



**DATE:** March 19, 2020

**RE:** Project No. 5722.GD  
Pre-Bid Meeting Minutes/Addendum No. 1  
DFM Contract # MC1002000458  
Pavement Improvements  
Delaware State Police Firing Range  
Smyrna, Delaware

**Time:** 9:30 a.m.

**Location:** Delaware State Police Firing Range  
391 Clark Farm Road  
Smyrna, Delaware 19977

**Subject:** Mandatory Pre-Bid Meeting

**Date of Meeting:** March 17, 2020

**Attendees:** John Dunham – Delaware OMB/DFM  
James Cloonan – Duffield Associates, Inc.  
Bidders – see list attached

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**The work herein shall be considered part of the bid documents for the referenced project and carried out with the following supplemental instructions issued in accordance with the Contract Documents without change in the Contract Sum or Contract Time. Acknowledge receipt of the addendum is required.**

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#### **General**

1. A list of attendees is attached.
2. The deadline for RFIs to Duffield Associates is Wednesday, March 25, 202 at 12:00 p.m. The last Addendum prior to bid submission will be issued by 5 p.m. March 27, 2020.
3. Contractors may visit the site during the bidding period.
4. **Bids are due on Wednesday, April 1, 2020** until 2:30 p.m. the at OMB/DFM, Facilities Management Office located in the Thomas Collins Building 540 S DuPont Highway, Suite 1 (Third Floor), Dover, DE 19901.

5. The Bid Form including changes to the "Subcontractor List Bid Form" has been revised as part of this Addendum No. 1. The appended Revised Bid Form is to be used for contractor bids.
6. RFI and questions are to be submitted to James Cloonan at [jcloonan@duffnet.com](mailto:jcloonan@duffnet.com)
7. Contract documents are available from Duffield Associates in printed or digital format (CD or Flash Drive) at their offices in Dover and Wilmington, DE for a non-refundable fee of \$25.00 per set.

### **Pre Bid Meeting Minutes**

1. Introductions
2. Review Bid Forms
  - a. Complete forms as presented.
  - b. Provide all information requested in full or bid will not be accepted.
  - c. Employee drug testing is required, including subcontractors.
  - d. Acknowledge all addendum as individual items, by number.
  - e. Include a copy of your business license, not just a number.
  - f. Provide entry for trades listed on Subcontractors List. If work is to be self-performed, enter your company's information.
3. Reviewed Subcontractor List. Should a bidder's listed subcontractor intend to provide any of their subcontractor category of work through a third-tier contractor, the bidder is to list that third-tier contractor's full name and address (city and state), as well as taxpayer ID number or Delaware Business license number. The subcontractor needs to review the project specification section and drawings associated with the Subcontractor Category so that they would know to list a third tier contractors if needed
4. Reviewed Alternatives
5. Prevailing Wage rates are include in specifications.
6. Reviewed overall project scope.
  - a. Parking and entrance road bituminous concrete pavement rehabilitation.
  - b. Replacement of concrete sidewalks, parking areas and storage garage apron.
  - c. Drainage improvements.
7. Coordination - Facilities will be occupied. Contractor will need to coordinate work activities with Delaware State Police Firing Range facilities personnel (DSP). Contractor access to site, 7:00 a.m. to 4:30 P.M, Monday through Friday. Additional site hours will need to be approved by DSP. Contractor will need to provide Portable Toilet for their use.

RE: Project No. 5277.GD

March 18, 2020

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8. Schedule – Substantial Completion within 30 days after mobilization. Anticipated Mobilization date May 1, 2020
9. The most recent DelDOT Delaware Posted Asphalt Price shall be utilized. Increases or decreases in the contract price based on the DelDOT Delaware Posted Asphalt Price. However, no adjustments will allowed within 60 days of bid submission.
10. Duffield Associates will provide construction review and materials testing services for general conformance with contract documents for OMB/DFM.
11. Attendees were invited to walk he site following the meeting.

It is Duffield Associates' opinion that these minutes accurately reflect the discussions of the 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 two (2) calendar days following the issuance of these minutes, they will be assumed to accurately represent discussions at the meeting.

**Enclosures:**

Pre-Bid Sign In Sheet  
Addendum No. 1 - Revised "Bid Form"



# DUFFIELD ASSOCIATES

Soil, Water & the Environment

Offices in DE, PA, NJ and MD  
Wilmington (302) 239-6634

PROJECT NO. PRE BID MEETING  
PROJECT NAME DSP FIRING RANGE 3-17-20  
SHEET NO. \_\_\_\_\_ OF \_\_\_\_\_  
CALCULATED BY \_\_\_\_\_ DATE \_\_\_\_\_  
CHECKED BY \_\_\_\_\_ DATE \_\_\_\_\_

<u>NAME</u>	<u>COMPANY</u>	<u>EMAIL</u>
Jim Deptula	Georgelynd, Inc	JDeptula@geolynd.com
Angel Munoz	Harmony	amunoz@harmonyconstr.com
Tim Gibson	Mountain Consulting	tgibson@mountainconsultinginc.com GESONCALL.COM
MATT TARA	G. E. S.	MTARA@GESONCALL.COM
Dan Hanna	A-Del Construction	estimates@a-del.com
Steve Newman	Reybold Construction	snewman@reybold.com
Scott Cahall	Jerry's Paving	scahall@JerrysPaving.com
Rob Galster Galster	Diamond Hill Inc	mshechane@diamondhillinc.com
Bob Leboffe 267-334-2067	Gessler Construction Co 610-497-2480	gesslerconstruction@comcast.net

**PAVEMENT IMPROVEMENTS  
DELAWARE STATE POLICE FIRING RANGE  
SMYRNA, DELAWARE  
OMB/DFM PROJECT NO. MC1002000458**

**BID FORM**

For Bids Due: \_\_\_\_\_ To: State of Delaware  
Office of Management and Budget  
Division of Facilities Management  
540 South DuPont Highway, Suite 1  
Dover, DE 19901

Name of Bidder: \_\_\_\_\_

Delaware Business License No.: \_\_\_\_\_ Taxpayer ID No.: \_\_\_\_\_  
(A copy of Bidder's Delaware Business License must be attached to this form.)

(Other License Nos.): \_\_\_\_\_

Phone No.: ( ) \_\_\_\_\_ - \_\_\_\_\_ Fax No.: ( ) \_\_\_\_\_ - \_\_\_\_\_

The undersigned, representing that he has read and understands the Bidding Documents and that this bid is made in accordance therewith, that he has visited the site and has familiarized himself with the local conditions under which the Work is to be performed, and that his bid is based upon the materials, systems and equipment described in the Bidding Documents without exception, hereby proposes and agrees to provide all labor, materials, plant, equipment, supplies, transport and other facilities required to execute the work described by the aforesaid documents for the "lump sum" **Base Bid** itemized below:

\$ \_\_\_\_\_  
( \$ )

**ALTERNATES**

Alternate prices conform to applicable project specification section. Refer to specifications for a complete description of the following Alternates. An "ADD" or "DEDUCT" amount is indicated by the crossed out part that does not apply.

ALTERNATE No. 1: ~~DEDUCT~~: Entrance Road – Bituminous Concrete/ Geotextile Pavement Overlay (TS-3, 2100 SY) and Patching (TS-8, 300 SY)

Add/Deduct: \_\_\_\_\_  
( \$ )

**PAVEMENT IMPROVEMENTS  
DELAWARE STATE POLICE FIRING RANGE  
SMYRNA, DELAWARE  
OMB/DFM PROJECT NO. MC1002000458**

**BID FORM**

**UNIT PRICES**

Unit prices conform to applicable project specification section. Refer to the specifications for a complete description of the following Unit Prices:

	<u>DEDUCT</u>	<u>ADD</u>
UNIT PRICE No. 1: <u>Bituminous Concrete Pavement Patching (square yard)</u>	\$ <u>35.00</u>	\$ <u>35.00</u>
UNIT PRICE No. 2: <u>Undercutting (cubic yard)</u>	\$ <u>75.00</u>	\$ <u>75.00</u>
UNIT PRICE No. 3: <u>Regrading (square yard)</u>	\$ <u>30.00</u>	\$ <u>30.00</u>
UNIT PRICE No. 4: <u>Curb Removal &amp; Replacement (linear feet)</u>	\$ <u>20.00</u>	\$ <u>20.00</u>
UNIT PRICE No. 5: <u>6" Sidewalk Remove &amp; Replace (square feet)</u>	\$ <u>20.00</u>	\$ <u>20.00</u>

**PAVEMENT IMPROVEMENTS  
DELAWARE STATE POLICE FIRING RANGE  
SMYRNA, DELAWARE  
OMB/DFM PROJECT NO. MC1002000458**

**BID FORM**

I/We acknowledge Addendums numbered \_\_\_\_\_ and the price(s) submitted include any cost/schedule impact they may have.

This bid shall remain valid and cannot be withdrawn for sixty (60) days from the date of opening of bids, and the undersigned shall abide by the Bid Security forfeiture provisions. Bid Security is attached to this Bid.

The Owner shall have the right to reject any or all bids, and to waive any informality or irregularity in any bid received.

This bid is based upon work being accomplished by the Sub-Contractors named on the list attached to this bid.

Should I/We be awarded this contract, I/We pledge to achieve substantial completion of all the work within \_\_\_ calendar days of the Notice to Proceed.

The undersigned represents and warrants that he has complied and shall comply with all requirements of local, state, and national laws; that no legal requirement has been or shall be violated in making or accepting this bid, in awarding the contract to him or in the prosecution of the work required; that the bid is legal and firm; that he has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken action in restraint of free competitive bidding.

Upon receipt of written notice of the acceptance of this Bid, the Bidder shall, within twenty (20) calendar days, execute the agreement in the required form and deliver the Contract Bonds, and Insurance Certificates, required by the Contract Documents.

I am / We are an Individual / a Partnership / a Corporation

By \_\_\_\_\_ Trading as \_\_\_\_\_  
(Individual's / General Partner's / Corporate Name)

\_\_\_\_\_  
(State of Corporation)

Business Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Witness: \_\_\_\_\_ By: \_\_\_\_\_  
(SEAL) ( Authorized Signature )

\_\_\_\_\_  
( Title )

Date: \_\_\_\_\_

**ATTACHMENTS**

- Sub-Contractor List
- Non-Collusion Statement
- Bid Security
- (Others as Required by Project Manuals)

PAVEMENT IMPROVEMENTS  
DELAWARE STATE POLICE FIRING RANGE  
SMYRNA, DELAWARE  
OMB/DFM PROJECT NO. MC1002000458

**BID FORM**

**SUBCONTRACTOR LIST**

In accordance with Title 29, Chapter 69, Section 6962(d)(10)b of the Delaware Code, the following subcontractor listing must accompany any bid submittal. The bidder must list in each category the full name and address (City & State) of the sub-contractor that the bidder will be using to perform the work and provide material for that subcontractor category. Should the bidder's listed subcontractor intend to provide any of their subcontractor category of work through a third-tier contractor, the bidder shall list that third-tier contractor's full name and address (City & State). **If the bidder intends to perform any category of work itself, it must list its full name and address.** For clarification, if the bidder intends to perform the work themselves, the bidder may not insert "not applicable", "N/A", "self" or anything other than its own full name and address (City & State). To do so shall cause the bid to be rejected. In addition, the failure to produce a completed subcontractor list with the bid submittal shall cause the bid to be rejected. If you have more than three (3) third-tier contractors to report in any subcontractor category, print out additional page(s) containing the appropriate category, complete the rest of your list of third-tier contractors for that category, notate the addition in parentheses as (CONTINUATION) next to the subcontractor category and an asterisk (\*) next to any additional third-tier contractors, and submit it with your bid.

<b><u>Subcontractor Category</u></b>	<b><u>Subcontractor</u></b>	<b><u>Address (City &amp; State)</u></b>	<b><u>Subcontractors tax-payer ID #</u></b> <b><u>or Delaware Business license #</u></b>
1. Bituminous Concrete Pavement/ Geotextile Overlay	_____	_____	_____
A.	_____	_____	_____
B.	_____	_____	_____
C.	_____	_____	_____
2. Concrete Sidewalk Reconstruction	_____	_____	_____
A.	_____	_____	_____
B.	_____	_____	_____
C.	_____	_____	_____

PAVEMENT IMPROVEMENTS  
STATE POLICE FIRING RANGE  
SMYRNA, DELAWARE

DIVISION OF  
FACILITIES MANAGEMENT  
OMB/DFM PROJECT NO. NO. MC1002000458

PAVEMENT IMPROVEMENTS  
DELWARE STATE POLICE FIRING RANGE  
SMYRNA, DELAWARE  
OMB/DFM PROJECT NO. MC1002000458

BID FORM (Continued)

3.			
A.			
B.			
C.			
4.			
A.			
B.			
C.			
5.			
A.			
B.			
C.			

**AFFIDAVIT  
OF  
CONTRACTOR QUALIFICATIONS**

We hereby certify that we will abide by the contractor's qualifications outlined in the construction bid specifications for the duration of the contract term.

In accordance with Title 29, Chapter 69, Section 6962(d)(10)b.3 of the Delaware Code, after a contract has been awarded the successful bidder shall not substitute another subcontractor whose name was submitted on the Subcontractor Form except for the reasons in the statute and not without written consent from the awarding agency. Failure to utilize the subcontractors on the list will subject the successful bidder to penalties as outlined in the General Requirements Section 5.2 of the contract.

**Contractor Name:**

\_\_\_\_\_

**Contractor Address:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Authorized Representative (typed or printed):**

\_\_\_\_\_

**Authorized Representative (signature):**

\_\_\_\_\_

**Title:**

\_\_\_\_\_

Sworn to and Subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

My Commission expires \_\_\_\_\_ NOTARY PUBLIC \_\_\_\_\_.

**THIS PAGE MUST BE SIGNED AND NOTARIZED FOR YOUR BID TO BE CONSIDERED.**

**PAVEMENT IMPROVEMENTS  
DELAWARE STATE POLICE FIRING RANGE  
SMYRNA, DELAWARE  
OMB/DFM PROJECT NO. MC1002000458**

**BID FORM**

**NON-COLLUSION STATEMENT**

This is to certify that the undersigned bidder has neither directly nor indirectly, entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with this proposal submitted this date to Division of Facilities Management.

All the terms and conditions of OMB/DFM Project No. MC1002000458 have been thoroughly examined and are understood.

NAME OF BIDDER: \_\_\_\_\_

AUTHORIZED REPRESENTATIVE  
(TYPED): \_\_\_\_\_

AUTHORIZED REPRESENTATIVE  
(SIGNATURE): \_\_\_\_\_

TITLE: \_\_\_\_\_

ADDRESS OF BIDDER: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E-MAIL: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

Sworn to and Subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

My Commission expires \_\_\_\_\_ NOTARY PUBLIC \_\_\_\_\_

**THIS PAGE MUST BE SIGNED AND NOTARIZED FOR YOUR BID TO BE CONSIDERED.**

**AFFIDAVIT  
OF  
EMPLOYEE DRUG TESTING PROGRAM**

4104 Regulations for the Drug Testing of Contractor and Subcontractor Employees Working on Large Public Works Projects requires that Contractors and Subcontractors implement a program of mandatory drug testing for Employees who work on Large Public Works Contracts funded all or in part with public funds.

We hereby certify that we have in place or will implement during the entire term of the contract a Mandatory Drug Testing Program for our employees on the jobsite, including subcontractors, that complies with this regulation:

**Contractor/Subcontractor Name:** \_\_\_\_\_

**Contractor/Subcontractor Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Authorized Representative (typed or printed):** \_\_\_\_\_

**Authorized Representative (signature):** \_\_\_\_\_

**Title:** \_\_\_\_\_

Sworn to and Subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

My Commission expires \_\_\_\_\_, NOTARY PUBLIC \_\_\_\_\_.

**THIS PAGE MUST BE SIGNED AND NOTARIZED FOR YOUR BID TO BE CONSIDERED.**