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**PRE-BID MEETING MINUTES
HOLLOWAY CAMPUS – ADMINISTRATION BUILDING
HOUSEKEEPING RENOVATIONS
1901 N. duPONT HIGHWAY, NEW CASTLE, DELAWARE 19720
DBF #586B035.J01 □ OMB/DFM# MC3501000025
JULY 13, 2015**

In Attendance

OMB/DFM:	Dean Seely Alisha McCullough	
DMS/ FAC OPS:	Danny Episcopo Elliott Tatum Tim Read	
Davis, Bowen & Friedel, Inc.:	Dan Ridgely	Phone: 302-424-1441 Fax: 302-424-0430 Email: dsr@dbfinc.com
Fayda Engineering, Inc.:	Matt Galinskie Korey Deshong	
Contractor attendees:	<i>See attached sign-in sheets</i>	

Items Discussed

1. Project was advertised starting July 6, 2015 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 Wednesday, July 22, 2015. 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 Tuesday July 28, 2015 at 2:00 p.m.**, in the reception area of the Facilities Management Office in the Thomas Collins Building, 540 S. DuPont Highway, Suite 1 (Third Floor), Dover, Delaware 19901. 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 \$100.00.
8. A walkthrough of the areas of work took place directly after this prebid meeting. An optional **second walk through will take place on Thursday July 16, 2015 at 8:30am**. Contractors to meet Elliott Tatum at the Main Building Annex Conference Room at this time.
9. The area of work will not be occupied during construction. Normal work hours are 7:00 a.m. to 4:00 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, 2015. 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: The contractor will be responsible for building permit submission and fees to New Castle County. The Fire Marshal's Office has approved the drawings.
12. Scope: Work to be accomplished in accord with this contract includes the renovation of an approximately 4200 square foot second floor interior area into offices including two new ADA compliant rest rooms, a chair lift, and refinished interior in its entirety. Exterior work includes window replacement, concrete, brick masonry installation, and modifications to the exterior steel guardrail and fire escape. Work to the first floor utility room will be included

in Alternate #1.

13. 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.
14. The Owner will provide water and electrical service. The contractor shall provide their own toilet facility.
15. A sufficient area for work and staging will be provided for the contractor.
16. Materials will need to be on site prior to request for payment for those materials by the contractor.
17. 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.

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

\\Arch Files\State of DE 586\B031M\586B035.J01 Prebid Minutes.doc

Enc.: Pre-bid sign-in sheets

Cc: All attendees

PREBID MEETING SIGN-IN SHEET
 DEPARTMENT OF HEALTH & SOCIAL SERVICES
 HOLLOWAY CAMPUS
 ADMINISTRATION BUILDING
 HOUSEKEEPING RENOVATIONS
 1901 N. duPONT HIGHWAY, NEW CASTLE, DELAWARE 19720
 DBF #586B035.J01 OMB/DFM CONTRACT# MC3501000025
 JULY 13, 2015

Name (Please Print)	Co. / Dept. Name	Email & Phone (Please Print)
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Bill Hallow	J. Vinny Serrano	Bherold @ JKHARR .com 410-335-3000
Bill Booth	COMMONWEALTH CONST. Co.	bbooth @ its COMMONWEALTH.COM
Rob Rettig	merit mech	TRettig @ merit mech.com @
Steve DERRICKSON	NASON Construction	SDERRICKSON@NasonConstruction.com @
SCOTT CAPALDI	CRITICAL DESIGN AND CONSTRUCTION CORP	SACAPALDI@CDACORP.NET 302 588-4406 @
JOHN ROZICH	HARBOR STONE CONSTRUCTION	610 467 0872 jrozich @ harborstone.com

PREBID MEETING SIGN-IN SHEET
 DEPARTMENT OF HEALTH & SOCIAL SERVICES
 HOLLOWAY CAMPUS
 ADMINISTRATION BUILDING
 HOUSEKEEPING RENOVATIONS
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 DEPARTMENT OF HEALTH & SOCIAL SERVICES
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GREG Thompson	Conventional Builders	Conventional Builders @ Comcast.net FAX 302-422-2135 Phone 302 422-2429
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