

Gerald G. Friedel, P.E.
Michael R. Wigley, AIA, LEED®AP
Randy B. Duplechain, P.E.
Charles R. Woodward, Jr., LS
W. Zachary Crouch, P.E.
Michael E. Wheedleton, AIA

**PRE-BID MEETING MINUTES
DHSS HOLLOWAY CHAPEL RENOVATIONS – PHASE 1 REBID
HOLLOWAY CAMPUS, NEW CASTLE, DELAWARE
DBF #586B031.M02 ❖ OMB/DFM# MC3501000012
MARCH 13, 2013**

In Attendance

OMB/DFM:	Danny Episcopo	Phone:	302-255-9335
DHSS:	Larry Mohr	Phone:	302-535-6860
Davis, Bowen & Friedel, Inc.:	Dan Ridgely	Phone:	302-424-1441
		Fax:	302-424-0430
Harvard Environmental Group:	Mike Sanders	Phone:	302-326-2333
Contractor attendees:	<i>See attached sign-in sheets</i>		

Items Discussed

1. Project was advertised starting March 4, 2013 on the State of Delaware website.
2. The sign-in sheet was distributed. Attendance at this pre-bid meeting is mandatory for general contractors to submit a bid.
3. All questions during the bidding shall be submitted in writing to Davis, Bowen & Friedel, Inc., attention: Dan Ridgely, fax 302-424-0430, or email dsr@dbfinc.com. Please have requests for information or substitution to Dan by the end of business on Tuesday, March 26, 2013. No addenda will be issued 4 days prior to the date for receipt of bids except an addendum withdrawing the request for bids or one which extends the time or changes the location for the opening of bids.
4. **Bids will be due April 2, 2013 at 1:00 p.m.**, in conference room 011 of the Main Administration Building Annex at the Herman Holloway Campus, 1901 N. duPont Highway, New Castle, Delaware 19720. Please allow extra time when submitting bids to account for possible delays. No late bids will be considered.
5. One (1) original and two (2) copies of the bid forms must be submitted along with one (1) original and two (2) copies of a Bid Bond equal to ten percent of the bid price including any

- alternates. All bid submission documents, including the bid bond, must be completed on the forms provided in the specifications. A Performance Bond equal to 100 percent of the contract amount must also be posted upon execution of the contract. No construction schedules are required with the bid.
6. The subcontractor list must accompany the Bid Forms and be fully completed in order to submit a qualifying bid. All subcontractors must be licensed to practice their trade in the State of Delaware prior to execution of the contract. The prime general contractor must also be licensed in the State of Delaware prior to execution of the contract.
 7. General Contractors who wish to receive addenda directly and be on the approved bidders list must purchase a minimum of one (1) set of bid documents from Davis, Bowen & Friedel, Inc. for \$200.00. Contractors who previously purchased the bidding documents may obtain a new set for \$50.00.
 8. A walkthrough of the areas of work took place directly after this prebid meeting. Contractors who wish to visit the site should call Larry Mohr at (302) 535-6860 with 24 hours notice.
 9. The building will be not occupied during construction. Normal work hours are 7:00 a.m. to 5:00 p.m. The contractor will be allowed to work during normal business hours.
 10. Funding: The project is state funded. Prevailing Wage Rates will be required. For bidding purposes, contractors should refer to the rates and benefits for Building Construction effective March 15, 2012. A certified copy of the prevailing wage rates is included in the specification. The contractor will be responsible to send wage reports to the Department of Labor.
 11. Submissions: Fire Marshal has approved the drawings as submitted. There are no fees to submit to the Fire Marshal's office. The contractor will be responsible for building permit submission and fees to New Castle County.
 12. Scope: Work to be accomplished in accord with this contract includes the renovations and additions to an existing 3,500 sq. ft. chapel at the Herman M. Holloway Campus in New Castle, Delaware. Scope of work includes a new HVAC system, accessibility upgrades to the site and building, large custom windows, insulation, new entry and ramp system. The rear area of the facility will be reconstructed from the foundation. Other related appurtenances are indicated in the bidding documents. Deduct Alternate number 1 reduces the scope of work to only the building exterior and site, as indicated in the bid documents.
 13. All abatement of asbestos containing materials will not be in the contractor's scope of work. There will be construction coordination required between the general contractor and the State's vendor, Harvard Environmental.

14. Commissioning of the new HVAC system will not be in the contractor's scope of work. There will be construction coordination required between the general contractor and the State's vendor, Facilities Dynamics.
15. All soils and concrete testing for will not be in the contractor's scope of work. There will be construction coordination required between the general contractor and the State's vendor, Duffield Associates.
16. The contractor will be responsible for having a supervisor on site at all times during work of any subcontractors or their own forces, including punch-list work.
17. The Owner will provide electric and water service. The contractor shall provide their own toilet facility during phase 2. An area adjacent to the area of work can be utilized by the contractor during construction for staging.
17. Materials will need to be on site prior to request for payment for those materials by the contractor.

Any changes, additions or deletions to these minutes should be submitted in writing to Davis, Bowen & Friedel, Inc., within ten (10) days.

Respectfully Submitted,
DAVIS, BOWEN & FRIEDEL, INC.



Daniel S. Ridgely, AIA
Architect - Project Manager

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Enc.: Pre-bid sign-in sheets

Cc: All attendees
Michael Bundek (DHSS)
David Hill (DHSS)

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DBF #586B031.M02
MARCH 13, 2013**

Name (Please Print)	Co. / Dept. Name & Address	Email (Please Print)
Wayne Simmons	SHA-NIC INC 833 LINCOLN AVE Unit #1 West Chester, Pa. 19380	estimating.shanic @ verizon.net
Larry Mohr	DHSS	larry.mohr@state.com
Buck High	TRI-STATE ROOFERS	bhigh01@comcast.net Phone → 302-995-7027 Fax → 302-995-7527
Dave Reisinger	Donald E Reisinger Inc 717 E. Washington ST West Chester, PA 19380	dave.reisinger@comcast.net
Louis M. Deldo	DELDEO BUILDERS INC 100 NAA MAKS RD SUITE 317 CLAYMONT, DE 19703	lou@deldo@comcast.net PH 302-791-0243 FAX 302-791-0245
Paul Smith	TUSCAN Construction old capital trail Wilm, DE, 19808	PostA@tuscancorstruction.com scott@tuscancorstruction.com
Bill Michelinie	BCI (Brandywine Contractors) 34 Industrial Blvd. New Castle, DE 19720	bmichelinie@bci-online.com

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Name (Please Print)	Co. / Dept. Name & Address	Email (Please Print)
ROB SHARP	SUPERIOR ELECTRIC 36 GERMANY DR WILM. DE 19805	<u>Rob @</u> Superiorelectric.biz
Stacy Bush	Amakor, Inc PO Box 636 72 Clinton St DE City DE 19706	<u>Amakor @ aol.com</u> 302 834 8664 8681
DANE COLEMAN	ANOTHER DIMENSION INC 7047 MIDWAY AVE UPPER DARBY PA 19082	<u>AJONES@THELAUNCH@</u> PAD. BIZ 484-802-6729
Cliff Draper	Versatile Construction 1755 Old York Rd. Abington, PA. 19001	<u>Cliff.versatile12@gmail.com</u> 215-657-2270
BILL BOOTH	COMMONWEALTH CONST. Co. 2317 PENNSYLVANIA AVE WILM. DE 19806	<u>bbooth @ its</u> COMMONWEALTH.COM
FRED FISHER	FIRST STATE ELECTRIC 25 King Ct New Castle DE 19720	<u>fredf @</u> firststateelectric.com
Larry Bathon	Lawrence C. Bathon Builders Inc. 45 Appleton Rd. ELKTON, MD 21921	<u>abathon @ aol</u>

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Name (Please Print)	Co. / Dept. Name & Address	Email (Please Print)
DEREK SCHIRM	BOB SMITH CONTRACTORS 281 E Evergreen St West Grove PA 19390	bids@Bobsmithcontractors.com
KIRTI JASHI	JASHI CONSTRUCTION CO 2272 BRACKENHILL ROAD, HOEKESSEH, DE. 19707	JASHICONSTRUCTION@COMCAST.NET 302-239-5090 302-239-4704 FAX
STEVE POPOVICH	VENTRESCA BROTHERS INC. 2300 H. DUPONT HWY NEW CASTLE DE 19720	VENTRESCA@VENTRESCA BROS INC. COM.
C.C. WATZ	Kent Construction Co Inc. 2 Big Oak Rd Smyrna, De 19944	LYNN@KENTCONSTRUCTION CO.COM 302 653 6469 653 2108 FAX
DANNY EPISCOPO	OMB / DFM	danny.episcopo@STATU.RA.US 255-9335
		_____@_____
		_____@_____