

EVMS HAGUE CLUB APARTMENTS

General Contractor Pre-Proposal Meeting Minutes

July 20, 2020

SIGN IN

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

PROCEDURES

- Steven Lee
 - o Proposals to EVMS no later than **2:00pm EST on Monday, August 3rd, 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 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 Address how your company will handle the issues that COVID-19 may create. Please note that prior to construction start, EVMS will evaluate the current state of the pandemic and determine whether the project will begin or be postponed.

QUESTIONS

Is there a noise ordinance that could affect the job?

- We would assume whatever noise ordinance is in place for Ghent Neighborhood would apply. However, please investigate and confirm.

Can any work be done over the students' Winter Break?

- Sequence and schedule of work activities and opportunities for improvements will be investigated and evaluated during the design process and the selected construction contractor will be requested to provide input and review.

Do we need a bid bond for the project?

- Yes. The 5% bid bond is only for the amount of work being bid currently.

Small business form

- Please fill out the form to the best of your ability. List any small businesses you've used in the past and may plan to use for this project.

Is there room in the parking lot for our trailer/compound? How early can we arrive on site?

- As students vacate, we will section off spots for your trailers. This will be worked out in more detail as we approach the mobilization deadline.

MEETING ATTENDEES

See sign-in sheet document.