

**PRE-BID MEETING MINUTES  
ADDENDUM NO. 1  
NATURAL GAS CONVERSION OF BOILERS AT THE  
STOCKLEY CENTER  
DHSS/DFM CONTRACT NO. MC3511000024**

A Mandatory Pre-Bid Meeting for the referenced project was held in the Stockley Center Maintenance Building Conference Room, 26351 Patriots Way, Georgetown, DE 19947 on Tuesday, December 23, 2014, at 10:00 a.m. Those in attendance were:

|                        |   |
|------------------------|---|
| Terri McCall           | OMB/DFM                                   |
| Ken Vandergrift        | C&D Contractors, Inc.                     |
| Lou Massey             | Clean Venture, Inc.                       |
| Andy Baker             | Schlosser & Associates                    |
| John Dunbar            | Joseph T. Richardson, Inc.                |
| Ron Cantwell           | Tate Engineering                          |
| Rob Vander Decker      | Summit Mechanical, Inc.                   |
| Jim Orga               | First State Electric Company              |
| Dan Culican            | Vari-tech, LLC                            |
| Eric Unterreiner, P.E. | Diamond State Engineering                 |
| Matt Galinskie, C.E.A. | Fayda Engineering & Energy Solutions, LLC |

**Date of Report:** December 26, 2014

**FE&ES Comm. No.:** 14-1142

**Items of Discussion:**

- 1.0 These Pre-Bid Meeting Minutes, Addendum No. 1, shall be made part of the Project Manual and Drawings dated December 15, 2014 for the Natural Gas Conversion Of Boilers At The Stockley Center.
- 2.0 Sealed bids for DHSS/DFM Contract No. MC3511000024 – Natural Gas Conversion Of Boilers At The Stockley Center will be received by DFM at the Thomas Collins Building 3<sup>rd</sup> Floor located at 540 S. DuPont Highway Suite 1, Dover, Delaware, 19901, until 1:00 PM local time on Thursday, January 08, 2015, at which time they will be publicly opened and read aloud in the Main Conference Room located next to the main lobby. Bidder bears the risk of late delivery. Any bids received after the stated time will be returned unopened.
- 3.0 Project includes the installation of new natural gas service to the MAC Center, Allstar Building, Facility Operations, Maintenance, McMullen and Therapeutic Pool at the DHSS Stockley Center. New dual fuel burners and flue liners at Allstar Building, new boilers at Facility Operations, McMullen and Maintenance Buildings, converting existing dual fuel burners at MAC to operate on natural gas, connecting new service to the existing Seresco Unit at Therapeutic Pool and removal of existing fuel oil tanks at Maintenance, McMullen and Facility Operations Buildings.

- 4.0 This is a mandatory pre-bid meeting and prime bidders are limited to those in attendance.
- 5.0 For further bidding information relating to the Project Manual and Drawings, the contractors are directed to contact Matthew Galinskie, C.E.A., Project Manager at Fayda Engineering & Energy Solutions, LLC at telephone: 302-999-1060. Requests for clarification or interpretation shall be delivered electronically (by email) to [mgalinskie@faydaees.com](mailto:mgalinskie@faydaees.com)
- 6.0 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.
- 7.0 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 a mechanical contractor that will self-perform the electrical work, that you list your company on the Mechanical Subcontractor line on the bid form. Ensure your address, license, etc. is also included.
- 8.0 The following sections of the specifications were reviewed:

| <u>Section</u> | <u>Article</u> | <u>Title</u>           |
|----------------|----------------|------------------------|
|                | ---            | Advertisement for Bids |
| 00 41 13       | ---            | Bid Form               |
| 01 10 00       | ---            | Project Summary        |
| 01 21 00       | 3.03           | Allowances             |
| 01 23 00       | 1.02           | Alternates of Scope    |
| 23 52 16       | 2.1            | Condensing Boilers     |

- 9.0 Contractor must be a registered plan holder in order to submit a bid. Bid Form shall be submitted in triplicate.
- 10.0 Engineer clarified that a two (2) year warranty is required on work and materials beginning on the date of substantial completion.
- 11.0 Project foreman shall sign each employee in and out at the Security Office daily during the term of this contract. Only contractors on this log will be permitted on site.
- 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. A site walkthrough was conducted immediately following the meeting. A subsequent walk through is tentatively scheduled for Monday, December 29 at 10:00 a.m. Anyone interested in attending shall register with Matt Galinskie by phone at 302-999-1060/302-690-4626. Only those registered will be permitted to attend. If there are no registered attendees, the walkthrough will be cancelled.
- B. 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 and building disruptions shall be conducted on weekdays and at the convenience of the owner. Shutdowns must be scheduled and approved by the owner a minimum of two weeks in advance.
- C. Contractors are to contact the Department of Labor if they have any questions with regard to the State Prevailing Wage Law.
- D. Requests for substitutions must be submitted to the Engineers office by Monday, December 29, 2014 at 5:00 p.m. Such requests shall include a complete description of the proposed substitutes, along with sufficient documentation and information necessary for a complete evaluation.
- E. Pre-approved equipment manufacturers shall submit the package they would like to be considered for approval within the 10 day prior requirement. This is to ensure that the bidding contractors are pricing an equivalent product to that specified. Being listed as a pre-approved equal does not automatically permit them to be used by a bidding contractor. All approved packages will be released to bidding contractors by addendum.
- F. 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 5:00pm, Friday January 2, 2015.

14.0 A review of the project site was performed.

15.0 The Owner will independently hire a testing firm to conduct tests on any materials that are suspected to contain asbestos. Contractors shall cooperate, assist and coordinate their work with the inspection firm at all times.

16.0 Successful Contractor shall designate one job foreman who will remain as the main point of contact throughout the duration of the project.

17.0 Contractor shall sign in and out at the Building during the term of this contract. Only contractors on this log will be permitted on site.

Pre-Bid Meeting Minutes & Addendum No. 1

NG Conversion of Boilers

Stockley Center

Page 4 of 4

- 18.0 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.
- 19.0 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.
- 20.0 Changes to Specifications
- 20.1 No Changes to Specifications
- 21.0 Changes to Drawings
- 21.1 Drawing M-1: **Add** Sketch SK-M1 - Revise the location of the Utility Company provided gas meter to the Northeast exterior wall of the MAC Center Boiler Room and modify gas pipe routing as indicated on the attached sketch SK-M1.
- 22.0 Questions/Clarifications
- 22.1 No Questions/Clarifications

  
Matthew Galinskie, C.E.A.

MG/mg

14-1142\_\_Pre-Bid Meeting Minutes Addendum No 1

Attachments: Pre Bid Meeting Sign-In Sheet  
Sketch SK-M1

cc: All in Attendance  
Daniel Episcopo: DHSS/DMS/FO  
Stephen King: DHSS/DMS/FO  
John Fox: Stockley Center  
Bob Doughty: Stockley Center  
Associated Builders & Contractors, Inc.  
Delaware Contractors Association  
Trisha Mays: MABX  
Karen Chenevert: Dodge Data & Analytics  
P File



PLEASE FILL OUT COMPLETELY AND LEGIBLY.

December 23, 2014

PROJECT NAME: Natural Gas Conversion of Boilers at the Stockley Center  
26351 Patriots Way, Georgetown, DE 19947

FE&ES/Comm No.: 14-1142  
 DHSS/DFM Project No.: MC3511000024

PRE-BID MEETING: Tuesday December 23, 2014 @ 10:00 a.m.

BIDS DUE: Thursday, January 8, 2015 @ 1:00 p.m.

| Company Name                              | Representative         | Address  | Phone & Fax  | Email                           |
|---|------------------------|--|--|---------------------------------|
| Fayda Engineering & Energy Solutions, LLC | Matthew Galinskie, CEA | 801 W. Newport Pike<br>Wilmington, DE 19804      | P: 302-999-1060<br>F: 302-999-1053                 | mgalinskie@faydaees.com         |
| C+D Corp                                  | Ken Vandegrift         | 14 E 40th ST<br>WILM DE 19802                    | 302-764-8013<br>F 302-764-7585                     | KVANDegrift.cde@<br>Verizon.net |
| CLEAN VENTURE, INC                        | LOU MASSY              | 23655 ROYAL OAK ROAD<br>DUMFRIES, MARYLAND 21046 | 410-677-6720 P<br>410-677-6723 F<br>410-853-6488 C | LMASSE@<br>CLEANVENTURE.COM     |
| SCHLOSSER + ASSOC                         | Andrew Barton          | 2047 SUMMIT CIRCLE<br>NEWARK DE 19714            | 302-738-7337<br>302-738-4699                       | ABARTON@HORMAN-<br>CON          |
| JTR                                       | John Dubler            | 1122-00-DE<br>(9552)                             | 302-398-8101<br>398-9504                           | John@JTRweathernet              |

[illegible]

