



State of Delaware  
Department of Natural Resources and Environmental Control  
**Delaware Division of Parks and Recreation**  
89 Kings Highway  
Dover, Delaware 19901

**PRE-BID MEETING MINUTES  
CAPE HENLOPEN STATE PARK**

**Gordons Pond Trail Improvements  
Contract No. 2013-CH-300  
August 13, 2013**

The pre-bid meeting for the above referenced project was held at Cape Henlopen State Park Lewes Delaware, on August 13, 2013. The following summary is provided for the purposes of clarifying and reiterating those points discussed during the meeting.

A copy of the attendance list is attached for your information.

After review, the following subcontractor category was established: The Subcontractor List, to be completed and submitted with the bid form, is attached.

Sub-Contractor Category

- Site work
- Asphalt Paving
- Carpentry
- Professional Land Surveyor
- Helical Anchor Installer

Wayne Rust, Construction Project Manager, Division of Parks and Recreation, opened the meeting, providing a brief overview of the administrative specifications, and Robert Shaffer, RK&K, who gave a brief presentation of the scope of work of the project.

The following points were clarified or emphasized:

1. Bid security, in the amount of 10% of the bid, is required to be submitted with the bid form.
2. On award of the contract, a performance and payment bond, equal to 100% of the contract amount, will be required from the awarded contractor.
3. Prevailing Wage Rates for Highway Construction apply to this project and are included in the Project Manual.
4. Bid opening is scheduled for 3:00 p.m. on Wed, August 28, 2013 in the Auditorium, DNREC Building, 89 Kings Highway, Dover, Delaware. It is recommended that bids be hand delivered to the location specified in the Project Manual, rather than relying on the mail.
5. Work Schedule: Begin work within 7 days after issuance of State Purchase Order and Notice to Proceed, and be Substantially Completed by May 8, 2014.
6. All addenda issued must be acknowledged in the appropriate space on the Bid Form. No Addenda will be issued later than 4 days prior to bid opening date.

7. Bob Shaffer discussed the Base Bid and Alternate for paving of the parking lot, and asphalt cement cost adjustment.
8. The contractor shall provide a unit price for helical anchor. 42,000 LF of helical anchors are included in the base bid. The contractor will be paid for the actual linear feet of anchors installed and the base bid will be adjusted accordingly.
9. The Subcontractor List must be filled out for each category. If the Contractor elects to perform the work under a subcontractor category, he must list himself for that category, and meet all requirements as stated in the Project Manual for performing the work under that category.
10. Contractors submitting a bid must have a current Delaware Business License, or must have made application for a Delaware Business License prior to, or in conjunction with, submitting the bid.
11. The specification section entitled Construction Waste Management was discussed. It requires the awarded Contractor to submit a waste management plan and waste management reports with each application for payment.
12. Bidders must purchase Bid Documents from The Division of Parks and Recreation in order to submit a Bid for this project.
13. Any questions are to be submitted in writing, to the Division of Parks & Recreation, attention of Wayne Rust, 7 days or more prior to the bid opening date. (Deadline for submission of questions is August 22, 2013.)

Email: [Wayne.Rust@state.de.us](mailto:Wayne.Rust@state.de.us)

Tel: 302-739-9231

Fax: 302-739-7026

Attached: Bid Attendance List  
Subcontractor List