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PRE-BID MEETING SUMMARY  
HERMAN HOLLOWAY CAMPUS  
CONTROLS CONSOLIDATION PHASE II  
OMB/DFM # MC3501000057  
ADDENDUM #1

ATTENDEES:

See attached sign in sheet.

GENERAL STATEMENT:

- A. The Mandatory Pre-bid meeting was held in the conference room at the Administration Building Annex, Holloway Campus, 1901 North DuPont Highway, New Castle, Delaware, on Tuesday November 13<sup>th</sup>, 2018 at 9:00 AM.

ITEMS DISCUSSED:

A. Key dates

1. Bid Due – Thursday November 29<sup>th</sup>, 2018 at 1:30 p.m. in the Thomas Collins building, 3<sup>rd</sup> floor Conference Room as described in the Invitation to Bid of the specifications.
2. Bid Opening – Thursday November 29<sup>th</sup>, 2018 at 1:30 p.m. in the Thomas Collins building, 3<sup>rd</sup> floor Conference Room. Questions deadline is Tuesday, November 20, 2018. All questions must be submitted in writing or must be faxed to DEDC, LLC, Attn: Matt Lano, Fax 302 738-7175 or E-mailed to [mlano@dedc-eng.com](mailto:mlano@dedc-eng.com). Phone calls will not be accepted.

B. Key topics

1. Bids

- a. The contractor must use the bid bond and bid form supplied in the project manual.
- b. Each bidder shall include in their bid a copy of a valid Delaware Business License.
- c. Each bidder shall include signed Affidavit(s) for the Bidder certifying compliance with OMB Regulation 4104 - “Regulations for the Drug Testing of Contractor and Subcontractor Employees Working on “Large Public Works Projects.” “Large Public Works” is based upon the current threshold required for bidding Public Works as set by the Purchasing and Contracting Advisory Council.
- d. Make sure you identify your project name & number (MC3501000057) on the front of your envelope when you submit your bid.
- e. There is a \$10,000 allowance to be included in the base bid for use upon the owner’s instructions for any miscellaneous items found during construction. This allowance may only be billed against with the owner’s written approval.

2. Building Access

- a. Please email me by close of business Thursday November 13, 2018 if you would like to attend the walk through of the Kent/Sussex building on Monday November 19<sup>th</sup>, 2018 at 10:00 a.m.



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### 3. Clarifications

- a. All permits required for this effort to be obtained by the contractor.
- b. The General Contractor who is bidding the project shall have a full time superintendent or working foreman during the duration of construction.
- c. This is a Delaware Prevailing Wage project (New Castle County).
- d. There are (3) three subcontractor listings on this project: Mechanical, Electrical, and Controls. These Subcontractors are identified on the bid form.
- e. Be sure to list your company name if your company is performing this work.
- f. All companies listed must be registered in the State of Delaware to perform this work.
- g. Work hours are to be 8:00 am to 4:30 pm.

### C. Meetings

1. There will be progress meetings on this project every 2 weeks on a specific day and time, to be determined at the kick off meeting.
2. Contractors shall provide an updated overall project schedule and a 3 – week look ahead schedule at each meeting to indicate work areas and shut downs for each building.
3. The overall project schedule is to be broken down by specific building areas in order to coordinate with DHSS staff.

### D. Items Discussed

1. No tobacco use is permitted on the campus.
2. Parking shall be permitted in the back lot behind the Kent/Sussex building.
3. Interim Life Safety Measures form must be signed by the general and all sub-contractors.

### E. Addendum #1

1. Pre-Bid Meeting Summary (this document) (2 pages)
2. Sign-In Sheet (1 pages)
3. Interim Life Safety Measures (1 page)

Summarized By: DEDC, LLC

Matt Lano

Date:

11/13/18

Herman Holloway Campus - Controls Consolidation Phase II  
 Pre-Bid Sign-in Sheet Novmember 13, 2018

Name	Company	Phone	Fax	E-mail
Matt Lano	DEDC	302-738-7172	302-738-7175	<a href="mailto:mlano@dedc-eng.com">mlano@dedc-eng.com</a>
Patrick McKenna	SOD/DFM	302 744 1203		<a href="mailto:patrick.mckenna@state.de.us">patrick.mckenna@state.de.us</a>
Tim Read	DHSS FAC OPS	302 255 4488		<a href="mailto:timothy.read@state.de.us">timothy.read@state.de.us</a>
Elliot Tatum	DHSS FAC OPS	302 255 9797		<a href="mailto:elliott.tatum@state.de.us">elliott.tatum@state.de.us</a>
Michael Helm	Radius Systems	610 388 9940	610 388 9945	<a href="mailto:mhelm@radiusystemsllc.com">mhelm@radiusystemsllc.com</a>
Chase Lockard	Modern Controls	302 325 6800		<a href="mailto:clockard@moderncontrols.com">clockard@moderncontrols.com</a>

## **INTERIM LIFE SAFETY MEASURES**

The ILSM consists of the following actions:

1. 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.
2. Ensuring free and unobstructed access to emergency services and for fire, police, and other emergency forces.
3. 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.
4. Ensuring temporary construction partitions are smoke tight and built of non-combustible or limited combustible materials that will not contribute to the development or spread of fire.
5. Providing additional fire-fighting equipment and training personnel in its use.
6. Prohibiting smoking according to EC.5 throughout the organization's buildings, and in and adjacent to construction areas.
7. Developing and enforcing storage, housekeeping, and debris removal packages that reduce the building's flammable and combustible fire load to the lowest feasible level.
8. Conducting a minimum of two fire drills per shift per quarter.
9. Increasing hazard surveillance of buildings, grounds, and equipment, with special attention to excavations, construction areas, construction storage, and field offices.
10. Training personnel to compensate for impaired structural or compartmentalization features of fire safety.
11. Conducting organization wide safety education programs to promote awareness of LSC deficiencies, construction hazards, and ILSM.