

MEETING MINUTES**DATE:** September 11, 2018**MEETING DATE:** September 10, 2018**PROJECT:** Woodland Wharf – Transient Vessel Dock
Pre-Bid Meeting**IN ATTENDANCE:**Jeremy Ashe DE Division of Fish & Wildlife (DFW)
Mark Strickland, P.E. Century Engineering, Inc. (CEI)

Contractors as listed on the attached “Meeting Attendance Sheet”

MINUTES PREPARED BY: Mark Strickland, P.E.

The Pre-Bid meeting was held at the Woodland Wharf project site, located along Woodland Ferry Road, south of the City of Seaford. The purpose of the meeting was to familiarize interested contractors with the project area, discuss unique aspects of the project and answer any questions the potential contractors may have. It shall be noted that two (2) contractors arrived following the designated start time (10:00 AM) defined in the Instructions to Bid. The late contractors were not permitted to sign the attached Meeting Attendance Sheet.

- Jeremy Ashe introduced himself and Mark Strickland, who provided an overview of the scope of work.
- Mark indicated that a time of year restriction requires in-water work to be completed by March 15th, 2019. The substantial completion date is March 29th, 2019.
- Notice to Proceed (State of DE Purchase Order) is expected to be issued by December 3rd, 2018. If the NTP is not issued by this date, the Owner reserves the right to extend the date of substantial completion. There shall be no extension to the time of year restriction on the in-water work.
- Mark identified the tree to remain at the southeast corner of the side and stated that the contractor would be required to contact an arborist prior to trimming limbs or pruning roots.
- Mark noted that DFW is to supply the dock and all associated fixtures and connections.
 - The contractor is responsible for the installation of the docks, gangways, and connections, but materials will be provided by DFW.
 - Jeremy stated that a scope of supplies would be provided by the DFW for the Owner provided materials.
- A question was asked regarding whether the existing timber bulkhead includes a tie-back system. Mark stated that he was not sure, but that it appears unlikely due to the current condition of the failing bulkhead. Jeremy offered to investigate further to be sure. Results will be provided as an addendum.

- A question was asked regarding removal of existing electrical items and the flagpole.
 - Mark noted that electrical items other than buried conduit must be removed by the contractor including, a light pole, fixtures, and all wiring. Buried conduit may be abandoned in place.
 - Mark observed that the existing flagpole is noted to be removed by the contractor on the plans (Sheet C102). Jeremy stated that the Owner will now take responsibility for removing the flagpole, not the contractor.
- Upon completion of the demolition of the timber bulkhead, the contractor shall contact the Owner for inspection of the removed materials.
- Jeremy opened the meeting for questions from the interested parties. No questions were received.
- Mark outlined the schedule for questions and bid submittals as follows:
 - Sept 17th – Questions due to Owner
 - Sept 24th – Responses to all questions will be distributed
 - Oct 5th – Bids due @ 2:00pm

These notes represent the author's best recollection of the discussion. If there are any revisions or additions, please notify the author in writing within seven days of receipt of these minutes.

Attachments: Meeting Attendance Sheet

ATTENDANCE SHEET

PRE-BID MEETING - DFW CONTRACT #NAT18001-WOODLAND

NAME: WOODLAND WHARF - TRANSIENT VESSEL DOCK

DATE: SEPTEMBER 10TH, 2018

Start @ 10am
End @ 10:21am
[Signature]

NAME	AGENCY/COMPANY	TELEPHONE	EMAIL
JEFF NORMAN	George & Lynch	302-342-3126	jnorman@geolyn.com
Kathy ferguson	Mumford & Miller	302-373-5771	K Ferguson@mumfordandmiller.com
Jeff Phillips	MTI	410-355-2000	JPhillips@mtitechnologies.com
TOSHAD PATEL	Atlantic Subsea, inc	8135280663	operations@atlantic Subsea.com
Dan Hanna	A-DEL Construction	302-453-8286	estimates@a-del.com
Matthew Ruoff	JJID	302-836-0414	mr.ruoff@jjid.com strentham@jjid.com