



# Attachment 1



Date: December 11, 2018 10:00 AM EST

Reference: **Delaware Bayshore Byway  
Little Creek Boardwalk and Wildlife Observation Tower  
Contract No. FW-2-15  
Mandatory Pre-Bid Meeting**

Location: Little Creek Wildlife Area  
Bayside Drive  
Dover, DE 19901

Attendees: Anthony Gonzon, DE Division of Fish & Wildlife (DFW)  
Bill Jones, DE Division of Fish & Wildlife  
Bob Shaffer, Rummel, Klepper & Kahl, LLP (RK&K)  
Samantha Roupe, Rummel, Klepper & Kahl, LLP

Contractors – see ATTENDANCE SHEET for all contractors in attendance.

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## MEETING AGENDA

### 1. Introductions

### 2. Administrative

- a. **Sign-In Sheet**
- b. **Questions during Bidding**
- c. **Bonds**
- d. **Wages / Payroll**
- e. **Bids Due**
- f. **Sub-Contractors**
- g. **Buy America**
- h. **Helical Anchor Certification**
- i. **On-Site Superintendent**
- j. **Completion of Work:**
  - Notice of Contract Award
  - Purchase Order Issuance
  - On-Site Mobilization
  - Substantial Completion
- k. **Hunting Time of Year Restrictions**

### 3. MEETING AGENDA (continued)

- l. Access
- m. Permits
- n. FAA
- o. Shop Drawings

#### 4. Scope of Work

- a. Base Bid
- b. Add/Alternate No 1
- c. Add/Alternate No 2
- d. Add/Alternate No 3

#### 5. Field walk

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### MEETING MNUTES

#### 1. Introductions

Anthony Gonzon, Bayshore Initiative coordinator, DE Division of Fish & Wildlife, DNREC, opened the meeting with brief introductions of project manager (Anthony Gonzon, DFW) and the design engineer (Robert Shaffer, RK&K).

Bob Shaffer and Anthony Gonzon provided administrative information and described the scope of work, followed by a site walk.

During the meeting, the following points were clarified or emphasized:

#### 2. Administrative

- a. **Sign-in Sheet:** All in attendance were reminded to fill in the sign-in sheet; otherwise you will not be considered in attendance and will not be permitted to submit a bid.
- b. **Questions During Bidding:**
  - All questions during the bidding phase shall be submitted via email to [anthony.gonzon@state.de.us](mailto:anthony.gonzon@state.de.us).
  - Last Day for Questions shall be Friday January 4, 2019 (4:30 PM, EST). Any questions received after this time will not be addressed.
  - Questions will be answered via Addendum.
  - Phone calls will not be replied to.
  - Do not contact Bob Shaffer or anyone at RK&K with questions.

**c. Bonds:**

- Performance bond and payment bond will be required for the work. Bond forms are included in the bid package and will be required upon notice of award of the contract, along with a certificate of insurance.
- Bid bond is required for this work.

**d. Wages / Payroll:** Prevailing wage and payroll reporting are applicable to this project. The project is considered a Highway Construction project by the Department of Labor.

**e. Bids Due:** Bids are due Thursday, January 17, 2019, 2:00 PM, EST.

- Sealed bids shall be addressed to the following address with the outer envelope clearly marked:

“DNREC CONTRACT NO. FW-2-15 - SEALED BID - DO NOT OPEN”  
Dept. of Natural Resources & Environmental Control  
Division of Fish and Wildlife  
89 Kings Highway, Dover DE 19901  
Attn: Anthony T. Gonzon, Jr, Delaware Bayshore Initiative Coordinator

- Bids shall be publicly opened in the auditorium at the above stated time and location.
- Successful Bidder will be expected to enter into a Standard DNREC Contract Document. A sample is included in the project manual (pp. 00 52 13 – 1 through 00 52 13 – 5 in the Project Manual).

**f. Sub-Contractors:** A completed list of sub-contractors shall be submitted with your bid. We remind bidders to name only one subcontractor for each of the trades.

**g. Buy America:** All bids must include the bidder acknowledgement form for the Buy America provision included in the bid package (following page 00 81 14 – 2 in the Project Manual and attached to these minutes). Any bid received without the form will be considered incomplete.

**h. Helical Anchor Certification:** Certifications for helical anchor design, engineering and installation as identified in the project manual (Special Provision 619562 – Helical Piles) shall be submitted at least 7 days prior to the preconstruction meeting, verification of the following requirements and documents shall be submitted by the Contractor to the Engineer for review and approval. Qualifications are spelled out in Special Provision 619562 – Helical Piles and discussed during the meeting.

**\*\*ALL ATTENDEES WERE REMINDED TO CAREFULLY REVIEW THE PROJECT MANUAL FOR ALL REQUIRED DOCUMENTS TO BE SUBMITTED WITH A BID PACKAGE.\*\***

- i. **On-Site Superintendent:** The contractor shall designate a superintendent who shall be on site for the duration of the project.
- j. **Completion of Work:**
1. **Notice of Contract Award:** Within thirty (30) days of receipt and acceptance of qualified low bid.
  2. **Purchase Order Issuance:** The issuance of a State of Delaware purchase order is contingent upon the successful Contractor submitting bonds on State-approved forms, signed contracts and insurance certificates to the State of Delaware within 20 days of Notice of Award. A purchase order will be issued within thirty days after these items have been submitted to the State of Delaware.
  3. **On-Site Mobilization:** Within 7 days after issuance of State of Delaware purchase order.
  4. **Substantial Completion:** The work shall be completed within 182 calendar days of notice to proceed.
- k. **Hunting Time of Year Restrictions:** To avoid interference with active waterfowl hunting, a time of year restriction may be necessary as determined by the construction activity occurring or planned to occur during an established hunting season. The 2019-2020 waterfowl season has not yet been established. Any work continuing into September and October may be subject to these restrictions which may include later daily start work times, limited activity at the site of the tower and possible area closures.
- l. **Access:** The road between the boardwalk and the parking lot must be kept open at all times, except from brief temporary periods when moving equipment or materials between sites. DFW has a water control structure located north of the project site that may require access at any time by DFW staff. During waterfowl hunting seasons, the public will access a boat ramp via that road.
- m. **Permits:**
- A Sediment and Stormwater permit has been obtained for the base plan and will be provided to the awarded contractor.
  - A Flood Plain Waiver has been submitted to Kent County and has been tentatively approved and will be issued with the building permit. The Sediment and Stormwater permit requires the contractor to “stabilize as you go” by placing stone immediately after soil disturbance.
  - Disturbance to wetlands in the path of construction is to be minimized. Any temporarily impacted wetlands shall be returned to the pre-disturbance elevations and conditions.
  - Disturbance to any wetlands adjacent to the permitted area is prohibited.
  - A Wetlands and Subaqueous Lands Permit for Temporary Construction Access has been granted to DFW to provide alternate access to the site of the tower through state wetlands if the awarded contractor should choose to utilize this access route.
    - i. The permit authorizes the temporary installation of a 20 foot wide by 800 foot long timber or composite matting for construction access. If the contractor selects to use the alternate access, the contractor shall be responsible to

submit and obtain approval of a revised Erosion and Sediment Control Plan for the temporary access at no additional cost to the Owner.

- ii. A copy of the General Conditions and Special Conditions for this permit is attached to these minutes.
- iii. The area permitted for temporary construction access is shown on Sheet ES-1.

n. **FAA:** An FAA notification has been completed for the permanent structure and a determination of no hazard to air navigation has been issued. However, the contractor is responsible for the FAA notification required for temporary structures (Cranes and Equipment) used during construction. This is noted on Sheet C-1 General Note 17. This can be completed on-line and the information is provided in the note. Note: this should be completed a minimum 45 days prior to the construction.

**o. Shop Drawings:**

- All shop drawings and Source of Supply documents will be submitted electronically to the project file sharing site. The awarded contractor shall be provided access to the site. The contractor will designate a point of contact for access.
- The project team will have 15 days to review and respond to all shop drawings and Source of Supply documents. Please consider this when making submissions and scheduling the work.

3. **Scope of Work:** The project scope was presented. Items discussed included:

- a. **Base Bid:** Tower, boardwalk, trail. Return parking lot to pre-construction condition.
- b. **Add/Alternate No 1:** Parking lot – PCC pad, bumpers.
- c. **Add/Alternate No 2:** Kiosk – Install Kiosk, GABC and PCC pad.
- d. **Add/Alternate No 3:** Second level railing.
- e. **Unit Prices:** Helical Anchors
- f. Construction drawings and the project manual were offered on compact disc to each company present. The drawings and project manual are identical to the same documents posted to [http://bids.delaware.gov/bids\\_detail.asp?i=5388&DOT=N](http://bids.delaware.gov/bids_detail.asp?i=5388&DOT=N) for this project.

4. **Field Walk:** A site walk was conducted.

- a. The entire gravel parking lot will be prepared by DFW prior to the awarded contractor arriving on-site. The lot will be closed to the public and the awarded contractor will have the entirety of the gravel lot for use in staging and stockpiling. Erosion and sediment control (E&S) will be installed by DFW and it will be the responsibility of the contractor to maintain the E&S during construction. The contractor is required to return the lot to pre-construction condition upon completion of the contract.