

MEMORANDUM

TO: Attendees

FROM: Joseph Jakubowski, P.E., LEED AP *JJ*

DATE: March 10, 2017

RE: Project No. 3846.GK
Pre-Bid Meeting Minutes/Addendum No. 1
Parking Lot Improvements
Delaware Public Archives
Dover, Delaware

Time: 9:00 am

Location: Delaware Public Archives

Subject: Mandatory Pre-Bid Meeting

Date of Meeting: March 7, 2017

Attendees: Mr. John Dunham – State of Delaware, Division of Facilities Management
Mr. Bruce Haase – State of Delaware, Delaware Public Archives
Joseph Jakubowski, P.E., LEED AP – Duffield Associates, Inc.
Bidders – see list attached

This Addendum No. 1 becomes part of the Contract Documents. Please acknowledge receipt of this Addendum, and list any additional addenda separately (e.g., 1, 2, 3) in the space provided on Page 3 of the Bid Form.

A mandatory Pre-Bid Meeting was held on March 7, 2017, for the proposed Parking Lot Improvements at the Delaware Public Archives. The following items were discussed and should be considered in the preparation of bids for the project.

1. The bid form and bid procedures were reviewed. The unaltered bid forms shall be submitted in their entirety as the bid submission. Performance and payment bonds are required.
2. Affidavit of Employee Drug Testing Program must be completed for prime contractors and all subcontractors.

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3. The number of days for substantial completion of the project should be noted as 60 days on Page 3 of the Bid Form. The bid form will be revised in a future addendum.
4. All blanks on the Subcontractor List (page 4 of the Bid Form) shall be filled in, with the contractor identifying themselves as the subcontractor if they are performing the work themselves.
5. All contractors and subcontractors must have a current Delaware Business License to work on this project. The prime contractor is required to provide their Delaware Business License with their bid. Subcontractors are required to submit their business licenses within 30 days after award.
6. Tobacco use (e.g., cigarettes, cigars, smokeless tobacco, electronic cigarettes) is strictly prohibited at the facility. Photographs may be taken during construction, but Delaware Public Archives staff should not be included in pictures.
7. The project is subject to Prevailing Wages for Highway Construction in New Castle County, Delaware, effective March 15, 2016. The current Prevailing Wage rates, certified on January 9, 2017, are provided in the project manual.
8. If the Bidder requires access to the site in order to further review the site conditions, the site is open to the public.
9. Based on City of Dover regulations, the working hours will be weekdays from 7:00 am until 6:00 pm. Work performed on holidays, Saturdays, and Sundays should be scheduled in advance.
10. Drawings and specifications are available by contacting Duffield Associates prior to obtaining drawings for \$50.00 per set.
11. A City of Dover building permit has already been applied for. The successful bidder will be responsible for payment of \$25.00 to obtain the permit. Approval for the project has already been obtained from the State Fire Marshal, DFM, DFM Architectural Accessibility Board (AAB), and DNREC.
12. As noted on Page TS-1 of the Technical Specifications, the Contractor shall furnish sanitary facilities. Access to sanitary facilities will not be provided by the Owner.
13. As stated on Page GR-9 of the General Requirements, there will be a five percent (5%) retainage on all Contractors' monthly invoices until final acceptance of the project.
14. There is no requirement for Minority Business Enterprises (MBE), Disadvantaged Business Enterprises (DBE), and Women-Owned Business Enterprises (WBE).
15. Construction review, materials testing, and Certified Construction Review (CCR) will be provided by Duffield Associates on a part-time, "as-needed" basis.
16. Notice to proceed is expected by March 27, 2017. Construction is requested to occur between April 10 and 22, 2017 when the Delaware Legislature is out of session. The contractor will be required to

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block off areas of the parking lot the night before work. Striping is requested to occur on the weekend.

17. A brick and sidewalk replacement project is being bid at the same time as the parking lot project. It is anticipated that both projects will occur at the same time. The successful bidder is required to coordinate with the brick/sidewalk contractor.
18. The overall project scope was discussed with a general description of the project Base Bid, Alternates and unit costs. Attendees were invited to walk the site to review conditions following the meeting. In general, the project consists of improvements to the following locations:
 - Base Bid: Patching of two locations; milling of selected portions of the existing parking lot; placement of geotextile fabric and overlay in east parking lot; crack and seal coating of north and west parking lots and driveways; restriping of pavement and curbs to match existing with the exception of revised striping noted in project drawings; placement of handicapped signs.
 - Alternate No. 1 (In addition to Base Bid): Milling and pavement of area between two handicapped ramps west of the building; striping of crosswalk.
 - Alternate No. 2 (In addition to Base Bid): Milling and pavement of area between two handicapped ramps west of the building; striping of crosswalk.
19. Excavated or demolished materials not reused during pavement construction shall be removed from the site. Materials can be stockpiled temporarily but materials cannot be disposed of at the site.
20. The following modifications/clarifications, to the bid documents, shall be considered in preparation of a bid:
 - The bid submission shall consist of one original (signed and notarized) and one photocopy of the Bid Form (6 pages).
 - A revised bid form will be provided in Addendum No. 2. The following items will be updated in the revised bid form:
 - Revision of the subcontractor list to include maintenance of traffic and stamped pavement.
 - Addition of substantial completion of 60 calendar days and Alternate Nos. 1 and 2.
 - The length of curing time for the pavement prior to striping will be updated in the pavement marking specification.
 - Following discussions with DFM, a patch measuring approximately 160 square feet will be added to the base bid, located north of the existing building.

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All questions should be directed by electronic mail to Joseph Jakubowski, P.E., LEED AP (jjakubowski@duffnet.com) at Duffield Associates and John Dunham (john.dunham@state.de.us) at DFM. The last date for submission of questions is Wednesday, March 15, 2017 at 5:00 pm. The last addendum will be issued by 5:00 p.m. on Thursday, March 16, 2017.

Bids are due on Wednesday, March 22, 2017 at 2:30 pm. Sealed bids shall be addressed to:

- Division of Facilities Management, 540 S. DuPont Highway, Suite 1 (Third Floor), Dover, DE 19901.

The outer envelope should clearly indicate:

- OMB/DFM CONTRACT NO. MC1002000354 – DELAWARE PUBLIC ARCHIVES – PARKING LOT IMPROVEMENTS – SEALED BID – DO NOT OPEN.

A public bid opening will follow.

It is Duffield Associates' opinion that these minutes accurately reflect the discussions of the above-referenced meeting. By copy of these minutes, attendees are requested to carefully review this information and, if appropriate, provide comments, additions, and revisions to Duffield Associates as soon as possible. Should comments be received, Duffield Associates will modify these minutes, as appropriate. If comments are not received within five (5) calendar days following the issuance of these minutes, they will be assumed to accurately represent discussions at the meeting.

JJ/
3846GK.0317-PREBIDMTG_ADD1.MEM

Enclosures: Pre-Bid Meeting Attendance List (2 pages)

OMB/DFM Contract No. 1002000354
Parking Lot Improvements, Delaware Public Archives
Pre-Bid Meeting Attendance List - Tuesday, March 7, 2017 at 9:00 am

No.	Company Name	Company Address	Phone No.	Contact Person	Email Address
1	Ralph Cahall & Son	2180 Bryn Zion Rd Smymrna, DE 19977	302-653-4642	Tab Book	Tab@rcspaving.com
2	South Side Land Mgt	3447 Pecon Gateway East New Market Md.	410-474-7150	Randy Bungeard	rbl22addresslma@gmail.com
3	Thompson + Sons Contracting Inc.	5367 Big Stone Beach Rd Mildford, DE 19963	302-335-3404	Bonnie Thompson	thompsonsonsing@comcast.net
4	A-DEL Construction	10 Adel Drive Newark DE 19702	302-953-8286	Danny Hanna	Dhanna@adel.com
5	Kert Const.	2 Big Oak Rd Smyrna DE 19977	302-653-6469	Tab H	esthner@del-kert.com
6	JERRY'S INC.	1776 Oak Hill Dr. MILFORD, DE	302-422-7676	ROB FAUCETT	rob@jerryspaving.com
7	Marco Aparicio	GRASSBUSTERS I 935 BAYWAY Drive Newark	(Cell) 302-6851197 (302) 292-1166	Rick Gibbons	epark@jerryspaving.com
8	JORDAN LOREA	GEORGE LYNCH Inc	302-736-3081	Jim Deptula	Shellyg@gbline.net jdeptula@geolyn.com
9	Brad Leto Guardian Const	Guardian Const.	302-834-1900	Brad Leto	bleto@guardianco.com
10	Sushma Cheruku	Guardian Const.	302-229-8914	Sushma Cheruku	sushma@guardianco.com

- 11 John Dunham
DFM - STATE OF DE
New Castle, DE
540 S. ADAMT HWY
SUITE I, POWER DE 19901
302.739 5644
- 12 JOE JAKUBOWSKI
DUFFIELD ASSOC
5400 LIMESTONE RD
WILMINGTON DE 19308
302.289.6634
DUFFIELD ASSOC

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BUCE PHASE - STATE OF DEVALUATION / DEMAND PUBLIC
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