

**PRE-BID MEETING MINUTES
ADDENDUM NO. 1
STOCKLEY CENTER
ELECTRIC RELOCATION/SWITCHGEAR
OMB/DFM PROJECT #: MC3501000063**

A Mandatory Pre-Bid Meeting for the referenced project was held in the Stockley Center, Facility Operations Conference Room, 26351 Patriots Way, Georgetown, DE 19947 on Tuesday, September 18, 2018, at 10:00 a.m. Those in attendance were:

Terri McCall	OMB/Division of Facilities Management
John Fox	Stockley Center/DMS/FO
Matt Bailey	Power Plus Electrical Contracting, Inc.
Jason Walters	BW Electric, Inc.
James D. Yun	Mid-Shore Electrical Services, Inc.
James Vanderslice	Nickle Electrical
Terri Thomas	Battaglia Electric
Jeff Pratt	Mid-Shore Electrical Services, Inc.
Victor Rolli	Mid-Atlantic Electrical
Brian Schaeffer	Philips Brothers Electrical
Matthew Galinskie, C.E.A.	Fayda Engineering & Energy Solutions, LLC

Date of Report: September 20, 2018
FE&ES Comm. No.: 18-1325

Items of Discussion:

- 1.0 These Pre-Bid Meeting Minutes, Addendum No. 1, shall be made part of the Project Manual and Drawings dated September 10, 2018 for the Stockley Center Electric Relocation/Switchgear at the Stockley Center.
- 2.0 Sealed bids for OMB/DFM Contract No. MC3501000063 – Stockley Center Campus – Stockley Center Electric Relocation/Switchgear, 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 Thursday, October 4, 2018, 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 Stockley Center Electric Relocation "Contractor Name"- RFI#1).



- 5.0 The wage rates for this Project are Delaware Department of Labor and Division of Industrial Affairs for **Sussex County, Building Construction Classification**. A certified copy of the prevailing wage rates for this specific project has been determined by the Department of Labor and 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 **The prime contractor and all listed subcontractors** must have a drug testing program in place. There is an Affidavit included with the Bid Form. A copy for the prime bidder shall be included with the Bid.
- 8.0 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.
- 9.0 A two (2) year warranty is required on work and materials beginning on the date of substantial completion.
- 10.0 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
01 10 00	1.03	Project Summary
01 21 00	3.03	Allowances
01 23 00	1.03	Alternates
26 05 70	---	Power System Study

- 11.0 The drawings were generally reviewed to present the intent of the contract documents.
- 12.0 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. Refer to Phasing Schedule on drawings for additional information.

- 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 **2:00 p.m. on September 24, 2018**. 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 21 13- Article 3.3; no exceptions.
 - 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 9/28/18**.
 - 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.
 - F. Contractor will be responsible for the 3rd Party testing and inspection.
 - 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. This is a tobacco free facility. No form of tobacco is permitted on site.
 - I. Vehicles & other equipment shall not be left unattended and shall be secured at all times.
 - J. There are no liquidated damages on this project; however, under Title 29 of the Delaware Code, the contractor's retainage may be forfeited if they do not complete the project per the contract schedule.
 - K. The contractor shall identify the completion period on the bid form. We anticipate that this project should be completed in 120 calendar days.
- 13.0 Contractor shall provide temporary restroom facilities for the duration of the contract.
- 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 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 contractor.

16.0 A site review of the project site was performed. A follow up walk-thru is tentatively scheduled for **1:00 p.m. on Tuesday, September 25, 2018** for all registered attendees. Contact Matt at the Engineer's office at 302-999-1060 prior to 12:00 p.m. on Monday, 9/24/18 to register for the walk- thru. If no one registers, the walk through will be cancelled.

17.0 Changes to Specifications
17.1 No Changes to Specifications

18.0 Changes to Drawings
18.1 No Changes to Drawings

19.0 Questions/Clarifications
19.1 Q. Has the piping insulation in the Gehrt Building Lower Level been tested for asbestos?
A. Testing and any required abatement of piping insulation will be performed prior to the start of this construction period.



Matthew Galinskie, C.E.A.

MG/mg
18-1325 Pre Bid Meeting Addendum #1 9.20.18

cc: All in Attendance
Daniel Episcopo: DHSS/DMS/FO
All Registered Plan Holders
P File

PLEASE FILL OUT COMPLETELY AND LEGIBLY

Tuesday, September 18, 2018

 PROJECT NAME: Stockley Center
Electric Relocation/Switchgear
26351 Patriots Way, Georgetown, DE 19947
 PRE-BID MEETING: Tuesday, September 18, 2018 @ 10:00 a.m.

 FE&ES Comm. No.: 18-1325
 OMB/DFM Project No.: MC3501000063

 BIDS DUE: Thursday, October 4, 2018 @ 2:00 p.m.

Company Name	Representative	Address	Phone & Fax	Email
Fayda Engineering	MATT GALINSKIE	801 W. Newport Pike Wilmington, DE 19804	(302)999-1060 – P (302)999-1053 – F	MGALINSKIE@FAYDAEES.COM
Power Plus Electrical	Matt Bailey	P.O. Box 199 Cheswold, DE 19936	302 736-5070 302 736-5120	Matt6337@gmail.com
BW ELECTRIC INC	JASON WALTERS	15342 S DUPONT HWY Harrington DE 19952	302-566-6251	Jason@BWelectrical.com
MID SHORE ELECTRICAL SERVICES	JAMES D. YUN	24870 RIVERS EDGE RD. MILLSBORO, DE	302-945-2555 302-945-2049-Fax	jspratt@midshoreelectrical.com
Nickle Electrical	James Vondrosick	540 S. Bedford St Georgetown DE	302-856-1006	JVondrosick@Nickle.Electrical
BATTAGLIA ELECTRIC	TERRI THOMAS	11 INDUSTRIAL BLVD NEW CASTLE DE 19036 19720	302.325.6100	SCASEY@battaglia.com OR (STEVE CASEY) TTHOMAS@battaglia.com
DUES/DMS Facility OPS	John A Fry	Stockley Camps	302 245-1685	John.Fry@STATE.DE.US

Company Name	Representative	Address	Phone & Fax	Email
OMB/DAM	Terri McCull		302-387-5498	
Midshore Elec	Jeff Pratt		(302) 945-2555	jpratt@midshoreelectrical.com
MID ATLANTIC ELECTRICAL	VICTOR ROLLI	24556 BETTS ROAD RD MILLSBORO DE	(302) 934-7171	VROLLI@MAESI.COM
Philips Brothers Electrical	Brian Schaeffer		(610)-458-8578	brian@philipsbrothers.com