

Addendum #1
#NAT19001-Millsboro

MEETING MINUTES

DATE: March 1, 2019

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PROJECT: Reconstruction of the Millsboro Boat Ramp
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 Millsboro Boat Ramp project site, located along Gravel Hill Road, within the Town of Millsboro. 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 from DNREC Fisheries states that no in-water work shall be completed between April 1 – July 15.
- The substantial completion date is December 1, 2019.
- On-site mobilization is anticipated near July 16, 2019 upon receipt of the State of Delaware purchase order and issuance of the Notice to Proceed. If the NTP is not issued by this date, the Owner reserves the right to extend the date of substantial completion.
- Mark identified the tree to remain on the adjacent privately-owned parcel south of the project area.
- Mark noted that DFW is to supply the dock and all associated fixtures and connections. The contractor shall supply all sheet pile materials, including caps, connections, and the tie-back system.
 - The contractor is responsible for the installation of the docks and connections, but materials will be provided by DFW.
 - Jeremy stated that a scope of supplies would be provided by DFW to the contractor for the Owner provided materials.
- Mark opened the meeting for questions from the interested parties.

DE Fish & Wildlife – Reconstruction of the Millsboro Boat Ramp

Pre-Bid Meeting Minutes

March 1, 2019

Page 2 of 3

- Question #1: How will coordination regarding impacts to the tree to remain south of the project parcel be handled?
 - Jeremey noted that the DFW would coordinate with the neighboring land owner. The contractor shall be responsible to contract a licensed arborist to perform pruning and limb trimming in accordance with ISA standards as directed prior to construction of the new aluminum sheet piles.
- Question #2: Is there any area available for staging and stockpiling?
 - The contractor shall be responsible to coordinate delivery, handling, and storage of all materials including docking materials provided by the Owner. Staging areas will be limited to project parcel and shall not be placed within the DelDOT right-of-way.
- Question #3: Is the “Buy America” program applicable to this project?
 - No, the project is not subject to the Buy America requirements.
- Mark outlined the schedule for questions and bid submittals as follows:
 - March 15th – Questions due to Owner
 - March 22nd – Responses to all questions will be distributed
 - March 29th – 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 #NAT19001-MILLSBORO'

NAME: RECONSTRUCTION OF THE MILLSBORO BOAT RAMP

DATE: MARCH 1, 2019

NAME	AGENCY/COMPANY	TELEPHONE	EMAIL
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Gil Stevenson	Wormford & Miller	302-378-7136	GilStevenson@wormford+willow
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Matthew Ruoff	JJID	302-836-0414	mruff@jjid.com
GIL DISSEN	DISSEN + JUAN	410- 78 ⁶⁰⁴ -1802	gwdissen@dissen-john.com
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