



**TETRA TECH**

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**Addendum**

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Delaware Army National Guard  
Stern Armory/Readiness Center  
Interior Renovations - Ph 2  
OMB/DFM Contract No.: MC7601000098  
DEARNG Contract No.: 16-2016

Tt Project No. 200-76984-17005

Addendum No.  
to  
Drawings and Project Manual  
dated  
August 24, 2017

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To: ALL BIDDERS

This ADDENDUM forms a part of the BIDDING AND CONTRACT DOCUMENTS and modifies the following documents:  
Original DRAWINGS dated August 24, 2017  
PROJECT MANUAL dated August 24, 2017

Acknowledge receipt of the ADDENDUM in the space provided on the FORM OF PROPOSAL

This ADDENDUM consists of (1) page and the following:

**GENERAL CLARIFICATIONS**

NONE

**PROJECT MANUAL MODIFICATIONS**

NONE

**DRAWING MODIFICATIONS**

ITEM 1-C-1: REPLACE the following drawings in their entirety: A-102 & E-101

**ATTACHMENTS**

Pre-bid Meeting Report  
Pre-bid Sign-in Sheet  
Drawings A-102 & E-101

**END OF ADDENDUM**

## Pre-Bid Meeting Record

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**Meeting Date:** Thursday, August 24, 2017 @ 11:00 a.m.

**Publication Date:** August 30, 2017

**Prepared By:** Chuck Dobbs, AIA.

**Tt Project No.:** 200-76984-17005

**Regarding:** Delaware Army National Guard (DEARNG)  
 Stern Readiness Center Interior Renovations  
 DEARNG Contract No.: 16-2016

### Attendees

William R. Davis	DEARNG	302-326-7131	<a href="mailto:william.r.davis534.nfg@mail.mil">william.r.davis534.nfg@mail.mil</a>
Rob Solloway	Kent Constructikon	302-653-6469	<a href="mailto:estimator2@kentconstructionco.com">estimator2@kentconstructionco.com</a>
Brian Smith	BSS Contractors	610-345-1316	<a href="mailto:bsmith@bsscontractor.com">bsmith@bsscontractor.com</a>
Scott Capaldi	Critical Design & Const.	302-588-4406	<a href="mailto:sacapaldi@CDACcorp.net">sacapaldi@CDACcorp.net</a>
Tony Orga	Deldeo Builders	302-791-0243	<a href="mailto:loudeledep@comcast.net">loudeledep@comcast.net</a>
Larry Bathon	Bathon Builders	410-398-0800	<a href="mailto:abathon@AOL.com">abathon@AOL.com</a>
Tubnker Navarro	Corporate Interiors	302-345-7368	<a href="mailto:TNAVARRO@CORPORATE-INTERIORS.com">TNAVARRO@CORPORATE-INTERIORS.com</a>
Sharon Verbos	Corporate Interiors	302-345-7412	<a href="mailto:SVERBOS@CPRPORATE-INTERIORS.COM">SVERBOS@CPRPORATE-INTERIORS.COM</a>
Tony Ventresca	Ventresca Bros, Inc.	302-658-6436	<a href="mailto:Tony@ventrescabros.com">Tony@ventrescabros.com</a>
Bill Booth	Commonwealth Const. Co.	302-654-6611	<a href="mailto:BBooth@itscommonwealth.com">BBooth@itscommonwealth.com</a>
Ryan Jackson	Amakor, Inc.	302-834-8664	<a href="mailto:Amakor@aol.com">Amakor@aol.com</a>
John Rozich	Harbor Stone Construction	610-467-0692	<a href="mailto:jrozich@harborstonecc.com">jrozich@harborstonecc.com</a>

### Additional Distribution

Marc A. Orndorff	DEARNG Proj. Manager	(302) 326-7132	<a href="mailto:marc.a.orndorff.mil@mail.mil">marc.a.orndorff.mil@mail.mil</a>
Scott Parlow	Tetra Tech, Inc.	302-738-7551	<a href="mailto:scott.parlow@tetrattech.com">scott.parlow@tetrattech.com</a>
Chuck Dobbs	Tetra Tech, Inc. Proj. Manger	302-738-7551	<a href="mailto:Chuck.dobbs@tetrattech.com">Chuck.dobbs@tetrattech.com</a>

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### Item #

### Item

#### GENERAL ADMINISTRATIVE DISCUSSION

1. A Mandatory Pre-Bid Meeting for the above referenced project was held in the DEARNG 198<sup>th</sup> Readiness Center Conference Room in Wilmington, Delaware on Thursday, August 24, 2017 @ 11:00 a.m. Those in attendance are noted above.

2. Sealed bids shall be addressed to: Delaware Army National Guard, Armed Forces Reserve Center, 1 Vavala Way (NOTE: The road name for the facility has been changed from Advertisement) - New Castle, DE 19720; ATTENTION: William R. Davis. The outer envelope shall clearly include the following: **DEARNG CONTRACT NO. 16-2016 – DEARNG Stern Readiness Center Interior Renovation Phase 2 – SEALED BID - DO NOT OPEN.**
3. This is a mandatory Pre-Bid Meeting and Prime Bidders are limited to those in attendance.
4. Critical Bid Dates:
  - Bid Due date (as Advertised): 2:00 p.m. Tuesday, Sept. 12, 2017.
  - Cut off for Request for Substitutions: Friday Sept. 1, 2017
  - Cut off for questions: Wednesday Sept. 6, 2017
  - Last Addendum : Friday Sept. 8, 2017
5. The Wage Rates for this project shall be as determined by the Delaware Department of Labor and Division of Industrial Affairs for New Castle County. A certified copy has been included in the Project Manual. However, Contractors are responsible to contact the Delaware Department of Labor to receive verification of the most current Wage Rate Scale.
6. Only plan holders who received bid document sets from Tetra Tech, and that signed the Pre-Bid meeting sign-in sheet, will receive ADDENDA no 1. All ADDENDA that follow thereafter will only be issued to plan holders.
7. A general review of the Bid Submission Requirements as provided in the Project Manual was performed. The following items were reviewed:
  - A. Bid Submissions shall be on a copy of the Bid Form provided in the Project Manual; submit single original.
  - B. Contractors shall identify the time of construction in their Bid Form. It is the intent of the project to be completed in Two hundred and seventy (270) days.
  - C. All requests for substitutions and questions shall be directed to Tetra Tech's project Manager, Chuck Dobbs, AIA, and shall be e-mailed to the following addresses: [chuck.dobbs@tetratech.com](mailto:chuck.dobbs@tetratech.com), [Jennifer.Driscoll@tetratech.com](mailto:Jennifer.Driscoll@tetratech.com), and [Tabi.Heath@tetratech.com](mailto:Tabi.Heath@tetratech.com).
  - D. Contractor must list themselves as the Subcontractor for all work which they propose to accomplish.
  - E. Failure to list a Subcontractor Category could be grounds for a bid to be considered non-responsive.
  - F. A Bid Security, in the amount of ten percent (10%) of the total amount of the Base Bid and all Additive Alternates is required.
  - G. Facility restrooms are available.
  - H. It was stated that DEARNG staff will not be working every other Monday. Therefore, every other Monday will be considered as a non-working day for the Contractors and DEARNG staff.
    1. Normal working hours are between 7:00 a.m. to 4:00 p.m., Monday thru Friday.  
**Working hours for Fridays before off-Mondays are from 7:00 am to 3:00 pm.**

2. Additional hours must be arranged in advance.
3. Day-Off Schedules for 2017 and 2018 have been attached to these Meeting Minutes.
  - I. All vehicles and tool boxes shall be locked at all times. The Contractor will be given adequate parking and laydown space near the work area.
  - J. No dumping will be allowed on the project site. Trash, debris, and waste must be removed from the building daily and from the site as required or directed. Dumpster location to be coordinated at the Pre-Construction Meeting.
  - K. The Project Front End Specifications requires a two (2) year Warranty and Guarantee Period after acceptance by the Owner.
  - L. Under the Project's Front End Specifications, the Performance and Labor & Material Payment Bonds shall be maintained in full force (warranty bond) for a period of two (2) years after the date of the Certificate for Final Payment.
  - M. Contractors are responsible for all permits.
  - N. No Addenda will be issued later than four (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.
  - O. Each Bidder shall ascertain, prior to submitting their Bid, that they have received all Addenda issued, and shall acknowledge their receipt in the Bid, in the appropriate space.
  - P. The Schedule of Values shall include a line item for the submission of the Project Closeout Documents. The value of this item shall be no less than 1% of the initial contract amount.
  - Q. All utility shutdowns must be coordinated with DEARNG Maintenance.
  - R. Contractor must fill out the Affidavit of Employee Drug Testing Program Form for their Company and all listed Subcontractors.
8. The drawings were generally reviewed to present the intent of the Contract Documents. The following items were discussed in greater detail:
  - A. All sheets were reviewed and briefly discussed.
  - B. Coordinate with DEARNG staff well in advance of any power interruptions.
  - C. All Asbestos floor tile and mastic has been removed from this building.
9. Subcontractor List: Following the drawing review, the Subcontractor list was reviewed, and there were no comments or objections to the list as presented.
10. A Site Review and walk-through of the work area was performed. The following items were discussed:
  - A. Dumpster will be allowed.
  - B. Access to the Site: Contact Marc Orndorff – allow a minimum of two days' notice.

Desk Phone - (302) 326-7132, Cell Phone - (302) 893-4393, e-mail - marc.a.orndorff.mil@mail.mil

11. Multiple related projects were discussed.
  - A. There will be two other active projects in construction in this building that coincide with this project, and will require coordination with the installation of the new suspended ceiling system for this project: One project is the installation of new HVAC system for the building, which is being performed by DEARNG. The second project is the installation of new Sprinkler and Fire Alarm System for this building.
  - B. The successful Contractor shall submit a phasing/sequencing plan that coordinates with these other two projects.

End of Pre-Bid Meeting Report

**ATTACHMENTS**

2017 Schedule

2018 Schedule

J:\IER\76984\200-76984-17005\ProjMgmt\Meetings\Construction\Pre-Con Meeting\76984-17005 - Prebid Meeting Report.doc

January 2017

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February 2017

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March 2017

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April 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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October 2017

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March 2018

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

JANUARY  
**1 New Year's Day**  
**15 Martin Luther King's Birthday**  
 8-hour days: 12, 26

FEBRUARY  
**19 Washington's Birthday**  
 8-hour days: 9, 23

MARCH  
 8-hour days: 9, 23

APRIL  
 8-hour days: 6, 20

MAY  
**28 Memorial Day**  
 8-hour days: 4, 18

JUNE  
 8-hour days: 1, 15, 29

JULY  
**4 Independence Day**  
 8-hour days: 13, 27

AUGUST  
 8-hour days: 10, 24

SEPTEMBER  
**3 Labor Day**  
 8-hour days: 7, 21

OCTOBER  
**8 Columbus Day**  
 8-hour days: 4, 19

NOVEMBER  
**12 Veterans Day Observed**  
**22 Thanksgiving Day**  
 8-hour days: 2, 16, 30

DECEMBER  
**25 Christmas Day**  
 8-hour days: 14, 28

July 2018

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August 2018

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September 2018

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November 2018

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December 2018

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January 2018						
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5-8/4-10 Work Schedule	
Scheduled FTS Flex Days	
Federal Holidays	
8 hours	
10 hours	

July 2018						
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February 2018						
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**JANUARY**  
 1 New Year's Day (8)  
 15 Martin Luther King's Birthday (8)

August 2018						
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**FEBRUARY**  
 19 Washington's Birthday (8)

March 2018						
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**MARCH**

September 2018						
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**APRIL**  
**MAY**  
 28 Memorial Day (8)

April 2018						
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**JUNE**

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**JULY**  
 4 Independence Day (10)

**AUGUST**

May 2018						
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**SEPTEMBER**  
 3 Labor Day (8)

November 2018						
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**OCTOBER**  
 8 Columbus Day (8)

June 2018						
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**NOVEMBER**  
 12 Veterans Day Observed (8)  
 22 Thanksgiving Day (10)

December 2018						
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**DECEMBER**  
 25 Christmas Day (8)



TETRA TECH

240 Continental Drive, Suite 200, Newark, Delaware 19713

PREBID MEETING SIGN-IN SHEET

DEARNG Stern Readiness Center  
Interior Renovations - Phase 2

Tt PROJECT NO.: 200-76984-17005

DATE: August 24, 2017

Name	Company	Physical Address	Telephone	Fax	e-mail
1 Chuck Robbs	Tetra Tech				
2 Rob Sellsoway	Kenst	2 Big Oak Rd Spring Hill, DE 19117	302-653-6489		estimator2@kenst constructionco.com
3 Brian Smith	BSS Contractors	West Grove, P.A	(610) 345-1316		b.smith@bss-contracs co.
4 Scott Capaldi	CRITICAL DESIGN AND CONSTRUCTION	1525 BARLEY Mill Rd WILM, DE 19807	302-588-4406	302-622-9222	SACAPALDI@ CDACORP.NET
5 Tony Orca	Deldeo Builders	100 Neamans R2 19703 3-F Cleymont, DE	302-991-0243	302-991-0245	lou.deldeo@ comcast.net
6 Scott Pankou	Tetra Tech	240 (contimark)	302-283-2228		Scott.Pankou@ tetratech.com
7 Larry Bathon	Bathon Bldgs	344 Appletonville d. Eltan, MD.	410 398 0800	410 398 0246	abathon@red.com
8 JOHN ROZICH	HARBOR STONE CON.	100 ELIZABETH WAY OXFORD PA 19363	610 467 0872	610 467 8692	jr02ich@harborstone.com
9 PINKIE NATARAO	CORPORATE INTERIORS	223 USA DR. MD. DE 17120	302-345-7368		TANARAOE CORPORATE-INTERIORS CORP.
10 SHARON VERBOS	CORPORATE INTERIORS	" "	302-345-7412		SHVERBOS@ CORPORATE-INTERIORS COM
11 Tony Ventresca	Ventresca Bros, Inc.	2300 N. DuPont Hwy. New Castle, DE 1720	302-658-6436	302-658-2360	tony@ventresca-bros.com
12 BILL BOOTH	COMMONWEALTH CONSF. CO.	2317 PENN AVE WILM, DE 19806	302 654-6611	302-654-2604	bbooth@its COMMONWEALTH.COM
13 RYAN JACKSON	AMAKOR INC	72 Clinton Street DELAWARE CITY DE 19706	302-834-8664	302-834-8681	AMAKOR@Aol.com