

St. Joseph County Career Hub

March 4, 2024

Questions

(Pre-Bid Meeting)

General Information

Email Questions to William Drehmel (wdrehmel@sbcsc.k12.in.us) to be sent no later than March 5, 2024 by 5:00 p.m EST.

Proposal Deadline Due March 8, 2024, by 3:00 p.m EST.

Mr. Drehmel will contact BID by March 11, 2024

Mr. Drehmel will conduct interviews on March 12, 2024

Kareemah Fowler

Introductions

Reviewed Agenda

Explained presentation to the Board during the Executive Session on March 4, 2024, at 3:00 p.m.

Explained the urgency of the timeline

Passed out a packet of information regarding the Career Hub

Explained how questions would be posted online for equal opportunity.

William Drehmel

Explained the urgency of the timeline

Explained the process

Email additional questions to Mr. Drehmel no later than March 5, 2024, by 5:00 p.m.

Submitted questions will be answered by March 6, 2024, by 5:00 p.m.

Proposal Deadline by email and/or drop off by 3:00 p.m. on March 8, 2024

Contact 1:00 p.m. March 11, 2024 for interviews on March 12, 2024.

Djamel Charmet

Reviewing plans for architectural design

South facade - main entrance - the responsibility of the landlord

Floor plans - 2nd floor - dirty CTE areas 3rd floor traditional classroom spaces w/ CTE

Schematic plan - entrance and boulevard and bus areas - landlord responsibility

Location map - career spaces are in the building - west end of the 84 building - review of current tenants

Last page - vicinity map - referencing location in proximity of South Bend.

William Drehmel

Explained the location of Building 84

Explained the scope and floor plans

Explained the Design Vision: What we are looking for - “industrial look” dirty floor looks for the 2nd floor and more traditional for the 3rd floor.

The budget is also documented on the floor.

1 CMC - Receipt of proposals - best and final offer

Looking at the 2nd and 3rd floors throughout the building.

Provide a Clean box as an example

Raw spaces for construction.

Questions

1. Three days is a short timeframe and expecting interviews to be completed on March 12, 2024, what is the process, and looking for?

Answer:

We are looking to narrow it down to 2 candidates. Bring and present your best “A” game. Can provide examples of previous projects to present, experiences with educational facilities, and pictures of work completed in the past.

2. Will interviews be on March 11, 2024?

Answer:

We will contact people on March 11, 2024, and conduct interviews on March 12, 2024.

Interviews can be either virtual or in-person.

3. Who is responsible for the condition of the floor finish?

Answer:

The owner’s responsibility.

4. Who will supply the following: Fire Sprinkler system, Plumbing, sanitation, and electricity?

Answer:

TBD

5. What about specialties such as automotive exhaust, air filtration for welding fumes, and culinary exhaust? Who will supply these?

Answer:

The tenant's responsibility.

6. Are there elevators for construction purposes?

Answer:

Yes, 2 freight elevators are available. The size of the elevators is approximately 20x12x10 with a 10,000-pound capacity.

7. Will the fire alarm system be the tenant's responsibility?

Answer:

The owner will provide a fire alarm panel. The specific equipment such as flow sensors, sprinkler heads, smoke/heat detectors, etc. will be provided by the tenant.

8. What is the goal for opening the CTE building?

Answer:

The timeline is tight and planning to open in the fall of 2025.

9. Will the owner strip out abandoned in place piping and electrical?

Answer:

Yes, the owner will remove it.

10. Will the wood flooring be removed?

Answer:

Yes, by the owner, and finished concrete will be poured.

11. In Section 1.8 Due Date for Proposals, the RFP specifies that each Respondent must email and then submit three (3) copies of the proposal and that all proposals must be sent via a national overnight carrier with an electronic copy via email to Kareemah Fowler. Can the proposals be hand delivered? Can the three copies be printed, or do they need to be on a CD-ROM or USB Thumb Drive, as mentioned in Section 2.1?

Answer:

The submission details are as follows:

- The submission deadline is March 08, 2024 at 3 PM EST.
- The submission needs to be done via email and hard copy.
- Deliverables will include the following:
 - Three (3) complete copies of the proposal, including the Transmittal Letter and other related documentation needs to be sent to the address accordingly.
 - In addition to the complete copies, Each item, i.e. Transmittal Letter, Business Proposal, Technical Proposal, Cost Proposal, Diversity Initiatives etc., must also have One (1) copy of separate standalone electronic files on the CD-ROM / USB Thumb Drive.
 - Each item requesting information must be addressed in the Respondent's proposal(s), i.e, in both the three (3) hard copies proposal and as a separate standalone electronic file on the CD-ROM / USB Thumb Drive.
 - Confidential Information must also be clearly marked in a separate folder/file on any included CD-ROM / USB Thumb Drive and in the three (3) hard copies.
- The deliverables can be hand delivered or posted to the following location: Kareemah Fowler (c/o William Drehmel), SOUTH BEND COMMUNITY SCHOOL CORPORATION, 215 South Dr. Martin Luther King Jr. Blvd., South Bend, IN 46601.
- The deliverables should also be sent via email to the following email address: wdrehmel@sbcsc.k12.in.us (CC: Kfowler@sbcsc.k12.in.us)

12. For Section 2.3.8 Authorizing Document, is there any specific type of authorizing document required, or do the Respondents just need to state again that the person signing the Transmittal Letter is authorized to commit the organization contractually?

Answer:

A cover letter on company letterhead signed by an officer/director of the company would be fine. State Form 96 signed by an officer/director of the company also suggested.

13. Section 2.3.10 Evidence of Financial Responsibility states that this section will indicate the ability to provide the mandatory evidence of financial responsibility. It also states that any contract will not become effective until the evidence of financial responsibility is delivered in the correct form and amount to the address indicated in Section 1.21. There is no Section 1.21. What is the mandatory evidence of financial responsibility? What is required for this section?

Answer:

This section should be disregarded as Respondents are not required to provide Evidence of Financial Responsibility. (The CMC RFP has been updated as of March 01, 2024).