

# Addendum #1

Date: April 16, 2015  
Project: US 13 Pedestrian Improvement Project  
Contract: FD-14-025

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The work herein shall be considered part of the bid documents for the referenced project and carried out in accordance with the following supplemental instructions issued in accordance with the Contract Documents without change in Contract Sum or Contract Time. Acknowledge receipt of addendum on the bid form as indicated.

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## **Clarifications:**

1. No plantings should occur prior to September 1, 2015.

## **Changes to Specifications:**

1. Section 00 11 16 Invitation to Bid. **See attached.** The invitation to bid has been revised as follows:
  - a. Anticipated Start of Construction: June 15, 2015.
  - b. Substantial Completion: October 15, 2015.
2. Section 00 41 13 Bid Form. The bid form has been revised. Reference to 48 calendar days has been replaced with 122 calendar days. **See attached.**
3. Section 34 41 18 Temporary Traffic Control Plan, General Notes, Paragraph #7, shall be replaced with the following: "Warning signs and detour trailblazers shall be mounted on breakaway posts and have retro-reflective prismatic fluorescent orange sheeting."
4. Section 34 41 18 Temporary Traffic Control Plan, General Notes, Paragraph #7, shall be replaced with the following: "Pedestrian detour trailblazers not attached to barricades are to be ground mounted at the location shown on the plan.

## **General Information:**

1. As a courtesy, Bid documents will be provide to all pre-bid attendees as a part of Addendum #1.
2. Pre-Bid Sign-in Sheet: Please see attached sheet for a list of the attendees at the mandatory pre-bid. **See attached.**
3. Pre-Bid Meeting Minutes: These minutes are now integral to the bidding documents. **See attached.**

END

## INVITATION TO BID

Sealed bids for Delaware State University Contract No. **FD-14-025 – US13 Pedestrian Improvements** will be received by the Delaware State University, in the reception area of the Purchasing Office in the Administration Building, 1200 N. DuPont Highway, Dover, DE 19901-2277 (Third Floor), until **3:00 pm** local time on **Friday, May 01, 2015**, at which time they will be publicly opened and read aloud in the Conference Room. Bidder bears the risk of late delivery. Any bids received after the stated time will be returned unopened.

Project involves the installation of post and chain fence along the edge of the side walk, landscape barrier between sidewalk and US 13. Contract also includes all temporary traffic controls, as outlined in the specifications. All construction associated with this contract is to be constructed in accordance with the Delaware Department of Transportation (DelDOT) Standards and Specifications, August 2001 and the most recent "Revisions and Corrections to the DelDOT's Standard Specifications, August 2001", "The Supplemental Specifications to the August 2001 Standards and Specifications" and the special provisions. See bidding documents (Exhibit A & Exhibit B) for a complete scope of work.

A **MANDATORY** Pre-Bid Meeting will be held on April 10, 2015, at 1:30 pm at Facilities Building for the purpose of establishing the listing of subcontractors and to answer questions. Representatives of each party to any Joint Venture must attend this meeting. **ATTENDANCE OF THIS MEETING IS A PREREQUISITE FOR BIDDING ON THIS CONTRACT.**

Sealed bids shall be addressed to the Delaware State University c/o the Purchasing Department, Administration Building, Room 321 (Third Floor), Dover, DE 19901-2277, Attn: Jessica Wilson, Director of Purchasing. The outer envelope should clearly indicate: **"DSU CONTRACT NO. FD-14-025 – US13 PEDESTRIAN IMPROVEMENTS - SEALED BID - DO NOT OPEN."**

Contract documents may be obtained or reviewed at the office of Pennoni Associates, Inc. upon receipt of **\$150.00** per set/non-refundable, starting on the day of the mandatory pre-bid. Checks shall be made payable to "Pennoni Associates, Inc.". Alternatively, in consideration of our environment, and in alignment with the University's sustainability initiatives, bidders may request an electronic copy of the bidding documents by submitting a written request to [constructionbid@desu.edu](mailto:constructionbid@desu.edu). Delaware State University will track all bidders and ensure plan holder receive all addenda.

### Summary of Events and Dates:

<b>April 10, 2015</b>	<b>Mandatory Pre-bid Meeting at Facilities Building (1:30PM EST)</b>
<b>April 28, 2015</b>	<b>Deadline for Questions (4:00PM EST)</b>
<b>April 29, 2015</b>	<b>Posting of Answers to Contractor Questions (4:00PM EST)</b>
<b>April 29, 2015</b>	<b>Final Date for Addendums</b>
<b>May 01, 2015</b>	<b>Proposals Due (3:00 PM EST)</b>
<b>May 05, 2015</b>	<b>Contractor Selection Date</b>
<b>June 15, 2015</b>	<b>Anticipated Start of Construction Date</b>
<b>May 30, 2015</b>	<b>Latest Date for Contract Award</b>
<b>October 15, 2015</b>	<b>Substantial Completion</b>

Bidders will not be subject to discrimination on the basis of race, creed, color, sex, sexual orientation, gender identity or national origin in consideration of this award, and Minority Business Enterprises,

Disadvantaged Business Enterprises, Women-Owned Business Enterprises and Veteran-Owned Business Enterprises will be afforded full opportunity to submit bids on this contract. Each bid must be accompanied by a bid security equivalent to ten percent of the bid amount and all additive alternates. The successful bidder must post a performance bond and payment bond in a sum equal to 100 percent of the contract price upon execution of the contract. Delaware State University reserves the right to reject any or all bids and to waive any informalities therein. Delaware State University may extend the time and place for the opening of the bids from that described in the advertisement, with not less than two calendar days' notice by certified delivery, facsimile machine or other electronic means to those bidders receiving plans.

**END OF ADVERTISEMENT FOR BIDS**



**BID FORM**

**Project:** FD-14-025 –US13 Pedestrian Improvements

**Location:** Delaware State University  
Main Campus  
1200 North DuPont Hwy  
Dover DE 19901

**For Bids Due:** May 1, 2015 at 3:00 pm

**To:** Delaware State University  
Administration Bldg,  
Purchasing, Room 321  
1200 N. DuPont Highway  
Dover, DE 19901-2277  
Attn: Jessica Wilson  
Director of Purchasing

**Name of Bidder:** \_\_\_\_\_

**Delaware Business License No.:** \_\_\_\_\_ **Taxpayer ID No.:** \_\_\_\_\_  
**(A copy of Bidder’s Delaware Business License must be attached to this form.)**

**(Other License Nos.):** \_\_\_\_\_

**Phone No.:** ( ) \_\_\_\_\_ - \_\_\_\_\_ **Fax No.:** ( ) \_\_\_\_\_ - \_\_\_\_\_

The undersigned, representing that he has read and understands the Bidding Documents and that this bid is made in accordance therewith, that he has visited the site and has familiarized himself with the local conditions under which the Work is to be performed, and that his bid is based upon the materials, systems and equipment described in the Bidding Documents without exception, hereby proposes and agrees to provide all labor, materials, plant, equipment, supplies, transport and other facilities required to execute the work described by the aforesaid documents for the lump sum itemized below:

\$ \_\_\_\_\_ (Written Out).  
(\$ \_\_\_\_\_) (Figures).

**A. ALTERNATES (Note: project is subject to prevailing wages)**

1. Alternates: Alternate prices conform to applicable project specification section. Refer to the drawing specifications for a complete description of the following Alternates. An “ADD” or “DEDUCT” amount is indicated by the crossing out the part that does not apply.

a. **Alternate #1: ADD / DEDUCT.**

(1) Provide a 1 year maintenance and care plan for landscaping installed under this contract.

- \_\_\_\_\_ (Figures).
- \_\_\_\_\_ (Written Out).

B. UNIT PRICES

1. Unit prices conform to applicable project specification section. Refer to the specifications for a complete description of the following Unit Prices:

	<u>ADD</u>	<u>DEDUCT</u>
UNIT PRICE No. 1: <u>Provide and install fence post. (each)</u>	\$ _____	\$ _____
UNIT PRICE No. 2: <u>Provide and install chain barrier (LF)</u>	\$ _____	\$ _____

C. WORK SCHEDULE

1. We understand that this contract is governed by liquidated damages and that submission of this bid is acceptance of the proposed contract completion date. Our proposed detailed project schedule shows more fully the sequence of activities necessary to meet the specified schedule. The project schedule is a required attachment of a complete bid and failure to submit a viable schedule will be a justifiable reason to deem the bid as incomplete.

2. I/We can begin work \_\_\_\_\_ calendar days after notification of award and will require **122** calendar days thereafter to complete the work. Work on the project will begin \_\_\_\_\_ calendar days after Letter of Intent.

3. Alternative Work Hours

Work during “regular hours” at this site is being performed on a single shift, eight hours per day, 7:30 AM to 4:30 PM, and five days per week, Monday through Friday. To meet the schedule established on the basis of Item 1 above, our proposed work hours will be \_\_\_\_\_ hours per day, \_\_\_\_\_ AM to \_\_\_\_\_ PM, and \_\_\_\_\_ days per week, \_\_\_\_\_ through \_\_\_\_\_ the cost of which is reflected in our lump sum price. Our lump sum price also includes any mandatory off-hours work required per special conditions.

D. SITE SUPERINTENDANT

We propose to use \_\_\_\_\_ as our site superintendent. A resume of his/her qualifications is attached.

We understand that DSU reserves the right to interview him/her prior to contract award/prior to start of work and to reject him/her if not considered acceptable. If rejected, we will propose alternate personnel for the position who will be subject to the same review and acceptance procedure, at no increase in our lump sum proposal.

We also understand DSU reserves the right to reject our bid if we are unable to provide a site supervisor acceptable to DSU within thirty (30) calendar days after submission of this bid.

E. REMARKS

1. I/We acknowledge Addendums numbered \_\_\_\_\_ and the price(s) submitted include any cost/schedule impact they may have.
2. This bid shall remain valid and cannot be withdrawn for thirty (30) days from the date of opening of bids (60 days for School Districts and Department of Education), and the undersigned shall abide by the Bid Security forfeiture provisions. Bid Security is attached to this Bid.
3. The Owner shall have the right to reject any or all bids, and to waive any informality or irregularity in any bid received.
4. This bid is based upon work being accomplished by the Sub-Contractors named on the list attached to this bid.
5. Should I/We be awarded this contract, I/We pledge to achieve substantial completion of all the work within \_\_\_\_\_ calendar days of the Notice to Proceed.
6. Our Bid Price(s) are firm based on contract award within thirty (30) calendar days of the date of submittal of this bid.
7. I/We understand that we will not be compensated at a later date for claimed additional costs based on any information received during the bid period, but which is not identified in our proposal and subsequently accepted in writing by DSU.

The undersigned represents and warrants that he has complied and shall comply with all requirements of local, state, and national laws; that no legal requirement has been or shall be violated in making or accepting this bid, in awarding the contract to him or in the prosecution of the work required; that the bid is legal and firm; that he has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken action in restraint of free competitive bidding.

Upon receipt of written notice of the acceptance of this Bid, the Bidder shall, within twenty (20) calendar days, execute the agreement in the required form and deliver the Contract Bonds, and Insurance Certificates, required by the Contract Documents.

I am / We are an Individual / a Partnership / a Corporation

By \_\_\_\_\_ Trading as \_\_\_\_\_  
 (Individual's / General Partner's / Corporate Name)  
 \_\_\_\_\_  
 (State of Corporation)

Business Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Witness: \_\_\_\_\_ By: \_\_\_\_\_  
 (SEAL) ( Authorized Signature )

\_\_\_\_\_  
 ( Title )

Date: \_\_\_\_\_

**ATTACHMENTS**

- Sub-Contractor List
- Non-Collusion Statement
- Bid Security
- Construction Schedule
- Resume of Site Superintendent
- (Others as Required by Project Manuals)

**END OF SECTION 00 41 13**

STATE OF DELAWARE  
OFFICE OF MANAGEMENT AND BUDGET

**BID BOND**

TO ACCOMPANY PROPOSAL  
(Not necessary if security is used)

KNOW ALL MEN BY THESE PRESENTS That: \_\_\_\_\_  
\_\_\_\_\_ of \_\_\_\_\_ in the County of \_\_\_\_\_  
and State of \_\_\_\_\_ as **Principal**, and \_\_\_\_\_  
\_\_\_\_\_ of \_\_\_\_\_ in the County of \_\_\_\_\_ and State of \_\_\_\_\_  
as **Surety**, legally authorized to do business in the State of Delaware (“**State**”), are held and firmly unto the **State**  
in the sum of \_\_\_\_\_ Dollars (\$\_\_\_\_\_),  
or \_\_\_\_\_ percent not to exceed \_\_\_\_\_  
\_\_\_\_\_ Dollars (\$\_\_\_\_\_) of amount of bid on Contract No. \_\_\_\_\_, to be  
paid to the **State** for the use and benefit of \_\_\_\_\_ (*insert State agency  
name*) for which payment well and truly to be made, we do bind ourselves, our and each of our heirs, executors,  
administrators, and successors, jointly and severally for and in the whole firmly by these presents.

NOW THE CONDITION OF THIS OBLIGATION IS SUCH That if the above bonded **Principal** who has  
submitted to the \_\_\_\_\_ (*insert State agency name*) a certain proposal to  
enter into this contract for the furnishing of certain material and/or services within the **State**, shall be awarded this  
Contract, and if said **Principal** shall well and truly enter into and execute this Contract as may be required by the  
terms of this Contract and approved by the \_\_\_\_\_ (*insert State  
agency name*) this Contract to be entered into within twenty days after the date of official notice of the award  
thereof in accordance with the terms of said proposal, then this obligation shall be void or else to be and remain in  
full force and virtue.

Sealed with \_\_\_\_\_ seal and dated this \_\_\_\_\_ day of \_\_\_\_\_ in the year of our Lord two  
thousand and \_\_\_\_\_ (20\_\_\_\_).

SEALED, AND DELIVERED IN THE  
Presence of

\_\_\_\_\_  
Name of Bidder (Organization)

Corporate  
Seal

By:

\_\_\_\_\_  
Authorized Signature

Attest \_\_\_\_\_

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name of Surety

Witness: \_\_\_\_\_

By:

\_\_\_\_\_  
\_\_\_\_\_  
Title

**SUBCONTRACTOR LIST**

In accordance with Title 29, Chapter 6962 (d)(10)b Delaware Code, the following sub-contractor listing must accompany the bid submittal. The name and address of the sub-contractor **must be listed for each category** where the bidder intends to use a sub-contractor to perform that category of work. In order to provide full disclosure and acceptance of the bid by the *Owner*, **it is required that bidders list themselves as being the sub-contractor for all categories where he/she is qualified and intends to perform such work.**

<u>Subcontractor Category</u>	<u>Subcontractor</u>	<u>Address (City &amp; State)</u>	<u>Subcontractors tax payer ID # or Delaware Business license #</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____
9. _____	_____	_____	_____

**NON-COLLUSION STATEMENT**

This is to certify that the undersigned bidder has neither directly nor indirectly, entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with this proposal submitted this date *(to the Office of Management and Budget, Division of Facilities Management)*.

All the terms and conditions of *(Project or Contract Number)* have been thoroughly examined and are understood.

**NAME OF BIDDER:** \_\_\_\_\_

**AUTHORIZED REPRESENTATIVE  
(TYPED):** \_\_\_\_\_

**AUTHORIZED REPRESENTATIVE  
(SIGNATURE):** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**ADDRESS OF BIDDER:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**E-MAIL:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

Sworn to and Subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

My Commission expires \_\_\_\_\_. NOTARY PUBLIC \_\_\_\_\_.

**THIS PAGE MUST BE SIGNED AND NOTARIZED FOR YOUR BID TO BE CONSIDERED.**



# DELAWARE STATE UNIVERSITY

## OFFICE OF FACILITIES MANAGEMENT

1200 N. DuPont Highway  
Dover, Delaware 19901-2277

**DSU Main Campus**  
**US13 Pedestrian Improvements**  
**Contract: FD-14-025**  
**Mandatory Pre-bid Meeting**  
**April 10, 2015, 1:30pm**

## **MEETING MINUTES**

Meeting Location: Delaware State University  
Facilities Management Building  
Dover, Delaware

Meeting Attendees:  
(Refer to attached Sign-In Sheet)

1. **Attendee Sign-In:**
  - a. Sign-in sheet was circulated. All attendees are signed in. Sign-in sheet will be distributed as part of Addendum #1.
2. **Responsible Parties:**
  - a. DSU: Jessica Wilson, Bidding Point of Contact
  - b. DSU: J.D. Bartlett, Director of Planning and Construction
  - c. DSU: Khalid Zerrad, Construction Project Manager
  - d. Pennoni, Inc.: Peter Stone, Landscape Architect
3. **Explanation of the project:**
  - a. As outlined in the Bid Advertisement. All documents can be obtained through the state bidding system at [http://www.bids.delaware.gov/bids\\_detail.asp?i=3003&DOT=N](http://www.bids.delaware.gov/bids_detail.asp?i=3003&DOT=N).
  - b. Please contact DSU at [constructionbid@desu](mailto:constructionbid@desu) with any questions or concerns with obtaining bid documents.
  - c. Construction Schedule
    1. Earliest Start of Construction Date – May 15, 2015
    2. Substantial Completion Date – ~~July 1, 2015~~ September 30, 2015.
4. **Project Requirements:**
  - a. This project shall comply with all applicable State bid laws including, but is not limited to requirements for Bid Bonds, Payment Bonds, and Performance Bonds.
  - b. The State of Delaware Prevailing Wage Regulations apply to this project. Refer to the project manual for further information.
5. **Bid Form Review:**
  - a. The Bid Form was briefly outlined. It is essential that bid be submitted in its entirety including required forms & attachments, as indicated in the specifications. Submitted bid shall be lump sum. Submitted bid shall include pricing for each alternate.
  - b. Subcontractors List section of the bid form shall not be left blank for any reason. Noncompliance may result in a rejection of submitted bid. If bidding contractor is doing the work in the place of a subcontractor, indicate accordingly on said form. The following subcontractor categories have been established and shall be reflected in each bid:
    1. Landscaping
    2. Traffic Control
6. **Bid Submission:**

RE: DSU LLC Laundry Room Renovation  
Mandatory Pre-Bid Meeting Minutes  
April 16, 2015

- a. Bids will be accepted until **Friday, May 1, 2015 3:00pm**, at the Administration Building in Room 321 of the Delaware State University, Dover Campus. Bids will be publically opened and read immediately.
7. **Document Interpretations or Questions:**
  - a. All bidding related questions should be submitted in writing to ConstructionBid@desu.edu. Questions, answers to questions, and clarifications will be provided via addendum.
  - b. Submit all requests and questions, in writing via email, no later than **Tuesday, April 28, 2015, 4:00pm, EST.**
8. **Addenda**
  - a. The final addendum will be issued on, or before, **Wednesday, April 29, 2015.**
9. **Question and Answers**
  - a. **Question:** Will construction be permitted 7 days a week?  
**Answer:** Due to the proximity to US13, construction shall be limited to a Monday-Friday schedule unless noted otherwise.
  - b. **Question:** Will the University be obtaining all necessary permits.  
**Answer:** There will be no permits required for this work. The project has been cleared with the City of Dover and DelDOT Central District.
  - c. **Question:** Will construction be permitted during race weekend, Firefly, and Big Barrel?  
**Answer:** For the safety of construction and inspection workers, no construction activities will be permitted during the following blackout periods.  
Nascar Blackout Period: Thursday, May 28, Sunday, May 31  
Firefly Blackout Period: Wednesday, June 17, - Sunday, June 21  
Big Barrel Blackout Period: Friday, June 26 – Sunday, June 28

These notes represent the author's understanding of the issues discussed. Please contact the author with any discrepancies no later than three calendar days after receipt of these minutes. Otherwise, the contents of these minutes will be deemed accepted by all recipients.

/jdb

Enclosure(s): Pre-bid Sign-in Sheet

cc: All Attendees

Facilities Management File: N:\Planning and Construction\Projects\Main Campus\FD-14-025 US13 Pedestrian Improvements\03-Bidding\Pre-bid Meeting\Pre-bid Meeting Minutes.docx



**Pre-bid Sign-In Form**  
**DSU US13 Pedestrian Improvements Project**  
**Date: Friday, April 10, 2015**  
**Time: 1:30 pm**

Name	Company	Email	Phone	fax
C. G. WARR	Kant Construction Co	Estimator2@kantconstructionco.com	302 653 6469	302 653 4044
Danny Hanna	A-DEL Construction	estimates@a-del.com	302 453 8286	302 453 9550
MATT TARR	GES	MTARR@GESOMCALL.COM	302. 918-3670	302. 834-1969
Ryan Kimble	ZACK Excavating	ryan.kimble@zackex.com	302-223-6223	302 223 6531
STEVE PRICE	SPRINTERS LANDSCAPE	ITEA INC @ COMCAST.NET	302 328 3716	302 328-3760
JEFF NIEZGODA	DELDOT	JEFF.NIEZGODA@STATE.DE.US	302 760 2178	
Anthony Aglio	DELDOT	anthony.aglio@state.de.us	302-760-2509	