


## MEMORANDUM

**TO:** Attendees

**FROM:** W. Andrews Jenkins, P.G. 

**DATE:** September 10, 2018

**RE:** Pre-Bid Meeting Minutes/Addendum No. 1  
Seaford Armory Building Demolition  
Seaford, Delaware  
Duffield Project No. 9463.CD

**Date of Meeting:** September 5, 2018

**Time:** 10:30 am

**Location:** Seaford Armory

**Subject:** Mandatory Pre-Bid Meeting

**Attendees:** Mr. William Davis – National Guard  
W. Andrews Jenkins, P.G. – Duffield Associates, Inc.  
Joseph Jakubowski, P.E. – Harvard Environmental, Inc.  
Michael Sanders – Harvard Environmental, Inc.  
Bidders – see sign-in sheet (Enclosure 1)

**This Addendum No. 1 becomes part of the Contract Documents. Please acknowledge receipt of this Addendum, and list any additional addenda separately (e.g., 1, 2, 3) in the space provided on Page 3 of the Bid Form.**

A mandatory Pre-Bid Meeting was held on September 5, 2018, for the proposed Seaford Armory Building Demolition. The following items were discussed and should be considered in the preparation of bids for the project.

1. The bid form and bid procedures were reviewed. The unaltered bid forms shall be submitted in their entirety as the bid submission. Performance and payment bonds are required.
2. Affidavit of Employee Drug Testing Program must be completed for prime contractors and all subcontractors at time of bid.
3. All blanks on the Subcontractor List (Page 4 of the Bid Form) shall be filled in, with the contractor identifying themselves as the subcontractor if they are performing the work themselves.

4. All contractors and subcontractors must have a current Delaware Business License to work on this project. The prime contractor is required to provide their Delaware Business License with their bid. Subcontractors are required to submit their business licenses within 30 days after award.
5. Tobacco use (e.g., cigarettes, cigars, smokeless tobacco, electronic cigarettes) is strictly prohibited at the facility.
6. The project is subject to Prevailing Wages for Heavy Construction in Delaware, effective March 15, 2018. The Prevailing Wage rates are provided in the project manual.
7. If the Bidder requires access to the site in order to further review the site conditions, the Bidder must contact SFC Thomas Harmon at the site to gain access. Phone number: (302) 326-7659.
8. Working hours will be weekdays from 7:00 am until 4:30 pm. Work performed on holidays, Saturdays, and Sundays is not allowed.
9. Drawings and the Project Manual are available for a fee by contacting Duffield Associates. Electronic copies are \$50.00 and a set of electronic and hardcopies is \$100.00.
10. Approval for the project has been obtained from the State Fire Marshal, State Division of Facilities Management, State Historic Preservation Office, and State DNREC. The site is outside of the Town of Seaford jurisdiction, and no construction permits from the Town are required.
11. As stated in Section 00 50 00 of the Technical Specifications, the Contractor shall furnish sanitary facilities. Access to sanitary facilities will not be provided by the Owner.
12. As stated on Page 00 81 13-9 of the General Requirements, there will be a five percent (5%) retainage on all Contractors' monthly invoices until final acceptance of the project.
13. There is no requirement for Minority Business Enterprises (MBE), Disadvantaged Business Enterprises (DBE), and Women-Owned Business Enterprises (WBE).
14. Construction review, materials testing, and Certified Construction Review (CCR) will be provided by Duffield Associates, Inc. on a part-time, "as-needed" basis. Harvard Environmental will provide monitoring during asbestos abatement.
15. Notice to proceed is expected by the first week in November 2018.
16. The overall project scope was discussed with a general description of the project Base Bid, Alternates, and unit costs. Attendees were invited to walk the site to review conditions following the meeting. In general, the project consists of improvements to the following locations:
  - Base Bid includes: Construct fencing; install stabilized construction entrance; remove asbestos-containing materials; demolish main building, shed, and washing bay including foundations; grade area; and construct new pavement.
  - Allowance: A \$30,000 allowance is listed on Bid Form Page 2. The allowance is not to be included in the Base Bid.

17. New pavement will not need striping.
18. Security of the facility must be maintained. One side of the building to be demolished acts as part of the security fence. Under this contract, new fencing will be installed to maintain site security.
19. Water and electric are not available in the demolition area as indicated in the project manual. Water is available for collection at the neighboring National Guard building.
20. Excavated or demolished materials not reused during pavement construction shall be removed from the site. Materials can be stockpiled temporarily, but materials cannot be disposed of at the site.
21. The following modifications/clarifications, to the bid documents, shall be considered in preparation of a bid:
  - The number of days for completion of the project is indicated on Page 3 of the Bid Form as 60 calendar days from Notice to Proceed. However, as indicated during the Pre-Bid Meeting, the facility will be closed approximately every other Monday. Those Monday's are indicated as "Scheduled FTS Flex Days" on the enclosed facility Work Schedule (Enclosure 2). Days for each such Monday will be added to the 60-day work period. Federal holidays are also indicated on the attached schedule, and those days will not be added to the 60-day work period.
  - Background checks for Contractor personnel are required. The awarded Contractor will follow the DEARNG Security Requirements & Procedures and submit a list of personnel as described in the documents provided in Enclosure 3.
  - Caulking on six windows have been added to the Base Bid for a new total of 12 windows. The following revised documents are provided in Enclosure 4 and are hereby included in the Specifications for Asbestos Abatement in the Project Manual:
    - Schedule of Asbestos-Containing Materials, Section 01013, Page 14 of 14.
    - Second Floor/Loft Plan.
  - The subcontractor list will be revised and the E & S Controls and Crack Sealing categories on the Bid Form will be combined with other categories. A revised Bid Form will be provided in a future addendum.

All questions should be directed by electronic mail to W. Andrews Jenkins, P.G. ([ajenkins@duffnet.com](mailto:ajenkins@duffnet.com)) at Duffield Associates. The last date for submission of questions is **Thursday, September 13, 2018** at 5:00 pm. The last addendum will be issued by 5:00 p.m. on **Monday, September 17, 2018**.

Bids are due on **Friday, September 21, 2018 by 1:30pm.** Sealed bids shall be addressed to:

- Delaware Army National Guard, Biden National Guard/Reserve Center, 250 Airport Road, New Castle, Delaware, 19720, ATTN: Mr. William R. Davis.

The outer envelope should clearly indicate:

- DEARNG CONTRACT NO. 2018-12 – DEARNG Seaford Armory Building Demolition –  
SEALED BID – DO NOT OPEN.

A public bid opening will follow.

It is Duffield Associates' opinion that these minutes accurately reflect the discussions of the above-referenced meeting. By copy of these minutes, attendees are requested to carefully review this information and, if appropriate, provide comments, additions, and revisions to Duffield Associates, Inc. as soon as possible. Should comments be received, Duffield Associates will modify these minutes, as appropriate. If comments are not received within five (5) calendar days following the issuance of these minutes, they will be assumed to accurately represent discussions at the meeting.

WAJ/JJ:acj  
9463CD.0918.PREBIDMTG\_ADD1.MEM

Enclosures:    1 – Pre-Bid Meeting Attendance List  
                     2 – Facility Work Schedule  
                     3 – DEARNG Security Requirements & Procedures  
                     4 – Revisions to Specifications for Asbestos Abatement

# **ENCLOSURE 1**

## **PRE-BID MEETING ATTENDANCE LIST**



**DEARNG Contract No. 2018-12**  
**Seaford Armory Building Demolition**  
**Pre-Bid Meeting Attendance List - Wednesday, September 5, 2018 at 10:30 AM**

No.	Company Name	Company Address	Phone No.	Contact Person	Email Address
1	AERIAL CRANE	32744 OLD OCEAN CITY RD PARSONSBURG, MD 21879	410-430-6188	EDDIE MORRIS	SMARTBOWSYSTEMS@GMAIL.COM
2	Paul's Landworks & Construction	P.O. Box 87 Biville MD 21814	410-944-5589	PAUL MORRIS	Paul@SLWCLC@GMAIL.COM
3	B.S. Environmental	5400 Crows Nest Ct. Sykesville, MD 21784	410-549-5409	CARLY BOSTON	carly@bsenvironmental.com
4	HARVARD ENVIRONMENTAL	760 PULASCIE HWY BEAR DE 19701	302 326 2333	MIKE SANDERS	msanders@harvardenv.com
5	I	I	I	JOE JAKUBOWSKI	jjakubowski@harvardenv.com
6	DEARNG	250 AIRPORT ROAD NEW CASTLE DE 19720		WILLIAM DAVIS	
7	I			SFC THOMAS HARMON	
8					
9					
10					



**DEARNG Contract No. 2018-12  
Seaford Armory Building Demolition  
Pre-Bid Meeting Attendance List - Wednesday, September 5, 2018 at 10:30 AM**

No.	Company Name	Company Address	Phone No.	Contact Person	Email Address
1	CEC	481 New Churchmans Rd New Castle DE 19720	302 420 3013	Virgal Cassel	vcassel@countygrp.com
2	Yannuzzi Group	135 Kinnelon Rd. Kinnelon, NJ	908- 218-0880	Charles F. Imbimbo	charlie@yannuzzi group.com
3	Lindstrom Excavating Co.		410-708-1049	Kyle Lindstrom	Kyle@lindexc.com
4	A-Del Const.	10 Adel Pl Newark DE 19702	302-453-8286	Juan Bonnevillie	ibonneville@a-del.com
5	Mid-Atlantic	P.O. Box 360 Dover DE	302-420-5101	Dan Copans	dancopans@midcop.com
6	Env. Neuber SCS Inc	1100 Grosser Rd. Suite C Gilbertsville, PA 17525	609-839-0032	Darryl Mease	darryl@neuberenvi.com
7	FR Berntke Wrecking	P.O. Box 444	610-496 6165	Craig Cody	cody@frbwrecking.com
8	Duffield	5400 Limestone Road Wilmington DE 19808	<del>302</del> 302-239- 6634	Andy Jenkins	ajenkins@duffnet.com
9					
10					



**DEARNG Contract No. 2018-12  
Seaford Armory Building Demolition  
Pre-Bid Meeting Attendance List - Wednesday, September 5, 2018 at 10:30 AM**

No.	Company Name	Company Address	Phone No.	Contact Person	Email Address
1	United Excavating and Hauling	29520 Canvasback Dr. Gastonia, Md. 21601	443-829-3998	Mike Birmingham	MTB@unitedexcavatingmd.com
2	Astec, Inc	1554 Loxwood Cove	302-393-4491	Rob Purcell	astec@mac.com
3	Plymouth Environmental	923 Housley Levittown PA 19401	610-239-9920	Jim Kelly	jimkelly@plyenv.com
4	Reclaim CO	P.O. BOX 2102 Fairmont, WV 26555	304-288-3068	Steve Gabbert	sgabbert@reclaimco.com
5					
6					
7					
8					
9					
10					



## **ENCLOSURE 2**

### **FACILITY WORK SCHEDULE**

January 2018						
S	M	T	W	T	F	S
	1	2	3	4	5	6
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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29	30					

May 2018						
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20	21	22	23	24	25	26
27	28	29	30	31		

June 2018						
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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

## 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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January 2019						
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February 2019						
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March 2019						
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April 2019						
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May 2019						
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June 2019						
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23	24	25	26	27	28	29
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## 5/4/9 Work Schedule

### Scheduled FTS Flex Days

### Federal Holidays

**JANUARY**  
 1 New Year's Day  
 21 Martin Luther King's Birthday  
 8-hour days: 11, 25

**FEBRUARY**  
 18 Washington's Birthday  
 8-hour days: 8, 22

**MARCH**  
 8-hour days: 8, 22

**APRIL**  
 8-hour days: 5, 18

**MAY**  
 27 Memorial Day  
 8-hour days: 3, 17, 31

**JUNE**  
 8-hour days: 14, 28

**JULY**  
 4 Independence Day  
 8-hour days: 12, 26

**AUGUST**  
 8-hour days: 9, 23

**SEPTEMBER**  
 2 Labor Day  
 8-hour days: 6, 20

**OCTOBER**  
 14 Columbus Day  
 8-hour days: 4, 18

**NOVEMBER**  
 11 Veterans Day  
 28 Thanksgiving Day  
 8-hour days: 1, 15, 27

**DECEMBER**  
 25 Christmas Day  
 8-hour days: 13, 27

July 2019						
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August 2019						
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September 2019						
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October 2019						
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November 2019						
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December 2019						
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## **ENCLOSURE 3**

### **DEARNG SECURITY REQUIREMENTS & PROCEDURES**

## DENG ANTITERRORISM PLAN FY 11

TAB 1 to APPENDIX 1 (FORCE PROTECTION GUIDANCE FOR CONTRACTING) to  
ANNEX I (SERVICE SUPPORT) to DENG ANTITERRORISM PLAN FY 11

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### DEARNG SECURITY REQUIREMENTS & PROCEDURES

#### 1. REQUIREMENTS

The DEARNG facilities has issued regulations to be observed by all Contractors, their subcontractors (if any), employees and other firms providing services for or otherwise assigned to, or working on, the Project in order to minimize disruption to daily operations, maintain security and to facilitate the construction processes. While working inside DEARNG facilities on a regular or an occasional basis, it must be clearly understood that DEARNG security requirements will at all times take precedence over construction operations. The Contractor shall comply with all such regulations and consider the regulations when preparing his/her bid.

#### 2. WORKING AT A DELAWARE NATIONAL GUARD INSTALLATIONS

a. In order for the DEARNG to ensure security on the job site, the Prime Contractor shall submit a list of all proposed workers who will be working on the site, to the DEANRG Contracting Officer after project has been awarded during the pre-construction meeting, including their name, social security number, age, sex, and date of birth. This list shall include all sub-contractors (if any), and any vendors requiring access to facilities during project construction of the DEARNG facilities. The Contracting Officer will submit a list to the Director of Military Support for review. The Director of Military Support will have background checks conducted and will provide the contracting officer with an approved, or rejected, personnel list. All badges and accesses will be issue by Director of Military Support.

b. Workers will not be permitted in DENG Facilities without approval and proper identification.

c. All tools, equipment, and supplies, shall be removed from the facilities daily or secured in a pre-approved containment system approved by the contracting officer.

d. Weapons of any type are not permitted.

e. Contractors shall include, in their bid, a sufficient amount of time to enter and depart the facility each day. Past projects being completed during increased security levels at a DENG facility may take between one half to one hour to enter or leave the facility.

f. Contractor is also advised that only limited movement will be permitted while inside the DENG facilities.

g. Contractors are requested to notify the Contracting Officer upon arrival and termination of worker's services in order that the identification card on file can be pulled and rendered inactive.

h. Completion of "A" Short Form is required for all employees (see next page for "A" Short Form).

# DENG ANTITERRORISM PLAN FY 11

TAB 1 to APPENDIX 1 (FORCE PROTECTION GUIDANCE FOR CONTRACTING) to ANNEX I (SERVICE SUPPORT) to DENG ANTITERRORISM PLAN FY 11

## "A" SHORT FORM

# DELAWARE NATIONAL GUARD CONTRACTING SHORT FORM

## LIST OF PERSONNEL FOR BACKGROUND CHECK

## FOR ON-SITE WORK

DATE: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE/FAX: \_\_\_\_\_

[illegible]

# **ENCLOSURE 4**

## **REVISIONS TO SPECIFICATIONS FOR ASBESTOS ABATEMENT**



#### PART 4 SCHEDULE OF ASBESTOS-CONTAINING MATERIALS:

LOCATION	MATERIAL DESCRIPTION	QUANTITY	ASBESTOS CONTENT	ENCLOSURE TYPE	CLEARANCE CRITERIA
FIRST FLOOR	9X9 FLOOR TILE (NO MASTIC)	ESTIMATED 1,740 SF	8% CHRYSOTILE ASBESTOS	FULL	PCM
FIRST FLOOR	9X9 FLOOR TILE AND MASTIC	EST. 1,216 SF	8-10% CHRYSOTILE ASBESTOS	FULL	PCM
FIRST FLOOR	12X12 FLOOR TILE (NO MASTIC)	EST. 1,320 SF	5% CHRYSOTILE ASBESTOS	FULL	PCM
FIRST FLOOR	FIRE DOORS	2 EA (ONE DOUBLE DOOR, ONE SINGLE DOOR)	90% CHRYSOTILE ASBESTOS	REGULATED BARRIER TAPE	VISUAL ONLY
FIRST FLOOR (GRID 1.21)	BLACK CAULK @ ON BRICK WALL	10 LF TOTAL (1 EA LOCATION)	90% CHRYSOTILE ASBESTOS	REGULATED BARRIER TAPE	VISUAL ONLY
BATHROOM & KITCHEN	FLAT TRANSITE WALL PANELS	EST. 124 SF TOTAL	20% CHRYSOTILE ASBESTOS	FULL	PCM
BOILER ROOM	BOILER INTERNAL AND EXTERNAL GASKETS AND PACKING	4'L X 3'W X 4'H IN SIZE (EST. 20 CF)	60% CHRYSOTILE ASBESTOS	FULL	PCM
1 <sup>ST</sup> FLOOR	INTERIOR AND EXTERIOR WINDOW CAULKING	32 EACH (EST. 776 LF TOTAL)	2-3% CHRYSOTILE; 2% ANTHOPHYLLITE	REGULATED BARRIER TAPE	VISUAL ONLY
1 <sup>ST</sup> FLOOR	INTERIOR WINDOW CAULKING	2 EACH (EST. 40 LF TOTAL)	3% CHRYSOTILE	REGULATED BARRIER TAPE	VISUAL ONLY
SECOND FLOOR LOFT	BLACK CAULK @ ON BRICK WALL	11 LF TOTAL (2 EA LOCATIONS)	90% CHRYSOTILE ASBESTOS	REGULATED BARRIER TAPE	VISUAL ONLY
2 <sup>ND</sup> FLOOR	INTERIOR AND EXTERIOR WINDOW CAULKING	12 EACH* (EST. 150 LF TOTAL)	2-3% CHRYSOTILE; 2% ANTHOPHYLLITE	REGULATED BARRIER TAPE	VISUAL ONLY
EXTERIOR	CORRUGATED ROOF PANELS	EST. 7,560 SF	20% CHRYSOTILE ASBESTOS	REGULATED BARRIER TAPE	VISUAL ONLY
EXTERIOR	ROOF TAR ON CHIMNEY AND VENT PIPES	EST. 50 LF	5% CHRYSOTILE ASBESTOS	REGULATED BARRIER TAPE	VISUAL ONLY
EXTERIOR	ROOFTOP DUCT SEALANT	EST. 20 LF	3% CHRYSOTILE ASBESTOS	REGULATED BARRIER TAPE	VISUAL ONLY

\* Revised to change from 6 EA, estimated 75 LF to 12 EA, estimated 150 LF

END OF SECTION – 01013