

**PRE-BID MEETING MINUTES-ADDENDUM NO. 1  
MITCHELL BUILDING GENERATOR REPLACEMENT – RE-BID  
DHSS HERMAN HOLLOWAY CAMPUS  
1901 N. DUPONT HIGHWAY, NEW CASTLE DE 19720  
OMB/DFM PROJECT: MC3501000047**

A Mandatory Pre-Bid Meeting was held in the DHSS Herman Holloway Campus, Main Building Annex Conference Room on Tuesday, August 1, 2017, at 8:30 a.m. Those in attendance were:

Patrick McKenna	OMB/Division of Facilities Management
Elliott Tatum	DHSS/DMS/FO
Tim Read	DHSS/DMS/FO
Denise Jenkins	DPC
Gerry Scannell	Carr & Duff, Inc.
Mike Hines	BW Electric, Inc.
Joe Bannon	Fidelity Engineering
Matt Bailey	Power Plus Electrical Contracting, Inc.
Preston Carden	PSC Contracting
Richard Arndt	H&A Electric, Inc.
Joe Wasycowski	H&A Electric, Inc.
Tom Cochran	Federal Mechanical Contractors
Hank Stack	Duffield Associates
Matthew Galinskie, C.E.A.	Fayda Engineering & Energy Solutions, LLC

**A copy of the Pre Bid Meeting sign-in sheet is attached. Total 2 pages.**

**Date of Report:** August 2, 2017  
**FE&ES Comm. No.:** 16-1228

**Items of Discussion:**

- 1.0 These Pre-Bid Meeting Minutes, Addendum No. 1, shall be made part of the Project Manual and Drawings dated July 24, 2017 for the DHSS Herman Holloway Mitchell Building Generator Replacement Re-Bid.
- 2.0 Sealed bids for OMB/DFM Contract No. MC3501000047-HOLLOWAY CAMPUS -MITCHELL BUILDING GENERATOR REPLACEMENT RE-BID will be received by the State of Delaware, Office of Management and Budget, Division of Facilities Management, in the reception area of the Facilities Management Office in the Thomas Collins Building, 540 S. DuPont Highway, Suite 1 (Third Floor), Dover, DE 19901 until **2:00 p.m. local time on Wednesday, August 16, 2017**, at which time they will be publicly opened and read aloud in the Conference Room. Bidder bears the risk of late delivery. Any bids received after the stated time will be returned unopened.
- 3.0 This is a mandatory pre-bid meeting and Prime Bidders are limited to those in attendance.
- 4.0 For further bidding information relating to the Project Manual and Drawings, the contractors are directed to contact Edward Fayda, P.E., Project Manager at Fayda Engineering & Energy Solutions, LLC at telephone: 302-999-1060. Contractor Requests for Clarification or Interpretation shall be



delivered electronically (by email) to [efayda@faydaees.com](mailto:efayda@faydaees.com). Ensure the project title, contractor's name and RFI # are in the subject line. (Example: DHSS Mitchell Building "Contractor Name"- RFI #1)

- 5.0 The wage rates for this Project are Delaware Department of Labor and Division of Industrial Affairs for **New Castle County, Building Construction Classification**. A certified copy of the prevailing wage rates for this specific project is included in the Project Manual. This approved scale of wages must be posted by the Contractor in a prominent and easily accessible place at the work site.
- 6.0 Contractors are reminded that if they are a recognized contractor that customarily performs the work of a given subcontractor classification; that they can list themselves on the line for that particular subcontractor category. **DO NOT LEAVE ANY BLANKS ON THE BID FORM. DO NOT ADD ANY ADDITIONAL VERBIAGE OTHER THAN WHAT IS REQUESTED. FAILURE TO DO SO MAY DISQUALIFY YOUR BID.** As an example, if you are an electrical contractor that will self-perform the electrical work, that you list your company on the Electrical Subcontractor line on the bid form. Ensure your address, business license, etc. is also included.
- 7.0 Effective 1/1/16, **the prime contractor and all listed subcontractors** must have a drug testing program in place. There is an Affidavit located with the Bid Form.
- 8.0 Project Summary  
A. Project scope:  
**Base Bid:**  
1. All work shown on the contract documents.  
**Alternates #1**  
1. Omit Gas piping modifications identified on the Mechanical Drawings.
- 9.0 Contractor must be a registered plan holder in order to submit a bid. Bid Form shall be submitted in triplicate. Only those registered plan holders will be sent future addenda.
- 10.0 A two (2) year warranty is required on work and materials beginning on the date of substantial completion.
- 11.0 The following sections of the specifications were reviewed:

<u>Section</u>	<u>Article</u>	<u>Title</u>
	-----	Advertisement for Bids
00 21 13	3.3	Instructions to Bidders
00 41 13	-----	Bid Form & Subcontractor Listing
00 81 14		Drug Testing Report Forms
00 81 15	13.7	Interim Life Safety Measures
00 10 00	1.03	Project Summary
01 21 00	3.03	Allowances
01 23 00	1.02	Alternates
01 74 19	1.07	Owner's Refusal of Salvaged Equipment
26 05 13	2.3	Medium Voltage Cable

26 05 70	1.02	Project Overview
26 32 13	1.3	Background & Scope of Work

12.0 The drawings were generally reviewed to present the intent of the contract documents.

13.0 The following items were discussed in detail:

- A. Working hours are 7:00 a.m. to 4:00 p.m. Monday through Friday. Additional hours must be arranged with the Owner in advance. All shutdowns shall be conducted on weekends and at the convenience of the owner. Shutdowns must be scheduled and approved by the owner a minimum of two weeks in advance.
- B. Contractors are to contact the Department of Labor if they have any questions with regard to the State Prevailing Wage Law or clarifications on payroll reporting. Telephone number is 302-451-3423.
- C. Requests for substitutions must be submitted to the Engineers office by **5:00 p.m. on Monday, August 7, 2017**. Such requests shall include a complete description of the proposed substitutes, along with sufficient documentation and information necessary for a complete evaluation. Refer specifically to Section 00 26 00.
- D. All questions should be directed in writing to the Engineer. Contractors are encouraged to submit questions as soon as possible. All answers to questions not in addendum format will not be binding. In the case of a conflict between the specifications and drawings or within each not answered by addendum, the greater quantity or better quality shall be provided. The deadline for questions shall be **5:00 p.m. on 8/10/17. Final Addenda deadline is 2:00 p.m. on 8/12/17.**
- E. Contractor will be responsible for the 3<sup>rd</sup> Party identification of underground utilities in the area of excavation. Any known utilities are approximately shown on the contract documents. Miss Utility shall be contacted for public utilities but it is known that all public utilities stop at the property line.
- F. Contractor will be responsible for the 3<sup>rd</sup> Party testing and inspection by a NECA level 4 or NICET Level 4 accredited firm.
- G. Billing for stored material will not be paid unless the material is on the jobsite and in a secure location under the contractor's control. DHSS will assist with providing area for materials storage; however it may not be a secured area.
- H. Contractor shall provide temporary toilets. Contractors will not be permitted to use facility restrooms.

- I. Soil may be temporarily stockpiled on site; however, soil may not remain at the project site and must be removed by the contractor. The Facility will accept leftover rock, crusher run and millings.
  - J. Vehicles & other equipment shall not be left unattended and shall be secured at all times.
  - K. This is a tobacco free campus. No form of tobacco is permitted on site.
  - L. The Mitchell Building is a Level 4 correctional facility. As such, contractors shall include adequate overhead time to enter and depart the facility daily. No extras will be granted for this expense.
  - M. Most work is located in the existing Boiler/Electric room or the exterior of the building. This excludes the installation of the new generator annunciator that will be located in the primary control room. Refer to drawings for location. Wiring run from the rear to the front of the building may be run in the attic space. The attic is more of a loft/crawl space and is not a full height attic. Access is extremely limited. Wiring in attic shall be installed in EMT.
  - N. Per Specification 26 32 13-1.3.4.G, the generator annunciator is new.
  - O. Per Specification 26 32 13-1.3.5, the Owner will provide 3000 gallons of diesel fuel for the generator.
- 14.0 The successful contractor shall designate one job foreman who will remain as the main point of contact throughout the duration of the project. This foreman must be on-site whenever any sub-contractors are on-site.
- 15.0 In accordance with Specification Section 00 73 13, Article 9.2.2, an amount equal to 1% of the contract will be identified on the contractor's Schedule of Values for contract closeout documents. Note that this is not part of the 5% retainage.
- 16.0 Reminder: For your bid to be deemed responsive, you need to include:
- 1. Bid Form- Fully executed, no blanks use the latest version published by Addenda.
  - 2. Bid Bond or Certified check in the amount of 10% of your bid.
  - 3. Bidders Business License
  - 4. Drug Testing Affidavit for prime and all subcontractors.
- 17.0 A site review of the project site was performed. A follow up walk-thru is tentatively scheduled for 8:30 a.m. on Tuesday, August 8, 2017 for all registered attendees. Contact Matt at the Engineer's office at 302-999-1060 to register for the walk-thru. If no one registers, the walk through will be cancelled.
- 18.0 Changes to scope of work from original Bid (6/6/17): Currently, the Pool (Building #34) is fed from a 3P-400A disconnect switch connected to the secondary side of the Mitchell Building Transformer. This will be removed and a new service will be provided from the Mitchell Building switchboard to serve this load. Refer to Project Drawings for associated work.

19.0 Changes to Specifications

19.1 There are no changes to the specifications.

20.0 Changes to Drawings

20.1 There are no changes to the drawings.

21.0 Questions/Clarifications

21.1 There are no questions.



Matthew Galinskie, C.E.A.

MG/mg  
16-1228 Pre-Bid Meeting Addendum #1

Attachments: Pre Bid Meeting Sign-In Sheet

cc: All in Attendance  
Daniel Episcopo, Director DHSS/DMS/FO  
James DeFrancesco, P.E. OMB/DFM  
Associated Builders & Contractors, Inc.  
Delaware Contractors Association  
P-File

**PLEASE FILL OUT COMPLETELY AND LEGIBLY**

PROJECT NAME: Mitchell Building Generator Replacement - Re-Bid  
DHSS Herman Holloway Campus  
1901 North Dupont Highway, New Castle, DE 19720

FE&ES Comm. No.: 16-1228  
 OMB/DFM Project No.: MC3501000047

PRE-BID MEETING: Tuesday, August 1, 2017 @ 8:30 a.m.

BIDS DUE: Wednesday, August 16, 2017 @ 2:00 p.m.

Company Name	Representative	Address	Phone & Fax	Email
Fayda Engineering	Matt Galinskie, C.E.A.	801 W. Newport Pike Wilmington, DE 19804	(302)999-1060 – P (302)999-1053 – F	efayda@faydaees.com mgalinskie@faydaees.com
<del>CARR &amp; DUFF</del> Gerry Scannell	Gerry Scannell	2100 Byberry Rd Huntingdon Valley PA	215-672-4200	GSCANNEL @ CARRDUFF.COM
BW ELECTRIC	MIKE HINES	15342 S. DuPont Hwy HARRINGTON DE 19952	302-566-6248	
Fidelity Engineering	Joe Bannon	25 Loveton Circle Sparks, MD	410-977-6272	jbannon@fidelity engineering.com
Power Plus Electrical Contractors, Inc	Math Bailey	10 Jan's Drive Dover, DE 19901	302 736-5070 302 736-5100	mathb337@gmail.com
PSC CONTRACTING	PRESTON CARDEN	PO Box 319 Del City, DE 19706	302-293-4180	PRESTON@PSC CONTRACTING.INC.
H & A ELECTRIC <del>JOE WASYLKOWSKI</del>	RICHARD W. ANNDT JOE WASYLKOWSKI	1160 S. DUPONT HWY DOVER, DE 19901	302-678-5252 302-678-5610	JOE.WANDA@COMCAST .NET

