



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
PARK ROAD - COLLEGE OF EARTH, OCEAN, & ENVIRONMENT
CONTRACT NO. 2013-CH-400
June 6, 2013**

The pre-bid meeting for the above referenced project was held at Park Road, Lewes Delaware, on June 6, 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
- Concrete
- Asphalt Paving
- Striping & Pavement Marking
- Pile Installer
- Guard Rail Installer
- Culvert Repairs
- Professional Land Surveyor
- Professional Utility Locator
- Independent Testing Agency

Britt Murray, Chief of the Office of Design and Development, Division of Parks and Recreation, opened the meeting, followed by Wayne Rust, who provided 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 is included in the Project Manual.
4. Bid opening is scheduled for 3:00 p.m. on Friday, June 21, 2013 at the 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 within 100 working days (dependent on availability of materials).
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 Base Bid and the five Add Alternates were reviewed along with the unit price items, asphalt cement cost adjustment.
8. 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.
9. 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.
10. 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.
11. 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 June 13, 2013.)
12. The electric power to the Light Post along the existing causeway will be disconnected prior to the demolition by the utility provider.

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Attached: Bid Attendance List
Subcontractor List