



## **Hickory Tree Apartments Re-Roofing Pre-Bid Meeting**

**Date:** July 24, 2015  
**Time:** 10:00 AM  
**Location:** Hickory Tree Community Center

**Attendees:** Steve Gherke, DSHA  
Michelle Burgess, DSHA  
Gail Brown, DSHA  
Donna Mitchell, DSHA  
Joe Zebleckes, Brandywine Design Guild  
(see attached sign in sheet for contractors)

Salient items covered are listed below:

PB 1 Steve Gherke covered the following items:

- 1.1 Documents supplied on CD for this job.
- 1.2 Davis Bacon wage rates do apply. DSHA will do interview of employees while on site. Require certified weekly payroll with pay application. HUD paperwork required and DSHA will assist with forms if needed.
- 1.3 Insurance requirements outlined in project manual.
- 1.4 Sub-contractors must have workers compensation with minimum amounts as in contract documents. DSHA will check.
- 1.5 Bid forms required are in the project manual.
- 1.6 Job is bonded so bid bond will be required. See project manual for bid and performance bond, insurance, license etc. requirements.
- 1.7 Tenants will occupy spaces during construction. 48 hr required notice to tenants. Contractor will coordinate with site management.
- 1.8 Working hours are Monday through Friday 8:00AM to 4:30PM.
- 1.9 Job duration: 120 days from Notice to Proceed. Liquidated damages of \$100 per day beyond duration.
- 1.10 AIA forms will not be used for the job. HUD forms will be used (see project manual).



- 1.11 Draws: Submit monthly. 10% retainage for entire project duration.
- 1.12 Contact for re-visit prior to bidding if required: Site Manager Donna Mitchell at (office) 302-436-2591.
- 1.13 Section 3 Requirements reviewed. Doris Hall is program coordinator. She can be reached at 302-739-4263 or email DORIS@destatehousing.com

PB 2 RFI's (Requests for Information/Interpretation) are due to architect in writing by 5:00 PM Monday, August 3, 2015 so any addendum items can be communicated to all bidders by 12:00 noon Tuesday August 4, 2015 without adjusting the bid opening date.

PB 3 Bids are due 2:00 PM Tuesday August 11, 2015 at the Housing authority office, 18 The Green, Dover DE 19901

PB 4 Identification of trade sub-contractors to be included in bid documents:

- 4.1 Carpentry
- 4.2 Roofing
- 4.3 Painter

All

PB 5 JAZ reviewed scope of work.

- 5.1 Apartments;
- 5.2 Material Substitutions;
- 5.3 Flashing condition inspections;

PB 6 All did outdoor inspection of typical apartment.

PB 7 Attached is the Sign-In Sheet from today's meeting.

Attachments:

Sign-in Sheet (2 Pages)

-- END OF PRE-BID NOTES --

**RE-ROOFING AND ASSOCIATED WORK AT HICKORY TREE  
PRE-BID MEETING**

**Friday, July 24, 2015 10:00 a.m.**

**Sign-In Sheet**

**DSHA WILL NOT BE RESPONSIBLE FOR ISSUING ADDENDA IF COMPLETE  
INFORMATION IS NOT PROVIDED BELOW**

Please PRINT  
Use 2 lines if necessary

<u>Check #</u>	<u>CD#</u>	<u>Name &amp; Organization</u>	<u>Address</u>	<u>Phone/Fax #</u>	<u>E-Mail</u>
158160	#4	Contractors Register, Inc	PO Box 500 Jefferson Valley, NY 10535		dfamulario@thebluebook.com
59597	#5	iSgft, Inc	4500 Lakeforest Dr, Suite 502 Cincinnati, OH 45242		delaware@isgft.com
24361	#6	John Chiffari D.A. Volt, Inc.	53 Cross Keys Road Berlin, NJ 08009	Phone: 856-753-9333 Fax: 856-753-4963	matt@dolanolt.com
		Jim Brighton RBCI	29520 CANADACREST DR EASTON, MD 21401	410-762-9681	rbavers@rbci.biz
	#1	Norman W Johnson	108 LAKEFRONT DR Dover DE	302-697-2264	TDJMAC@comcast.net
		Roger Gordon Tag Construction	302 6682203 32 West Lockerman St Suite 101B Dover DE		Tag Construction 22gm.com
30081	#7	WILLCOF Construction	1400 Cedar Ln Hamilton NJ 08610.		greg@willcof.com
		Narissa Building Co	501 S Broom ST Wilmington DE		sherrydass@gmail.com

Different  
attendee

19805



**Brandywine Design Guild, LLC**  
*Architectural Services*

Joe Zebleckes, LEED AP

5 Meadow Glen Lane  
Wilmington, DE 19810  
Phone: 302.985.7038  
Fax: 302.475.1006

Email: [BDG.LLC@verizon.net](mailto:BDG.LLC@verizon.net)

**D. A. Nolt, Inc.**

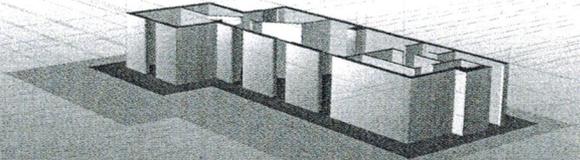
GENERAL CONSTRUCTION  
COMMERCIAL ROOFING AND SHEET METAL  
"Family Tradition For Over 50 Years"  
COMMERCIAL ~ INDUSTRIAL ~ HISTORICAL

**MATT OTT**  
Senior Estimator

53 Cross Keys Road  
Berlin, NJ 08009  
[matt@danolt.com](mailto:matt@danolt.com)

(856) 753-9333  
Fax (856) 753-4963  
Cell (609) 868-2775

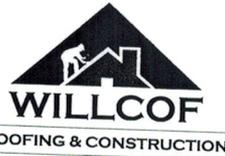
**Narissa Building Company**



Sherry Assiran Dass  
President  
[sherrydass@ymail.com](mailto:sherrydass@ymail.com)

501 South Broom Street  
Wilmington DE 19805

Phone 908 619 6419



**Gregory Koch**  
Principal

Phone: 609-789-9644  
Office: 609-838-9988  
Fax: 609-587-1618  
Email: [greg@willcof.com](mailto:greg@willcof.com)

1400 Cedar Lane Hamilton, NJ 08610