



ARCHITECTURE
ENGINEERING

Addendum No. 01 TO CONTRACT DOCUMENTS

Date: February 28, 2018

To: All attendees

From: Becker Morgan Group, Inc.

Project: **Georgetown DMV Renovations**
Georgetown, DE

Project Number: BMG Project No. 2015142.04
DFM Project No. MC5511000016

Subject: **Addendum NO. 01**

NOTICE: Attention is called to the following meeting minutes for the Pre-bid meeting held on February 28, 2018 and the bidders list of attendees.

LIST OF ATTACHMENTS:

Item	Description
1	See attached: 1. Meeting Minutes for Pre-bid Meeting held on February 28, 2018
2	See attached: 1. Meeting Attendance
3	See attached: 1. Pre-Bid Conference Contractor List

END OF Addendum N0. 01

201514204ae_Addendum No. 01



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February 28, 2018

Meeting Minutes

Held: February 28, 2018, 9:00 am

At: DMV/Georgetown, Delaware

RE: **Georgetown DMV Renovations**
Georgetown, Delaware
2015142.04

Attendees

Terri McCall
Bryan Hutchison
Joseph DeGrace
Amy Anthony
Vanessa Briddell
Scott Clapper
Pamela Smith
Jeanne Carney
Anthony Reynolds
Keith Long
Scott Capaldi
Barry Joseph
Jim DiGulielmo
Leon Thompson Jr.
Michael Wheeler
Lee Beauchamp
Joe DiFrancesco
Mark Brennan

Representing

DFM
Becker Morgan Group
Becker Morgan Group
DMV
DMV
DMV
DMV
DelDot/DTI
Kent Construction
John L. Briggs
Critical Design and Constr.
Delmarva Service
EDIS
EDIS
DelDot/DTI
Delmarva Veteran Builders
PHB Inc.
Brennan's office Interiors

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mbrennan@brennanoi.com

Distribution:

All Attendees
DFM
DMV

Purpose of Meeting: Final Design Meeting.

Items Discussed

1. Meeting began w/ Project Representatives introductions and hand out of sign-in sheet.
 - a. Main contacts:
 - i. Terri McCall -DFM
 - ii. Scott Clapper-DMV
 - iii. Bryan Hutchison -BMG
2. Project requirements for procuring and contracting requirements were discussed, including instructions to bidders. All bids are due on Thursday March 15, 2018 at 1:00 pm and must be sealed and delivered to the DFM at the Thomas Collins Building in Dover DE for the public opening to be read aloud.
3. All bid, payment and performance bond forms are available within the project spec as well as outline for insurance requirements as per the DFM standard.
4. All Bid Form Attachments, Bid Submittal Requirements, Bid Submittal Checklist and Subcontractor List, including: Carpentry, Casework, Carpet, Resilient Flooring, Furniture, and Electrical.
5. Communication during Bidding Period to include all Bidder's request for Information to be sent Attn: Bryan Hutchison and should be submitted electronically or as hard copies. Electronic submissions to be separate pdf attachment w/ email on company letterhead and numbered.
6. All bidder's Substitution Request/Prior Approval Request must be submitted for Architect's approval.
7. Last RFI must be submitted by March 12, 2018 and last Addenda will be issued two days prior on March 13, 2018 and will be issued with Newforma.

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Georgetown DMV Renovations
2015142,04
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8. Contracting Requirements include agreement and General Conditions of AIA A101-2007 provided with Supplementary Conditions per the typical DFM requirement.
9. Approvals completed by Architectural Accessibility Board, DFM and Fire Marshal.
 - a. Permit waiver being submitted to Sussex County by DMV.
10. Project scope was reviewed, including use of site and requirements for contractor coordination with DMV to determine phasing and staging areas to limit impact on DMV operations.
11. Work restrictions include work to be completed on off hours when facility is not in use which may include, evenings, or weekends.
 - a. Business hours are 8:00 am until 4:40pm MTTF and from 12:00 pm to 8:00 pm on Wednesday's.
 - b. Work restrictions also include drug and background check requirements.
 - c. No tobacco or controlled substances on site.
 - d. Two days notice to DMV for any utility interruption or excessive noise, vibrations or odors that may cause disruption.
 - e. All work must be secure and safe prior to the facility opening for business each day.
 - i. Work may extend to 11:30am on Wednesday mornings.
12. Alternates are to be provided for pathing of power to Reception Desk and unit prices are to be provided for Carpet Tiles, Sheet Carpeting, Vinyl Tiles, Ceiling Tiles.
13. Separate Contracts include work to be completed by owner for Customer Queuing System alterations and additions as well as owner to provide Driver License Cameras.
14. Schedule as follows:
 - a. March 7, 2018 @ 9:00am will be a second walk through per DFM
 - b. March 12, 2018 – Last RFI
 - c. March 13, 2018 – Last Addendum
 - d. March 15, 2018 – Bids due
 - e. Construction to begin in early April 2018.
15. A walk through of the facility and a brief outline of work to be completed was conveyed. Areas of work were pointed out and the floor was opened for questions.
16. New work stations are to match existing.
17. Questions:
 1. Will contractor remove computers and desks?
 - a. Yes
 2. Will wall be removed in exam room in its entirety-
 - a. Yes, ceiling to be patched and repaired as shown in documents.
 3. Does the state have any extra vinyl tiles?
 - a. No, tiles will be removed and replaced with carpeting per drawings and specifications.
 4. Is there an I-beam in ceiling above reception desk?
 - a. Conditions to be verified in field to confirm heights of steel if present and coordinate work to be completed.

The above is our interpretation of discussion held on this date. Anyone wishing to add or otherwise change these minutes is requested to contact this office within five (5) days of receipt of these minutes.

Respectfully submitted,

BECKER MORGAN GROUP, INC.



Bryan Hutchison, AIA
Associate

BLH
201514204an-mtgmin-2018_02_28



ARCHITECTURE
ENGINEERING

Meeting Attendance

Date: February 28, 2018

Time: 9:00 am

Project: Georgetown DMV Renovation, Georgetown, DE

Location: Georgetown DMV

PLEASE PRINT LEGIBLY

Attendees

Name	Representing	Phone #	Email
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Amy Anthony	Dmv	744-2561	amy.anthony@state.de.us
Vanessa Briddell	Dmv	744-2561	vanessa.briddell@state.de.us

Anthony Reynolds	Kent Construction	2 Big Oak Rd Smyrna DE	Estimator@kentconstructionco.com
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KEITH LOWE	DITN & BRIGGS	Contact@jlbri.gs.co.com
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SCOTT CAPALDI	CRITICAL DESIGN & CONST.	302.588.4406	SACAPALDI@CDACORP.NET
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Barry Joseph	Delmarva Service	delson66@gmail.com
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Jim DiGuglielmo	EDIS	Jiminy@EDISCOMPANY.COM
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Leon Thompson Jr	EDIS	lthompson@ediscompany.com
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Michael Wheeler	DelDOT T&I	mike.wheeler@state.de.us
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Lee Beauchamp Delmarva Veteran Builders 443-880-2301 Estimating @delmarva Veteran builders.com

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Furniture Brennans 302-325-8170 mbrennan@
Mark Brennan Office Interiors XT112 brennansoi.com

Terri McCall CMB/DEM 302-387-5498 terri.mccall@State.de.us

Scott Clapper DMV 302-744-2533 scott.clapper@state.de.us

Jeanne Carney DeIDot/DTI 302 535 7029 Jeanne.Carney@State.DE.US

Pam Smith DMV 302-853-1015 Pamela.Smith@state.de.us



ARCHITECTURE
ENGINEERING

Pre-Bid Conference Contractor List

Date / Time : 02/28/18

Project Name: Georgetown DMV Renovation

Project No. / Contract No. : 2015142.04 / MC5511000016

Location: Georgetown DMV

Attendees (Please print legibly)

NAME	AGENCY/COMPANY	TELEPHONE	EMAIL	FAX
Anthony Reynolds	Kent Construction	302-653-6469	estimator2@kentconstructionco.com	
Keith Long	John L. Briggs	302-856-7033	contact@jlbriggsco.com	302-856-7085
Scott Capaldi	Critical Design and Construction Corp.	302-588-4406	sacapaldi@cdaccorp.net	302-622-9222
Barry Joseph	Delmarva Service	302-934	delserv66@gmail.com	
Jim DiGulielmo	EDIS	800-995-3347	jimmy@ediscomplany.com	
Leon Thompson Jr.	EDIS	800-995-3347	lthompson@ediscompany.com	
Lee Beauchamp	Delmarva Veteran Builders	443-736-1584	estimating@delmarvaveteranbuilders.com	
Joe DiFrancesco	PHBInc.	302-855-1034	Joe@phb-inc.com	
Mark Brennan	Brennan's office Interiors	610-251-2331	mbrennan@brennanoi.com	610-344-4870

201514204ao_prebid- bidders list