

*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
Jason P. Loar, P.E.
Ring W. Lardner, P.E.
Gerald G. Friedel, P.E.*

**KENT/SUSSEX LOADING BUILDING
LOADING DOCK REHABILITATION
HERMAN M. HOLLOWAY SR. CAMPUS
NEW CASTLE, DELAWARE
DBF # 0586B031.GG1 ❖ OMB/DFM No. MC3501000018
SEPTEMBER 23, 2014**

ADDENDUM NO. 1

The following items shall become a part of the contract documents. Contractor must acknowledge receipt of this addendum on the Bid Form. Failure to do so may subject the Bidder to disqualification.

- Item No. 1 The pre-bid meeting minutes and sign-in sheet from the September 23, 2014 meeting are attached.

END OF ADDENDUM

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**PRE-BID MEETING MINUTES
HERMAN M. HOLLOWAY, SR. CAMPUS
KENT/SUSSEX BUILDING – LOADING DOCK REHABILITATION
1901 N. DUPONT HIGHWAY, NEW CASTLE, DELAWARE
DBF #586B031.GG1 □ OMB/DFM# MC3501000018
SEPTEMBER 23, 2014**

In Attendance

OMB/DFM	Rich Glazeski	Phone: 302-739-5644
DHSS:	Danny Episcopo Tim Read John McDermott	Phone: 302-255-9335 Phone: 302-535-6860
Davis, Bowen & Friedel, Inc.:	Ring Lardner	Phone: 302-424-1441 Fax: 302-424-0430
Contractor attendees:	<i>See attached sign-in sheets</i>	

Items Discussed

1. Project was advertised starting September 15, 2014 on the State of Delaware website.
2. The mandatory pre-bid meeting was conducted on September 23, 2014 at the Herman S. Holloway, Sr. Campus, Administration Building Annex, Room 011.
3. The sign-in sheet was distributed. Attendance at this pre-bid meeting is mandatory for general contractors to submit a bid.
4. All questions during the bidding shall be submitted in writing to Davis, Bowen & Friedel, Inc., attention: Ring Lardner, fax 302-424-0430, or email rwf@dbfinc.com. Please have requests for information or substitution to Ring by noon on Thursday, October 2, 2014. The final addendum will be issued no later than 5:00 P.M. on Friday, October 3, 2014. 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.

5. **Bids will be due October 10, 2014 at 2:00 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.
6. 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.
7. 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 include their Delaware Business License with the bid. The prime contractor must submit their subcontractors business license(s) within 30 days of signing the agreement.
8. The bid form must be completely filled out (do not leave any blanks). Contractors who will be doing their own work must list themselves as a subcontractor on the bid form.
9. 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 \$100.00.
10. The building will be 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. The contractor will provide a walkway to the dining room door during construction.
11. Funding: The project is state funded. Prevailing Wage Rates will be required. For bidding purposes, contractors should refer to the rates and benefits for Highway Construction effective March 14, 2014. 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.
12. Submissions: Fire Marshal has approved the drawings as submitted. DNREC has approved the Detailed Sediment and Stormwater Management Plans. The contractor will be responsible for obtaining a special permit for the retaining wall

and building permit for the overhead canopy.

13. Scope: Work to be accomplished in accordance with this contract includes the parking lot rehabilitation, loading dock ramp replacement, loading dock repair, dumpster pad relocation, ADA compliant walk, additional asphalt areas, and overhead canopy. Contractor shall refer to drawings for a more detailed scope of work.
14. All soils and concrete testing 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.
15. 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.
16. The Owner has an 110V electric outlet and hose bib water service available for use by the contractor at no cost. The contractor shall provide their own toilet facility. Contractor shall be prepared to provide additional electric or water if needed. Staging of materials on site should be minimized due to the size of the area.
17. Materials will need to be on site prior to request for payment for those materials by the contractor.
18. Utilities are shown on plan. Contractor is required to mark utilities on site using a locate company like Soft Dig to locate the utilities within the work area.
19. Contractor is reminded that all work carries a 2 year warranty period.
20. Potential bidders may visit the site at any time. Bidders may take pictures of the proposed work but may not include people in the picture.
21. New lighting is not required for this project.
22. The facility is a critical facility. The State wants the work done in the shortest duration. Please include the number of days to complete the work on the bid form.
23. Potential bidders are reminded to review the close out documents to include the required recycling requirements to include required forms included in the Construction Waste Management Section.
24. Campus Specific Items: The facility is a hospital and patients are able to walk the facility. Contractors will keep all tools and equipment secure throughout the duration of the contract. The campus is a tobacco free campus. Interim Life Safety Measure forms are required to be completed. The form will be provided in a second addendum.

25. A walkthrough of the areas of work took place directly after this prebid meeting.

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.



Ring W. Lardner, P.E.
Principal - Project Manager

P:\DHSS\HOLLOWAY CAMPUS\0586B031-GG1 Kent-Sussex Loading Dock\Docs\Bid Services\0586B031-GG1 Prebid Minutes.docx

Enc.: Pre-bid sign-in sheets

Cc: All attendees
David Hill (DHSS)

**PRE-BID MEETING
DHSS KENT / SUSSEX BUILDING – LOADING DOCK REHABILITATION
DBF #586B031.GG1
SEPTEMBER 23, 2014**

Name (Please Print)	Co. / Dept. Name & Address	Email (Please Print)
C.G. WARE	Kent Construction Co. 1 Big Oak Rd Smyrna Dc. 19977 (302) 653 6469 653 2108	Estimator 2 @kent constructionco.com (All one word)
Robin Schurman	BRS Consulting PO Box 237 Harrington, DE 19952 (302) 786-2326	brsconsulting @comcast.net
RICH GLAZESKI	OMB / DFM	richard.glazewski @state.de.us
Marc Wolfe	Dedeo Builders 100 Macmans Rd Suite 315 Claymont DE 19703	Marc Wolfe @Mac.com
Tony Ventresca	Ventresca Bros., Inc. 2300 N. Dupont Hwy. New Castle, DE 19720	Tony@VentrescaBros.com @ 302-658-6436 302-658-2360
Stacy Bush	Amakor, Inc PO Box 636 Delaware City DE 19704	Amakor @aol.com 302 834-8664 -8681 Fx
Larry Bathon	L C BATHON Bldg Co 385 Newell Rd. ELKTON, MD 21921	lbathon @aol.com

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Name (Please Print)	Co. / Dept. Name & Address	Email (Please Print)
Todd Kelby	Whiting-Turner 131 Continental Dr. Suite 404	Todd.Kelby @ Whiting-Turner.com
Matt Mitten	Mid Atlantic Dismantlement Corp P.O. Box 1192 Dover, DE 19903	matmitten @ madcorpde.com
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Name (Please Print)	Co. / Dept. Name & Address	Email (Please Print)
C.G. Ware	Kent Construction Company 1 Big Oak Road Smyrna, DE 19977	Estimator2@kentconstructionco.com (302) 653-6469 (302) 653-2108 (fax)
Robin Schurman	BRS Consulting P.O. Box 237 Harrington, DE 19952	brsconsulting@comcast.net (302) 786--2326
Rich Glazeski	OMB / DFM	Richard.glazeski@state.de.us
Marc Wolfe	Deldeo Builders 100 Naamans Road Suite 3F Claymont, DE 19703	MarcWolfe@mac.com
Tony Ventresca	Ventresca Bros., Inc. 2300 North Dupont Highway New Castle, DE 19720	Tony@VentrescaBros.com
Stacey Bush	Amakor, Inc. P.O. Box 636 Delaware City, DE 19706	Amakorr@aol.com (302) 834-8664 (302) 834-8681 (Fax)
Larry Bathon	L C Bathon Bldg Co. 385 River Road Elkton, MD 21921	abathon@aol.com

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Name (Please Print)	Co. / Dept. Name & Address	Email (Please Print)
Todd Kelby	Whiting-Turner 131 Continental Drive Suite 404	todd.kelby@whiting-turner.com
Mat Mitten	Mid Atlantic Desmantlement Corp P.O. Box 1192 Dover, DE 19903	matmitten@madcorpde.com
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