

Kristen Smith – Froehling & Robertson

Danny DeAvies – Froehling & Robertson

James Barkley – PACE Collaborative