

In The Matter Of:
State of Delaware
Department of Transportation

In Re: Pre-submission Meeting Mid-County DMV
July 18, 2012

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DELAWARE DEPARTMENT OF TRANSPORTATION

In re:)
)
Information Pre-submission Meeting)
Mid-County DMV Facility)
New Castle County)

DelDot Transportation
Administration Center
800 Bay Road
Dover, Delaware

Farmington Room
Wednesday, July 18, 2012
11:00 a.m.

PRESENT FOR DelDOT:

JAMES HOAGLAND, CONTRACT SERVICES
MELISSA SACHS, CONTRACT SERVICES
STEPHEN D. RICHTER, TRANSPORTATION SOLUTIONS
ALEX KRAJEWSKI, DIVISION OF MOTOR VEHICLES

PRESENT FOR OFFICE OF MANAGEMENT AND BUDGET:

DENNIS M. GROOM, FACILITIES MANAGEMENT
THOMAS CUCCIA, FACILITIES MANAGEMENT
MARK A. DEVORE, FACILITIES MANAGEMENT
ELRITA L. ANNETT, FACILITIES MANAGEMENT

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1 MR. HOAGLAND: Okay. First, good
2 morning to everyone. My name is Jim Hoagland,
3 I'm with DelDOT Contract Services Administrator.
4 And I'll be handling the administration aspects
5 of this project from the advertisement, which has
6 already occurred, through to signing the contract
7 with the selected design-builder.

8 We're here to talk about design-build
9 contract services for a new Delaware Division of
10 Motor Vehicles facility to be located at the
11 department's Mid-County Transit Hub on U.S. 13 at
12 Route 72, New Castle County. This is a DelDOT
13 project and will be constructed in cooperation
14 with the Office of Management & Budget's Division
15 of Facilities Management.

16 UNIDENTIFIED SPEAKER: Could you
17 speak up? I can't hear you back here.

18 MR. HOAGLAND: Hmm. I'll try. Is
19 that better?

20 UNIDENTIFIED SPEAKER: Okay.

21 MR. HOAGLAND: I'll introduce the
22 DelDOT and Division of Facilities Management
23 project managers at the end of my administration
24 piece here.



1 This is not a mandatory meeting.
2 This is informational only. And if at any time
3 any other group would like to participate in this
4 process, they are welcome to join us at any time
5 prior to the submission dates for the RFQs.
6 Everything we have will be posted on the Internet
7 at the same location you downloaded the RFQ and
8 saw the advertisement. At the end of the
9 meeting, I'm going to place what looks like a
10 sign-in sheet up on this head table. It's three
11 different pages, all the same. It's not a
12 sign-in sheet, per se, but it's a sheet that
13 we'll post on the web, if anyone is interested in
14 filling that out, so that other firms can look on
15 the web and see who may be interested in the
16 project. That is its sole purpose.

17 As I mentioned, this project is being
18 coordinated with DelDOT Division of Facilities
19 Management from OMB and, of course, our Division
20 of Motor Vehicles.

21 We have a transcriptionist today.
22 So, please, identify yourself when you -- if you
23 have a question, state your name and your
24 company, and, please do that before you ask each



1 question. Don't anticipate she'll remember who
2 you are or need to do that.

3 Cell phones. Make sure your cell
4 phones are off before we get rolling or on
5 vibrate. If you must take a call, please step
6 outside in the hallway and take it out there.
7 And, of course, one person speaking at a time so
8 the transcriptionist can copy everything down for
9 us. And if you have questions, raise your hand
10 as we go or make a noise so I'll hear you, so we
11 can address any questions you have as we go
12 along, and I'll either address it at that time or
13 I'll let you know it's coming up shortly.

14 As I mentioned, these are on the
15 website at www.bids.delaware.gov. And this
16 project is authorized as a design-build project
17 for the Department of Transportation, and as
18 required by Delaware law, this project has been
19 approved by the co-chairs of the Joint
20 Legislative Committee on Capital Improvement
21 Program and the director of the Office of
22 Management and Budget.

23 The funding is being provided with
24 state funds and Federal Highway Administration's



1 Congestion and Mitigation Air Quality Improvement
2 funding. Both state and federal highway
3 requirements will apply to this project and the
4 resulting contract.

5 After today's meeting, all questions
6 regarding the project are to be submitted via
7 e-mail to dot-ask@state.de.us. That comes to my
8 office, and I am the only one that the questions
9 are to be addressed to. In the event I have an
10 unplanned absence, Melissa Sachs in the back
11 there will cover for me. But e-mail is what we
12 wanted to see. If you really, really need to
13 speak to me, you can call me, but whatever we
14 talk about, most likely I'll ask you to put into
15 an e-mail when we're finished. So it's probably
16 better just to give me a heads-up and ask me to
17 call you if you have a further discussion about
18 it.

19 One of the things we're trying to do
20 is maintain some confidentiality with your group
21 and how you're putting your groups together at
22 this stage. Later, it will get more important in
23 the RFP stage, but at this point, if there's
24 things you need to discuss or questions that you



1 want to ask, put those in the e-mail. I'll look
2 at every e-mail before it's posted, and if the
3 e-mail just is a question regarding your team,
4 doesn't affect the RFQ, then I'll address it just
5 one-on-one. If it affects everyone or the RFQ
6 information, then I'll be posting it out for
7 everyone to see the answer at the same time. So
8 when you submit it, consider it will be
9 confidential if it applies to your particular
10 propose.

11 On that line. Confidentiality is,
12 obviously, extremely important. When you're
13 preparing the Statement of Qualifications, which
14 is your submission for the RFQ request, in order
15 to be selected for the RFP phase, you're required
16 to submit confidential information regarding your
17 team, its approach to the project, some of your
18 team's financial information. So all that is
19 confidential and remains confidential. After
20 selection of the teams for the RFP process, your
21 original SOQ submittals go into a file in my area
22 until we have a contract signed with the
23 design-builder, and at that time, you'll be given
24 the opportunity to ask or to tell us if you want



1 the confidential information returned to you or
2 shredded here. So when you submit your
3 proposals, make sure and mark anything
4 confidential as "confidential," obviously, your
5 financials for nonpublic companies, things like
6 that, your concepts. Everything else you submit
7 is fully confidential until we have a contract
8 signed. But if there is particular company
9 information, please mark that as such. And on
10 DelDOT's website, there is a section on Freedom
11 of Information Act, and you can review Delaware
12 law and department procedures regarding
13 confidential information as far as what we have
14 to turn over to anyone asking. But nothing is
15 turned over until we have a signed contract.

16 For your part, do not contact anyone
17 at DelDOT, at the Office of Management and
18 Budget, at the Department of Motor Vehicles, or
19 our engineering consultant for this, Becker
20 Morgan Group, regarding the project.

21 For our part, all the personnel that
22 will be reviewing the proposals that you submit
23 will be signing confidentiality agreements, and
24 they are not to discuss it outside of their



1 committee. And we really need to tighten this
2 down so that there is no concern with
3 confidentiality of what you're putting forth, for
4 this stage and for the RFP stage. The RFP stage,
5 obviously, much more critical there; you're
6 talking a lot more detail. But here, still,
7 we're going to treat everything as confidential.
8 And we suggest you do the same, but that's
9 totally up to you. If you're selected for the
10 RFP phase, we recommend you have confidentiality
11 arrangements with all your subcontractors,
12 suppliers, team members, et cetera, to protect
13 yourselves.

14 Now, in order to instill confidence
15 in the handling of confidential issues, I will
16 take necessary action at all levels to address
17 instances that raise confidentiality issues or
18 concerns. Please note that absolute proof is not
19 required to disqualify a person, a firm, or a
20 whole team, so pretty much -- I'm not going to
21 spend a whole lot of time on digging for the real
22 truth. If I see something that appears to me to
23 be potentially a breach of confidentiality, then
24 I will disqualify the appropriate entity or



1 person or team or firm, whichever that is,
2 because I'm not going to spend a lot of time
3 trying to make a legal case out of it. That is
4 at our discretion, and we will make a ~~discretion~~.
5 Generally, the way I handle this is if I have to
6 make -- spend any time on it, there's generally
7 going to be a disqualification. If it's
8 unfounded, we may disqualify the person making
9 the claim. If it's potential -- something I feel
10 is potentially truthful and fact, then the
11 disqualification will be made and notice would be
12 sent to all teams in the event something like
13 that happens. But, please, don't let that be an
14 issue. It's important you relay that to all
15 members of your team, subcontractors,
16 subconsultants, suppliers.

17 Important dates, which there is no
18 real surprises for the important dates. They're
19 all in the RFQ. July 27th is the last day you
20 can send in questions, and that will guarantee a
21 response. If I get questions after that, we'll
22 try and answer them, but we may not. Just
23 depends how many questions we're dealing with and
24 what the workload is. We want to try and



1 maintain the RFQ portion of the schedule as best
2 as we can.

3 The final RFQ addendum would be
4 issued by August 6th. That doesn't mean there
5 will be one, it's just the latest time that there
6 could be one. And if we're considering one or
7 thinking about one, it will either be referenced
8 in the questions and answers that are posted
9 periodically on the website or it will be at the
10 top of the message screen when you look at the
11 project on the web advising that there is an
12 addendum being prepared, just to keep you in the
13 loop. But the August 6th date is not something
14 to plan on an addendum, it's just the latest we
15 would issue one.

16 Your Statement of Qualifications is
17 due August 10th by 4:00 p.m., and that means at
18 the strike of 4:00 p.m., not 10 seconds after,
19 not 12 seconds after, not the next morning. And
20 that is to be received here at DelDOT, not
21 mailed, not the fault of UPS, or FedEx, or any
22 other service that you have. We need to have
23 this strict and concise so that everyone is
24 working under the same parameters.



1 The evaluation of the SOQs that you
2 submit. There's two parts to that, as you read
3 in the RFQ. There's the pass/fail on legal,
4 financial, and proposal responsiveness. And then
5 there's a technical evaluation for organization
6 and key managers, experience of the firms, your
7 past experience of the firms, backlog, and
8 capacity, and the project understanding that's
9 displayed in your response.

10 For the technical scores, will not be
11 numerical. We will be rating them as
12 exceptional, good, acceptable, or unacceptable.
13 And this will be the committee. There will be a
14 discussion selection process within the
15 committee. It's not a strict voting numerical
16 decision. So when these particular scores are
17 issued, the committee will need to designate the
18 top three, four, five or so, just in case there's
19 any issues, and they'll rate them as such through
20 the use of pluses, minuses, and these technical
21 score parameters. And, again, the rating that
22 you get, the technical score and pass/fails is
23 not an indication that your firms or entities
24 could not perform the project properly and



1 wonderfully, it is simply a matter of we need to
2 select ~~one firm~~, and this is the process that's
3 being used to do that.

4 Concerning the submittal again on the
5 SOQs. It's stated in the RFQ that you're
6 responsible for obtaining written proof of
7 delivery of your Statement of Qualifications,
8 showing the date, time and location of delivery.
9 Now, if you want to rely on UPS or FedEx, that's
10 fine, but their on-line receipt is what we'll
11 designate whether it was received on time or not,
12 not their anticipated delivery times. If you
13 deliver it to somewhere, I recommend you -- when
14 you come in this reception area and go up the
15 stairs immediately to your left, go to the
16 window, and our personnel are there. I suggest
17 you turn it in there and ask for a receipt.
18 They're going to stamp it when they received it
19 and they'll give you a receipt. Just in the
20 event it gets lost, or stolen, or more
21 particularly, someone says, hey, wait a minute, I
22 think they turned theirs in late, you'll have
23 what you need and we'll have what we need to keep
24 things moving forward.



1 The short list selection. This is
2 after you turn in your statements of
3 qualifications, after they're evaluated. There
4 will be a listing of up to three submitting firms
5 that are essentially shortlisted. They will be
6 given the opportunity to receive and submit
7 responses to a request for proposal, and those
8 three firms will go through the RFP process.

9 The schedule that's in the RFQ has a
10 lot of RFP dates. Obviously, they're subject to
11 change, but they're tentative, and we'll of
12 course make sure everyone is aware on the website
13 of exactly any potential changes to that
14 schedule.

15 For the RFP process. Just so you
16 know what you're getting into. Once the three
17 firms are selected to participate in the RFP
18 process, we'll have another meeting for those
19 three firms. We will go through the details of
20 exactly what we're providing them and what we're
21 asking to be submitted to us, and the timelines,
22 and the details for that.

23 There will be reviews done prior to
24 your submittal period. We'll do one, or two, or



1 whatever is necessary, number of reviews with
2 each team individually just to make sure that
3 their concept and their technical proposals are
4 in line with what we're expecting. We want to
5 come out of this with three viable alternatives
6 to choose from.

7 For your RFQ and certainly for the
8 RFP, joint ventures are acceptable. At this
9 point, we've asked you to provide what your joint
10 venture, if you're going that way, would look
11 like. You don't have to actually have a legal
12 identity at this point. During the RFP process,
13 that would be required, though, if you were
14 selected to move forward.

15 There will be bonding for 10 percent
16 of your proposal price with submittal of your
17 price bid, or proposal is more appropriate. And
18 there will be 100 percent payment performance
19 bonding at contract signing for the selected
20 firm.

21 State and federal prevailing wage
22 rates will apply for the project, and there's a
23 7 percent DBE goal for the project. We like to
24 see participation on the design and construction



1 end. However, you are free to meet that goal in
2 whichever way you can or do. That will have to
3 be demonstrated in your proposals during the RFP
4 process. That will have to be strictly defined.
5 Here, there is no grading or review for that,
6 unless you tell us that you don't intend to
7 follow that, and then you obviously wouldn't be
8 selected for the RFP process. But there will be
9 more information on that after selection of the
10 three firms.

11 If I am presented questions, which I
12 am sure I will be, that I don't have the answer
13 to or don't know anything about, I will forward
14 those questions to the project engineers without
15 identifying who the questioner is. And when
16 those responses come back, again, if it's
17 something I deem is specific to your proposal, I
18 would respond to whoever sent me the question.
19 If it involves a general change or clarification
20 of our requirements across the board, then that
21 would be listed as a question and answer and
22 posted on the web.

23 And I have nothing else, but I will
24 take questions concerning the administrative



1 aspects, after which I'll introduce the project
2 managers so they can give you a little feel for
3 what they're looking for. Are there any
4 questions?

5 MR. HOAGLAND: Yes.

6 MR. CHILDS: Jim, this Nash Childs
7 with Bancroft Construction Company. This is
8 really a minor point. But on page 3, it
9 indicates that an organizational conflict of
10 interest would occur if subcontractors for more
11 than one team that performs more than "15 percent
12 of the design, and then it says a subcontractor
13 performing "more than 20 percent" of the
14 construction." Well, everywhere else throughout
15 the RFP, on the cover letter, page 13, page 17,
16 page 18, it just states anyone who is performing
17 "more than 15 percent" of the design and
18 construction. So is it 15 or 20?

19 MR. HOAGLAND: Okay.

20 MR. CHILDS: That's just a minor
21 question.

22 MR. HOAGLAND: Yeah. I'll check that
23 out.

24 MR. CHILDS: Okay.



1 MR. HOAGLAND: I think initially I
2 had anticipated having the subcontractor
3 construction aspect be a little more involved
4 without having to follow that, considering the
5 specialty pieces.

6 MR. CHILDS: Right.

7 MR. HOAGLAND: That was my initial
8 intent, but I may not have followed that through.
9 So I will check that and clarify that.

10 Yes.

11 MR. WILLIAMS: Ted Williams from
12 Landmark JCM. I haven't seen on the website
13 whether or not you posted the required
14 preliminary storm water management report that
15 New Castle County required for the submission of
16 the exploratory sketch plan.

17 MR. HOAGLAND: Not as of yet. And
18 our project manager is going to talk about that a
19 little bit today.

20 Now, I knew I'd have a question on
21 which teams can discuss what and all that stuff,
22 but I can't imagine I didn't get any other
23 questions.

24 Okay. After this meeting closes,



1 officially closes, no further questions are to be
2 addressed verbally to myself, and that begins the
3 period when you cannot address anyone else in the
4 department, or OMB, or DMV with questions. So,
5 please, as you leave the meeting, don't just
6 think of a good question and go over and talk to
7 somebody about it unless -- you can talk to me.
8 I'll hang around for a bit. But the same rules
9 will apply. I'll probably ask you to put it in
10 an e-mail at some point, and I may or may not be
11 able to answer it here for you.

12 There's really two project managers
13 for this. For the DelDOT project manager is
14 Mr. Stephen Richter. He's a bridge design
15 project manager for the department. And he's
16 with our Transportation Solutions Group. For
17 OMB's assistance, they're overseeing -- or
18 actually they're intimately involved with the
19 building construction portion of this project,
20 Mr. Mark DeVore. He's Chief of Engineering and
21 Operations with the Division of Facilities
22 Management of OMB. And they're each going to
23 talk a little bit about what they're looking for
24 in this project.



1 And, again, just one last reminder.
2 Please do not contact anyone else in the
3 department. That includes our secretary. That
4 includes our chief engineer. That includes our
5 janitors, if we had any. By, please, don't put
6 me in a position where somebody calls me and
7 says, so and so called and said, and I said,
8 well -- because then I'll have to say the answer
9 really doesn't matter, does it, because they're
10 not participating anymore? So, please, let's not
11 do that.

12 No questions?

13 MR. JUDEFIND: Harold Judefind,
14 Moeckel Carbonell, Architects. Is it possible to
15 get Word documents of the forms that need to be
16 filled out?

17 MR. HOAGLAND: Yes?

18 MR. CHILDS: I know you have done
19 that on other design-builds.

20 MR. HOAGLAND: Somewhere near the end
21 when I make sure I don't have to make any
22 changes, I'll put the Word forms up on the web.
23 I'll put a note up there up in the message
24 section on the page to know that they're there.



1 But, yeah, that would make it much nicer to
2 complete.

3 MR. CHILDS: Easier. Thank you.

4 MR. HOAGLAND: Yes?

5 MR. BERARDI: Mike Berardi, Wohlsen
6 Construction. Has a selection criteria been
7 established for the RFP stage?

8 MR. HOAGLAND: No. One thing I
9 didn't mention is a draft of our RFP is scheduled
10 to be released, I think July 30. It's going to
11 be a real loose draft, but just to try and give
12 you a flavor of what's going to be involved with
13 the RFP. But in the RFP, there will be very
14 definitive, step-by-step process outlined for how
15 it will be reviewed, how it will be graded, what
16 we're looking for the RFP.

17 This RFQ process, everything that you
18 turn in now, literally just sits in my office
19 once we select the three firms. You start all
20 over again with the RFP if you're one of the
21 three selected firms.

22 Yes?

23 MR. BERARDI: Mike Berardi again. So
24 I would assume that it's more than just price?



1 MR. HOAGLAND: It's definitely more
2 than price. It is, obviously, a little bit of
3 the type of things we talked about for this RFQ.
4 But the actual detail of that will be in the RFP,
5 but it's primarily a -- the concepts are the
6 pricing, the timing, you know, those type of
7 issues are -- everything you can think that would
8 be something we'd be interested in I am sure will
9 be included as part of the selection criteria.
10 We haven't formed it up yet. That's why I can't
11 be more specific.

12 MR. BERARDI: Thank you.

13 MR. HOAGLAND: Yes?

14 MS. CIESLAK: Amanda Cieslak from
15 Whiting-Turner. Is there a conflict in the RFP
16 as far as professional licensing? In
17 Section 1, it states that a single legal entity
18 which DelDOT will contract with is to hold the
19 professional licensing. And in Section 3, it
20 states that licensing can be held by a member of
21 the team. Which one governs?

22 MR. HOAGLAND: Well, actually they're
23 both right, both wrong. Obviously, only
24 individuals in some cases and firms in other



1 cases can have the proper licenses that you need.
2 The submitter we consider one group. So someone,
3 anyone as part of that submitter's team has to
4 hold the proper licensing. It obviously won't be
5 in the name of the submitter, but one of their
6 team members would have to be.

7 MS. CIESLAK: It doesn't have to be
8 the entity that you actually contract with, the
9 company you contract directly with, just part of
10 that team.

11 MR. HOAGLAND: That's correct. Yeah,
12 it could be a subconsultant. It could be a
13 contractor. It could be one of your prime. It
14 could be your engineering firm, architect. All
15 that.

16 MS. CIESLAK: Thank you.

17 MR. HOAGLAND: That's the intent. I
18 probably didn't word it fantastic, but that's
19 where we're going.

20 Okay. Steve, are you or Mark going
21 to talk first?

22 MR. RICHTER: I'll go first.

23 MR. HOAGLAND: All yours, sir. I'll
24 wrap up after Steve and Mark are finished.



1 MR. RICHTER: I'm Steve Richter. I'm
2 with DelDOT and one of the project managers on
3 this along with Mark from Division of Facilities
4 Management. We also have Alex Krajewski, here
5 from the Division of Motor Vehicles, who will
6 also be intimately involved in making sure the
7 Division of Motor Vehicles gets a quality
8 facility.

9 This facility is going to be
10 replacing one that DMV has up on Airport Road, a
11 fairly old facility, and it's insufficient space
12 within the building itself and the surrounding
13 site and the lanes and all that. So this will be
14 a much larger facility providing all the services
15 that they need to be providing.

16 The site is located, I think everyone
17 knows, on the southwest corner of U.S. 13 and
18 Wrangle Hill Road, and it's also currently the
19 site of the Mid-County DART Maintenance Facility.
20 And that site is going to remain in operation
21 throughout the entire development of this project
22 and the construction of this project. There's
23 quite a lot of activity that goes in and out of
24 that location, approximately 60 buses a day going



1 in and going out, and all the employees. And
2 we'll have to ensure that that site remains
3 unimpeded with access at all times.

4 The site where the DMV is right now,
5 there's a DNREC operated or owned -- not exactly
6 owned, but utilized yard waste disposal area, and
7 that yard waste disposal area is due to close on
8 the 30th of September, and will be cleaned up
9 soon thereafter, out of the way of the project.

10 Mark will talk more about the
11 specifics of the building. But it's going to be
12 approximately over 40,000 square feet,
13 7 inspection lanes with the capacity to go to 10
14 inspection lanes in the future, ample parking for
15 both customers and employees, and large vehicle
16 parking will be provided, and a 200 by 400
17 concrete testing and training pad is also
18 included in the project.

19 We've developed an exploratory plan
20 for the project, and that has been submitted to
21 New Castle County for their review. And we've
22 received comments back on that. We have a few
23 items to address. And due to the fact that the
24 project is zoned or this site is zoned S,



1 suburban, we have an issue with the total
2 impervious area and encroachment on a state
3 right-of-way. We'll be addressing those and
4 going through the New Castle County Board of
5 Adjustment to request variances for those two
6 items.

7 In case you didn't know, the entrance
8 road itself, the L-shaped entrance road is
9 actually a state right-of-way, and that's where
10 we have the 50-foot setback encroachment issue
11 we're working through.

12 The departments also will provide the
13 wetland delineation for this and work that
14 through New Castle County also.

15 The exploratory plan I was
16 mentioning, we'll try to get that up on the
17 website soon. But you can see in a lot of the
18 renderings that the entrance itself has been
19 partially developed, and that's all based on the
20 traffic impact statement, study that the
21 department has already completed itself. And it
22 has the recommendations for the turning lanes and
23 storage lanes in and out of the site at the
24 entrance and on Route 13. You can consider that



1 entrance to be a preliminary design, not a
2 complete design. And the successful bidder will
3 have to carry that through DelDOT here to get
4 complete approval for that entrance, including
5 the entrance signals and highway lighting. And
6 all the additional requirements will be provided
7 in the RFP phase for that.

8 The department has approval from New
9 Castle County to tie into the sanitary sewer
10 system. The department is also currently
11 performing an archaeological assessment. And
12 once that's complete, the department will provide
13 the needful permit for this project.

14 As far as pavement design, the
15 department will provide the pavement sections for
16 the access road, parking lot, and the concrete
17 testing pad. On the concrete testing pad, the
18 department may specify pervious concrete on that
19 to assist on the storm water management
20 requirements.

21 The department is currently doing
22 some exploratory soil borings on the site, and
23 these are strictly just for informational
24 purposes to give a contractor an idea of what to



1 expect on which to base their bid for the storm
2 water management for the building foundation.
3 The contractor will be required to do his own
4 borings further on on which to base his design.

5 As far as signalization at the
6 intersection of the entrance road, the contractor
7 will be required to do the signal design and
8 install all the fixtures below ground. At that
9 point, the department's contractor is going to
10 install all of the above groundwork. And all
11 this will be further discussed in the RFP stage.

12 The contractor is going to be
13 required to obtain all permits, approvals and
14 associated costs with getting those permits and
15 approvals. Some of these -- I don't want to say
16 all of them -- include the New Castle County Land
17 Development Improvement Agreement; subdivision
18 approval; record plan submission; building
19 permits. The sediment and storm water management
20 plan will go through DNREC for approval.

21 Construction plans; grading plan; site lighting
22 plan; fire marshal approval; utility tie-in fees
23 and certification; signal design; entrance
24 design; maintenance of traffic plan; traffic



1 lighting plan, landscape plan; and their QAQC
2 plan.

3 Mention one thing on the grades of
4 the site. The contractor will be responsible for
5 developing the site grading plan, but the minimum
6 slopes will be 1 percent and the maximum will be
7 4 percent. And --

8 MR. WILLIAMS: Can you repeat that?

9 MR. RICHTER: Yeah. The minimum is
10 1 percent and maximum 4 percent.

11 MR. WILLIAMS: In the paved area?

12 Ted Williams, Landmark. Just confirming what you
13 stated about slopes

14 MR. RICHTER: In the paved area.

15 I'll be followed by Mark, who will
16 tell you more about the building.

17 MR. DEVORE: Good morning. I'll try
18 speak loudly so everybody can hear. I'm Mark
19 Devore, from the Office of Management and Budget
20 Division of Facilities Management. Before I get
21 into some discussion about the building, I just
22 wanted to introduce the other folks from
23 Facilities Management that are here in attendance
24 today.



1 We have our director, Dennis Groom;
2 our deputy director, Tom Cuccia; a couple of our
3 engineering staff, Bob Minikel and Karen Sweeney,
4 I believe is right around the corner, and also we
5 have Elrita Annett, who was the project manager
6 for the Georgetown facility, and is designated to
7 be the construction project manager for this job
8 as well.

9 Basically, what you'll see here and
10 what will be included in the RFP is the
11 Georgetown facility that's expanded a little bit.
12 The Georgetown facility includes 20 counters.
13 This facility will include 30. The inspection
14 lane is attached, which is similar to the
15 Georgetown facility in that there's seven lanes
16 with space for three future lanes to be added on.

17 Georgetown was built, I believe,
18 about five years ago. Is that correct, Elrita?
19 Something like that. Time gets away from you.
20 And it will be the template for this particular
21 project. Now, when I say "template," let me
22 define that by saying this: We want it to
23 function, and we want it to aesthetically look
24 similar to Georgetown. DMV is happy with the



1 facilities that they have that we've done
2 recently. And we don't want to reinvent the
3 wheel here. So the idea is for the Georgetown
4 facility to be the template upon which the A&E
5 team would work off of.

6 The RFP will outline additional
7 minimum requirements for the building insofar as
8 perhaps certain finish materials, or roof, or
9 structural materials, and so forth. So those
10 will be included in the RFP.

11 Per Executive Order 18, this building
12 needs to be designed to a LEED Silver Standard.
13 That's one of the requirements that will be
14 included in the RFP as well.

15 In regards to formal review
16 processes. We anticipate this project will
17 follow a typical review process that we have in
18 place for Facilities Management projects, for the
19 folks that are familiar with that. It may be
20 tweaked a little bit because we recognize
21 design-build is a little bit different situation,
22 but I would anticipate that that typical process
23 would be followed as well.

24 As far as plan approvals. I think



1 Steve covered that pretty well. I don't have
2 anything to add to his list of approvals that
3 will be needed by the various jurisdictions. So
4 I have nothing to add there.

5 The overall goal is we want an
6 efficient and low maintenance facility here. We
7 want something that works for the customers of
8 the state. We want something that works for DMV
9 operations. And we want something that
10 Facilities Management will likely maintain to be
11 low cost maintenance and operation. Thank you.

12 MR. HOAGLAND: Okay. And we'll open
13 the floor back up for questions for Steve, or
14 Mark, or administration again.

15 Before we do that, though, do you
16 want to mention anything about the current design
17 at Georgetown that we like and don't like, either
18 of you? I mean, things that we know that aren't,
19 perhaps -- or that are up for change?

20 MR. DEVORE: At this point, I would
21 say it may be a little premature, Jim.
22 Georgetown was actually the second iteration of
23 DMV facilities. So we made various improvements
24 to Georgetown over the Hessler facility, which



1 some of you may be aware of was built in 2000.
2 So the Hessler facility is about 12-years old.

3 I think both facilities are working
4 well. We've gone back to Hessler and made some
5 mechanical upgrades recently to improve the
6 energy efficiency of the Hessler facility. But I
7 think overall Georgetown is working well.
8 Obviously, you can always make improvements. And
9 we would look forward to the innovation and
10 expertise that the teams would bring to improve
11 that facility. But I don't have any thing
12 specifically.

13 MR. HOAGLAND: Okay.

14 MR. JUDEFIND: Harold Judefind,
15 Moeckel Carbonell, Architects. Are you going to
16 make available floor plans and elevations of the
17 Sussex DMV --

18 MR. DEVORE: That's our
19 understanding, is that we're going to have --

20 MR. JUDEFIND: -- and/or programs for
21 it?

22 MR. DEVORE: I don't -- at this
23 point in time I don't see us providing a program,
24 a space program as you as an architect would



1 anticipate.

2 MR. RICHTER: All right.

3 MR. DEVORE: What we do anticipate
4 providing to you is kind of the expanded
5 footprint, Georgetown template that we will have
6 here.

7 MR. JUDEFIND: Good.

8 MR. DEVORE: That's why I'm saying we
9 will use it as a template. If there's ways to
10 improve that floor plan, we would entertain that.
11 But I say that with some trepidation in so much
12 as what we have works and DMV is comfortable with
13 that. So that would be a question probably that
14 we'd have throughout the design process.

15 MR. JUDEFIND: Will that happen at
16 the RFP process or now for the RFQ when you
17 release it?

18 MR. HOAGLAND: The details will be in
19 the RFP. For your concepts and things, the -- we
20 can release the footprint prior, can we not?

21 MR. JUDEFIND: Footprint and
22 elevation.

23 MR. HOAGLAND: I'm sorry?

24 MR. JUDEFIND: Footprint and



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1 elevation.

2 MR. HOAGLAND: I don't know about
3 elevations. Do you have it? We'll consider it.
4 I can't be --

5 MR. RICHTER: It may not be
6 available.

7 MR. DEVORE: We may have it.

8 MR. RICHTER: The renderings.

9 MR. HOAGLAND: The renderings are out
10 there now.

11 MR. DEVORE: This is -- that's not a,
12 what you would call an elevation, Harold.

13 MR. JUDEFIND: Right.

14 MR. DEVORE: But we have this
15 available now, so...

16 MR. HOAGLAND: Yes?

17 MR. HOLLOWAY: Bill Holloway,
18 Bernardon Haber Holloway, Architects. Expanding
19 on that. Will floor plans be available of the
20 Georgetown facility for reference?

21 MR. DEVORE: We will have the floor
22 plan that has been taken from Georgetown and
23 expanded to the changes that I outlined, the
24 30 --



1 MR. HOLLOWAY: Architectural floor
2 plan, not a footprint?

3 MR. DEVORE: Correct.

4 MR. HOLLOWAY: Meaning showing room
5 divisions and --

6 MR. DEVORE: Correct.

7 MR. HOLLOWAY: -- lay out of the
8 interior of the building.

9 MR. DEVORE: There will be a floor
10 plan, yes, sir.

11 MR. HOLLOWAY: There will be a floor
12 plan?

13 MR. DEVORE: Yes, sir.

14 MR. HOLLOWAY: Thank you.

15 MR. WILLIAMS: Ted Williams, from
16 Landmark JCM. I have several questions. They're
17 very important at the RFP stage. They can be
18 part of how you propose to do the project. One
19 you mentioned the TIS has been completed with
20 recommendations. Will you post what those
21 recommendations are on the website?

22 MR. HOAGLAND: I thought it was
23 there.

24 MR. WILLIAMS: How quickly can that



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1 be there?

2 MR. HOAGLAND: I thought they were
3 out there. The report is there. I assumed the
4 recommendations were.

5 MR. RICHTER: The recommendations are
6 already out there.

7 MR. HOAGLAND: It's on the website
8 referenced in the RFP.

9 MR. WILLIAMS: I understand. Second.
10 You mentioned you would post the exploratory
11 sketch plan soon. Does "soon" mean prior to the
12 July 27th date, substantially before that?

13 MR. HOAGLAND: Soon. Steve, do you
14 know -- I mean, it doesn't hurt us to put out
15 what we've submitted to the county.

16 MR. WILLIAMS: It's a public record.

17 MR. HOAGLAND: Yeah.

18 MR. WILLIAMS: If we have to, we can
19 FOIA New Castle County. It would be a lot
20 simpler than to get it from you.

21 MR. RICHTER: We will.

22 MR. HOAGLAND: Yeah. I think we
23 mentioned in RFQ. We'll try and get that out.

24 MR. WILLIAMS: The third item. I



1 asked about the storm water management
2 preliminary report. That has a concept in there
3 that the department was assuming to go forward on
4 storm water. Is that going to be posted? I
5 asked that. You did not have an answer. You
6 said your consultant would be able to talk about
7 that.

8 MR. RICHTER: We don't have a
9 preliminary storm water management report that's
10 going --

11 MR. WILLIAMS: So therefore your plan
12 was rejected by New Castle County because that is
13 a requirement for them to even accept your
14 exploratory plan?

15 MR. HOAGLAND: I'll tell you that we
16 can -- we'll put on the web anything we submitted
17 to the county.

18 MR. WILLIAMS: Okay. That is a
19 requirement for New Castle County, an
20 exploratory, whether DNREC is reviewing the
21 project or not.

22 MR. RICHTER: Well, we have the --
23 okay. We'll put what we have up on the website.

24 MR. WILLIAMS: Thank you.



1 MR. HOAGLAND: That's it. Yeah.

2 MR. CHILDS: Jim, Nash Childs, again,
3 with Bancroft Construction. Much simpler
4 question than Ted's. Jesus!

5 The 7 percent DBE goal. Do the DBE
6 firms need to be on the approved DelDOT list?
7 Isn't there an approved DelDOT DBE list or am I
8 mistaken?

9 MR. HOAGLAND: There is an approved
10 DBE list for DelDOT. It's on DelDOT's website.
11 And the DBE to be recognized as contributing
12 towards those goals must be a member of that
13 list. It's out there. It's out there lifetime.
14 It's DelDOT's. It's also the one that DRBA uses,
15 I believe, and one or two others. But it's
16 technically our list. It's on our website. And
17 they must be on there.

18 Don't plan to use someone that's
19 applying or going to apply. It's usually a
20 longer process, and they probably won't be
21 certified in time. You never know. But if you
22 have concerns like that, we recommend you contact
23 our DBE group directly. And their contact
24 information is on the web.



1 Yes?

2 MR. MAFFIA: Bob Maffia, Tetra Tech.
3 Since this needs to be a ~~lead~~, what I'll say,
4 "certifiable building" rather than "certified
5 building," I'm assuming you're requiring your
6 design firm entities to have LEED accredited
7 professionals on their team. That's the first
8 part of the question.

9 The second part is: Since site is an
10 important part of that LEED certification
11 process, what has been put into the site design
12 to date?

13 MR. RICHTER: Well, the building
14 needs to be designed to be certifiable, and the
15 contractor will have to carry that through to
16 certification. Part of -- their team will need
17 to show that they are qualified to do that. As
18 far as the site goes --

19 MR. MAFFIA: The site is really well
20 developed. What has been put into the site as
21 far as sustainable design towards the LEED
22 certification?

23 MR. DEVORE: I would say, Bob, in
24 answer to your question, the site design is a



1 conceptual plan at this point. So some of the
2 materials haven't necessarily been fleshed out as
3 far as, for instance, Steve mentioned the fact
4 that we do have an impervious area issue that
5 we're aware of. So the question becomes what
6 sort of things can be done for like pervious
7 pavements? Those sort of things.

8 Our goal as the eventual maintainer
9 and operator of this facility is to have a low
10 maintenance facility that is in keeping with the
11 environment, that is low cost, the least amount
12 of grass to cut, those sort of things. So I
13 would anticipate those sort of things to be
14 incorporated into the design.

15 As far as the layout is concerned, I
16 don't see the layout changing much because we
17 have hashed the layout out in regards to the
18 operational and functional requirements of the
19 Division of Motor Vehicles. So we know what we
20 need for parking count. We know what we need for
21 the test pad. We know also what we think works
22 functionally coming in and out of the facilities.
23 So I don't see the concept changing much in
24 regards to that.



1 But far as LEED and other sort of
2 things, I think we use this as a basis and
3 incorporate as many of those elements as we can.

4 MR. HOAGLAND: That being said,
5 though, you are not tied to this.

6 MR. DEVORE: Right.

7 MR. HOAGLAND: You're free to present
8 it in any way you want, any concept you want.
9 The only thing to keep in mind is if your
10 concepts would change the permitting that's
11 already been accomplished with the county and
12 those things, that would be on you in the RFP
13 stage to make corrections for, or to the
14 permitting, but you're free to improve on that
15 concept.

16 Yes?

17 MR. HOLLOWAY: Bill Holloway,
18 Bernardon Haber Holloway, Architects, again. As
19 far as LEED certification or LEED certifiable
20 design is concerned, who will be the decider that
21 it meets the requirements of LEED Silver? Who
22 decides that? It's my understanding that it
23 won't be submitted to the United States Green
24 Building Council for review. So, therefore, who



1 will decide that it meets the requirements of the
2 United States Green Building Council?

3 MR. DEVORE: I want to correct you on
4 one thing. You said it will not be submitted to
5 the U.S. Green Building Council. I think that's
6 a premature statement at this point.

7 MR. HOLLOWAY: Okay.

8 MR. DEVORE: I'll just quote to you
9 what Executive Order 18 says the certification
10 shall be pursued unless it is considered to be
11 too expensive to do so.

12 So during the process of this
13 project, if it becomes a decision that's made,
14 probably at a higher level than what I am, that
15 it's too expensive to do a LEED facility, then at
16 that point, it will not pursue the certification.

17 My anticipation is that we pursue a
18 LEED certification at this point until we reach a
19 point where it's too expensive to do so. And
20 maybe we don't reach that point.

21 MR. HOAGLAND: And we'll have to
22 flesh that out by the time we issue the final
23 RFP.

24 MR. HOLLOWAY: That would be my



1 question. Because submitting to USGBC for
2 certification adds costs to the overall project;
3 so, therefore, it will affect the RFP submissions
4 of all the teams. So I would respectfully
5 request that a certification be made or a
6 determination be made before the RFP requirements
7 are issued so all of the bidders can know what
8 they have to budget.

9 MR. HOAGLAND: Right. So I would
10 think it would either be stated the certification
11 must be from this entity, it must be in hand,
12 blah, blah. If we're not going for the
13 certification, we'll need to identify how we're
14 going to make sure it is certifiable in our RFP,
15 whether it's a third party inspection, or for
16 your own. Something to make sure that everybody
17 is designing and building to the same
18 requirement.

19 MR. HOLLOWAY: Thank you.

20 MR. HOAGLAND: And they reach it as
21 well.

22 If there aren't any further
23 questions, we'll get ready -- I'm going to put
24 those papers out on this desk if you want to



1 sign, if you want your firm information to appear
2 on the website.

3 Yes?

4 MS. STURGEON: Hi. Norma Sturgeon,
5 next door homeowner. I was just wondering when
6 you talk to the contractors -- I understand that
7 this is just an informational meeting -- do you
8 ever talk to them about the grades or anything
9 that's going to be next to me, or soundproofing?
10 Or since I'm going to have ten bays next to my
11 driveway, would the contractor need to do some
12 kind of something besides just trees?

13 MR. HOAGLAND: Yes. Steve, you want
14 to address that?

15 MR. RICHTER: We'll take that in
16 consideration. Thanks for the comment.

17 MR. HOAGLAND: You'll notice on our
18 concept plan, we have a bank of trees, and there
19 is some grading. And I'm sure we'll lay out more
20 in detail in the RFP portion, but -- yes?

21 MS. STURGEON: I'm sorry. I saw the
22 trees. That's why I mentioned it. When you put
23 in the recycled plants, you would put trees down
24 also, so I wouldn't have the smell and the noise?



1 DelDOT mowed down those trees after
2 they planted them all. So, you know, how big are
3 these trees going to be? Like this, is that --
4 you know. I've been through this.

5 MR. DEVORE: Ma'am, I would
6 anticipate that we would do whatever makes
7 functional sense for a viable barrier between you
8 and the facility. We want to be a good neighbor
9 to you and the other neighbors in the area. So
10 we anticipate that we're going to incorporate
11 design elements that accomplish that, that makes
12 it compatible with the residential areas that are
13 adjacent to this facility. We've tried to
14 minimize impact to the existing trees that are
15 there. So I would anticipate and we look forward
16 to working with you on those elements.

17 MS. STURGEON: Thank you. That's the
18 first time I ever heard that. And I will give
19 you my number.

20 MR. HOAGLAND: Feel free to use that
21 DOT Ask e-mail for those types of questions as
22 well in the future.

23 MS. STURGEON: Thank you.

24 MR. DEVORE: Thank you.



1 MR. HOAGLAND: I'm going to adjourn
2 if we don't have any more questions.

3 Okay. All right. I thank you all
4 very much for your interest. And, please, shoot
5 me an e-mail if you have further questions. This
6 will be posted on the Internet in the next week
7 or so. Thank you.

8 (Meeting concluded at 12:07 p.m.)

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10 July 18, 2012 in the above-captioned matter.

11
12 IN WITNESS WHEREOF, I have hereunto set
13 my hand and seal this 23rd day of July 2012 at
14 Wilmington, Delaware.

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Lucinda M. Reeder, RDR, CRR



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