

## MEMORANDUM

**TO:** Attendees

**FROM:** Joseph Jakubowski, P.E., LEED AP *JJ✓*

**DATE:** July 7, 2016

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

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

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

**Subject:** Mandatory Pre-Bid Meeting

**Date of Meeting:** July 7, 2016

**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 July 7, 2016, 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. Affidavit of Employee Drug Testing Program must be completed for prime contractors and all subcontractors.

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3. The number of days for substantial completion of the project should be noted as 120 days on Page 3 of the Bid Form. No liquidated damages are specified for the project. Notice to proceed is expected by August 19, 2016.
4. 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. Maintenance of Traffic contractor will be removed from the Subcontractor List in the revised Bid Form.
5. 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.
6. 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.
7. The project is subject to Prevailing Wages for Highway Construction in Sussex County, Delaware, effective March 15, 2016. The current Prevailing Wage rates, certified on June 8, 2016, are provided in the project manual.
8. 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:
  - Thursday, July 14, 2016 at 9:00 am. Visitors should meet Terri McCall at Facility Operations conference room.
9. 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 flexible on the weekdays. Work on holidays, Saturdays, and Sundays should be coordinated with DHSS.
10. Drawings and specifications are available by contacting Duffield Associates by electronic mail prior to obtaining drawings for \$50.00 per set.
11. 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.
12. 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.
13. 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.
14. There is no requirement for Minority Business Enterprises (MBE), Disadvantaged Business Enterprises (DBE), and Women-Owned Business Enterprises (WBE).

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15. Construction review, materials testing, Certified Construction Review (CCR), and as-built services will be provided by Duffield Associates on a part-time, “as-needed” basis.
16. The overall project scope was discussed with a general description of the project Base Bid, Alternate No. 1, Alternate No. 2, 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;
  - Alternate No. 1: 101 Boyd Lane; and
  - Alternate No. 2: Campbell Circle and Sussex Blvd.
17. Construction activities along Patriots Way are expected to be complete by the time the contractor mobilizes to the site.
18. Excavated or demolished materials not reused during pavement construction shall be removed from the campus. Materials can be stockpiled temporarily but materials cannot be disposed of at the site.
19. 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 “deduct” for undercutting;
    - Update “add” undercutting price to \$75.00/cubic yard.
    - Addition of substantial completion of 120 calendar days
    - Removal of “Maintenance of Traffic” from the Subcontractor List.
  - A revised set of signed and sealed construction plans will be provided during the week of July 11, 2016 to bidders who have purchased bid documents.

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All questions should be directed via facsimile or electronic mail to Joseph Jakubowski, P.E., LEED AP ([jjakubowski@duffnet.com](mailto:jjakubowski@duffnet.com)) and Stephen J. Gorski, P.E. ([sgorski@duffnet.com](mailto:sgorski@duffnet.com)) at Duffield Associates (Fax No. 302.239.8485). The last date for submission of questions is Monday, July 18, 2016, at 12:00 p.m. The last addendum will be issued by 12:00 p.m. on Wednesday, July 20, 2016.

Bids are due on Tuesday, July 26, 2016 at 10:00 am. 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 – STOCKLEY CENTER – PARKING LOT UPGRADES – RE-BID - SEALED BID - DO NOT OPEN."

A public bid opening will follow.

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

**OMB/DFM Contract No. MC3511000025  
 Stockley Center - Parking Lot Upgrades - Re-Bid  
 Pre-Bid Meeting Attendance List - July 7, 2016**



No.	Company Name	Company Address	Phone No.	Contact Person	Email Address
1	Mitten Construction Co	P.O. Box 904 Dover, DE 19903	(302) 697-2124	Tacie Roberts	office@mittenconstruction.net
2	JERRY'S INC.	17716 OAK HILL MILFORD, DE	(302) 422-7676	Rob Faucett	eparas@jerryspaving.com
3	THOMPSON + SONS CONTRACTING INC.	5367 Big Stone Beach rd MILFORD DE 19963	302-335-3404	LIZ Thompson	thompsonsonsinc@comcast.net
4	A-del Construction	10 Adel Drive Newark, DE 19702	302-453-8486	Jake Yohe	estimates@a-del.com
5	DMS/ FACILITY	Stockley	302-933-3333	John K Fox	john.fox@state.de.us
6	WITTEN ASSOC	5400 Limestone Rd. Wilmington DE 19803	302-239-6634	Joe Janssen	j.janssen@edraet.com
7	United Excavating	310 Hammond St. Selbyville, DE 21804	443-828-3512	Mark R. Ranshaw	msr@unitedexcavatingand.com
8	George Lynch	150 Caffelety Ln Dover DE	302-342-3151	TIM DePULA	JDEPTULA@geolynch.com
9	Karl Leist	2 Big Oak Rd Georgetown DE	302-653-6464	Larry Seeger	larry@krlst-construction.com
10	DMS / FACILITY OFF.	STOCKLEY	302-933-3331	Donald J. Hickman SR.	Donald.Hickman@state.de.us

11 TERRI McGUI - OMS/DFM