

**PRE-BID MEETING MINUTES-ADDENDUM NO. 1
MITCHELL BUILDING GENERATOR REPLACEMENT
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 #011 on Thursday, May 4, 2017, at 10:30 a.m. Those in attendance were:

Patrick McKenna	OMB/Division of Facilities Management
Dean Seely	OMB/Division of Facilities Management
James DeFrancesco, P.E.	OMB/Division of Facilities Management
Daniel Episcopo, Director	DHSS/DMS/FO
Elliott Tatum	DHSS/DMS/FO
Tim Read	DHSS/DMS/FO
Dennis Bouchelle	DHSS/DMS/FO
Al Shields	Shields Electric
Colton Kenney	Dvorak, LLC
Dale Kerns	Nickle Electrical
Gerry Scannell	Carr & Duff Inc.
Jason Brown	Superior Electric
Jim Wescott	Wescott Electric
Joe Waski	H&A Electric
Josh Black	Philips Brothers Electrical Contractors, Inc.
Julia Yearian	Bauguess Electric
Matt Bailey	Power Plus Electrical Contracting, Inc.
Matt Celata	Preferred Electric
Mike Hines	BW Electric
Richard Arndt	H&A Electric
Steve Gargalas	Electrical Integrity, LLC
Tom Dvorak	Dvorak, LLC
Matt Galinskie, C.E.A.	Fayda Engineering & Energy Solutions, LLC
Edward Fayda, P.E.	Fayda Engineering & Energy Solutions, LLC

A copy of the Pre Bid Meeting sign-in sheet is attached. Total 3 pages.

Date of Report: May 5, 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 April 24, 2017 for the DHSS Herman Holloway Mitchell Building Generator Replacement.
- 2.0 Sealed bids for OMB/DFM Contract No. MC3501000047-HOLLOWAY CAMPUS -MITCHELL BUILDING GENERATOR REPLACEMENT 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 **2:30 p.m. local time on Tuesday, May 23, 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. 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 13	13.7	Interim Life Safety Measures
00 81 14		Drug Testing Report Forms
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 Friday, May 12, 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 5/17/17. Final Addenda deadline is 2:30 p.m. on 5/19/17, except for an extension of the bid due date, which will be 5/21/17 at 2:30 p.m.**
- E. Contractor will be responsible for the 3rd 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 3rd 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.
 - 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. There was a discussion regarding fuel for the generator. Refer to Changes to Specifications, below.
 - M. 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.
 - N. 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.
 - O. There was a question regarding the annunciator for the new generator is new or existing. Per Specification 26 32 13-1.3.4.G, the annunciator is new.
- 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 10:30 a.m. on Thursday, May 11, 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 Specifications


18.1 Specification Section 26 32 13- Article 1.3.5; revise first sentence to read: Owner shall provide 3000 gallons of diesel fuel, maximum 15PPM sulfur.

19.0 Changes to Drawings

19.1 There are no changes to the drawings.

20.0 Questions/Clarifications

22.1 There are no questions.


Edward Fayda, P.E.

EF/ef

16-1228 Pre-Bid Meeting Addendum #1

Attachments: Pre Bid Meeting Sign-In Sheet

cc: All in Attendance
Associated Builders & Contractors, Inc.
Delaware Contractors Association
P-File

PLEASE FILL OUT COMPLETELY AND LEGIBLY

PROJECT NAME: Mitchell Building Generator Replacement
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: Thursday, May 4, 2017 @ 10:30 a.m.

BIDS DUE: Tuesday, May 23, 2017 @ 2:30 p.m.

Company Name	Representative	Address	Phone & Fax	Email
Fayda Engineering	Edward Fayda, P.E. 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
DVORAK	Tom DVORAK	2700 NORTH BENT BLVD BALTIMORE, MD 21222	443 992-5678 503-6480	tdvorak@dvorakllc.com
DVORAK	Colton Kenney			Ckenney@dvorakllc.com
CARR & DUFF	Gerry Scanneil	2100 ByBoring Rd Houdington Valley PA 19006	215-672-4200	GScanneil@CarrDuff.com
DHSS	Dennis Bruchelle		302-332-0427	Dennis.Bruchelle@state.de.us
Power Plus Electrical Contracting, Inc.	Matt Bailes	10 Janis Drive Plover, DE 19901	302 736-5070 302 736-5120	Mattb337@gmail.com
Sean Seely	SSM			sean.seely@state.de.us

Company Name	Representative	Address	Phone & Fax	Email
STATE OF DELAWARE OMB/DFM	Jim DeFRANCESCO		302-739-5644	JAMES.DEFRANCESCO @STATE.DE.US
PREFERRED ELEC	MATT CELATA	505 CHURCHMANS RD NEW CASTLE, DE 19700	302-322-9568	mcelata@ preferredinc.net
BW ELECTRIC	MIKE HINES		302-566-6248	
ELECTRICAL INTEGRITY LLC	STEVE GARGALAS		302-388-3434	
Philip's Brothers Electric	Josh Black	235 Sweetspring Rd Glenwood Pt	610 458-8578	glen@philipsbrothers.com
WESCOTT ELECTRIC	JIM WESCOTT	PO BOX 271 GLEN RIDGE PT	410-358-1100	J.WESCOTT@ WESCOTTELECTRIC.COM
PHSS	DANNY FISCHER	New Castle	255-9238	
DFM	Patrick McKenna	Thomas Collins	302-900-1061	Patrick.McKenna@state. .de.us
Bauguess Electric	Julia Yeargan	Newark	302-737-5644	julian.bauguess elec.com
Dale Kerns				
Nickle	Dale Kerns	mill park c Newark	302-453-4000	DKerns@nickle .com

[illegible]