

*Michael R. Wigley, AIA, LEED®AP
Jason P. Loar, P.E.
W. Zachary Crouch, P.E.
Michael E. Wheedleton, AIA
Ring W. Lardner, P.E.
Jamie L. Sechler, P.E.*

**DELAWARE ARMY NATIONAL GUARD
DRAINAGE IMPROVEMENTS AND MILITARY VEHICLE PARKING LOT
GEORGETOWN READINESS CENTER
GEORGETOWN, DELAWARE
DBF #0999J012.J01 DEARNG # 2018-02
SEPTEMBER 11, 2019**

ADDENDUM NO. 1

The following items shall become a part of the contract documents. Contractor must acknowledge receipt of this addendum on the Bid Form. Failure to do so may subject the Bidder to disqualification.

Item No. 1 See attached Pre-Bid Meeting Minutes dated September 11, 2019

END OF ADDENDUM

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**PRE-BID MEETING MINUTES
DELAWARE ARMY NATIONAL GUARD
DRAINAGE IMPROVEMENTS AND MILITARY VEHICLE PARKING LOT
GEORGETOWN READINESS CENTER
SUSSEX COUNTY, DELAWARE
DBF #0999J012.J01 ❖ DEARNG# 2018-02
SEPTEMBER 10, 2019**

In Attendance

DEARNG:	Marc Orndorff	marc.a.orndorff.mil@mail.mil
Davis, Bowen & Friedel, Inc.:	Ring Lardner, P.E. Cliff Mumford, P.E.	rwl@dbfinc.com cdm@dbfinc.com

Contractor attendees:

See attached sign-in sheet.

Items Discussed

1. The sign-in sheet was distributed. Attendance at the pre-bid is mandatory for general contractors to submit a bid.
2. Please pay attention to the bidding instructions as they are slightly different than the standard State documents.
3. All questions during the bidding shall be submitted in writing to Davis, Bowen & Friedel, Inc., attention: Ring Lardner, via email rwl@dbfinc.com or fax (302) 424-0430. Please have requests for information to Ring by 5:00 P.M. on, September 16, 2019. The final addendum will be issued by 5:00 P.M. on September 18, 2019. An e-mail will be send if an addendum will not be sent on September 18, 2019. No addenda will be issued 4 days before the bid deadline, unless to extend the bid.
4. **Bids will be due September 25, 2018 by 2:00 p.m.**, delivered to the Delaware Army National Guard at the Security Officers desk in the Main Lobby of the Biden National Guard/Reserve Center, 1 Vavala Way, New Castle, Delaware 19720, attention: 1LT Brittney Poore. If the bid

date and time change, the revised date and time will be issued via written addendum. Please allow extra time when submitting bids to account for possible delays. No late bids will be considered.

5. To submit a qualifying Bid:

- | |
|---|
| <ol style="list-style-type: none">a. GC shall complete the <i>Bid Form</i> in its entirety using the <u>most current</u> bid form.b. GC shall submit a <i>Bid Bond</i> equal to 10% of the total bid price.c. A copy of the GC's business license shall be included.d. A completed <i>Affidavit of Employee Drug Testing Program</i> form for the GC only.e. The <i>Non-Collusion Statement</i> shall be completed and included.f. Fully completed subcontractor list. Please list your company name if you will be performing the work. |
|---|

6. On the bid form please annotate each addendum (i.e. 1, 2, 3)

One (1) original and one (1) copy of the bid must be submitted along with one (1) original of a Bid Bond equal to ten percent of the bid price. A Performance Bond equal to 100 percent of the contract amount must also be posted upon execution of the contract. Bond forms required are in the specifications. No construction schedules are required with the bid.

7. The prime general contractor and all subcontractors must be licensed to practice their trade in the State of Delaware at the time of execution of the contract.

8. The contractor shall not alter the Bid Form; this will cause a bid to be rejected. The subcontractor list was read out loud with no comments. If additional subcontractors need to be added, email rw1@dbfinc.com and a new bid form will be issued via addendum.

9. The project includes two allowances that must be included as part of the base bid.

10. General Contractors who wish to receive addenda directly and be on the bidders list must purchase a minimum of one (1) set of bid documents from Davis, Bowen & Friedel, Inc. for \$100.00.

11. Working hours will be Monday – Friday, 7 a.m. – 5 p.m. Weekends may be available with 48 hours advanced 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 included in the specification. The general contractor will be responsible to send wage reports to the Department of Labor.

13. Submissions: DNREC & Town of Georgetown have approved this project and a set of those

drawings will be given to the awarded contractor. A building permit is not required. Duffield Associates will be responsible to submit reports to DNREC.

14. 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.
15. The Owner will provide electric and water service. The contractor is responsible for toilet facilities.
16. Criminal background checks are required.
17. This is a tobacco & smoke free facility and campus. All smokers must go off grounds to smoke.
18. If a contractor or subcontractor needs to visit the site, contact DBF at rwl@dbfinc.com at least 24 hours in advance.
19. Anticipated start date is October 2019
20. Project Status:
 - Approvals have been received by AAB, Town of Georgetown, Fire Marshal and DNREC.
21. Construction Related Items:
 - Notifications – Contractor must contact Miss Utility at least 48 hours prior to beginning of excavation. Contractor to notify DNREC 24 hours prior to
 - Protection of property – Contractor is responsible for all areas within the fence and can use their own lock for the rear gate.
 - Temporary offices can be installed at contractors cost and need.
 - Contractor will be solely responsible for project safety.....see General Conditions

22. RPR Responsibilities

Resident Project Representative (RPR's) employed by the Owner shall be authorized to observe all work done and materials furnished. Such observation may extend to all or any part of the work and to the preparation or manufacture of the materials to be used. An RPR may be stationed on the work to report to the Engineer as to the progress of the work and the manner in which it is being performed; also to report whenever it appears that the materials furnished and work performed by the Contractor fail to fulfill the requirements of the specifications and contract. No inspection, or any failure to inspect, at any time or place, however, shall relieve the Contractor from his obligation to perform all the work strictly in accordance with the requirements of the specifications. The RPR shall perform such other duties as are assigned. He shall not be authorized to revoke, alter, enlarge, relax or release any requirements of these

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specifications, nor to approve or accept any portion of work, nor to issue instruction contrary to the drawings and specifications. The RPR shall in no case act as a foreman or perform other duties for the Contractor, nor interfere with the management of the work by the latter.

RPR will prepare inspection reports.

23. A site visit was conducted afterwards.

Any changes, additions or deletions to these minutes should be submitted in writing to Davis, Bowen & Friedel, Inc., within five (5) days.

Respectfully submitted,
DAVIS, BOWEN & FRIEDEL, INC.

Redacted - Original on File

Ring W. Lardner, P.E.
Principal

Attachment

cc: All attendees

