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

Date: November 17, 2014, First Revision: November 20, 2014
To: Prospective Bidders
Subject: Assawoman Canal Trail – Phase 1
Contract No.: 2014-HL-100
Meeting Date: November 6, 2014

PRE-BID CONFERENCE

LOCATION: 5 Town Road
Ocean View, DE 19970

ATTENDEES: Please see the sign-in sheet attached to these minutes

On November 6, 2014, there was a mandatory Pre-Bid Conference for Contract No. 2014-HL-100 held for the Assawoman Canal Trail – Phase 1 Project. Stephen Woodin from DNREC Division of Parks and Recreation began discussions. Stephen noted the following:

A. Project Management
   1. Representation for DNREC Division of Parks and Recreation include:
      - Cindy Todd, Construction Project Administrator
      - Stephen Woodin, Engineer
      - Pierce Thompson, Construction Inspector
      - Kevin Rychlicky, Architect
      - Robert Ehemann, Outdoor Recreation Planner
   2. Other representation:
      - Jon Falkowski, Engineer, Becker Morgan Group
      - Charles McMullen, Town of Ocean View

B. Meeting Agenda
   1. All attendees are to sign the Pre-Bid Sign In sheet in order to show attendance. The Pre-Bid meeting is a prerequisite to bid; therefore, anyone who does not sign the Sign In sheet will be considered absent from the meeting. All who signed in were asked to initial the column of the Sign In sheet signifying they received a hard copy of the Bid Bond forms that had not been provided in the Project Manual.
      a. Bid Bond forms shall be added to the Project Manual under future addendum.

2. Description of work includes but is not limited to approximately 5,100 linear feet of 8-foot wide stone shared use path to include pedestrian bridge, trailhead, and 10 space permeable parking lot and restroom with all appurtenances.

3. Contract Documents were discussed.
    a. Prevailing wages apply to the Work. A copy of the wage rate is included in the Specifications.
    b. Bid Bond, Performance Bond, and Payment Bond shall be provided by prospective bidders as part of bid package. Prospective bidders shall use the forms from the Project Manual. No other forms shall be accepted.
    c. Bids are to be submitted no later than November 24, 2014 at 3:00pm at which point the bid opening will be held in the Auditorium of the DNREC Building located at 89 Kings Highway, Dover, DE 19901.
    d. Substantial completion of the Work is expected no later than May 8, 2015.
    e. Limits of Disturbance shall confine construction operations to the limits indicated on the drawings. Areas labeled as stormwater management shall remain untouched outside of the LOD. Machinery to complete work shall not stray from limits of disturbance.
    f. Limit of Disturbance is 16' wide along trail. Several trees with 8" or greater caliper are marked on the plans to be removed; however, the division of Parks and Recreation asks that contractor make every effort to preserve trees to best of their ability. The Division of Parks and Recreation will utilize provision under Specifications for tree damage outside of trees marked to be removed per the Construction Plans.
    g. Working Hours per Town of Ocean View are weekdays, 7am to 7pm. Saturdays require approval of DNREC Engineer and/or Construction Administrator. No Sunday work shall be considered unless under special circumstances.
    h. This project includes no noise restrictions; however, contractor is asked to be mindful of neighbors being in a residential setting.
    i. Public Roadways, driveways, and entrances are to be kept clear and available for public use.
    j. Contractor parking is restricted to areas within the Limit of Disturbance which includes laydown areas. No other areas may be considered.
    k. Power and water are the contractor's responsibility if needed.
    l. The contractor is required to keep a site superintendent on-site at all times when work is taking place. This includes times when work is being done only by subcontractors and not the General Contractor. The site superintendent shall meet with site supervisor from Division of Parks and Recreation at a minimum of a weekly basis to review work schedule and progress or upcoming events that may impede the Work.
    m. Grounds must be kept clean at all times.
    n. A portable bathroom unit is to be provided by contractor. Owner has final say on location if contractor location is deemed unacceptable.
    o. At no time shall equipment be left operating after hours when no one is present on-site.

C. The anticipated start date of the Work is early January 2015. Work will begin after receipt of bonds, executed contract, and insurance to the State of Delaware and after issuance of a State of Delaware Purchase Order. Work shall follow the sequence of construction on the plans.

D. Bid Form Review
   1. Subconsultant categories include: Sitework, Pervious paving, Concrete, Paving, Plumbing, Arborist, Landscape, Electric, Helical Piles
      a. Subconsultant categories will be added by addendum to the Specifications at a later date.
   2. Each Subcontractor is to be identified, even if the work is to be completed by the submitting contractor.
   3. The General Contractor and subcontractors shall be licensed in the State of Delaware. The General Contractor shall submit a copy of the license with the bid. Subcontractors shall provide copies of their licenses within 30 days of the bid.

E. All questions pertaining to the contract Specifications or Construction Drawings shall be emailed to Cindy Todd: Cindy.Todd@state.de.us. The last day for questions shall be Monday, November 17, 2014 at 5:00 PM EST. The last addendum will be issued no later than 12:00 PM EST on Thursday, November 20, 2014.

F. Bids are due Monday, November 24, 2014 at 3:00 PM EST. The bids are to be sent either overnight or hand delivered and must be received by 3:00 PM. Faxed bids are not allowed. Bids received after 3:00 PM will not be opened. The bids will be opened and read aloud to those in attendance.

G. All bidders must review both the technical manual and drawing. All bidders must purchase the documents in order to be added to the plan holders' list which is also a prerequisite to bid. Bid documents may be purchased by cash or check made payable to 'Delaware State Parks'.

H. All approvals shall be provided to contractor. Permits shall be contractor's responsibility at his/her own cost. Contractor is to be aware that inspections onsite may take place at any time.

Meeting Adjourned.

The minutes of the meeting have been prepared by DNREC Division of Parks and Recreation. We feel they accurately reflect the discussions of the meeting. Any additions, deletions or corrections to these minutes should be forwarded to Stephen Woodin (Stephen.Woodin@state.de.us) at the Division of Parks and Recreation, in writing within 10 days. If no comments are received, the minutes presented above shall be considered acceptable to all parties.

Questions/Comments

1. C-505 Construction Sequence states in part "Manufacturer Supervision fee is the responsibility of the contractor"

a. Question – is a manufacturer rep required to be on site for the duration of the install?
Response: **A manufacturer rep is required to be on site prior to installation of the blocks and periodically during construction as detailed in the specifications.**
b. Question – is a manufacturer rep required to inspect after installation?
Response: Yes.

2. C-505 Permeable Block Endcap – Section A-A (detail) shows Pavedrain End Cap abutted to Asphalt

a. Questions – Are end caps to be installed only where the Pavedrain system meets Asphalt where there is no concrete curb?

Response: Section B-B also shows the endcap where pavedrain abuts concrete curb.

3. Section 033100 – Articulating permeable concrete roadway – Section 2.2 Materials General paragraphs A through D – all reference Mattress Type Installation

a. Question – Pavedrain Manufacturer recommends that any area's less than 5,000 square feet should be Hand-Placement type installation. Is hand-placement installation acceptable?

Response: It is the intention that the Pavedrain units are installed via hand placement for this project.

b. Question – C-505 Construction Sequence #7 states "Pavedrain units shall be installed via Hand Placement which contradicts Section 033100 - Is hand-placement installation acceptable?

Response: Pavedrain Units can and should be installed via hand placement for this project.

4. C-505 Construction Sequence Wage Scale – Highway construction effective March 14, 2014

a. Question – What rate will apply to the paver installer? Typically on Deldot work with Standard Unit Pavers Brick and or Concrete we have been required to utilize the Bricklayer classification.

Response: The task of installing pavers is described under the Bricklayer classification

5. C-505 – Permeable Block Maintenance Items and Frequency

a. Question – Who is responsible for the maintenance of the permeable block?

Response: The owner will be responsible for maintenance of the block. Contractor is responsible for ensuring the contributing drainage area is stabilized prior to closeout.

6. C-903 Precast Restroom says Cedar Shake Shingles and the specs say Delta Rib Roof.

a. Question – Can you please confirm the type of roof and if Delta Rib Roof what is the color?

Response: Bathroom facility shall implement a standing seam metal roof. Specification shall be added to Project Manual under future addendum.

7. Question – Have the CCR reports been requested for the Assawoman Canal Trails? If yes is it the contractor responsibility or the owners?

Response: A CCR is required for the project. Contractor will provide CCR for this project that will be responsible for all documentation and supervision during construction. CCR will perform all necessary duties required by approval agency up until Notice of Termination with DNREC Division of Watershed Stewardship.