



ADDENDUM #1

**MECKLENBURG COUNTY PUBLIC SCHOOLS
MECKLENBURG COUNTY, VIRGINIA**

**DESIGN-BUILD SERVICES FOR
TRANSPORTATION OFFICE AND STUDENT SERVICES FACILITY
CONCEPTUAL PHASE PPEA PROPOSALS**

Date: July 27, 2023

Issued By: Mecklenburg County Public Schools

Included within this addendum are the following clarifications:

- Proposers are to provide a proposal for 3,000 SF facility with alternate for 5,000 SF facility.
- Attachment D – Mandatory Pre-Proposal Meeting Minutes

END OF ADDENDUM #1



MEETING MINUTES

DESIGN-BUILD SERVICES FOR TRANSPORTATION OFFICE AND STUDENT SERVICES FACILITY CONCEPTUAL PHASE PPEA PROPOSALS

**Mandatory Pre-Proposal Meeting
July 25, 2022 - 10:00 am**

- Introductions
 - Attendees
 - Ken Becraft, Blair Construction
 - Jay Jennings, Burton Construction
 - Vince Maresca, Skanska USA
 - Brian Dalton, Mecklenburg County Public Schools
 - Scott Worner, Mecklenburg County Public Schools (via phone)
 - Overview of the Proposed Project
 - The project is located at 464 Skipwith Road, Boydton, VA 23917.
 - Provide for the design and construction of a new stand-alone 3,000 SF Transportation Office and Student Services Facility and parking.
 - The proposed facility will include offices, classroom/training room, break room, file room, restrooms and associated spaces with the option of a mezzanine for storage and other uses.
 - It is envisioned that the facility will be a pre-engineered metal building with sealed concrete floors.
 - Town water is available to the site, however, sewer is not so a septic tank and drain field application is anticipated.
 - The scope shall include all associated sitework, utilities and/or utility relocations.
 - Modify interior buildout to only include office space section
 - Add additional restroom space, 2 single unisex stalls
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- Add loading dock if site allows without needing retaining walls or linear drain
 - Site electrical provided by Dominion Energy
 - In addition to 3,000 SF building, provide 5,000 SF option
 - New survey of the property is advised
 - Accomplishing mechanical portion is left to bidders; however, Owner envisions VRF system in office and package unit with ductwork for open space.
 - Enlarge rollup door to 12-foot height
 - 400-amp service

 - Tentative project schedule:
 - MCPS would like to proceed expeditiously with the design and construction of the project with a goal for completion Summer 2024.
 - Commence construction: Fall 2023
 - Expectations and PPEA Process
 - Mecklenburg County School Board PPEA Guidelines
 - Solicited Conceptual Phase Proposals
 - Detailed Phase Proposals
 - Interim Agreement for Design and Preconstruction Phase Services
 - Comprehensive Agreement for Construction Phase Services
 - Conceptual Phase Proposal Submission Requirements
 - Mandatory Criteria (Section 4)
 - Relevant experience of firms (similar projects and related experience)
 - Relevant experience of key personnel and consultants
 - Management Approach (incl. characteristics, estimated cost, and schedule)
 - References
 - Financial Condition (AIA A305)
 - Safety Performance
 - Claims/Final Resolution/Judgements
 - Failure to Complete
 - Other Relevant Criteria
 - All applicable forms
 - Six (6) hardcopies and electronic copy on USB drive
 - Deliver to:
 - Dr. Scott Worner, Division Superintendent
 - Mecklenburg County Public Schools
 - 175 Mayfield Drive
 - Boydton, Virginia VA 23917
 - Tentative Procurement Schedule:
 - Conceptual Proposals due by 2:00 PM on August 10, 2023
 - Announce shortlist: Mid-August 2023
 - Issue request for Detailed Phase Proposals: Late August 2023
 - Detailed Phase Proposals due: Early September 2023
 - Interviews: Early September 2023
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- Enter into contract negotiations: Late September 2023
 - Communications Protocol
 - Last day for questions: August 4, 2023 by 5:00 PM
 - Addenda
 - Addendum #1 to be issued following pre-proposal conference
 - Site Visits
 - Questions & Answers
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