



ARCHITECTURE  
ENGINEERING

# ADDENDUM NO.01a TO CONTRACT DOCUMENTS

**Date:** December 14, 2015

**To:** Bidders

**From:** Bryan Hutchison

**Copies:** Elliot Hardin – Capital School District

**Project:** William Henry Middle School – Locker Renovation  
Dover, DE

**Project Number:** 2015035.00

**Subject:** **ADDENDUM NO. 1a**

**NOTICE:** Attention is called to the following item(s), effective as of the date above, which shall be added to, deleted from, or changed in the contract documents dated November 20, 2015, and any previously issued addenda, thereby incorporating these items into the contract.

## 1.01 Mandatory Pre-bid Meeting Minutes

Date Held: 12/08/2015  
 Time: 9:00 a.m.  
 Place: William Henry Middle School, 65 Caver Road, Dover, DE 19904

Attendees	Representing	Phone	Fax	E-mail
Elliot Hardin	Capital School District	302-857-4210		<a href="mailto:Elliot.Hardin@capital.k12.de.us">Elliot.Hardin@capital.k12.de.us</a>
Bryan Hutchison	Becker Morgan Group	302-734-7950	302-734-7965	<a href="mailto:bhutchison@beckermorgan.com">bhutchison@beckermorgan.com</a>
Val Derocili	Compliance Environmental			<a href="mailto:vderocili@compliancecanhelp.com">vderocili@compliancecanhelp.com</a>

### Bidder Attendees:

Mark Veasey	Robinson Steel Co.	<a href="mailto:mark@rsclockers.com">mark@rsclockers.com</a>
Bill Routzahn	Glover Sales Group	<a href="mailto:broutzahn@gloverfurniture.net">broutzahn@gloverfurniture.net</a>
Brian Thompson	Conventional Builders, Inc.	<a href="mailto:conventionalbuilders@comcast.net">conventionalbuilders@comcast.net</a>
Spencer O' Brien	The Affordable Contractor	<a href="mailto:spenceobrien@gmail.com">spenceobrien@gmail.com</a>
Christopher Dickson	The Affordable Contractor	<a href="mailto:theaffordablecontractor@gmail.com">theaffordablecontractor@gmail.com</a>
Assiran Dass	Narissa Building Company	<a href="mailto:sherrydass@ymail.com">sherrydass@ymail.com</a>
C. G. Warz	Kent Construction Company	<a href="mailto:estimator2@kentconstructionco.com">estimator2@kentconstructionco.com</a>
Robin Schurman	BRS Consulting	<a href="mailto:scott@brsconinc.com">scott@brsconinc.com</a>
Matt Graf	Union Wholesale	<a href="mailto:mgraf@uwco.com">mgraf@uwco.com</a>
Keith Long	John L. Briggs co	<a href="mailto:jlbriggsc@verizon.net">jlbriggsc@verizon.net</a>
Keith Hopkins	J&G Building Group	<a href="mailto:keith.hopkins@jgbuildinggroup.com">keith.hopkins@jgbuildinggroup.com</a>

Item	Discussion
1.01	<b>Meeting:</b> Bryan Hutchison (BMG) conducted the meeting and introduced the project team attending.
1.02	<b>Bid Delivery:</b> Bids are due no later than 10:00 a.m., Tuesday, January 8, 2016 and are to be addressed to Capital School District, District Office, 198 Commerce Way, Dover Delaware 19904; Attn. Elliot Hardin. Bids must be hand delivered or delivered by US mail, express mail services (UPS, FedEx, etc.), fax or email are not acceptable. Bid opening will be public.
1.03	<b>Bid Advertisement:</b> Advertisements were advertised on State of Delaware's My Marketplace web site.
1.04	<b>Bid Form:</b> Use the provided bid form. All line items must be filled in, and not left blank. If an alternate or unit price is not being bid, indicate "no bid". Review and acknowledge all Addenda. Bid forms are available as part of the specification manual.
1.05	<b>Subcontractor List:</b> All subcontractors must be listed on the bid form provided.
1.06	<b>Bonds:</b> Bid Bond must accompany each bid, and Performance and Payment Bonds are to be included in the bid. Bond and insurance requirements are outlined in the specifications.
1.07	<b>Prevailing Wages:</b> Contractors must abide by the attached
1.08	<b>Subcontractor List:</b> The subcontractor list should be completed and included in the bid.
1.09	<b>General Conditions:</b> AIA A201 <i>General Conditions</i> are part of the Contract Documents, by reference.
1.10	<b>Contract for Construction:</b> AIA A101 <i>Standard Form of Agreement Between Owner and Contractor</i> is part of the Contract Documents, by reference.
1.11	<b>Bid Documents:</b> Bid Documents can be purchased from Becker Morgan Group in Dover, Delaware. The project drawings and project manual are available for \$25 at the Dover office. Bidders should provide a check and a business card at the office location and they will be provided with a cd containing the contract documents in digital form.
1.12	<b>Requests for Information:</b> RFI are to be submitted to Bryan Hutchison of Becker Morgan Group. RFI are to be transmitted via fax (302.734.7965), or as a PDF attachment to an email to Bryan Hutchison, <a href="mailto:bhutchison@beckermorgan.com">bhutchison@beckermorgan.com</a> . No other submissions will be processed. RFI's are to include the Company name, Project name and number, RFI number and numbered questions. All RFIs should be submitted no later than January 4, 2016.
1.13	<b>Addenda:</b> All Addenda will be issued by Becker Morgan Group electronically to the bidder's email addresses provided. The last addendum will be issued no later than January 6, 2016.
1.14	<b>Permits/Approvals:</b> In previous discussions it was determined that the City of Dover would not require a building permit for the work as they are viewing this as an equipment replacement. Capital School District will follow up and confirm a second time as requested by the bidders.
1.15	<b>Project Scope:</b> The project scope was reviewed.
1.16	<b>Restrictions:</b> The site is currently occupied and portions of the school may still be during construction. Contractors will be isolated to the areas where the improvements are to occur. Contractors will need to adhere to any regulation for work restrictions required within the City of Dover.
1.17	<b>Alternates:</b> There are 2 alternates listed in the contract documents. The scope of each alternate was reviewed.
1.18	<b>Work by Owner / Others:</b> All work will need to be coordinated with the asbestos abatement efforts that will be occurring concurrently with
1.19	<b>Schedule:</b> Each contractor shall confirm that they can adhere to the published, or better the schedule. The project must be completed prior to start of the 2016 Fall semester. Tentatively the construction start date is listed as June 13, 2016 and the absolute last day of construction no later than August 26, 2016. These dates may be revised based upon the school schedule and is contingent on weather during the remainder of the school year. Once bids have been submitted, they must be approved by the school board prior to the official award of the contract. Construction Schedule should be submitted with the bids and will be considered in the bid evaluation.
1.20	<b>Questions:</b> There were two noted questions during the initial meeting as follows:

**1) Will a staging area be provided on site for the storage of materials?**

a) Yes, the gym has been allocated as a staging area. Both the large and small gym will be available and Capital School District will clarify the location prior to construction.

**2) Will floor protection be needed in the staging areas.**

a) Yes, it is the contractor's responsibility to protect the floors in those spaces from damage during construction.

**1.21 Site Visit:** All Contractors are recommended to visit the site and become familiar with the existing conditions and the scope of the project. A project walk thru will occur post meeting but any additional walk thru times would need to be scheduled with either the Architect or Capital School District.

**1.22 Site Walk Thru:** The bidders were walked through the project site and the scope was reviewed in each area. The phasing of the project was reviewed during this portion of the project.

**LIST OF ATTACHMENTS**

1	Pre-Bid Sign-in Sheet	12/08/2015
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**PROJECT MANUAL CHANGES:**

Item	Description
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1	N/A
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2	N/A
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**DRAWING CHANGES:**

Item	Description
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1	N/A
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2	N/A
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**END OF ADDENDUM NO. 1a**

cc: All bidders  
Elliot Hardin  
Sean Sokolowski

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