

City of Westminster

Addendum #2

Durbin House – Wakefield Valley Park

RFP #21-06

Pre-Bid Meeting for Historic Structure Assessment

Monday, September 14, 2020 at 10:00 a.m.

City of Westminster officials attending:

Abby Gruber, Director of Recreation & Parks

Heather Mullendore, Assistant Director of Recreation & Parks

Bidders attending: Refer to attached sign-in sheets

Minutes:

1. Bids are due on Wednesday, October 7, 2020, no later than 2:00pm local time. Bid forms being submitted in response to the solicitation must be delivered as original signed documents, within a sealed envelope, to the City of Westminster Administrative Offices located at 56 West Main Street, Suite 1, Westminster, Maryland. Electronic transmission of Bids will **not** be accepted through the State of Maryland eMMA-electronic bid website.
2. Bidders must use the bid forms provided. All pricing must be provided including the base bid, unit prices, and alternate prices.
3. The total base bid must include the unit prices enumerated on the bid form in the total lump sum base bid figure.
4. Award will be based on:
Proposals will be evaluated based on the following criteria:
 - Task comprehension and project approach (25%)
 - Project team qualifications and experience (40%)
 - Quality of proposal (15%)
 - Pricing (10%)
5. Any bid addenda will be posted on the City website at <http://www.westminstermd.gov/bids.aspx>.
6. Prospective bidders who have questions regarding this Request for Proposals should email their questions to tpalmer@westgov.com. The closing time for submission of questions is 4:30 p.m. on Tuesday, September 22, 2020. All questions and the associated answers will be posted on the City website at <http://www.westminstermd.gov/bids.aspx>.

7. To receive notification that information regarding this Request for Proposals has been posted to the City website, bidders are encouraged to register with the City by providing their firm name, name of firm representative, and email address for the firm's point of contact to tpalmer@westgov.com

Questions Submitted by Bidders Attending:

1. **Question: What existing building documents do you have for the Durbin House?**
Answer: None, no plans or building documents exist.
2. **Question: In the RFP on page 6, will the city give guidance to determine the use?**
Answer: Not at this time, the goal of this study is to have a list of ideas that then can be executed in a planned approach as a part of the larger Master Plan for Wakefield Valley Park.
3. **Question: Do you have a budget that can be shared for this project?**
Answer: No, we do not release that information. However, we do have grant funding secured for this project.
4. **Question: Does the walk over include the entire grounds?**
Answer: No, just the Durbin House and corresponding property immediately around the house.
5. **Question: Is cost estimation a part of the RFP?**
Answer: Yes, it is not clearly defined in the RFP, but it is certainly desirable information and helpful for future planning and budgeting.
6. **Question: Do you have a format to follow for the RFP or table of contents?**
Answer: No, this is up to each prospective bidder.
7. **Question: Should we use the bid form?**
Answer: Yes
8. **Question: Is there supplemental funding to the grant?**
Answer: Yes, there is a match required.
9. **Question: Will you share your ideas for the plan with the successful bidder?**
Answer: Yes, it is an open book for planning, but we do have some ideas that will be shared with the successful bidder.
10. **Question: How detailed of a phase planned are you looking at?**
Answer: We are certainly not looking for extensive detail, but would like to know enough information to establish and prioritize future projects and initiatives.

11. Question: What kind of detail are you looking for in the cost estimate?

Answer: Enough detail for creditable rough order magnitude.

12. Question: Is there a project timeline?

Answer: Yes, however it is open-ended and will be discussed and mutually agreed upon once a firm is selected.

13. Question: Is there a formal date of completion?

Answer: Not necessarily, however our grant money needs to be expended by 2022.

14. Question: Are we required to have an archeologist on the team?

Answer: It is preferred, but not required.

Recorded by:
Heather Mullendore

Pre-bid meeting: Monday, September 14, 2020 at 10:00 a.m.
 Westminster City Hall, 1838 Emerald Hill Lane, Westminster, MD 21157

Name & Title	Company Name & Address	Phone Number	Email Address
Scott Grove	GROVE + DALL OLLI 18 W. BOSCAWEN ST. WIMBUSH, VA	540-773-2328	sgrove@grdpr.com
Rebecca McCormick	Murphy & Dittenafer Architects 805 N. Charles St. Baltimore, MD	410-625-4823	RLM@murphdittarch.com
Paula Reed	EAC Archaeology Baltimore	301-667-9904	paula@paulareed.com
Kate Kuramba	RICHARD CHRISTOPHER GOODWIN & ASSOCIATES 241 E 4TH ST FREDERICK, MD 21701	301-694-0428	KKURAMBA@RCGOODWIN.COM
Ann Powell	Ziger Sneed Architects 1006 Morton Street Baltimore, MD 21201	410.576.9131	apowell@zigersneed.com
Chris Weston	Old Line Architects 1340 Smith Ave. Ste 200 Baltimore, MD 21209	443.977.8387	cweston@oldlinearchitects.com
WARD BUCHER	31 LIGHT ST, STE 500 BALTIMORE 21202	202.669.0721	ward@onevolutionarchitects.com

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Name & Title	Company Name & Address	Phone Number	Email Address
Becky Yousaf Architectural Historian	Wetlands Studies & Solutions 5300 Wellington Branch Dr. Gainesville VA 20155	636-236-1169	ryousaf@wetlands.com
ANDREW MARSHALL PRESERVATION ARCHITECT	MTFA ARCHITECTURE 3200 LEE HIGHWAY ARLINGTON, VA 22207	703-524-6616	ANDREW.M@ JMAPRESERVATION.COM
JOHN GREGG PRINCIPAL	GWNO ARCHITECTS 800 WYMAN PARK DR. BALTIMORE, MD 21211	410-599-3091	JGREGG@GWNOINC.COM
Ken Skort Architectural Historian	3601 Gerth Manor Ct. Woodstock, MD 21163	410-627-9963	Kennethmskort@ verizon.net
WILLIAM ROCKEY VICE PRESIDENT	CENTURY ENGINEERING 10710 GILROY ROAD HUNTINGLEY MD	443-589-2400	b.rockey@centuryeng. COM
Dean R. Camlin President	Dean Robert Camlin & Assoc. Inc. 8 N. Court St. Suite 2 Westminster, MD 21157	410-876-6900	dcamlin@drcomlin.com

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Name & Title	Company Name & Address	Phone Number	Email Address
Katie Whiteman Associate II	Wiss, Junney, Elstner Associates, Inc. 2941 Fairview Park Dr. Suite 300 Falls Church, VA 22042	703-641-4601	kwhiteman@wje.com
Elizabeth A. Comer, Principal	EAC/Archaeology, Inc. 4303 N. Charles St. Baltimore, MD 21218	443-463-6437	ecomer@eacarchaeology.com
Ruth Bidobocky	Ionidesign 5840 Shookstown Rd Frederick MD 21702	301-606-6191	ruth@ionidesignworks.com
PATTON ROARK	MCWB ARCHITECTS 5525 OWDE TOWNE RD. SUITE B WILLIAMSBURG, VA 23188	757-221-0713	proark@ pattonroark.com mcwb-arch.com
NICHOLE MCGUIRE	QUINN EVANS 100 N. Charles St 1444A Baltimore MD 21201	410 576 0440	nmcguire@quinn-evans.com