

**MEETING MINUTES****DATE:** December 7, 2014**MEETING DATE:** December 3, 2014**PROJECT:** DNREC Division of Parks & Recreation Northern Delaware Greenway Trail,  
Greenway Trail Resurfacing, Mandatory Pre-Bid Meeting**ATTENDEES:**

Cynthia A. Todd (DNREC Parks)  
Joe Kline (DNREC Parks)  
Steve Wooden (DNREC Parks)  
Walter Hoey (Century Engineering)  
Contractors – See attached Sign-In Sheet

**DISCUSSION:**

The meeting was held on December 3, 2014 at North Park Drive, at the southerly most end of the project. Steve Woodin started the meeting at 1:00 p.m. and made introductions of Parks staff and Century Engineering. Cindy noted bids are due by 3:00 p.m. on December 18, 2014, as noted in the Specifications.

Walt Hoey conducted the remainder of the meeting identifying the work to consist of paving the existing graded aggregate path with asphalt and/or concrete. The Base Bid consists of approximately 0.3 miles. This section contains Alternate No. 1, which includes substituting 6” of concrete for the asphalt at the steep portion of the trail. Access to this trail is from Van Buren Street, using the existing paved Greenway Trail, and through The Pointe Condominiums. Cindy Todd emphasized that while Parks will coordinate access through the condominium, the Contractor is to keep in mind that they are guests of the condominium.

Alternate No. 2 includes paving approximately 1.6 miles of graded aggregate path between Alapocas Drive and the Blue Ball Barn with asphalt. All paths are 10 feet in width and are to match the existing profile and cross slope without the need for grading. Topsoil, mulch and seeding are to be placed along the sides of the pavement as shown on the Plans. Only as much topsoil is to be placed as can be stabilized in one day.

Alternates No. 3, 4, and 5 include paving 500, 1000, and 5000 square feet of asphalt pavement at locations to be determined by Parks. All locations will be in New Castle County, above the Canal. Cindy Todd noted that all paving, including Alternates 3, 4, and 5, are to be performed in the Spring and Summer of 2015.

Alternate No. 6 includes placing new asphalt pavement on a new graded aggregate base between the existing Alapocas Trail and the Rock Wall climbing area. The length of this paving is approximately 130 feet long and will be 5 feet in width.

It was noted that Alternate No. 2 includes crossing 3 existing bridges. The Contractor is to place 5/8 inch plywood sheathing across the bridge decks before allowing any equipment to cross. Sheathing shall not be nailed, screwed or otherwise attached to the timber decks. All bridges have a maximum load capacity of 5 tons. Parks is investigating alternate means of access to the sections of the trail between the bridges and will provide that information when it becomes available.

The Contractor will be responsible for replacing or repairing any damage caused by the Contractor or the Contractor's Subs, to the bridges, at the Owners direction, at no additional cost to the Owner. Parks has photographs of the existing bridge documenting their current condition.

Walt Hoey noted that an Addendum will be issued shortly and will include:

- DelDOT Section 401699 – Quality Control, Quality Assurance of Bituminous Concrete. Subsequent discussions after the Pre-Bid meeting have determined that this section will not be included in the addendum.
- Revising Alternate No. 2 to include only a single 3-inch lift of Type C Warm-Mix Asphalt, as used in the Base Bid section.

It was noted that Contractor parking for the Base Bid work is to take place in the parking lot on North Park Drive, under Interstate 95. Parking for Alternate No. 2 will be allowed at the start of the path at Alapocas Drive and at the end of the path near West Park Drive. Parks will work with the Contractor regarding parking accommodations.

Subsequent to the Pre-Bid meeting it was noted that a Subcontractor's List needs to be developed based on Contractor's input. Additionally, Payment Bond forms were not included in the Specification Package. These forms can be obtained by calling DNREC Parks (302) 739-9211.

These minutes represent the author's best recollection of the discussion. If there are any revisions please notify the author within seven (7) days of receipt of these minutes.

WJH/wjh