



**PRE-BID MEETING MINUTES-ADDENDUM NO. 1  
CHRISTIANA MSHA ELECTRICAL IMPROVEMENTS  
FOR THE  
CHRISTINA SCHOOL DISTRICT  
CSD PROJECT NO. CHR-2019-40**

A Mandatory Pre-Bid Meeting for the referenced project was held in the Christiana High School, Cafeteria on Wednesday, January 29, 2020, at 10:00 a.m. Those in attendance were:

George Wicks IV	Christina School District
Keith Dixon	Christina School District
Matt Bailey	Power Plus Electrical Contracting, Inc.
Gerry Scannell	Carr & Duff, Inc.
Brian Schaeffer	Philips Brothers Electrical Contractors, Inc.
Brandon Ksiazek	Filec Services, LLC
Gary Wolf	Current Solutions, Inc.
Korey Dishong	Fayda Engineering & Energy Solutions, LLC
Edward Fayda, P.E.	Fayda Engineering & Energy Solutions, LLC

**Date of Report:** January 30, 2020  
**FE&ES Comm. No.:** 19-1387

**Items of Discussion:**

- 1.0 These Pre-Bid Meeting Minutes, Addendum No. 1, shall be made part of the Project Manual and Drawings dated January 2020 for the CHRISTIANA MSHA ELECTRICAL IMPROVEMENTS for the Christina School District.
- 2.0 Sealed bids for Christina School District Bid No. CHR-2019-40 – Christiana MSHA Electrical Improvements will be received by the Christina School District, at the Christina School District, Eden Support Services Center, 925 Bear-Corbitt Road, Bear, DE 19701 until 3:00 p.m. local time on **Thursday, February 13, 2020**, at which time they will be publicly opened and read aloud. Bidder bears the risk of late delivery. Any bids received after the stated time will be returned unopened.
- 3.0 This is a mandatory pre-bid meeting and only Prime Bidders are limited to those in attendance.
- 4.0 For further bidding information relating to the Project Manual and Drawings, the contractors are directed to contact Edward Fayda, P.E., Project Manager at Fayda Engineering & Energy Solutions, LLC at telephone: 302-999-1060. Contractor Requests for Clarification or Interpretation shall be delivered electronically (by email) to [efayda@faydaees.com](mailto:efayda@faydaees.com). Ensure the project title, contractor’s name and RFI # are in the subject line. (Example: CHRISTIANA MSHA ELECTRICAL IMPROVEMENTS “Contractor Name”- RFI #1)
- 5.0 The wage rates for this Project are Delaware Department of Labor and Division of Industrial Affairs for **New Castle County, Building Construction Classification**. A certified copy of the prevailing



wage rates for this specific project 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.

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, business license, etc. is also included.

7.0 Effective 1/1/16, **the prime contractor and all listed subcontractors** must have a drug testing program in place. There is an Affidavit located with the Bid Form.

8.0 Project Summary

A. Project scope:

**Base Bid:**

1. All work shown on the contract documents with the exception of the replacement of several panelboards.

**Alternates:**

1. Add Alternate #1: Replace Panels P2, P3, P5, P6

2. Add Alternate #2: Replace additional panels: A-1, A-2, A-3, A-4, A-5, A-6, A-7, A-9, B-10, B-11, B-12, B-13, C-14, C-15

B. Contractors must be experienced in working on 12kV Services and have the capacity to perform these services in-house. There is only one electrical subcontractor classification on the bid form.

C. We have an aggressive schedule. The project must be completed between June 22 and August 7, 2020 (Summer 2020 Construction). This includes the replacement of approximately 22 panelboards.

9.0 Contractor must be a registered plan holder in order to submit a bid. Bid Form shall be submitted in triplicate. Only those registered plan holders will be sent future addenda.

10.0 A two (2) year warranty is required on work and materials beginning on the date of substantial completion.

11.0 The following sections of the specifications were reviewed:

<u>Section</u>	<u>Article</u>	<u>Title</u>
	-----	Advertisement for Bids
00 21 15	3.3	Instructions to Bidders
00 26 00	-----	Procurement Substitution Procedures & Form
00 41 13	-----	Bid Form & Subcontractor Listing
00 10 00-2	1.03	Project Summary

26 05 70-1	1.02	PSS Project Overview
26 12 19-4	2.3	Products-Standard of Design (Pad Mtd XFMR)
26 24 13-3	2.2	Products-Standard of Design (Switchboard)

12.0 The drawings were generally reviewed to present the intent of the contract documents.

13.0 The following items were discussed in detail:

- A. Working hours are 7:00 a.m. to 4:00 p.m. Monday through Friday. 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.
- B. 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.
- C. Requests for substitutions must be submitted to the Engineers office by **3:00 p.m. on Monday, February 3, 2020**. Such requests shall include a complete description of the proposed substitutes, along with sufficient documentation and information necessary for a complete evaluation.
- D. 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 **2:00 p.m. on Wednesday 2/6/20. Final Addenda deadline is 3:00 p.m. on Sunday 2/9/20, except for an extension of the bid due date, which will be Tuesday, 2/11/20 at 2:00 p.m.**
- E. Contractor will be responsible for the 3<sup>rd</sup> Party identification of underground utilities in the area of excavation. Any known utilities are approximately shown on the contract documents. Miss Utility shall be contacted for public utilities.
- F. Contractor will be responsible for the 3<sup>rd</sup> Party testing and inspection by a NECA level 3 or NICET Level 3 accredited firm.
- G. 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. Owner will assist with providing area for materials storage; however, it will not be a secured area.
- H. Contractor shall provide a portable toilet for the duration of the project.
- I. Excavated soils may not remain at the project site and must be removed by the contractor.

- J. Vehicles & other equipment shall not be left unattended and shall be secured at all times.
  - K. This is a tobacco free campus. No form of tobacco is permitted on site; including e-cigarettes.
  - L. Contractors are reminded that it will be unlikely that the bid due date will change.
  - M. All open trenches shall be provided with temporary fencing or backfilled daily.
  - N. The Power System Study is in the critical path. Any field work that requires de-energization of existing switchgear shall be performed on weekends and at the convenience of the District.
  - O. In order to maintain the project schedule, all critical path items must be submitted and approved as soon as possible. This includes the Power System Study, Gear, & Pad Mounted Transformer.
  - P. Instructions for requesting substitutions are very specific and are contained in the project manual. If the contractor does not follow the processes it is automatic grounds for rejection.
- 14.0 The successful contractor shall designate one job foreman who will remain as the main point of contact throughout the duration of the project. This foreman must be on-site whenever any sub-contractors are on-site
- 15.0 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.
- 16.0 Reminder: For your bid to be deemed responsive, you need to include:
- 1. Bid Form- Fully executed, no blanks use the latest version published by Addenda.
  - 2. Bid Bond or Certified check in the amount of 10% of your bid.
  - 3. Bidders Business License
  - 4. Drug Testing Affidavit for prime and all subcontractors.
- AND
- 1. Be prepared to mobilize within 10 days after receipt of an official Christina School District Purchase Order and complete this project before August 9, 2019.
- 17.0 A site review of the project site was performed. A follow up walk-thru is tentatively scheduled for 10:00 a.m. on Wednesday, February 5, 2020 for all registered attendees. Contact Matt Galinskie at the Engineer's office at 302-999-1060 to register for the walk-thru. If no one registers, the walk through will be cancelled.
- 18.0 Changes to Specifications

18.1 See updated Bid Form to revise the completion period to be complete by 8/9/20.

19.0 Changes to Drawings

19.1 There are no changes to the drawings.

20.0 Questions/Clarifications

20.1 How many panels are surface vs. recessed?

Reply: The panel schedules identify if an existing panel is surface or recessed.

**Original on File**

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Edward Fayda, P.E.

EF/ef

19-1387 Pre-Bid Meeting Agenda

Attachments: Revised Bid Form

cc: All in Attendance  
P-File