

*Michael R. Wigley, AIA, LEED®AP
W. Zachary Crouch, P.E.
Michael E. Wheedleton, AIA
Jason P. Loar, P.E.
Ring W. Lardner, P.E.*

**ADOPT-A-FAMILY RENOVATIONS
ANNEX OFFICE BUILDING
MILFORD STATE SERVICE CENTER
13 S. W. FRONT STREET
MILFORD, DELAWARE 19963**

DBF #586B035.CC2 ❖ DFM # MC3501000054

JANUARY 31, 2018

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 Pre-bid meeting minutes are attached.
- Item No. 2 The approved fire marshal review report is attached.
- Item No. 3 The GC shall provide new sheet vinyl flooring, wall base, suspended acoustical ceiling, and paint all walls in the sprinkler riser room.
- Item No. 4 Clarification on drug testing forms: The GC only needs to submit the affidavit for himself with his bid. The awarded GC will need to submit policies for all listed subs before contracts can be executed. Submission of monthly testing forms is no longer required.

END OF ADDENDUM

Michael R. Wigley, AIA, LEED AP
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**PRE-BID MEETING MINUTES
MILFORD STATE SERVICE CENTER
ANNEX OFFICE BUILDING RENOVATIONS
13 S.W. FRONT STREET, MILFORD, DE 19963
DBF #586B035.CC2 ❖ OMB/DFM #MC3501000054
JANUARY 30, 2018**

In Attendance

OMB/DFM:	Terri McCall	terri.mccall@state.de.us
DHSS/DMS FO:	Jay Staniszewski John A. Fox	jay.staniszewski@state.de.us john.fox@state.de.us
Davis, Bowen & Friedel, Inc.:	Michael Bauman	mpb@dbfinc.com
Contractor attendees:	<i>See attached sign-in sheet.</i>	

Items Discussed

1. The sign-in sheet was distributed. Attendance at the pre-bid is mandatory for general contractors to submit a bid.
2. All questions during the bidding shall be submitted in writing to Davis, Bowen & Friedel, Inc., attention: Michael Bauman, via email mpb@dbfinc.com or fax (302) 424-0430. Please have requests for information or substitution to Michael by the end of business on Wednesday, February 7, 2018. No addenda will be issued 4 days before the bid deadline, unless to extend the bid.
3. **Bids will be due February 15, 2018 at 1:00 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, DE 19901, attention: Terri McCall. If the bid date and time change, the revised date and time will be issued via written addendum. Please allow extra time when submitting bids to account for possible delays. No late bids will be considered.
4. One (1) original and one (1) copy of the bid must be submitted along with one (1) original of a Bid Bond equal to ten percent of the bid price including alternates, if applicable. A Performance Bond equal to 100 percent of the contract amount must also be posted upon execution of the contract. Bond forms required are in the specifications. No construction schedules are required

with the bid. The Bid Bond must be submitted on the form shown in the specifications. The prime bidder must submit a copy of their Delaware Business License with their bids. Failure to do so will cause a bid to be rejected.

5. The subcontractor list must accompany the Bid Form and be fully completed in order to submit a qualifying bid. The prime general contractor and all subcontractors must be licensed to practice their trade in the State of Delaware and the City of Milford at the time of execution of the contract.
6. General Contractors who wish to receive addenda directly and be on the bidders list must purchase a minimum of one (1) set of bid documents from Davis, Bowen & Friedel, Inc. for \$100.00.
7. Working hours will be Monday – Friday, 7 a.m. – 5 p.m. except for State holidays.
8. The area of work will not be occupied during construction.
9. Funding: The project is state funded. Prevailing Wage Rates will be required. For bidding purposes, contractors should refer to the rates and benefits included in the specification. The general contractor will be responsible to send wage reports to the Department of Labor.
10. Submissions: The contractor will be responsible for building permit submission and the associated fees to the City of Milford. The Office of the Fire Marshal has approved the drawings for the project. Their comments will be part of Addendum No. 1.
11. 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.
12. The Owner will provide electric and water service. An area on site will be established for a contractor staging and material storage trailer.
13. Criminal background checks are not required.
14. This is a smoke free facility. All smokers must go off grounds to smoke.
15. **An additional walk-through will take place February 6th at 1:00 p.m.**
16. Drug testing form requirements will be verified by DFM.
17. Delcollo is the current fire alarm vendor.
18. The State does not have a preferred sprinkler vendor for any incidental work. Any changes, additions or deletions to these minutes should be submitted in writing to Davis, Bowen

Pre-Bid Meeting Minutes
Milford SSC Annex Office Building Renovations
January 30, 2018
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& Friedel, Inc., within ten (10) days.

Respectfully submitted,
DAVIS, BOWEN & FRIEDEL, INC.



Michael Bauman, AIA
Project Architect

Attachment

cc: All attendees
Danny Episcopo
Mike Sanders

SIGN-IN SHEET

MEETING: PREBID MEETING
 PROJECT NAME: Adopt-a-Family Renovations at Annex Office Building
 LOCATION: Milford State Service Center
 PROJECT NUMBER: DBF #0586B035.CC2
 DATE: January 30, 2018

NAME	ORGANIZATION	PHONE	E-MAIL
BARRY JOSEPH	Delmarva Service	302-462-8700	delserv66@gmail.com
SCOTT CAPALDI	CRITICAL DESIGN & CONST CORP	302-588-4406	SACAPALDI@CDACCORP.NET
Lec Beauchamp	Delmarva veteran builders	443-880-2301	Estimating @Delmarvaveteranbuilders.com
KEITH LOWEN	JOHN L BRIGGS COMPANY	302-856-7033	contacte j.lbriggsro.com
George Carpenter	C + C Mechanical, Inc.	302-284-8404	CCMechanicalinc@comcast.net
Robin Schurman	BRSCONSULTING INC	302-786-2324	robin@brsconinc.com
TOM CEKINE	KENT CONSTRUCTION	302-594-467	estimator2@kentconstructionco.com
Don Zook	Ridout & Johnson & Son	302-422-3737	dzook@ryjson.com
PAT HASSLER	GOLDBELT SPECIALTY SUCS	856-562-8178	p.hassler@gbss.us
Leon Thompson Jr	EDIS	302-528-1067	lthompson@ediscompany.com
JIM DiCuglierno	EDIS	" "	" "
Brad Jackson	PWC Builders	240 423 7536	bjackson@pwcbuilders.com
RYAN JACKSON	AMAKO INC	302-834-8664	AMAKO@AOL.COM
John A Fox	DHSS/DMS FACILITY OPS	302 933-3363	John.Fox@STATE.DE.US
Jay Staniszewski	DHSS/DMS FACILITY OPS	(302) 379-3291	Jay.Staniszewski@STATE.DE.US
Michael Baum	DBF		
TERRI McCall	DFM		



OFFICE OF STATE FIRE MARSHAL



2307 MacArthur Road
New Castle, DE 19720-2426
Phone: 302-323-5365
Fax: 302-323-5366

Technical Services
1537 Chestnut Grove Road
Dover, DE 19904-9610
Phone: 302-739-4394
Fax: 302-739-3696

22705 Park Avenue
Georgetown, DE 19947
Phone: 302-856-5298
Fax: 302-856-5800

FIRE PROTECTION PLAN REVIEW REPORT

Plan Review Number 2017-04-1011-REN-01 Tax Parcel Number 1-30-1.20-60.00
Review Status APPROVED AS SUBMITTED Review Date 10/12/2017

PROJECT

ADOPT A FAMILY
DHSS STATE SERVICE CENTER
Phase# Building # Unit #
13 SW FRONT ST
MILFORD, DE 19963

SCOPE OF PROJECT

Project Type REN Renovation
Number of Stories 1 Occupant Load 27
Square Footage 2574 Occupancy Code 9680
Construction Class II (000) NON-COMBUSTIBLE Fire District 42

APPLICANT

OWNER

DAVIS, BOWEN & FRIEDEL

23 N WALNUT ST
PO BOX 809
MILFORD, DE 19963

STATE OF DELAWARE

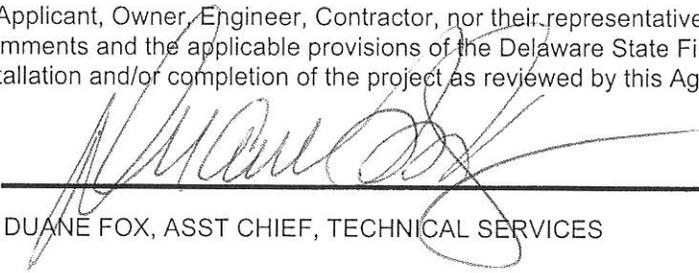
800 BAY ROAD
DOVER, DE 19901

This office has reviewed the plans and specifications of the above described project for compliance with the Delaware State Fire Prevention Regulations, in effect as of the date of this review.

A Review Status of "Approved as Submitted" or "Not Approved as Submitted" must comply with the provisions of the attached Plan Review Comments.

Any Conditional Approval does not relieve the Applicant, Owner, Engineer, Contractor, nor their representatives from their responsibility to comply with the plan review comments and the applicable provisions of the Delaware State Fire Prevention Regulations in the construction, installation and/or completion of the project as reviewed by this Agency.

This Plan Review Project was prepared by:


DUANE FOX, ASST CHIEF, TECHNICAL SERVICES

FIRE PROTECTION PLAN REVIEW COMMENTS

Project Name ADOPT A FAMILY
Plan Review Number 2017-04-1011-REN-01 Tax Parcel Number 1-30-1.20-60.00
Review Status APPROVED AS SUBMITTED Review Date 10/12/2017

PROJECT COMMENTS

- 2000 This project has been reviewed under the provisions of the Delaware State Fire Prevention Regulations (DSFPR) Effective March 11, 2016. The current Delaware State Fire Prevention Regulations are available on our website at www.statefiremarshal.delaware.gov. These plans were not reviewed for compliance with the Americans with Disabilities Act. These plans were not reviewed for compliance with any Local, Municipal, nor County Building Codes.
- Project work must be started within two years from the issuance of the permit, otherwise, the permit will be terminated.
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- 2500 A final inspection is required for this project prior to occupancy (DSFPR Regulation 701, Chapter 4, Section 7). Contact this Agency to schedule this inspection. Please have the plan review number available. A MINIMUM OF FIVE (5) WORKING DAYS NOTICE IS REQUIRED.
-
- 2607 If the renovations or fit out of the tenant causes the need for the fire protection systems to be modified then a licensed (by this Agency) system vendor shall notify this office with a plan of action prior to the modifications. The no impact or minimal impact review levels apply to the building work exclusively. The list of current, licensed fire alarm and fire suppression companies is found on our website www.statefiremarshal.delaware.gov
-
- 2710 The following items will be field verified by this Agency at the time of final inspection:
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- 2118 Interior finish on walls and ceilings in exits and corridors shall be Class A or B Flamespread Rating, and in office areas Class A, B, or C.. If finishes other than drywall and paint are proposed, provide this Agency with manufacturer's specifications. 2006 NFPA 101, Section 38.3.3.2
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- 2070 Provide emergency lighting designed and installed to illuminate the paths of travel to the exits, the exits themselves, and the exit discharge. The emergency lighting shall be arranged to provide the required illumination automatically in the event of any interruption of normal lighting, Such as any failure of public utility or other outside electrical power supply; opening of a circuit breaker or fuse; Or any manual act(s), including accidental opening of a switch controlling normal lighting facilities. (NFPA 101, Section 7.9.2.3)
-
- 2080 Provide illuminated exit/directional signs in accordance with NFPA 101, Section 7.10.
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Project Name ADOPT A FAMILY
Plan Review Number 2017-04-1011-REN-01 Tax Parcel Number 1-30-1.20-60.00
Review Status APPROVED AS SUBMITTED Review Date 10/12/2017

PROJECT COMMENTS

-
- 2210 Provide portable fire extinguishers (DSFPR Regulation 705, Chapter 1, Section 9.1). A multipurpose (A:B:C) with at least a 2A:10B:C rating shall be provided (NFPA 10). All portable fire extinguishers shall be serviced on an annual basis (every 12 months) by an individual licensed under the provisions of the DSFPR, Regulation 703, Chapter 2. The list of current, licensed fire extinguisher companies is found on our web site www.delawarestatefiremarshal.com/license.htm
-
- 2220 All electrical work shall comply with the provisions of the National Electrical Code (NFPA 70). It will be required to pass an electrical inspection by an approved electrical inspection agency: American Inspection Agency (877-242-1300); or Building Inspection Underwriters (800-732-2551); or Eagle Inspection Agency (302-368-1312); or First State Inspection Agency (800-468-7338); or Middle Department Inspection Agency (800-222-6342); or United Inspection Agency (267-718-8735).
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- 2600 At the time of final inspection, the individual or firm responsible for the original submission of plans shall provide an Architectural/Engineering grade plan of the building footprint, on an 8-1/2"x11" sheet that will detail the following: (a) Name, address, location of building;
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- 2604 (e) The location of all on-site fire hydrants
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- 2605 (f) Main entrance(s), and any stairwells which provide access to the roof, and any stairwell(s) that provide access to the penthouse.
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- 2606 (g) Name and phone number of personnel responsible (owner and/or manager) for responding during emergencies.
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- 1501 If there are any questions about the above referenced comments please feel free to contact the Fire Protection Specialist who reviewed this project. Please have the plan review number available when calling about a specific project. When changes or revisions to the plans occur, plans are required to be submitted, reviewed, and approved.
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