



Pre-Proposal Conference Minutes

RFP 08-2022A Castle Coakley Project: A/E Design Service
9:00 AM AST, Thursday, October 6, 2022
Location: 155 Estate Castle Coakley, Christiansted, VI 00820

The purpose of this Pre-Proposal Conference is to discuss the Request for Proposals (RFP), issued on September 26, 2022, for Architectural & Engineering Services for the Castle Coakley St. Croix Animal Welfare Center project.

St. Croix Foundation Staff Present:

Emily Weston, SCAWC Board President
Mike Meluskey, SCAWC Board Member, Construction Committee Head
Ric Berlinski, DVM, SCAWC Medical Director
Andreas Gloggengiehser, SCAWC Managing Director

A/E Contractor Attendees:

Theodora Philip, The Bourne Group
Jerry Traino, Novus/Springline
Clarence Brown, Design District

Summary Notes:

- Review of Key Dates with the last day for written clarification being October 17, 2022, and the last day to submit proposals being October 26, 2022
- Resources for the RFP Package including Addenda, Pre-Proposal Conference Agenda, Minutes, Questions and Answers, are available at <https://stcroixawc.org/missioncoakley/>
Any future addenda and the meeting minutes from this conference will also be posted at that link
- Reviewed all Agenda Items
- Reviewed Evaluation Criteria:
30 points = Project Experience
25 points = implementation approach

20 points = Organization / Qualifications

15 points = Cost

10 points = References

- Discussed federal funding source for the project which is FEMA Public Assistance program. The project is subject to federal procurement regulations and other compliance with applicable regulations and requirements. SCAWC will fund additional project costs in excess of the FEMA award with philanthropic funding, earned income, or other grant sources.
- Project Scope is limited to the items included in the Scope of Work and Project Description. No landscaping or work on the Sugarmills or other historic structures not listed in the project description is included in this project.
- The property has a zoning variance for the operation of an animal shelter.
- The federal consistency review process includes the CZM process, so there will be a public hearing. SCAWC does expect engagement and support from the A/E firm for all aspects of that process and any other regulatory compliance related to the project (i.e. preparation for the hearing, preparation of materials, assistance in fulfilling requests for information, etc).
- Utilities: There is 200amp WAPA power in Great House Clinic building. There is a need for power in the intake and Kennel buildings. It may be possible to run off of existing panel, but that would need to be confirmed. The buildings will need to be networked together for phone system. There is well water for the Clinic. There will need to be a cistern for the Kennel building.
- Reviewed Project Scope and Description. Discussed in particular:
 - Parking Lot - maybe two parking areas. One option is for employee parking on east end of property, customer parking between Kennel and Clinic
 - Intake Building - needs storm shutters; if roof was nailed, it will need screws and proper attachments to hold in place; need 2-3 outside dog runs with partial cover. Need to perform a HazMat analysis.
 - Adoption / Kennels / Cat Room - open air, except for Adoption area; need to conduct a Phase 1 Archeological Study for new construction area; tearing down existing barn / storage sheds and building on that location would lessen the footprint of project, which might be important for EHP approval; need a topographic survey; simple, rugged, maintainable
 - Clinic - ADA compliance as appropriate for a historic building, need a wheelchair ramp; all available surveys and dimensions will be available in RFP appendices; there are grates in ceiling that open to attic space; all floors need to be covered (except kitchen / break room) with medical grade flooring; some re-plumbing for additional sinks; rough sketch of where exam rooms and surgical rooms may be located will in be in RFP appendices addenda; outdoor porch will be waiting area; downstairs will be offices and storage
 - E. Gate / Fence / Light Poles / Wayfinding