

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
HOLLOWAY CAMPUS – CARVEL BUILDING
LOWER LEVEL RENOVATIONS
1901 N. duPONT HIGHWAY, NEW CASTLE, DELAWARE 19720
DBF #586B035.M01 □ OMB/DFM# MC350100029
DECEMBER 28, 2015**

In Attendance

OMB/DFM: Dean Seely

DMS/ FAC OPS: Stephen King
Michael Alfree

Davis, Bowen & Friedel, Inc.: Dan Ridgely Phone: 302-424-1441
Fax: 302-424-0430
Email: dsr@dbfinc.com

Contractor attendees: *See attached sign-in sheets*

Items Discussed

1. Project was advertised starting December 16, 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, January 6, 2016. 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 January 12, 2016 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 Tuesday January 5, 2016 at 1:00pm.** Contractors to meet Tim Read at the Carvel Building Lower Level entrance 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, amended July 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 10,000 square foot interior area into offices including two new ADA compliant rest rooms, a break room, and refinished interior in its entirety. Exterior work includes stucco repair at porches, and lighting replacement. Work associated with the Kitchen/ Cafeteria and Storage areas near Mechanical 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.
18. The contractor and all subcontractors will be required to sign an interim life safety measures form prior to beginning work at the site. The form is attached.

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.M01 Prebid Minutes.doc

Enc.: Interim Life Safety Measures Form
Pre-bid sign-in sheets

Cc: All attendees
Elliott Tatum
Tim Read
Danny Episcopo
Toby Pierce
Mike Sanders



INTERIM LIFE SAFETY MEASURES

- I. The Herman Holloway Campus is a non-smoking campus that houses 2 resident mental patient areas, Kent/Sussex and Mitchell buildings. Patients may be on the grounds or in any of the campus buildings. Anyone working on the Herman Holloway site should be aware that patients are **not** in uniforms and that the utmost care must be taken in not giving our Clients any lighters, rides or money. All tools must be secure from client access. Please implement the following Interim Life Safety Measures. If you are experiencing any problems or need help, please contact the maintenance office for assistance. Maintenance Phone number is (302) 255-9325
- II. Ensuring free and unobstructed exits. Personnel receive additional training when alternative exits are designated. Buildings or areas under construction must maintain escape routes for construction workers at all times. Means of exiting construction areas are inspected daily.
- III. Ensuring free and unobstructed access to emergency services and for fire, police, and other emergency forces.
- IV. Ensuring fire alarm, detection, and suppression systems are in good working order. A temporary but equivalent system shall be provided when any fire system is impaired. Temporary systems must be inspected and tested monthly.
- V. Ensuring temporary construction partitions are smoke tight and built of noncombustible or limited combustible materials that will not contribute to the development or spread of fire.
- VI. Providing addition fire-fighting equipment and training personnel in its use.
- VII. Prohibiting smoking according to EC/5 throughout the organization's buildings, and in and adjacent to construction areas.
- VIII. Developing and enforcing storage, housekeeping, and debris removal packages that reduce the building's flammable and combustible fire load to the lowest feasible level.
- IX. Conduction a minimum of two fire drills per shift per quarter.
- X. Increasing hazard surveillance of buildings, grounds, and equipment, with special attention to excavations, construction areas, construction storage, and field offices.
- XI. Training personnel to compensate for impaired structural or compartmentalization features of fire safety.
- XII. Conducting organization wide safety education programs to promote awareness of LSC deficiencies, construction hazards, and ILSM.

Date: _____

Company: _____

Principal: _____

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CARVEL BUILDING LOWER LEVEL
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Name (Please Print)	Company Name & Address	Phone / Fax Email
Brian Thompson	Conventional Builders Inc.	302-422-2429 302-422-2135 conventionalbuilders@ Comcast.net
GREG Thompson	Conventional Builders	
Michael J. Alfree	STATE of DE DMS/Facility	255-9879
Stephen King	DHSS/DMS	stephen.king@state.de.us
Tony Ventresca	Ventresca Bros., Inc. 2300 N. Dupont Hwy. New Castle, DE 19720	302-658-6436 302-658-2360 Tony@VentrescaBros.com
Brian Smith	BSS CONTRACTORS 981 E. EUGENE ST SUITE 3 WEST GROVE PA 19380	610-345-1316 610-345-1318 bsmith@bsscontractor.com
Fred Fisher	First State Electric 25 King Ct New Castle DE 19720	3023220140 3023221146 fredf@firststateelectric.com
Larry Bathon	L C Bathon Builders Inc. 344 Appleton Rd. ELKTON, MD. 21921	443-553-0931 410-398-0246 bathonbuilders@gmail.com
Louis DELDEO	DELDEO BUILDERS INC 100 NAAMANS Rd SUITE 31 CLAYMONT, DE 19703	302-791-0243 Fax 302-791-0245 louddeldeo@Comcast.NET
Scott Schurman	BRS Consulting Inc PO Box 237 Harrington, DE 19552	302 786 2326 302 786 2079 Fax scott@brsconinc.com
Becky Fetterolf	Capital Construction Services PO Box 46 Lewisville PA 19351	610-314-3783 (C) 610-467-0692 (F) capsent2@verizon.net fetterolf@

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Name (Please Print)	Company Name & Address	Phone / Fax Email
Mark Nerone	NA Russo Corp 403 Helms Ave SWEDENSBURG, NJ 08085	802-467-7006 - PK 802-467-7008 - FAX MNERONE@RUSSOCORPORATION.COM
Rob Rettig	MERIT Mechanical Newark Del	366-8601 368 4616 - FAX TRettig@meritmech.com
Bill Booth	COMMONWEALTH CONST. CO 2317 PENNSYLVANIA AVE WILM. DE 19806	302 654-6611 302 654-2604 bbooth@itscommonwealth.com
Ryan Jackson	AMAKER INC 72 CLINTON STREET Delaware City DE 19706	302 834-8664 (F) 302-834-8681 AMAKER@A01.COM
Larry Seese	Kent Construction 2 Big Oak Rd	302-658-6469 estimator2@kentconstructionco.com
YUN FROWINE	1100 LORE AVE, UNIT 310 WILMINGTON, DE 19809 EASTCON GROUP, LLC	(302) 419-3033 YUN@EASTCONGROUP.COM
Deen Seely	OMB/DFM	joseph.seely@state.de.us