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**State of Delaware Office of Management and Budget
OMB/DFM Contract No. MC1002000386
Carvel State Office Building - Wilmington, Delaware
Installation of 12 kV Main Disconnect Switches**

PRE-BID MEETING SUMMARY – ADDENDUM #1

Meeting Date: April 10, 2018

Attendees: See attached sign-in sheet.

General:

The mandatory Pre-Bid Meeting was held at the Carvel State Office Building on April 10, 2018 at 1:00 PM.

Items Discussed:

A. Key Dates

1. Bids Due – Thursday April 26, 2018 at 1:00 PM in the Thomas Collins Building as described in the Invitation to Bid.
2. Bid Opening – Thursday April 26, 2018 at 1:00 PM.
3. Questions and Substitution Submission Deadline – April 19, 2018.

B. Key Topics

1. Bids

- a. Each bidder shall use the Bid Bond and Bid Form supplied in the Project Manual.
- b. Each bidder shall include in bid a copy of a valid State of Delaware business license.
- c. Each bidder shall include in bid signed affidavit(s) for the bidder certifying compliance with OMB Regulation 4104 – *Regulations for the Drug Testing of Contractor and Subcontractor Employees Working on Large Public Works Projects*. “Large Public Works” is based on the current threshold required for bidding Public Works as set by the Purchasing and Contracting Advisory Council.
- d. Each bidder shall identify the Project name and number (MC1002000386) on the front of the envelope when submitting the bid.
- e. A \$10,000 allowance shall be included in the base bid for use upon the Owner’s instructions for any miscellaneous items found during construction. This allowance may only be billed against with the Owner’s written approval.

2. Clarifications and Proposed Changes to Scope of Work
 - a. Power shall be maintained at the Carvel Building at all times while the building is occupied. Any and all down time required for connections and preventative maintenance shall be permitted only on weekends. All such down time shall be scheduled with the Owner. In order to minimize down time to the building, only one service will be interrupted at a time to install a loadbreak switch and connect new 15kV cables, instead of both services at the same time.
 - b. New 15kV Cables:
 - i. The new 15kV cables can be pulled in the spare conduits and tested at any time of the week, prior to other work taking place. Pulling and testing of these cables does not need to take place on a weekend, but connections of these cables to equipment must take place on a weekend in order to avoid power interruptions while the building is occupied. "Blast blankets" shall be used over existing live equipment as required to protect against arc flash hazards.
 - ii. After installing new loadbreak elbow terminations on the new 15kV cables, the Contractor shall be responsible for hiring a third-party independent testing agency for performing high-potential testing of the new cables. Testing reports shall be certified, signed and included with the Closeout Submittals
 - c. Instead of a single weekend or extended holiday, work shall take place over three or four weekends, scheduled as follows:
 - i. Weekend 1: Switch 12kV main service (primary) switchgear to service #731. Delmarva Power shall disconnect service #730 in utility manhole, keeping service #731 in operation to supply entire building. Use "blast blankets" as required to protect against arc flash from live service #731 throughout work. Disconnect existing 15kV cables from service #730 equipment. Remove service #730 junction bars in 1st floor splicing chamber and install (1) loadbreak switch in place. Connect new service #730 cables to loadbreak switch and 12kV main service (primary) switchgear. Delmarva Power shall connect new service #730 cables in utility manhole. *The following work can be done early in the next week:* Obtain inspection, testing and approval prior to re-energizing service #730. Switch 12kV main service (primary) switchgear back to both services. Remove abandoned service #730 15kV cables.
 - ii. Weekend 2: Switch 12kV main service (primary) switchgear to service #730. Delmarva Power shall disconnect service #731, keeping service #730 in operation to supply entire building. Use "blast blankets" as required to protect against arc flash from live service #730 throughout work. Disconnect existing 15kV cables from service #731 equipment. Remove service #731 junction bars in 1st floor splicing chamber and install remaining loadbreak switch in place. Connect new service #731 cables to loadbreak switch and 12kV main service (primary) switchgear. Delmarva Power shall connect new service #731 cables in utility manhole. *The following work can be done early in the next week:* Obtain inspection, testing and approval prior to re-energizing service #731. Switch 12kV main service (primary) switchgear back to both services. Remove abandoned service #731 15kV cables.

- iii. Weekend 3 (and 4 if required): After successful inspection, testing, approval and re-energizing of both loadbreak switches, perform (3) infrared scans on loadbreak switches: (1) with both services engaged, (2) with #730 engaged only, and (3) with #731 engaged only. With loadbreak switches open and safed-off, perform preventative maintenance inspections, cleaning and tightening on 12kV main service (primary) switchgear. If Alternate #1 is selected, perform infrared scanning and preventative maintenance inspections, cleaning and tightening on substations “PC-A” and “PC-B” as described below.
 - d. Infrared scanning will not be required on the 12kV main service (primary) switchgear (this was done previously by others). Reports of these scans will be provided to the Contractor by the Owner.
 - e. Substations “PC-A” and “PC-B” are double-ended (two sources feed each substation with a tie circuit breaker in between). Under Alternate #1, (6) infrared scans of each substation “PC-A” and “PC-B” shall be conducted as follows:
 - i. Perform (3) initial scans of each substation prior to disconnection: (1) with both sources energized and tie breaker open, (2) with “left side” source energized only and tie breaker closed and (3) with “right side” source energized only and tie breaker closed.
 - ii. De-energize each substation and perform all preventative maintenance inspections, cleaning and tightening.
 - iii. After preventative maintenance is completed, re-energize each substation and repeat the scans described in (i.) above.
 - a. Contractor shall include all infrared scanning reports in the Closeout Submittals.
 - b. Contractor shall coordinate with Delmarva Power for dates and times they will be required to be on site to de/re-energize services #730 and #731 in the Delmarva Power manhole.
 - c. Contractor shall pull the new 15kV cables into the existing Delmarva Power manhole and leave sufficient slack for Delmarva Power to make the final connections to the power grid. Any work requiring access to the manhole shall be coordinated and supervised by Delmarva Power.
 - d. All Delmarva Power fees associated with this project shall be borne by the Owner.
3. Changes to Specifications
- a. Section 01 70 00 – EXECUTION AND CLOSEOUT REQUIREMENTS, under 3.13 CLOSEOUT PROCEDURES, add the following:
 - i. Final Inspection: Contractor shall arrange a final inspection of all work to be conducted by the State of Delaware OMB – Division of Facilities Management, DEDC, LLC, the loadbreak switchgear Manufacturer’s Representative and the Contractor. Date and time of final inspection shall be coordinated by the Contractor.
4. Additional Clarifications
- a. All questions shall be submitted in writing and shall be faxed to DEDC, LLC, Attn: Alex Heist, Fax #302-738-7175 or e-mailed to aheist@dedc-eng.com. Telephone calls will not be accepted.
 - b. All permits required for this work shall be obtained and paid for by the Contractor.

- c. Contractor shall have full-time superintendent or working foreman on-site while work is commencing.
- d. This is a Prevailing Wage project.
- e. Work hours shall take place on various weekends to be determined by Owner.

C. Subcontractor Listing

- 1. There are (2) subcontractor listings on this project: Electrical and Carpenter. These subcontractors are identified on the attached Bid Form.
- 2. If Contractor's own company is performing this work, Contractor shall list own company name as a subcontractor on this list.
- 3. All companies listed shall be registered in the State of Delaware to perform this work.

D. Meetings

- 1. There shall be progress meetings for this project every two weeks on a specific day and time to be determined at the project kick-off meeting.
- 2. Contractor shall provide a full schedule before the project is to begin. It shall be the Contractor's responsibility to ensure that all equipment lead times meet the project schedule.
- 3. Contractor shall provide 3-week look ahead schedule at each meeting to indicate work areas and shutdowns.

E. Addendum #1

- 1. Pre-Bid Meeting Summary (this document) – 4 pages
- 2. Sign-In Sheet – 1 page

Summarized by: DEDC, LLC
Alexander Heist, P.E.

Date: April 16, 2018

STATE OF DELAWARE
 CSOB Installation of 12KV Main Disconnect Switches
 April 10, 2018

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