



HEALTH CARE FOR THE HOMELESS KANN Partners PROJECT NO. 06-026

Pre-Bid Meeting Minutes

MEETING DATE: June 3, 2008

COPIES TO: Attendees, Jeff Singer (Health Care for the Homeless), Donald Kann (KANN Partners), Peter Doo (Doo Consulting)

The meeting was led by Fran Anderson, as the Owner's Representative.

A. PROJECT SUMMARY:

1. Mary Jean Herron presented an Overview of the mission and services of Health Care for the Homeless (HCH).
2. Fran Anderson presented a synopsis of the Project. He pointed out three significant factors impacting the design of the Project:
 - The site is in a 100-year flood plain. The FEMA maps are currently being re-drawn, which may present an opportunity to lower the first floor elevation of the building.
 - There is a triple-cell culvert (containing the Jones Falls) running beneath Fallsway, and this has imposed certain set-back requirements on the Project.
 - The goal of the Project Team is to attain LEED-Silver Certification.

B. SELECTION SCHEDULE:

1. Bids are due on Wednesday 06/18/08; see CLARIFICATION OF BID REQUIREMENTS for further details. ***Proposal due date has been changed to 2:00 P.M. on Friday 06/20/08.***

HEALTH CARE FOR THE HOMELESS

Pre-Bid Meeting Minutes

06/03/08

Page 2 of 4

2. Three firms will be selected (based on both relevant experience and price) to be interviewed by the HCH Board of Directors. Interviews will be scheduled for 06/25/08.
3. GC will be selected by 06/27/08.
4. Pre-Construction Services will be required during the month of July to provide value engineering, evaluate sustainable design initiative, and the like.
5. Bid price will be submitted to the Board of Estimates in early August.
6. Construction will begin in early August.

C. CLARIFICATION OF BID REQUIREMENTS:

1. Questions are due no later than Noon on Friday 06/13/08, but Bidders are encouraged to submit questions as early as possible. KANN will answer questions as quickly as possible, but no later than Close-of-Business on Monday 06/16/08. Submit questions electronically to Fran Anderson (with a copy to Vipul Talwar).
2. Base Bid must be submitted electronically by 2:00 P.M. on Wednesday 06/18/08, to Fran Anderson (with a copy to Vipul Talwar). ***Proposal due date has been changed to 2:00 P.M. on Friday 06/20/08, and an addendum (addendum #1) stating this change was issued on 06/06/08.***
3. Bid Breakdown (including Alternates) and other required information must be submitted electronically and as one (1) hard copy by 4:00 P.M. on Wednesday 06/18/08, to Fran Anderson (with an electronic copy to Vipul Talwar). ***All documents, including but not limited to Bid Breakdown (Hard and electronic copies) and AIA Document A305, must be submitted by 2:00 P.M. on Friday 06/20/08 (addendum #1).***
4. AIA Document A305 (Qualifications) is required, even though Bidders have been pre-qualified. Submit this document with the "4:00 P.M." package. ***AIA Document A305 must be submitted by 2:00 P.M. on Friday 06/20/08.***
5. Clarifications and Qualifications to the Bid are permitted, but should be kept to a minimum.
6. HCH is in the process of determining the City's Minimum Wage Rates requirements, and will distribute the information as soon as possible.
7. HCH is a 501-C organization, and will provide the selected GC with its tax-exempt number for the Final Bids; this should be taken into consideration when pricing construction materials in the current Bid process.

D. ALLOWANCES:

1. KANN will specify the dollar amounts for the Allowances.
2. On the south side of the property, there is a City-owned fence and generator that have to be moved a few feet. KANN will add this to the Allowances.

E. PERMITS AND FEES:

1. GC will be responsible for the cost of the Trade Permits.
2. HCH will be responsible for the cost of the Building Permit, utilities fees, and miscellaneous City fees.

HEALTH CARE FOR THE HOMELESS

Pre-Bid Meeting Minutes

06/03/08

Page 3 of 4

3. HCH will be responsible for MDE approvals and fees.

F. MBE/WBE PARTICIPATION:

1. Selected GC will be required to provide a minimum of 27% MBE and 10% WBE participation. This is a City requirement, not merely a goal. The City will review the percentages, and provide a fixed dollar amount based on the cost of the project.
2. Bidders do not have to name their MBE/WBE subcontractors and vendors for this Bid process. However, Bidders are requested to submit a letter stating that they will comply with the City's final determination for MBE/WBE participation.

G. LEED CERTIFICATION:

1. HCH has engaged a LEED Consultant (Doo Consulting) and a Consultant to perform Fundamental Commissioning and Enhanced Commissioning (EMO Energy Solutions). EMO is also providing energy modeling services.
2. A Bidder, who does not have an in-house LEED Accredited Professional (LEED AP), may engage a LEED AP Consultant to be part of the GC team.

H. MISCELLANEOUS:

1. KANN will distribute the Landscape Plan.
2. It was suggested that some of the Testing Requirements may be too costly for this project. KANN will review the Specifications.
3. It was suggested that HCH engage its own Subcontractor for the low-voltage work. HCH will consider this.
4. A question was raised regarding "phased occupancy": There will be only one Use & Occupancy Permit.

Respectfully Submitted,

KANN Partners

Cass Gottlieb, AIA, LEED AP
Principal

CG:erb

HEALTH CARE FOR THE HOMELESS

Pre-Bid Meeting Minutes

06/03/08

Page 4 of 4

P:\2006\06026 HCHMtgMinut.es\052308-Phase II-Proj Meeting No.16.doc