

*Gerald G. Friedel, P.E.
Michael R. Wigley, AIA, LEED®AP
Randy B. Duplechain, P.E.
W. Zachary Crouch, P.E.
Michael E. Wheelleton, AIA
Ring W. Lardner, P.E.*

DHSS HOLLOWAY ELEVATOR UPGRADES

ADMINISTRATION BUILDING

HOLLOWAY CAMPUS, NEW CASTLE, DELAWARE
DBF #0586B035.W01 □ OMB/DFM# MC3501000041
MARCH 23, 2017

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 See attached Pre-Bid Meeting Minutes dated March 22, 2017

END OF ADDENDUM

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**PRE-BID MEETING MINUTES
HOLLOWAY CAMPUS – ADMINISTRATION BUILDING
ELEVATOR UPGRADES
1901 N. duPONT HIGHWAY, NEW CASTLE, DELAWARE 19720
DBF #0586B035.W01 □ OMB/DFM# MC3501000041
MARCH 22, 2017**

In Attendance

OMB/DFM:	Dean Seely	
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.:	Ed Fayda	
M.V. Farinola, Inc.:	Mike Farinola	
Contractor attendees:	<i>See attached sign-in sheets</i>	

Items Discussed

1. Project was advertised March 13, 2017 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 Friday, March 31, 2017. 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 Thursday April 6, 2017 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 \$75.00.
8. A walkthrough of the areas of work took place directly after this prebid meeting. An optional **second walk through will take place on Wednesday March 29, 2017 at 11:00am.** Contractors to meet Elliott Tatum or Tim Read at the Main Building Annex Conference Room at this time.
9. 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, 2016. 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 includes upgrading components of an existing **electric geared traction** elevator at the Administration Building at Herman Holloway Campus in New Castle, Delaware. The scope of work also includes all related architectural, mechanical, electrical, and other appurtenances as indicated in the bid documents.

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. A sufficient area for work and staging will be provided for the contractor.
15. Materials will need to be on site and work completed prior to request for payment for those materials by the contractor.
16. Any abatement of asbestos containing materials would not be in the contractor's scope of work.
17. All materials must be on site **prior to start of work** in order to minimize elevator down time.
18. The building will remain occupied during construction. This contract (MC3501000041) shall be completed prior to beginning the Annex Building elevator upgrades (MC3501000040). There shall be a two week test period between substantial completion of this project, and mobilization for the Annex elevator project.
19. The contractor and all subcontractors working at this campus must complete the attached Interim Life Safety Measures for prior to start of work.

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.W01 Prebid Minutes.doc

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

Cc: All attendees

DHSS Holloway Campus Administration Building and Annex Building Elevator Upgrades Projects

DBF #0586B035.W01 and 0586B035.V01, OMB/DFM #MC3501000041 and #MC35010000040

NAME	REPRESENTING	PHONE	EMAIL
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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: _____