

## MEMORANDUM

**TO:** Attendees

**FROM:** Stephen J. Gorski, P.E. *SJG*  
Joseph Jakubowski, P.E., LEED AP *JJ*

**DATE:** December 7, 2015

**RE:** Project No. 5858.CG  
Pre-Bid Meeting Minutes/Addendum No. 1  
Parking Lot Improvements  
Stockley Center Campus  
Georgetown, Delaware

**Time:** 10:00 a.m.

**Location:** Stockley Center – Maintenance Conference Room

**Subject:** Mandatory Pre-Bid Meeting

**Date of Meeting:** December 1, 2015

**Attendees:** Ms. Terri S. McCall – State of Delaware, OMB/DFM  
Stephen J. Gorski, P.E.– Duffield Associates, Inc.  
Joseph Jakubowski, P.E., LEED AP – Duffield Associates, Inc.  
Bidders – see list attached

**This Addendum No. 1 becomes part of the Contract Documents. Please acknowledge receipt of this Addendum by electronic mail and in the space provided on Page 3 of the Bid Form.**

A mandatory Pre-Bid Meeting was held on December 1, 2015, for the proposed Parking Lot Improvements at the Delaware Health and Social Services (DHSS) Stockley Center. The following items were discussed and should be considered in the preparation of bids for the project.

1. The bid form and bid procedures were reviewed. The bid forms shall be submitted in their entirety as the bid submission. Performance and payment bonds are required.
2. The number of days for substantial completion of the project should be noted on Page 3 of the Bid Form. No liquidated damages are specified for the project. Notice to proceed is expected by January 15, 2016.

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3. All blanks on the Subcontractor List (page 4 of the Bid Form) shall be filled in, with the contractor identifying themselves as the subcontractor if they are performing the work themselves. A signage contractor will be added to the Subcontractor List in the revised Bid Form.
4. All contractors and subcontractors must have a current Delaware Business License to work on this project. The prime contractor is required to provide their Delaware Business License with their bid.
5. Tobacco use (e.g., cigarettes, cigars, smokeless tobacco, electronic cigarettes) is strictly prohibited at the facility. Photographs may be taken during construction, but DHSS Maintenance staff should be contacted prior to taking any pictures.
6. The project is subject to Prevailing Wages for Highway Construction in Sussex County, Delaware, effective March 13, 2015. The current Prevailing Wage rates, certified on July 15, 2015, are provided in the project manual.
7. If the Bidder requires access to the site in order to further review the site conditions, the site will be available during the following time period:
  - Tuesday, December 8, 2015 at 10 am. Visitors are required to contact Duffield Associates prior to visiting the site.
8. Stockley Center contains active administrative and recreation facilities, and the contractor will be required to coordinate with DHSS to allow for the traffic and parking by employees and visitors. The working hours will be on weekdays between 7 am and 4 pm. Work on holidays, Saturdays, and Sundays should be coordinated with DHSS.
9. Drawings and specifications are available by contacting Duffield Associates by electronic mail prior to obtaining drawings for \$50.00 per set.
10. The contractor is responsible for all permits and permit fees. Approval for the project has already obtained from the State Fire Marshal, DFM Architectural Accessibility Board (AAB), and DNREC.
11. As noted on Page TS-1 of the Technical Specifications, the Contractor shall furnish sanitary facilities. Access to DHSS sanitary facilities will not be provided by the Owner.
12. As stated on Page GR-9 of the General Requirements, there will be a five percent (5%) retainage on all Contractors' monthly invoices until final acceptance of the project.
13. There is no requirement for Minority Business Enterprises (MBE), Disadvantaged Business Enterprises (DBE), and Women-Owned Business Enterprises (WBE).
14. Construction review, materials testing, and Certified Construction Review (CCR) services will be provided by Duffield Associates on a part-time, "as-needed" basis.
15. As-built Stormwater management survey and plans shall be provided by the contractor.

16. The overall project scope was discussed with a general description of the project Base Bid, Alternate No. 1, and unit costs. Attendees were invited to walk the site to review conditions following the meeting. In general, the project consists of parking/driveway area improvements to the following locations:

- Base Bid: 101 Lloyd Lane, 102 Lloyd Lane, and 101 Boyd Lane; and
- Alternate No. 1: Campbell Circle and Sussex Blvd.

17. The following modifications/clarifications, to the bid documents, shall be considered in preparation of a bid:

- The bid submission shall consist of one original (signed and notarized) and one photocopy of the Bid Form (6 pages).
- A revised bid form will be provided in Addendum No. 2 The following items will be updated in the revised bid form:
  - Removal of blank lines within the “Alternate”, “Unit Prices,” and “Subcontractor List” Sections; and
  - Addition of “Signage” to the Subcontractor List.
- A revised drawing will be provided indicating that the relocation of the electric lines at the proposed bioretention areas has already been completed by DHSS staff. The contractor is responsible for contacting Miss Utility and for determining the exact location of all utilities before commencing work. See the Construction Plans for additional information regarding utilities.
- Contractor shall be responsible for obtaining temporary access permits from DeIDOT if it is desired to access the site during construction via the existing access road to be removed near 101 Lloyd Lane.

All questions should be directed via facsimile or electronic mail to Joseph Jakubowski, P.E., LEED AP ([jjakubowski@duffnet.com](mailto:jjakubowski@duffnet.com)) at Duffield Associates (Fax No. 302.239.8485). The last date for submission of questions is Friday, December 11, 2015, at 12:00 p.m. The last addendum will be issued by 12:00 p.m. on Monday, December 14, 2015.

Bids are due on Wednesday, December 16, 2015, at 2:00 p.m. Sealed bids shall be addressed to the Division of Facilities Management, Thomas Collins Building, 540 South DuPont Highway, Third Floor, Dover, Delaware 19901. The outer envelope should clearly indicate:

- "OMB/DFM CONTRACT NO. MC3511000025 - SEALED BID - DO NOT OPEN."

A public bid opening will follow.

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It is Duffield Associates' opinion that these minutes accurately reflect the discussions of the above-referenced meeting. By copy of these minutes, attendees are requested to carefully review this information and, if appropriate, provide comments, additions, and revisions to Duffield Associates as soon as possible. Should comments be received, Duffield Associates will modify these minutes, as appropriate. If comments are not received within five (5) calendar days following the issuance of these minutes, they will be assumed to accurately represent discussions at the meeting.

JJ/SJGbac

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Enclosure: Pre-Bid Meeting Attendance List (1 page)