



## **Utility & Storage Room Remediation at Hickory Tree Apartments Pre-Bid Meeting**

**Date:** July 13, 2017  
**Time:** 10:00 AM  
**Location:** Hickory Tree Community Center

**Attendees:** Steve Gherke, DSHA  
Carey Golt, DSHA  
Vantrina Nock, DSHA  
Gail Brown, DSHA  
Jack Burton, 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 DSHA Section 3 requirements and forms for the job.
- 1.5 Sub-contractors must have workers compensation with minimum amounts as in contract documents. DSHA will check.
- 1.6 Bid forms required are in the project manual.
- 1.7 Job is bonded so bid bond will be required. See project manual for bid and performance bond, insurance, license etc. requirements.
- 1.8 Tenants will occupy spaces during construction. 48 hr required notice to tenants. Contractor will coordinate with site management.
- 1.9 Working hours are Monday through Friday 8:00AM to 4:30PM unless agreed otherwise with site management.
- 1.10 Job duration: 120 calendar days from Notice to Proceed. Liquidated damages of \$100 per day beyond duration.



- 1.11 AIA forms will not be used for the job. HUD forms will be used (see project manual).
  - 1.12 Draws: Submit monthly. 10% retainage for entire project duration.
  - 1.13 Contact for re-visit prior to bidding if required: Site Manager Vantrina Nock at (office) 302-436-2591.
  - 1.14 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 12:00 Noon Wednesday, July 26, 2017 so any addendum items can be communicated to all bidders by 8:00 AM July 27, 2017 without adjusting the bid opening date.
- PB 3 Bids are due 2:00 PM Thursday August 3, 2017 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 Painter
  - 4.3 Plumbing
  - 4.4 Electrician
  - 4.5 Mechanical/HVAC
- PB 5 JAZ reviewed scope of work.
- 5.1 Hardware: DSHA requested all lockset hardware to ADA compliant lever style. Drawings revised to reflect this change.
  - 5.2 Apartment Entrance Doors: DSHA requested replacement of entrance locksets and deadbolts for the apartment entrances. There are two entrances for each apartment. The scope matrix on the drawing has been revised to reflect this change.
- PB 6 Questions/clarifications raised at meeting:
- 6.1 Must apartments have hot water at the end of the day? Yes, HUD requires hot water back in service by end of day.
  - 6.2 For the two rooms having storage room floors replaced, who is responsible for tenant's materials? DHSA will coordinate relocation of tenant materials so that storage room is empty and ready for work.
  - 6.3 Existing apartment incorrectly listed as #8 Maple. This was changed in the scope matrix to #8 Elm
  - 6.4 There appears to be information missing on the matrix for Maple #3 and Poplar #1. Are doors being replaced? Yes, matrix has been updated.
  - 6.5 Matrix says "door and frame". Is this meant to be single door and frame or plural doors and frame? Each apartment is to have both the utility and storage room doors and frames replaced. Matrix heading changed to plural.
  - 6.6 Elm #8 is not a slab on grade. Does it get access panel? Yes, matrix has been updated.



6.7 Is new base trim to be installed? Yes, see VCT note on Matrix Item descriptions drawing A/102

PB 7 Attached is the Sign-In Sheet from the pre-bid meeting.

Attachments:

Sign-in Sheet (1 Pages); A102 Revised

**-- END OF PRE-BID NOTES --**

**UTILITY ROOM REMEDIATION AT HICKORY TREE  
PRE-BID MEETING**

Thursday, July 13, 2017 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>
		Carey Gold/DSHA	26 The Green Dover, DE 19901	302-739-7116	Careyd@destatchhousing.com
		ROY Johnson NWSB LLC	38213 YB OV DE	6972264	
		Steve Gherke DSHA	16 The Green Pover, DE	(302) 739-4263	Steve@destatchhousing.com
		Craig Jones DSHA	16 The Green Dover, DE	(302) 739-1163	Craig@destatchhousing.com
		JOE ZESLUKES BRANDYMEAD DESIGN	5 Meadow Glen Ln Wilmington, DE 19810	302-985-7038	jzebles@overton.net



**SCOPE MATRIX**

Unit	Utility/Storage Floor Type (S-Slab on Grade; CS-Crawl Space)	Doors & Frames	Subfloor/Underlayment	VCT	Replace Hot Water Heater (HWH)	Water Heater Pan	Floor Bracing Beneath HWH	Raise HWH in Drain Pan	Floor Joist Remediate	HVAC Removal Required	Storage Room Floor	Floor Access Panel	Apartment Entry Doors	Other
Hickory #1	CS	x	x	x	x	x		x	x			x	x	
#2	CS	NIC						x	x			x	x	
#3	CS	x	x	x		x	x	x	x			x	x	
#4	CS	x	x	x			x		x	x		x	x	
#5	CS	x					x					x	x	
#6	CS	x	x	x		x	x	x	x	x		x	x	
#7	CS	x										x	x	reglue loose vct tiles
#8	CS	x					x					x	x	
Elm #1 ADA	S	NIC											x	
#2	CS	NIC					x					x	x	reglue loose vct tiles
#3	CS	NIC										x	x	
#4	CS	x	x	x		x	x	x	x	x		x	x	
#5	CS	x	x	x		x	x	x	x	x		x	x	
#6	CS	x				x		x				x	x	
#7	CS	x				x	x					x	x	
#8	CS	x										x	x	
#9	CS	x										x	x	
Walnut #1	CS	x										x	x	
#2	CS	x					x					x	x	
#3	CS	x										x	x	
#4	CS	NIC										x	x	
#5	CS	x	x	x								x	x	
#6	CS	x						x				x	x	
#7	CS	x	x	x			x					x	x	
#8	CS	x	x	x			x		x	x		x	x	
#9	CS	x	x	x			x		x	x		x	x	
Maple #1	CS	x						x			x	x	x	
#2	CS	x	x	x			x					x	x	
#3	CS	x										x	x	
#4	CS	x									x	x	x	
#5	CS	x	x	x					x			x	x	
#6	CS	x	x	x					x			x	x	
#7	CS	x	x	x					x			x	x	
#8	CS	x										x	x	
#9 ADA	S	x											x	
#10	CS	x										x	x	
Pecan #1	CS	x										x	x	
#2	CS	x										x	x	
#3	CS	x					x					x	x	
#4	CS	x	x	x								x	x	
Poplar #1	CS	x										x	x	
#2	CS	x										x	x	
#3	CS	NIC					x					x	x	
#4	CS	x										x	x	
#5	CS	x										x	x	
#6	CS	x										x	x	
#7	CS	NIC										x	x	
#8	CS	x	x	x								x	x	
#9 ADA	S	NIC											x	
#10	CS	x	x	x			x		x	x		x	x	
Willow #1	CS	x										x	x	
#2 ADA	S	x											x	
#3 ADA	S	x											x	
#4	CS	x	x	x								x	x	
#5	CS	x	x	x						x		x	x	
#6	CS	x										x	x	

NIC - NOT IN CONTRACT, DOOR PREVIOUSLY REPLACED

**GENERAL NOTES:**

- 1 - PROVIDE MASTER KEY FOR ALL NEW LOCKSETS AND DEADBOLTS TO DSHA MANAGEMENT.
- 2 - KEY INDIVIDUAL APARTMENTS TO OPERATE BOTH ENTRANCES AND STORAGE ROOM LOCKSETS AND DEADBOLTS - NOT UTILITY CLOSETS

**MATRIX ITEM DESCRIPTION:**

UTILITY/STORAGE ROOM FLOOR TYPE: DESCRIBES FLOOR TYPE

DOOR AND FRAME: REMOVE EXISTING DOOR AND FRAME AND REPLACE WITH HOLLOW METAL DOOR AND FRAME AND ASSOCIATED HARDWARE. INCLUDE SISTERING EXISTING BANDBOARD WITH PT 2X10, REPAIRS AS MAY BE NECESSARY TO EXISTING BASE PLATE OF WALL, PACKING OUT OF EXTERIOR BAND-BOARD WITH 1/2" PT PLYWOOD, WEATHER STRIPPING AROUND DOOR AND THRESHOLD, 1X CELLULAR PVC AT FACE OF BANDBOARD BENEATH THRESHOLD, 1X4 CELLULAR PVC EXTERIOR DOOR TRIM, SEALANTS AS INDICATED IN DETAILS AND ASSOCIATED VINYL SIDING REPAIRS

SUBFLOOR/UNDERLAYMENT: REPLACE SUBFLOOR WITH 3/4" ADVANTEC OSB SHEATHING AND 1/4" PLYWOOD UNDERLAYMENT IN PREPARATION FOR NEW VCT FLOORING.

VCT: INSTALL NEW VCT FLOORING OVER NEW UNDERLAYMENT OR CONC SLAB. WHEN FINISHED FLOOR IS ONSTALLED, PROVIDE 4"H X 1/2" THICK VINYL COVE BASE. MATCH EXISTING, COLOR BY OWNER.

REPLACE HOT WATER HEATER: REPLACE HOT WATER HEATER AND ASSOCIATED COPPER PIPING AND VALVING AS MAY BE REQUIRED. SALVAGE AND RE-USE EXISTING EXPANSION TANK. USE 1/2 TURN BALL VALVES. EXTEND PRESSURE RELIEVE DISCHARGE TO 1" ABOVE PAN BENEATH. ELEVATE WATER HEATER ABOVE RIM OF DRAIN PAN WITH NON-ABSORBING BLOCKING. COVER TOP OF BLOCKING WITH WATER RESISTANT WEATHER-STRIPPING

WATER HEATER PAN: REPLACE PLASTIC WATER HEATER PAN WITH ALUMINUM. PIPE OVERFLOW TO CRAWL SPACE BELOW WITH 1/2" PVC SCHED. 40 PIPING. INSURE OVERFLOW/PAN INTERFACE IS SEALED TO PREVENT WATER FROM SPILLING TO VCT FLOORING

FLOOR BRACING BENEATH HWH: PROVIDE GROSS BRACING/BLOCKING BENEATH HWH TO KEEP HWH LEVEL AND MINIMIZE ANY DEFLECTION OF SUBFLOOR BENEATH. USE SIMPSON LSU210 HANGERS AS REQUIRED.

FLOOR JOIST REMEDIATE: REPAIR FLOOR CUT FLOOR JOISTS BENEATH HVAC UNIT BY REPLACING AND/OR HEADING OFF WITH USE OF JOIST HANGERS (SIMPSON LUS210 OR APPROVED EQUAL)

HVAC REMOVAL REQUIRED: IN ORDER TO PROPERLY REPALCE DAMAGED FLOORING, HVAC UNIT MUST BE REMOVED AND REPLACED.

STORAGE ROOM FLOOR: REPLACE SUBFLOOR WITH 3/4" ADVANTEC OSB SHEATHING, 1/4" PLYWOOD UNDERLAYMENT AND VCT FLOORING

FLOOR ACCESS PANEL: REPLACE EXISTING ACCESS PANEL WITH NEW AS SPECIFIED. REFRAME ROUGH OPENING AS MAY BE REQUIRED TO ACCEPT NEW ACCESS PANEL. INSTALL VCT FLOORING ON ACCESS PANEL TO MATCH ADJACENT VCT.

APARTMENT ENTRY DOORS: REPLACE EXISTING LOCKSETS AND DEAD BOLTS AT APARTMENT ENTRY DOORS (2 LOCKSETS AND 2 DEADBOLTS EACH APARTMENT). BASIS OF DESIGN IS SAME LOCKSET AND DEADBOLT STYLE AND MANUFACTURER AS USED FOR STORAGE ROOM AND UTILITY ROOMS.

BASIS OF DESIGN - EQUIVALENT PRODUCTS WILL BE CONSIDERED BUT MUST BE APPROVED BY ARCHITECT PRIOR TO INSTALLATION:

DOOR: PIONEER 16 GA A60 GALVANNEALED STEEL H SERIES EXTERIOR DOOR W/ TOP CAP & OVEN BAKED RUST PREVENTATIVE PRIMER

FRAME: PIONEER 16 GA A60 GALVANNEALED STEEL KNOCKED DOWN HOLLOW METAL DOOR FRAME W/ OVEN BAKED RUST PREVENTATIVE PRIMER

HARDWARE: HINGES - HAGER 1 1/2" PAIR 4 1/2" X 4 1/2" STL HINGES 26D FINISH

SPRING AND CHAIN DOOR RETAINER MOUNTED AT FRAME HEAD

PERIMETER SEAL: NP6 160V

THRESHOLD: NP6 350 ALUMINUM HALF SADDLE

LOCKSETS: ADA: SARGENT 7 LINE, MINIMUM GRADE 2, L ROSE L LEVER, 26D FINISH. STOREROOM FUNCTION (ANSI F66) FOR UTILITY AND STORAGE ROOMS, APARTMENT ENTRANCES ARE ENTRANCE FUNCTION (ANSI F109).

DEADBOLTS: SARGENT 470 SERIES, MINIMUM GRADE 2, 26D FINISH, 475 DEADBOLT FUNCTION

SUBFLOOR: 3/4" ADVANTECH

SBS WEATHER STRIPPING: CARLISLE CON-TOP-TYF 40 MIL SELF ADHERING RUBERIZED ASPHALT OR APPROVED EQUAL.

UNDERLAYMENT: 1/4" A-C PLYWOOD W/ SANDED FACE

VCT: JOHNSONITE TO MATCH EXIST PATTERN. COLOR BY OWNER.

FINISH: 2 COATS SEMI-GLOSS FINISH COATS EXTERIOR LATEX FOR METAL SURFACES. PAINT BRAND PER DSHA STANDARDS.

CELLULAR PVC TRIM: AZEK, VERSATEX OR APPROVED EQUAL

VINYL SIDING J-CHANNEL AND OTHER ACCESSORIES: MATCH EXIST COLOR & GAUGE

ACCESS PANEL: ACUDOR FT-8080-10-10 18" X 18" REMOVABLE FLOOR DOOR W/ 1/2" RECESS FOR VCT

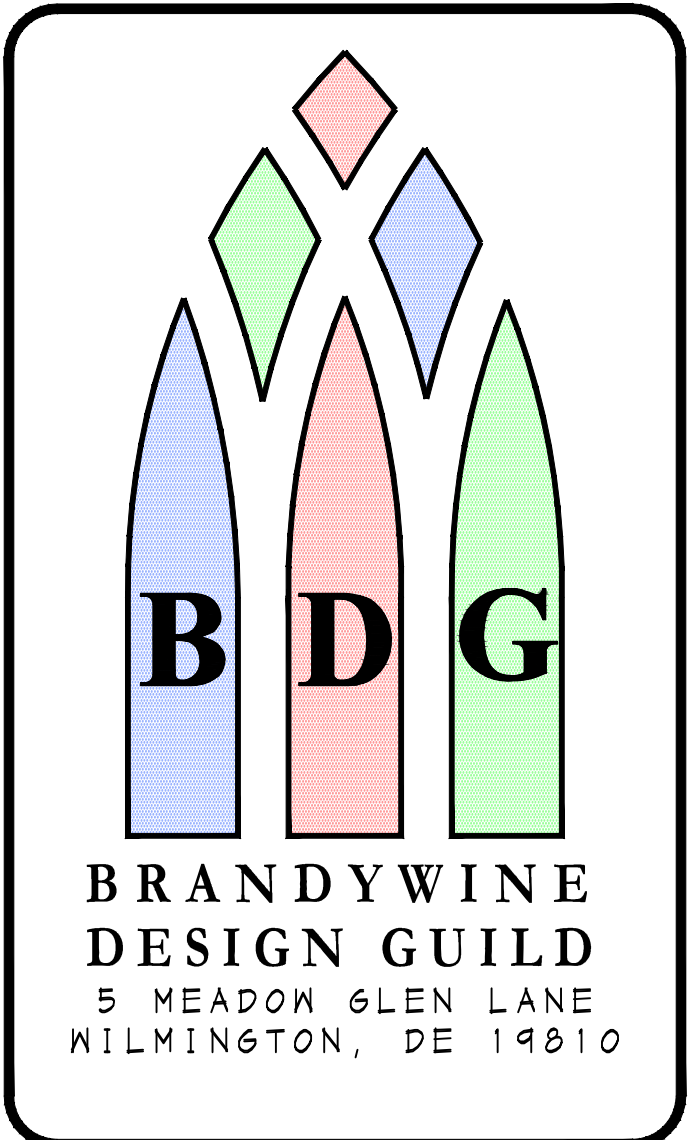
HOT WATER HEATER: BASIS OF DESIGN FOR HOT WATER TANK IS STATE INDUSTRIES, 50 GALLON, ELECTRIC, MODEL EN650DORS 110.

Seal:

General Notes

**FOR BID**

1	PRE-BID MEETING CHANGES	1/13/17
No.	Revision/Issue	Date



Client Name and Address:  
DELAWARE STATE HOUSING AUTHORITY  
18 THE GREEN  
DOVER, DE 19901  
--

Project Name and Address:  
UTILITY/STORAGE ROOM DOORS  
HICKORY TREE APARTMENTS  
38083 COMMUNITY LANE  
SELBYVILLE, DE

Drawing Name:  
SCOPE MATRIX AND NOTES

Drawn By: JAZ	Checked By:
Project No: 16015	Sheet No.:
Date: 05/30/17	A102
Scale: AS NOTED	

PLOT DATE: 06/09/17