

Gerald G. Friedel, P.E.  
Michael R. Wigley, AIA, LEED®AP  
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Charles R. Woodward, Jr., LS  
W. Zachary Crouch, P.E.  
Michael E. Wheedleton, AIA

**PRE-BID MEETING MINUTES  
SCANNELL READINESS CENTER  
RESTROOM IMPROVEMENTS  
GOVERNOR BACON HEALTH CENTER CAMPUS  
DELAWARE CITY, DELAWARE 19706  
DBF #0999J011.M01      DEARNG# 06-2016  
AUGUST 24, 2016**

***In Attendance***

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DEARNG:	William Davis	Phone: 302-326-7131 Email: <a href="mailto:william.r.davis534.nfg@mail.mil">william.r.davis534.nfg@mail.mil</a>
	Maj. Marc Orndorff	Phone: 302-326-7132 Email: <a href="mailto:marc.a.orndorff.mil@mail.mil">marc.a.orndorff.mil@mail.mil</a>
Davis, Bowen & Friedel, Inc.:	Dan Ridgely	Phone: 302-424-1441 Fax: 302-424-0430 Email: <a href="mailto:dsr@dbfinc.com">dsr@dbfinc.com</a>
Diamond State Engineering:	Eric Unterreiner	
Contractor attendees:	<i>See attached sign-in sheet</i>	

***Items Discussed***

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1. Project was advertised starting August 15, 2016 on the State of Delaware website.
2. The sign-in sheet was distributed. Attendance at this pre-bid meeting is mandatory for general contractors to submit a bid.
3. All questions during the bidding shall be submitted in writing to Davis, Bowen & Friedel, Inc., attention: Dan Ridgely, fax 302-424-0430, or email [dsr@dbfinc.com](mailto:dsr@dbfinc.com). Please have requests for information or substitution to Dan by the end of business on Wednesday, September 7, 2016. No addenda will be issued 4 days prior to the date for receipt of bids except an addendum withdrawing the request for bids or one which extends the time or changes the location for the opening of bids.

4. **Bids will be due Tuesday September 13, 2016 at 2:30 p.m.**, at the Security Officers desk in the Main Lobby of the National Guard/Reserve Center located at 250 Airport Road, New Castle, Delaware, 19720-1502. Attention: William R. Davis. Allow extra time when submitting bids to account for possible delays. A photo ID will be required to enter the facility. No late bids will be considered.
5. One (1) original of the bid forms must be submitted along with one (1) original of a Bid Bond equal to ten percent of the bid price including alternates. All bid submission documents, including the bid bond, must be completed on the forms provided in the specifications. General Contractor Delaware Business license is required with the bid submittal. Sub-contractor Delaware Business licenses shall be submitted 30 days after project award.
6. All contractors and subcontractors must complete the Drug Affidavit forms and include them with the bid submittal. Delaware Guard reserves the right to conduct back ground checks on all contractors and subcontractors.
7. A Performance Bond equal to 100 percent of the contract amount will be required upon execution of the contract. No construction schedules are required with the bid.
8. The subcontractor list must accompany the Bid Forms and be fully completed in order to submit a qualifying bid. All subcontractors must be licensed to practice their trade in the State of Delaware prior to execution of the contract.
9. General Contractors who wish to receive addenda directly and be on the approved bidders list must purchase a minimum of one (1) set of bid documents from Davis, Bowen & Friedel, Inc. for \$100.00.
10. A walkthrough of the areas of work took place directly after this prebid meeting. An optional **second walk through will take place on Thursday, September 1, 2016 at 10am.** Contractors and subcontractors are to meet at the Scannell Readiness Center main entrance at that time. Contact William Davis or Maj. Orndorff if another walkthrough time is needed.
11. The area of work will be occupied during construction. Contractor normal work hours shall be 7:00 a.m. to 4:00 p.m., except Friday before Mondays off will be 7:00am to 3:00pm. The contractor will be allowed to work during normal business hours, and on work days for DEARNG (attached are DEARNG 5/4/9 work schedules). Any off-hours work must be approved and will require a minimum 72 hour notice.
12. Funding: The project is state funded. Prevailing Wage Rates will be required. For bidding purposes, contractors should refer to the rates and benefits for Building Construction effective March 15, 2016. A certified copy of the prevailing wage rates is included in the

- specification. The contractor will be responsible to send wage reports to the Department of Labor.
13. Submissions: The contractor will be responsible for building permit submissions and associated fees. The Fire Marshal's Office has approved the plans. The owner shall pay any impact fees.
  14. Scope: Work to be accomplished in accord with this contract includes:
    - A. The renovation and new construction of toilet and shower rooms within an existing approximately 24,500 square foot building. Scope of work includes all related plumbing, electrical, mechanical, and other appurtenances indicated in the Bidding Documents.
    - B. Contract time to achieve substantial completion from Notice to Proceed shall be 180 calendar days.
    - C. The First Floor Renovations (Base Bid) shall be phased. The latrine construction shall be Phase 1 and shall receive Certificate of Occupancy prior to Phase 2. Phase 2 shall be the renovation of Men's Room 119 and Women's Room 120 areas, as indicated in the bid documents.
    - D. There are two add-Alternates. Alternate No. 1 includes all work associated with renovations of second floor. Alternate No. 2 includes all work associated with removal of an overhead door and infill of opening with masonry wall.
  15. The contractor will be responsible for having a supervisor on site at all times during work of any subcontractors or their own forces, including punch-list work.
  16. The Owner will provide water and electrical service. The contractor shall provide their own toilet facility.
  17. An area for staging will be provided for the contractor at the preconstruction meeting. It is the contractor's responsibility to secure, protect all of their materials and equipment.
  18. Materials will need to be on site prior to request for payment for those materials by the contractor.
  19. Abatement of hazardous materials will not be in the contractor's scope of work.
  20. All requests for substitution must be submitted to the architect no later than close of business on September 2, 2016, which is ten days prior to the bid opening.
  21. The scope will include flashing into an existing Carlisle membrane roof. The contractor responsible for this flashing must be Carlisle certified, and the existing warranty shall be maintained. The roof was installed in 2012 by CTA Roofing & Waterproofing.

Prebid Meeting Minutes  
Scannell Readiness Center  
Restroom Improvements  
August 24, 2016  
Page 4

Any changes, additions or deletions to these minutes should be submitted in writing to Davis, Bowen & Friedel, Inc., within ten (10) days.

Respectfully Submitted,  
*DAVIS, BOWEN & FRIEDEL, INC.*



Daniel S. Ridgely, AIA  
Architect - Project Manager

\\Arch Files\DEARNG\M01 Prebid Minutes.doc

Enc.: DEARNG 5/4/9 work schedules  
Pre-bid sign-in sheet

Cc: All attendees  
CPT Eugene Bledsoe  
SSG Brittney Poore

January 2016						
S	M	T	W	T	F	S
					1	2
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**5/4/9 Schedule**  
**Scheduled FTS Days Off**  
**Federal Holidays**

July 2016						
S	M	T	W	T	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**JANUARY**

1 New Year's Day

18 Martin Luther King's Birthday  
 8-hour days: 1, 14, 29

February 2016						
S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

**FEBRUARY**

15 Washington's Birthday  
 8-hour days: 11, 26

**MARCH**

8-hour days: 11, 24

August 2016						
S	M	T	W	T	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
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**APRIL**

8-hour days: 8, 22

**MAY**

30 Memorial Day  
 8-hour days: 6, 20

March 2016						
S	M	T	W	T	F	S
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September 2016						
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**JUNE**

8-hour days: 3, 17, 30

**JULY**

4 Independence Day  
 8-hour days: 15, 29

October 2016						
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**AUGUST**

8-hour days: 12, 26

April 2016						
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**SEPTEMBER**

5 Labor Day  
 8-hour days: 9, 23

November 2016						
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**OCTOBER**

10 Columbus Day  
 8-hour days: 6, 21

May 2016						
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**NOVEMBER**

11 Veterans Day  
 24 Thanksgiving Day  
 8-hour days: 4, 18

December 2016						
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**DECEMBER**

26 Christmas Holiday  
 8-hour days: 2, 16, 29

June 2016						
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January 2017

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February 2017

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March 2017

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April 2017

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June 2017

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**5/4/9 Work Schedule**  
**Scheduled FTS Flex Days**  
**Federal Holidays**

JANUARY  
 2 New Year's Day Observed  
 16 Martin Luther King's Birthday  
 8-hour days: 13, 27

FEBRUARY  
 20 Washington's Birthday  
 8-hour days: 10, 24

MARCH  
 8-hour days: 10, 24

APRIL  
 8-hour days: 7, 21

MAY  
 29 Memorial Day  
 8-hour days: 5, 19

JUNE  
 8-hour days: 2, 16, 30

JULY  
 4 Independence Day  
 8-hour days: 14, 28

AUGUST  
 8-hour days: 11, 25

SEPTEMBER  
 4 Labor Day  
 8-hour days: 8, 22

OCTOBER  
 9 Columbus Day  
 8-hour days: 5, 20

NOVEMBER  
 10 Veterans Day Observed  
 23 Thanksgiving Day  
 8-hour days: 3, 17

DECEMBER  
 25 Christmas Day  
 8-hour days: 1, 15, 28

July 2017

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August 2017

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September 2017

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October 2017

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November 2017

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December 2017

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30	31					

**PRE-BID MEETING SIGN-IN SHEET**  
**DELAWARE ARMY NATIONAL GUARD**  
**RESTROOM IMPROVEMENTS AT SCANNELL READINESS CENTER**  
**GOVERNOR BACON HEALTH CENTER CAMPUS**  
**DELAWARE CITY, DELAWARE 19706**  
**DBF #0999J011.M01      DEARNG CONTRACT# 06-2016**  
**AUGUST 24, 2016**

Name (Please Print)	Co. / Dept. Name	Email & Phone (Please Print)
SCOTT CAPALDI	CRITICAL DESIGN & CONSTRUCTION CORP.	SACAPALDI @ CDAC CORP.NET 302-588-4406 SACAPALDI@CDACCORP.NET
Rob Solloway	Kent Const.	estimator2 @ Kent CONSTRUCTIONCO.COM 302-653-6469
Justin Whitaker	BRS	Robin @ brsconinc.com 302-786-2326
Robin Schurman	BRS Consulting Inc	robin @ brsconinc.com 302-786-2326
Ken Vandegrift	C+D CONTRACTORS	KVandegrift.cd @ Verizon.net 302 764 8013      Fax 302-764-7585
Rob Ketting	Merit Mechanical	RKetting @ merit.com 366-8601      368-4616
Louis DeIdeo	DEIDEO Bld's Inc	ldeideo @ COMCAST.NET 302-791-0243      Fax 302-791-0245

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Name (Please Print)	Co. / Dept. Name	Email & Phone (Please Print)
Ryan Sarnecky	Tangent Cable Systems	rsarnecky @ tangentcable.com (302) 229-9006
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Marc Orndorff	DEARNG	marc.a.orndorff.mil @ mail.mil 302-326-7132
Bill Michelinie	Brandywine Contractors, Inc.	bmichelinie @ bci-online com 302-325-2700, x104
Larry Bathon	L. C. BATHON Builders Inc.	lbathon @ adl.com 410 398-0800
Bill Booth	COMMONWEALTH Const. Co.	bbooth @ its COMMONWEALTH.com 302-654-6611

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**AUGUST 24, 2016**

Name (Please Print)	Co. / Dept. Name	Email & Phone (Please Print)
Stacy Bush	Amakor, Inc.	Amakor @adl.com 302 834-8664
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DAN RIDGELY	DBF, INC.	dsr@dbfinc.com (302) 424-1441
		_____ @_____