

**PRE-BID MEETING MINUTES  
ADDENDUM NO. 1  
NATURAL GAS CONVERSION & EMERGENCY GENERATOR  
AT THE DELAWARE ARMY NATIONAL GUARD  
GEORGETOWN READINESS CENTER  
109 W. PINE STREET, GEORGETOWN, DE 19947  
DE ARNG CONTRACT NO. 2018-001**

A Mandatory Pre-Bid Meeting for the referenced project was held in the Delaware Army National Guard Georgetown Readiness Center Conference Room, 109 W. Pine Street, Georgetown, Delaware 19947 on Tuesday, May 1, 2018, at 11:00 a.m. Those in attendance were:

2LT Brittney Poore	DE ARNG
Mark Orndorff	DE ARNG
Dakeisha Gross	Curtis Engine
Jim Bailey	Mid-shore Electrical
Scott Capaldi	Critical Design & Construction Corp.
Tony Reynolds	Kent Construction
Matt Bailey	Power Plus Electrical Contracting, Inc.
Thomas Gargalas	Electrical Integrity, Inc.
Mike Hines	BW Electric, Inc.
Eric Unterreiner, P.E.	E <sup>2</sup> for Diamond State Engineering
Matthew Galinskie, C.E.A.	Fayda Engineering & Energy Solutions, LLC

**Date of Report:** May 4, 2018

**FE&ES Comm. No.:** 17-1251B

**Items of Discussion:**

- 1.0 These Pre-Bid Meeting Minutes, Addendum No. 1, shall be made part of the Project Manual and Drawings dated April 2018 for the Natural Gas Conversion & Emergency Generator project at the Delaware Army National Guard Georgetown Readiness Center.
- 2.0 Sealed bids for DEARNG Contract No. 2018-001 – Georgetown Readiness Center Natural Gas Conversion & Emergency Generator, will be received by the Delaware Army National Guard at the Security Officers desk in the Main Lobby of the Biden National Guard/Reserve Center, One Vavala Way, New Castle, Delaware, 19720 until **2:00 PM local time on May 17, 2018**, at which time they will be publicly opened and read aloud in the Multi-Purpose Room. Allow ample time to enter the facility since the site is secure and each vehicle entering the facility will need to pass through security.
- 3.0 Project will provide a new natural gas service by Chesapeake Utilities to the site. From this new service, contractor shall extend gas piping underground and through the building to new natural gas equipment. Existing propane or diesel fired equipment to be replaced will be a boiler, two hot water heaters, one gas stove (retrofit). Project also includes the providing of one new emergency



801 W. Newport Pike, Wilmington, DE 19804

Tel.: 302-999-1060 • Fax: 302-999-1053

[www.FaydaEES.com](http://www.FaydaEES.com)

generator and automatic transfer switch to support the entire load of the Readiness Center, fire alarm system modifications and a comprehensive power system study. There are twenty-two (22) 30" x 42" drawings and one project manual for this project. If you have purchased a set of documents electronically, be sure to print it out at full size or you may have a scaling problem. In the drawing titleblock, you will find a true 1" measurement. Make sure your plots are correctly sized.

- 4.0 This is a mandatory pre-bid meeting and prime bidders are limited to those in attendance.
- 5.0 For further bidding information relating to the Project Manual and Drawings, the contractors are directed to contact Matthew Galinskie, C.E.A., Project Manager at Fayda Engineering & Energy Solutions, LLC at telephone: 302-999-1060. Requests for clarification or interpretation shall be delivered electronically (by email) to [mgalinskie@faydaees.com](mailto:mgalinskie@faydaees.com). Ensure the project title contractor's name and RFI # are in the subject line. (Example: Georgetown RC "Contractor Name"- RFI #1)
- 6.0 Contractors are reminded that if they are a recognized contractor that customarily performs the work of a given subcontractor classification; that they can list themselves on the line for that particular subcontractor category. DO NOT LEAVE ANY BLANKS ON THE BID FORM. DO NOT ADD ANY ADDITIONAL VERBIAGE OTHER THAN WHAT IS REQUESTED. FAILURE TO DO SO MAY DISQUALIFY YOUR BID. As an example, if you are an electrical contractor that will self-perform the electrical work, that you list your company on the Electrical Subcontractor line on the bid form. Ensure your address, license, etc. is also included.
- 7.0 The wage rates for this Project are Delaware Department of Labor and Division of Industrial Affairs for **Sussex County, Building Construction Classification**. A certified copy of the prevailing wage rates for this specific project has been determined by the Department of Labor and is included in the Project Manual. This approved scale of wages must be posted by the Contractor in a prominent and easily accessible place at the work site.
- 8.0 The following sections of the specifications were reviewed:

<u>Section</u>	<u>Article</u>	<u>Title</u>
	---	Advertisement for Bids
00 26 00	---	Procurement Substitution Procedures
00 41 13	---	Bid Form
01 10 00		Summary
01 15 40		Security Procedures
01 21 00		Allowances
23 52 23		Cast-iron Boilers
26 05 70	1.02	Power System Study
26 32 14	1.3	Emergency/Standby Generator
26 32 14	1.5	Acceptable Manufacturers

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- 9.0 Contractor must be a registered plan holder in order to submit a bid. Provide two (2) copies of all required bid submission documentation.
- 10.0 Contractor must specify a concrete sub-contractor as shown on the bid form. Refer to Specification Section 00 81 13, Article 5.1.1 for further subcontracting requirements.
- 11.0 Engineer clarified that a two (2) year warranty is required on work and materials beginning on the date of substantial completion. However, the generator and transfer switch is required to have a five (5) year warranty.
- 12.0 The following items were discussed in detail:
- A. A site walkthrough was conducted immediately following the meeting today. A second walkthrough is scheduled for May 8 @ 1:00 p.m. Contractors shall report to the front vestibule to be escorted through the Facility.
  - C. Working hours are 7:00 a.m. to 4:00 p.m. Monday through Friday except for alternating Mondays when the facility is closed and the contractor will not be able to work in the building. A copy of the 2018 DE ARNG schedule is attached for reference. Additional hours must be arranged with the Owner in advance. All shutdowns shall be conducted on weekends and at the convenience of the owner. Shutdowns must be scheduled and approved by the owner a minimum of two weeks in advance.
  - D. Contractors are to contact the Department of Labor if they have any questions with regard to the State Prevailing Wage Law or clarifications on payroll reporting. Telephone number is 302-451-3423.
  - E. Requests for substitutions must be submitted to the Engineers office by **May 7, 2018 at 5:00 p.m.** Such requests shall include a complete description of the proposed substitutes, along with sufficient documentation and information necessary for a complete evaluation.
  - F. All questions should be directed in writing to the Engineer. Contractors are encouraged to submit questions as soon as possible. All answers to questions not in addendum format will not be binding. In the case of a conflict between the specifications and drawings or within each not answered by addendum, the greater quantity or better quality shall be provided. The deadline for questions shall be **May 11, 2018 at 5:00 p.m.**
  - G. Generator & Transfer Switch manufacturers who wish to be considered for approval (including pre-approved manufacturers) shall submit the package they would like to be considered for approval within the 10 day prior requirement. This is to ensure that the bidding contractors are pricing an equivalent product to that specified. Being listed as a pre-approved equal does not automatically permit them to be used by a bidding contractor. All approved packages will be released to bidding contractors by addendum.

- H. The successful contractor, their employees and subcontractors who will be working on site shall complete and submit to the DE ARNG Contracting Officer, a request for criminal history record information. DE ARNG has the right to refuse access to the facility based on the results of the background checks. Refer specifically to Specification Section 01 15 40 for additional information.
  
- 13.0 The drawings were generally reviewed to present the intent of the contract documents.
  
- 14.0 A site review of the project site was performed.
  
- 15.0 Successful Contractor shall designate one job foreman who will remain as the main point of contact throughout the duration of the project.
  
- 16.0 Billing for stored material will not be paid unless the material is on the jobsite and in a secure location under the contractor's control.
  
- 17.0 In accordance with Specification Section 00 73 13, Article 9.2.2, an amount equal to 1% of the contract will be identified on the contractor's Schedule of Values for contract closeout documents. Note that this is not part of the 5% retainage.
  
- 18.0 The contact information for Chesapeake Utilities is as follows:  
Josh Denham  
[jdenham@chpk.com](mailto:jdenham@chpk.com)  
(302) 736-7626
  
- 19.0 The required Power System Study must be performed by the existing switchgear manufacturer, Schneider Square D.
  
- 20.0 Changes to Specifications
  - 20.1 Section 00 41 13 Bid Form
    - 1. **DELETE** Bid Form included in Bid Set Project Manual and **INSERT** revised bid form attached. This shall be used for the Bid Submission. Note this bid form includes revised allowances, the 180 Calendar Days designation on page 2 and revised subcontractors listing.
  
  - 20.2 Section 01 21 00 Allowances
    - 1. Article 3.03.B.1 Allowance No. 2: **REVISE** to "Under this allowance, include an amount equal to \$5,000.00 for removal and replacement of Romex wiring."
  
  - 20.3 Section 26 05 70.13 Power System Study
    - 1. Article 1.02.A: **REVISE** "Eaton" to "Schneider Square D".

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21.0 Changes to Drawings

21.1 Drawing E-5:

1. Sheet Note 2: **REVISE** to "Contractor shall trace, identify and verify all branch circuits identified in this panel as N/D=not determined and accurately identify the load served by this circuit breaker on the new panel schedule."
2. Single Line Diagram - Removal Work: **ADD** "Note 2" to Panels MDP, A1, B & G.

22.0 Questions/Clarifications

22.1 Q. Who will be responsible for removing the fuel in the exterior tank?

- A. The contractor will be required to remove and properly dispose of the existing fuel and fuel tank in its entirety. DEARNG will not remove the existing fuel.



Matthew Galinskie, C.E.A.

MG/mg  
17-1251B Pre-Bid Meeting Minutes & Addendum No 1

Attachments: Pre Bid Meeting Sign-In Sheet  
2018 DE ARNG Work Schedule  
00 41 13 Bid Form

cc: All in Attendance  
Associated Builders & Contractors, Inc.  
Delaware Contractors Association  
P File



**Pre-Bid Sign In Log**

**PLEASE FILL OUT COMPLETELY AND LEGIBLY**

PROJECT NAME: DE ARNG Georgetown Readiness Center  
 Natural Gas Conversion & Emergency Generator  
 109 W. Pine Street, Georgetown, DE 19947  
 PRE-BID MEETING: Tuesday, May 1, 2018 @ 11:00 a.m.  
 BIDS DUE: Thursday, May 17, 2018 @ 2:00 p.m.

FE&ES Comm. No.: 17-1251B  
 DE ARNG Contract No.: 2018-001

Company Name	Representative	Address	Phone & Fax	Email
Fayda Engineering	Matt Galinski, C.E.A.	801 W. Newport Pike Wilmington, DE 19804	(302)999-1060 - P (302)999-1053 - F	mgalinski@faydaees.com
Curtis Engine	Dakisha Gross	3415 Benson Avenue Baltimore, MD 21221	710 536 1703 710 536 3084	dgrosse@curtisengine.com
Jim Bailey	Midskoo Elec		302-841-7782	Jbailey@midsharelect.com
CRITICAL DESIGN ? CONSTRUCTION CORP	SCOTT CAPALDI	1601 CONCORD PIKE SUITE 38, WILM, DE 19803	302-588-4406 302-622-9222 F	JACAPALDI@CDACORP.NET
e <sup>2</sup> REENGINEERING DSE	Eric Unterman	3586 PENNINGTON DUNN DE 19901	302-943-9834	eric@e2engineering.com
DEARNG	Marc Orndorff	1 Vauxley Way New Castle, DE 19720	302-693-4393	marc.a.orndorff.civ@mail.nih



January 2018

S	M	T	W	T	F	S
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7	8	9	10	11	12	13
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February 2018

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March 2018

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April 2018

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May 2018

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June 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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October 2018

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November 2018

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December 2018

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DE ARNG GEORGETOWN READINESS CENTER  
APRIL 2018

NATURAL GAS CONVERSION & EMERGENCY GENERATOR  
DE ARNG PROJECT #: 2018-001

**BID FORM**

For Bids Due: May 17, 2018 at 2:00 p.m.

To: 2LT Brittney M. Poore  
Delaware Army National Guard  
Biden National Guard/Reserve Center  
1 Vavala Way.  
New Castle, DE 19720

Name of Bidder: \_\_\_\_\_

Delaware Business License No.: \_\_\_\_\_ Taxpayer ID No.: \_\_\_\_\_

**(A copy of Bidder's Delaware Business License must be attached to this form.)**

\*(Other License Nos.): \_\_\_\_\_

Phone No.: (     ) \_\_\_\_\_ - \_\_\_\_\_ Fax No.: (     ) \_\_\_\_\_ - \_\_\_\_\_

The undersigned, representing that he has read and understands the Bidding Documents and that this bid is made in accordance therewith, that he has visited the site and has familiarized himself with the local conditions under which the Work is to be performed, and that his bid is based upon the materials, systems and equipment described in the Bidding Documents without exception, hereby proposes and agrees to provide all labor, materials, plant, equipment, supplies, transport and other facilities required to execute the work described by the aforesaid documents for the lump sum itemized below:

**BASE BID:** Provide all work identified on Contract Documents.

Amount: \_\_\_\_\_ (\$ \_\_\_\_\_ )

**ALTERNATES**

There are no Alternates.

**ALLOWANCE ACKNOWLEDGEMENT**

ALLOWANCE #1: We have included an allowance amount equal to \$5,000.00 for minor modifications to the Building Systems not shown on drawings. I/We have reviewed and familiarized ourselves with the requirements contained in Specification Section 01 21 00 Allowances.

Acknowledged by: \_\_\_\_\_

ALLOWANCE #2: We have included an allowance amount equal to \$5,000.00 for removal and replacement of Romex wiring. I/We have reviewed and familiarized ourselves with the requirements contained in Specification Section 01 21 00 Allowances.

Acknowledged by: \_\_\_\_\_

ALLOWANCE #3: We have included an allowance amount equal to \$20,000.00 for Utility Company Costs related to the entrance of a new Natural Gas Service by Chesapeake Utilities. I/We have reviewed and familiarized ourselves with the requirements contained in Specification Section 01 21 00 Allowances.

Acknowledged by: \_\_\_\_\_

**UNIT PRICES:**

There Are No Unit Prices.

**BID FORM**

I/We acknowledge Addenda numbered \_\_\_\_\_ and the price(s) submitted includes any cost/schedule impact they may have.

This bid shall remain valid and cannot be withdrawn for thirty (30) days from the date of opening of bids (60 days for School Districts and Department of Education), and the undersigned shall abide by the Bid Security forfeiture provisions. Bid Security is attached to this Bid.

The Owner shall have the right to reject any or all bids, and to waive any informality or irregularity in any bid received.

This bid is based upon work being accomplished by the Sub-Contractors named on the list attached to this bid.

Should I/We be awarded this contract, I/We pledge to achieve substantial completion of all the work within 180 calendar days of the Notice to Proceed.

The undersigned represents and warrants that he has complied and shall comply with all requirements of local, state, and national laws; that no legal requirement has been or shall be violated in making or accepting this bid, in awarding the contract to him or in the prosecution of the work required; that the bid is legal and firm; that he has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken action in restraint of free competitive bidding.

Upon receipt of written notice of the acceptance of this Bid, the Bidder shall, within twenty (20) calendar days, execute the agreement in the required form and deliver the Contract Bonds, and Insurance Certificates, required by the Contract Documents.

I am / We are an Individual / a Partnership / a Corporation

By \_\_\_\_\_ Trading as \_\_\_\_\_  
(Individual's / General Partner's / Corporate Name)  
\_\_\_\_\_  
(State of Corporation)

Business Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Witness: \_\_\_\_\_ By: \_\_\_\_\_  
(SEAL) (Authorized Signature)  
\_\_\_\_\_  
(Title)

Date: \_\_\_\_\_

**ATTACHMENTS**

- Sub-Contractor List
- Non-Collusion Statement
- Bid Security
- Affidavit(s) of Employee Drug Testing Program
- (Others as Required by Project Manuals)

**BID FORM**

**SUBCONTRACTOR LIST**

In accordance with Title 29, Chapter 6962 (d)(10)b Delaware Code, the following sub-contractor listing must accompany the bid submittal. The name and address of the sub-contractor **must be listed for each category** where the bidder intends to use a sub-contractor to perform that category of work. In order to provide full disclosure and acceptance of the bid by the *Owner*, **it is required that bidders list themselves as being the sub-contractor for all categories where he/she is qualified and intends to perform such work.**

<u>Subcontractor Category</u>	<u>Subcontractor</u>	<u>Address (City &amp; State)</u>	<u>Subcontractors tax payer ID # or Delaware Business license #</u>
1. <u>Electrical</u>	_____	_____	_____
		_____	_____
2. <u>Mechanical</u>	_____	_____	_____
		_____	_____
3. <u>Excavation</u>	_____	_____	_____
		_____	_____
4. <u>Concrete Paving</u>	_____	_____	_____
		_____	_____

END OF SUBCONTRACTOR LISTING

NATURAL GAS CONVERSION & EMERGENCY GENERATOR  
DE ARNG PROJECT #: 2018-001

DE ARNG GEORGETOWN READINESS CENTER  
APRIL 2018

**BID FORM**  
**NON-COLLUSION STATEMENT**

This is to certify that the undersigned bidder has neither directly nor indirectly, entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with this proposal submitted this date to the *Delaware Army National Guard*.

**AFFIRMATION:** Within the past five years, has your firm, any affiliate, any predecessor company or entity, owner, Director, officer, partner or proprietor been the subject of a Federal, State, Local government suspension or debarment?

YES \_\_\_\_\_ NO \_\_\_\_\_ If yes, please explain (use separate page and include with Bid Form.) YES, include with bid form.

All the terms and conditions of **DE ARNG PROJECT: 2018-001** have been thoroughly examined and are understood.

**NAME OF BIDDER:** \_\_\_\_\_

**AUTHORIZED REPRESENTATIVE (TYPED):** \_\_\_\_\_

**AUTHORIZED REPRESENTATIVE (SIGNATURE):** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**ADDRESS OF BIDDER:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

Sworn to and Subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

My Commission expires \_\_\_\_\_; NOTARY PUBLIC \_\_\_\_\_.

**THIS PAGE MUST BE SIGNED AND NOTARIZED FOR YOUR BID TO BE CONSIDERED.**

DE ARNG GEORGETOWN READINESS CENTER  
APRIL 2018

NATURAL GAS CONVERSION & EMERGENCY GENERATOR  
DE ARNG PROJECT #: 2018-001

**AFFIDAVIT  
OF  
EMPLOYEE DRUG TESTING PROGRAM**

4104 Regulations for the Drug Testing of Contractor and Subcontractor Employees Working on Large Public Works Projects requires that Contractors and Subcontractors implement a program of mandatory drug testing for Employees who work on Large Public Works Contracts funded all or in part with public funds.

We hereby certify that we have in place or will implement during the entire term of the contract a Mandatory Drug Testing Program for our employees on the jobsite that complies with this regulation:

**Contractor/Subcontractor Name:** \_\_\_\_\_

**Contractor/Subcontractor Address:** \_\_\_\_\_

**Authorized Representative (typed or printed):** \_\_\_\_\_

**Authorized Representative (signature):** \_\_\_\_\_

**Title:** \_\_\_\_\_

Sworn to and Subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

My Commission expires \_\_\_\_\_, NOTARY PUBLIC \_\_\_\_\_.

**THIS PAGE MUST BE SIGNED AND NOTARIZED FOR YOUR BID TO BE CONSIDERED.**

Addendum #1  
DEARNG Georgetown RC Nat. Gas &  
Emergency Generator

NATURAL GAS CONVERSION & EMERGENCY GENERATOR  
DE ARNG PROJECT #: 2018-001

DE ARNG GEORGETOWN READINESS CENTER  
APRIL 2018

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