

BERNARDON

ARCHITECTURE
INTERIOR DESIGN
LANDSCAPE ARCHITECTURE

ADDENDUM No.: 01

Project Name: ROOF REPLACEMENT
Reith Hall
State of Delaware Contract Number: MC2006000152

Bernardon Proj. No.: 8347.10-17

Date of Issue: June 29, 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, July 18, 2018 by 11:00AM
Division of Facilities Management
Thomas Collins Building
540 South DuPont Highway, Suite 1,
Dover, DE 19901

Location: Reith Hall, Dover, DE

Date of Meeting: June 26, 2018, 1:00 PM

Present for: State of Delaware
Lynn Riley – Dept. of Historical and Cultural Affairs (DHCA)
Courtney Lynahan – Dept. of Historical and Cultural Affairs (DHCA)
Larry Schrock – Office of Management and Budget (OMB)

Contractors
Mark Cribb – CTA Roofing
Michael Cuocolo – PC Roofing Inc.
Buck High – Tri-State Roofers
Barry Joseph – Delmarva Construction Service
Rich Michel – D.A. Nolt Inc.
B. Scott Schurman – BRS Consulting Inc.
Ashlie Stanley – Quality Exteriors, Inc.

Bernardon
Douglas A. Eriksen, AIA

The following items were discussed:

- 1.01 It was stated that bids are due Wednesday, July 18, 2018 at 11:00am at Division of Facilities Management, Thomas Collins Building, Suite 1, 540 South DuPont Highway, Dover, DE 19901.



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- 1.02 Doug requested that all present please complete the sign-in sheet. He reminded Contractors that this was a mandatory meeting and that if you are not on the sign-in sheet you will not be eligible to bid this project.
- 1.03 Doug reviewed the following items:
 - a. The Work consists of the following:
 1. Installation of a new roof diaphragm (roof sheathing) over existing 1x sheathing.
 2. Installation of new architectural asphalt shingles (with a diamond pattern).
 3. Installation of new roof vents.
 4. Installation of a new chimney cricket and flashing.
 5. Installation of new gutters and downspouts.
 6. Repair/replacement of damaged/rotted existing trim or other wood components of the roof system.
 7. Painting of any replaced or repaired wood trim.
 - b. Project will be constructed under a general construction contract.
 - c. Use of Site: Limit use of premises to work in areas indicated. Do not disturb portions of Project site beyond areas in which the Work is to be performed.
 1. Driveways and Entrances: Keep entrances serving premises clear and available to Owner, and Owner's employees.
 2. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on-site.
 3. The Owner will not sign for any deliveries at any time.
 4. Contractor vehicles shall not be left at the site after working hours.
 - d. Use of Existing Building: Maintain existing building in a weather tight condition throughout construction period. Repair damage caused by construction operations. Protect building during construction period.
 1. The Owner will provide the Contractor with a security code and keys for use during the project.
 2. Use of the Owner's telephones will not be allowed.
 3. Flammable materials shall not be stored in the building.
 4. The **WINDOWS AND SURROUNDING CEMETERY HEADSTONES** shall be protected during the construction period. This includes the erection of a covered walkway at the main entrance. Use and/or closure of the entrances must be coordinated with the Owner's representative in advance. One accessible entrance must be maintained at all times.



5. At no times shall equipment be left operating in or around the building after hours or when no one is present in the building.
 6. Use of the toilets by the Contractor will not be allowed. Contractor shall provide temporary facilities for use by their work force and that of their sub-contractors.
 7. Dogs or other animals shall not be brought onto the property at any time.
 8. Children shall not be brought onto the site at any time.
 9. The property around Reith Hall is open to the public and those working at the site shall not use abusive language.
 10. Reith Hall is a State owned property, no tobacco use is allowed on State property.
 11. Radios or other music-playing devices shall not be loud or abusive. If they are found to be so in the Owner's opinion, then they will be required to be removed.
 12. Use of the Owner's sinks for cleaning tools and equipment shall not be allowed at any time.
 13. The fire detection system shall remain active at all time. The Contractor shall protect the detection devices accordingly.
 14. Any work taking place on the site by the Contractor or their subs shall be monitored by the contractor's project superintendent at all times.
- e. Owner Occupancy: Owner may occupy site during entire construction period. Cooperate with Owner during construction operations to minimize conflicts and facilitate Owner usage of the site. Maintain existing exits, unless otherwise indicated.
1. On-Site Work Hours: Work shall be generally performed during the Contractor's normal working hours, Monday through Friday, except otherwise indicated. The City of Dover allows construction activities from 7:00AM to 7:00PM (or sundown)
 2. Weekend hours: Work on weekends is not allowed.
- f. Contractor Daily Parking: Parking is available in the adjacent parking lot. Bidders were informed that the parking lot is shared by two other buildings and the cemetery so other parking arrangements may need to be made.
- g. Dumpster: Coordinate location with Owner. Debris shall be removed from the site on a daily basis.
- h. Protect existing trees, shrubbery, windows, and grave headstones.



- i. The following is the required schedule for this work:
 - 1. Bids Due: 11:00 a.m. on Wednesday, July 18, 2018.
 - 2. Award Building Contract: Within thirty (30) days of receipt and acceptance of qualified low bid. The issuance of a State of Delaware purchase order is contingent upon the successful Contractor submitting bonds, signed contract, drug testing affidavit, and insurances to the State of Delaware within two (2) weeks of bid acceptance.
 - 3. On-Site Mobilization: Upon receipt of State of Delaware purchase order.
 - 4. Refer to the General Requirements for additional details.
 - j. SUBCONTRACTOR'S LIST – The following subcontractor's will be listed on the Bid Form.
 - 1. roofer
 - 2. carpenter
- 1.04 Addendum No.1 will be issued.
- 1.05 Addenda will be issued via e-mail. Make sure e-mail address is included on sign-in sheet and is legible.
- 1.06 Any questions must be submitted to Bernardon via e-mail by close of business Monday, July 9, 2018. Questions should be e-mailed to Doug Eriksen at deriksen@bernardon.com. A final Addendum will be issued by close of business Wednesday, July 11, 2018.
- 1.07 It was stated that there is a \$10,000.00 allowance listed in the specs that is to be included in the base bid price for unforeseen conditions. Contractor's will be required to submit a proposal and get approval from the State before proceeding with any additional work covered by the allowance. Any proposed work exceeding the allowance will require a change order.
- 1.08 Contractors were invited to walk around the exterior of the property.
- 1.09 Pre-Bid Meeting sign-in sheet is attached.



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The meeting was adjourned at 2:00.

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

Enclosures

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

Clarifications to the Drawings:

Replace A-201 in its entirety with that attached.

Clarifications to the Project Manual:

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

Replace Section 01 23 00 "ALTERNATES" in its entirety with that attached.

ATTENDANCE SHEET

PRE-BID CONFERENCE – CONTRACT # MC2006000152

ROOF REPLACEMENT – REITH HALL

DATE: June 26, 2018

NAME	AGENCY/COMPANY	TELEPHONE	EMAIL
Doug Eriksen	Bernardon	302-498-6071	deriksen@bernardon.com
Ashlie Stanley	Quality Exteriors, Inc.	302-398-9283	ashlie@qexteriorsinc.com / jason@qexteriorsinc.com
MARK CRIBB	CTA ROOFING	302 454 8551	mark@ctarroofing.com
Rich Michel	D.A. Nolt, Inc.	856-753-9338	MATT@DANOLT.COM
Barry Joseph	Delmarva Const Service	302-462-8700	delserv66@gmail.com
B. Scott Schuman	BRS Consulting Inc.	302 276 0133 cell 302 786 2326 office	robin@brsconinc.com scott@brsconinc.com
LARRY SCHROCK	OMB/DFM	739-5644	larry.schrock@state-de.us
Michael Cuocolo	P.C Roofing Inc	(302)322-6767	Michael@PCRoofinginc.com
COURTNEY LYNAHAN	HCA		Courtney.Lynahan@state.de.us
Lynn Riley	HCA	302-577-5170	lynn.riley@state-de.us
Buck High	TRI-STATE ROOFERS	C-302-28210-2113 302-995-7027	bhigh01@comcast.net

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ALTERNATE No. 3: _____ Repair Exterior Gable Trusses _____

Add/Deduct: _____
(\$ _____)

ALTERNATE No. 4: _____ Paint Trim _____

Add/Deduct: _____
(\$ _____)

UNIT PRICES

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

		<u>ADD</u>	<u>DEDUCT</u>
UNIT PRICE No. 1:	Existing Roof Sheathing	\$ _____	\$ _____
UNIT PRICE No. 2:	Existing Roof Trim	\$ _____	\$ _____

ALLOWANCES

The following allowance is set aside for unpredicted scope on the project, to be verified and billed as the project conditions dictate. Allowance is to be included in the Base Bid. Allowance shall be utilized at the Owner's discretion and shall be returned to the Owner if not used.

ALLOWANCE NO. 1: \$10,000.00

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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 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.

<u>Subcontractor Category</u>	<u>Subcontractor</u>	<u>Address (City & State)</u>	<u>Subcontractors tax payer ID # or Delaware Business license #</u>
1. ROOFER	_____	_____	_____
2. CARPENTRY	_____	_____	_____

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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.

**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.

**SECTION 01 23 00
ALTERNATES**

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes administrative and procedural requirements for alternates.

1.3 DEFINITIONS

- A. Alternate: An amount proposed by bidders and stated on the Bid Form for certain work defined in the bidding requirements that may be added to or deducted from the base bid amount if Owner decides to accept a corresponding change either in the amount of construction to be completed or in the products, materials, equipment, systems, or installation methods described in the Contract Documents.
 - 1. Alternates described in this Section are part of the Work only if enumerated in the Agreement.
 - 2. The cost or credit for each alternate is the net addition to or deduction from the Contract Sum to incorporate alternate into the Work. No other adjustments are made to the Contract Sum.

1.4 PROCEDURES

- A. Coordination: Revise or adjust affected adjacent work as necessary to completely integrate work of the alternate into Project.
 - 1. Include as part of each alternate, miscellaneous devices, accessory objects, and similar items incidental to or required for a complete installation whether or not indicated as part of alternate.
- B. Notification: Immediately following award of the Contract, notify each party involved, in writing, of the status of each alternate. Indicate if alternates have been accepted, rejected, or deferred for later consideration. Include a complete description of negotiated revisions to alternates.
- C. Execute accepted alternates under the same conditions as other work of the Contract.
- D. Schedule: A schedule of alternates is included at the end of this Section. Specification Sections referenced in schedule contain requirements for materials necessary to achieve the work described under each alternate.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 SCHEDULE OF ALTERNATES

- A. Alternate No. 1: Slate shingles.
 - 1. Base Bid: No work
 - 2. Alternate: Provide all materials and labor for the installation of slate roofing shingles in colors and patterns similar to that shown on the roof plan.

- B. Alternate No. 2: Faux Slate Shingles.
 - 1. Base Bid: No work
 - 2. Alternate: Provide all materials and labor for the installation of faux slate roofing shingles in colors and patterns similar to that shown on the roof plan.

- C. Alternate No. 3: Repair Exterior Gable Trusses.
 - 1. Base Bid: No work
 - 2. Alternate: Provide all materials and labor to patch/repair existing exterior gable trusses as indicated on sheet A-201.

- D. Alternate No. 4: Paint Trim.
 - 1. Base Bid: No work
 - 2. Alternate: Provide all materials and labor to prep and paint all exterior wood trim and trusses.

END OF SECTION