HAGERSTOWN COMMUNITY COLLEGE

11400 Robinwood Drive · Hagerstown, MD 21742-6514

RFP HCC27-003 for Design-Build Bell Tower and Plaza

Addendum 1, posted on November 2, 2026, consists of a recap of the pre-bid meeting.

The meeting was conducted by the following HCC personnel:
Richard Schulman-Director of Facilities
Jenna Horner-Environmental Health & Safety Coordinator
Alicia Cullop-Director of Procurement

There were nine attendees present in addition to the HCC personnel. Please reference the meeting sign-in sheet that was posted to the website.

The meeting started at 1:02 PM and concluded at 1:20 PM. College staff members were introduced. The schedule on page 3 of the RFP was briefly reviewed. All addenda will be posted to the HCC Bids & Procurement Board accessible via the HCC website. If interviews are held, they will tentatively occur via Zoom between 9-11AM on December 8, 2026. It was stated that contractors are responsible for checking the website as a notification is not directly sent out. Contractors do not need to fill out an information form to access addenda. All correspondence must come through the bids@hagerstowncc.edu email address to be answered via an addendum.

An overall description of the project was provided by Rick Schulman. There were posters displayed of the realistic project concept document provided with the bid documents. This is the concept and look that the college wants for the bell tower and plaza. There is also a water feature at the front. The Board of Trustees approved a budget of $2,000,000 for this project at their October meeting. This project does not involve any State funding. The college anticipates around 18 months for the design-build project, but would ideally love to utilize the area for graduation in May 2028. This space may be utilized after college graduation or other events, as a reflection spot for students and staff, and possibly a small wedding venue.

After the meeting, the project site was walked. No trees may be removed without approval from the Director of Facilities. The tree identified for removal in the Bell Tower Layout Sketch is still to be removed. The college anticipates that contractors will have Lot H for parking and/or material storage. Materials may also be stored at the project site on the hill. The work area must be secured and fenced off. Contractors may come to campus to view the project site at their convenience.

Upcoming Deadlines:

Questions about this project must be received by November 6, 2026, at 2:00 PM.

Proposals must be received by **November 20, 2026, at 10:00 AM.** Offerors shall reference the RFP for submission details. Please pay careful attention to the requirement to be registered on Bid Locker to submit a proposal for this project.

Respectfully submitted,



Alicia Cullop
Director of Procurement Services