

# BERNARDON

ARCHITECTURE  
INTERIOR DESIGN  
LANDSCAPE ARCHITECTURE

## ADDENDUM No.: 01

Project Name: EXTERIOR RENOVATIONS  
at Fenwick Island Lightkeeper's House  
State of Delaware Contract Number: MC2006000140

Bernardon Proj. No.: 8347.01-16

Date of Issue: February 23, 2018

Notice No. 1: Attach this addendum to the Project Manual for this project. It modifies and becomes part of the Bidding Documents. Work or material not specifically mentioned herein is to be as described in the main body of the specification and as shown on the drawings.

Bids Due: Wednesday, March 13, 2018 by 11:00AM  
Division of Facilities Management  
Thomas Collins Building  
540 South DuPont Highway, Suite 1,  
Dover, DE 19901

Location: Buena Vista Conference Center

Date of Meeting: February 20, 2015, 10:00 AM

Present for: State of Delaware  
Courtney Lynahan – Dept. of Historic and Cultural Affairs (DHCA)  
Paul M. Nasca, RPA – Dept. of Historical and Cultural Affairs (DHCA)  
Larry Schrock – Office of Management and Budget (OMB)

Contractors  
Peter Gerardi – Gerardi Construction  
Kyle O'Malley – Concrete Protection Restoration  
William Mearo – JL Briggs Co.  
Robin Schurman – BRS Consulting, Inc.  
Barry Joseph – Delmarva Service  
Jim DiGulielmo – EdiS  
Tom Cekine – Kent Construction  
Nick Bota – Delmarva Veteran Builders  
Joe DiFrancesco – PHB Inc.

Bernardon  
Douglas Hertsensberg, AIA  
Douglas A. Eriksen, AIA

The following items were discussed:



- 1.01 It was stated that bids are due March 13, 2018 at 11:00am at Division of Facilities Management, Thomas Collins Building, Suite 1, 540 South DuPont Highway, Dover, DE 19901.
- 1.02 Any questions must be submitted to Bernardon via e-mail by close of business Friday, March 2, 2018. Questions should be e-mailed to Doug Eriksen at [deriksen@bernardon.com](mailto:deriksen@bernardon.com). A final Addendum will be issued by close of business Tuesday, March 6, 2018.
- 1.03 It was explained that the scope of work includes the demolition of an existing enclosed porch. The demolition of existing exterior wood stairs. The removal of an existing "greenhouse". The new work includes painting of the whole house. It was pointed out that there are certain areas delineated on the drawings where the existing paint contains lead and will need to be wet scraped and that any of the contractors dealing with paint removal will need to be RRP Certified. New work also includes the reconstruction of the porch as well as those stairs removed during demolition. There are numerous areas around the house where architectural woodwork will need to be patched repaired or replaced. All of the existing exterior window casings will be replaced. New gutters and downspouts will be installed. New shutters will be installed.
- 1.04 There is an alternate to replace all of the existing windows.
- 1.05 It was pointed out that there isn't any interior work on this project unless the alternate to replace the windows is accepted. In which case all the existing window casings will need to be replaced.
- 1.06 It was noted that the project is in Fenwick Island, DE however it literally sits on the state border with Maryland. As a result Contractors should seek approval from Ocean City Maryland if they plan on parking on the street or placing construction fences, dumpsters, etc. on the sidewalk or street. All other approvals and permits will be solicited from Sussex County.
- 1.07 It was noted that this project is the first phase of a multi-phase project to renovate the whole house. It was indicated that although the State is striving to restore the house to an earlier period that this is a renovation and not a restoration.
- 1.08 It was noted that the use group is residential.
- 1.09 Contractors present were informed that they may establish a field office inside the house. They must provide temporary toilet facilities, however the State will provide water and power for the Contractors use.
- 1.10 The Contractors were reminded that they need to take before and after photos of each portion of work and that they will need to include them with the "close-out" documents. Photos will need to be taken and submitted to DHCA on a weekly basis



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- 1.11 It was discussed that the majority of work will take place during the summer beach season and the Contractors will need to take that into account in terms of noise, potential parking, and work hours as well as securing the site.
- 1.12 It was asked when "Notice to Proceed" would be. Larry responded that it would be issued within a week of when bids are opened.
- 1.13 Contractors were invited to walk around the exterior of the property and inside the house.
- 1.14 It was requested if Contractors could come back for a second walk thru. It was stated that this would be the only opportunity to walk thru the interior of the house prior to bidding.
- 1.15 Pre-Bid Meeting sign-in sheet is attached.

The meeting was adjourned at 11:00.

Anyone taking exception to or noting omissions from these meeting minutes shall notify the Architect in writing following receipt of the minutes. Otherwise, it is assumed all parties accept these minutes as recorded.

Respectfully submitted,

Douglas A. Eriksen, AIA  
Project Director  
Bernardon  
A Delaware LLC

DAE/man

Enclosure

cc: Attendees  
Mr. William E. Holloway, AIA, LEED AP – Bernardon LLC

**Clarifications to the Drawings:**

AD-101 The existing fence indicated with the key note "U-D" is to be removed and reinstalled.

**Clarifications to the Project Manual:**

Replace Section 00 41 13 "BID FORM" in its entirety with that attached.

Replace Section 01 14 00 "WORK RESTRICTION" in its entirety with that attached.



EXTERIOR RENOVATIONS  
Fenwick Island Lightkeeper's House  
OMB/DFM Project No.: MC2006000140

**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:

	<b><u>ADD</u></b>	<b><u>DEDUCT</u></b>
UNIT PRICE No. 1: Replace wood shingle siding	\$ _____	\$ _____

EXTERIOR RENOVATIONS  
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**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 thirty (30) days from the date of opening of bids (60 days for School Districts and Department of Education), 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
- Affidavit(s) of Employee Drug Testing Program
- Bid Security
- (Others as Required by Project Manuals)

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**BID FORM**

**SUBCONTRACTOR LIST**

In accordance with Title 29, Chapter 6962 (d)(10)b Delaware Code, the following sub-contractor listing must accompany the bid submittal. The name and address of the sub-contractor **must be listed for each category** where the bidder intends to use a sub-contractor to perform that category of work. In order to provide full disclosure and acceptance of the bid by the *Owner*, **it is required that bidders list themselves as being the sub-contractor for all categories where he/she is qualified and intends to perform such work.** This form must be filled out completely with no additions or deletions. **Note that all subcontractors listed below must have a signed Affidavit of Employee Drug Testing Program included with this bid.**

<u>Subcontractor Category</u>	<u>Subcontractor</u>	<u>Address (City &amp; State)</u>	<u>Subcontractors tax payer ID # or Delaware Business license #</u>
1. Carpentry	_____	_____	_____
2. Mason	_____	_____	_____
3. Roofer	_____	_____	_____
4. Painter (RRP Certified)	_____	_____	_____
5. Electrician	_____	_____	_____
6. Selective Demolition	_____	_____	_____

EXTERIOR RENOVATIONS  
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**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 the Office of Management and Budget, Division of Facilities Management*).

All the terms and conditions of (*Project or Contract Number*) 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.**

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**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 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.**

**SECTION 01 14 00**  
**WORK RESTRICTIONS**

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this Section.

1.2 USE OF PREMISES

- A. Use of Site: Limit use of premises to work in areas indicated. Do not disturb portions of site beyond areas in which the Work is indicated.

1. Limits: Confine construction operations to the limits indicated on the drawings or the site. Do not disturb areas on adjacent property's or public ways.
2. Owner Occupancy: The Fenwick Island Assistant Lightkeeper's house is currently un-occupied and will be un-occupied during the renovations. The surrounding occupied areas, site, buildings, roadways, access into the buildings, etc. beyond the work area shall remain accessible to the Owner and public.
3. Parking: Parking is the responsibility of the General Contractor and shall be coordinated in advance with the Owner. Street side parking shall be approved by the City of Fenwick Island, DE and Ocean City, MD.
4. Dumpster: Space is available for a dumpster at the site, actual location shall be coordinated with the Owner.
5. Access: Access to the work area can be achieved from the adjacent streets.
6. Storage: Outdoor space is available for storage. It will be the responsibility of the Contractor to make secure all materials on site.
7. Public Roadways, Driveways, Entrances and Public Sidewalks: Keep public roadways, driveways, entrances and public sidewalks serving premises clear and available to the Public, Owner, Owner's employees and emergency vehicles at all times. Do not use these areas for parking or storage of materials.
  - a. Schedule deliveries to minimize use of roadways, driveways, and entrances.
  - b. The Owner will not sign for any deliveries at any time.
  - c. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on-site.

- B. Use of Existing Building: Maintain the existing building in a weathertight condition throughout renovation period. Repair damage caused by construction operations. Protect building and its contents during construction period.

1. The Contractor shall be provided access to the Lightkeeper's House as necessary to complete the work. A keys may be provided to the Contractor at the Owner's option.
2. Use of the Owner's telephones will not be allowed.
3. Flammable materials shall not be stored in the building. Flammable materials shall be kept outside, away from the building, in a flammable liquid/material storage box.
4. Gas powered equipment will not be allowed in the buildings or near windows at any time.

5. Debris shall be removed from and around the building including the sidewalks and parking areas on a daily basis.
6. At no times shall equipment be left operating in the building after hours or when no one is present in the building.
7. Access to water will be provided.
8. The existing restrooms may not be used by the construction forces. The Contractor shall provide for temporary toilet facilities on site.
9. Dogs or other animals shall not be brought onto the property at any time.
10. Children shall not be brought onto the site at any time.
11. The general surrounds of the building and areas to be renovated are open to the public and those working at the site shall not use abusive language.
12. Radios or other music-playing devices may be allowed. If radios or other such devices are found to be too loud or offensive as judged by the Owner, then such use will be discontinued.
13. Fire extinguishers shall be kept in the areas under renovation at the Lightkeeper's House at all times.
14. All work taking place on the site shall be monitored by the contractor's project superintendent at all times even if the General Contractor's work forces are not working at the site.
15. The Project superintendant shall meet weekly either in person or via phone with the site supervisor to review the activities planned for that week to avoid miscommunication, facilitate the renovation process and to maintain the Owner's operations.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

**END OF SECTION**

ATTENDANCE SHEET

PRE-BID CONFERENCE – CONTRACT #MC2006000140

EXTERIOR RENOVATIONS at Fenwick Island Lightkeeper's House

DATE: February 20, 2018

NAME	AGENCY/COMPANY	TELEPHONE	EMAIL	FAX
Doug Hertsenberg	Bernardon	302-498-6078	dhertsenberg@bernardon.com	302-622-9554
Douglas A. Eriksen	Bernardon	302-498-6071	deriksen@bernardon.com	302-622-9554
PETE GERARDI	GERARDI CONSTRUCTION	302-745-6252	GERARDICONSTRUCTIONINC@GMAIL.COM	N/A
Kyle O'Malley	Concrete Protection Restoration	443-803-6219	kyleomalley@concrdecpr.com	N/A
William Mears	J.L. Briggs Co	302-856-7033	Contact@JLBriggsco.com	N/A
Robin Schurman	BRS Consulting, Inc.	302-786-2326	robin@brsconinc.com	302-786-2079
Barry Joseph	Delmarva Service	302-462-8700	delserv66@gmail.com	302 934 8758
Jim DiGuglielmo	EDis	302-421-5700	Jimmy@EDISCOMPANY.COM	—
TOM CEKINÉ	KENT CONST	302-653-6669	thomas@kentconstruction.com	
COURNEY LYNAHAN	HCA		courney.lynahan@state.de.us	
LARRY SCHROCK	OMB/DEM	739-5644	larry.schnock@state.de.us	739-6148
PAUL NASCA	HCA		paul.nasca@state.de.us	
NICK BATA/LEE BEAUCHAMP	Delmarva Veteran Builders	443-880 2301	LEE@DELMARVAVETERANBUILDERS.COM	—
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