

**PRE-BID MEETING MINUTES
ADDENDUM NO. 1
CAMPBELL COTTAGE #C3 & C5
HVAC SYSTEM IMPROVEMENTS AT THE STOCKLEY CENTER
OMB/DFM CONTRACT NO. MC351100029**

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, July 12, 2016, at 10:00 a.m. Those in attendance were:

Terri McCall	OMB/DFM
John Fox	Stockley Center/DMS/FO
Donald Hickman	Stockley Center/DMS/FO
Ken Vandergrift	C&D Contractors
Ron Hayes	Worth & Company
Lisa Hiott	J Hiott
Larry Wall	Joseph T. Richardson
Chip Gruber	Schlosser & Associates
Greg Thompson	Conventional Builders, Inc.
Mike Wheedleton, AIA	Davis, Bowen & Friedel, Inc.
Eric Unterreiner, P.E.	Diamond State Engineering
Matthew Galinskie, C.E.A.	Fayda Engineering & Energy Solutions, LLC

Date of Report: July 14, 2016

FE&ES Comm. No.: 15-1179

Items of Discussion:

- 1.0 These Pre-Bid Meeting Minutes, Addendum No. 1, shall be made part of the Project Manual and Drawings dated July 4, 2016 for the Campbell Cottage #C3 & #C5 HVAC System Improvements at the Stockley Center.
- 2.0 Sealed bids for OMB/DFM Contract No. MC351100029 – Campbell Cottage #C3 & #C5 HVAC System Improvements at the Stockley Center will be received by DFM at the Thomas Collins Building 3rd Floor located at 540 S. DuPont Highway Suite 1, Dover, Delaware, 19901, until 2:00 PM local time on Thursday, July 28, 2016, 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 architectural, mechanical, plumbing and electrical renovations to the Campbell Cottages #C3 & #C5.
- 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
- 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 Drug Testing affidavits for the prime contractor and all sub-contractors shall be provided with the Bid submission.
- 9.0 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

- 10.0 Contractor must be a registered plan holder in order to submit a bid. Bid Form shall be submitted in triplicate.
- 11.0 Engineer clarified that a two (2) year warranty is required on work and materials beginning on the date of substantial completion.
- 12.0 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.
- 13.0 The drawings were generally reviewed to present the intent of the contract documents.
- 14.0 The following items were discussed in detail:
- A. A site walkthrough was conducted immediately following the meeting. Cottage #C3 was visited, however, the Contractors opted not to view the #C5 building. A subsequent walk through is tentatively scheduled for Tuesday, July 19 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 for the #C5 building shall be conducted on weekends and at the convenience of the owner. All shutdowns and building disruptions for the #C3 building shall be conducted on weekdays. 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, July 18, 2016 at 2:00 p.m. Such requests shall include a complete description of the proposed substitutes, along with sufficient documentation and information necessary for a complete evaluation. Only substitutions through one of the Pre-Bid Meeting Attendees that are registered plan holders will be considered.
 - E. 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 Friday, July 22, 2016 at 2:00 p.m.
 - F. 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.
 - G. The deadline for Engineer issued Addenda will be Sunday July 24, 2016 at 2:00 p.m. unless there is a bid extension.
- 15.0 A review of the project site was performed.
- 16.0 Asbestos is prevalent throughout both buildings and will need to be abated prior to mobilization in both buildings. Testing has already been conducted and a copy of the reports are included in the Appendix of the project manual. The Owner will independently hire an abatement firm to perform the removal of asbestos materials.
- 17.0 Successful Contractor shall designate one job foreman who will remain as the main point of contact throughout the duration of the project.
- 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 Contractor shall provide temporary restroom facilities for the duration of the contract. Contractor will not be permitted to use the facility restrooms.
- 21.0 Changes to Specifications
- 21.1 No Changes to Specifications
- 22.0 Changes to Drawings
- 22.1 No Changes to Drawings
- 23.0 Questions/Clarifications
- 23.1 No Questions/Clarifications

POST MEETING NOTES:

- 24.0 As a clarification to the information that was provided at the Pre-Bid meeting, this project will be awarded to the successful contractor in accordance with Specification Section 00 21 13.5.
- 25.0 As a clarification to the information that was provided at the Pre-Bid meeting, this project will be constructed in phases as indicated in Specification Section 01 10 00-1.05. Work shall be completed sequentially whereby once Campbell Cottage C5 is complete, the contractor will be permitted to work in Campbell Cottage C3. Substantial Completion will be achieved at the completion of Campbell C3. Only one (1) Certificate of Substantial Completion will be issued for the project. In accordance with the Bid Form, each Base Bid will have a completion date of 180 calendar days from the official notice to proceed. Owner may award one or more Base Bids.


Matthew Galinskie, C.E.A.

MG/mg
15-1179 Pre Bid Meeting & Addendum #1 7.14.16

Attachments: Pre Bid Meeting Sign-In Sheet

cc: All in Attendance
Daniel Episcopo: DHSS/DMS/FO
Stephen King: DHSS/DMS/FO
Bob Doughty: Stockley Center
Associated Builders & Contractors, Inc.
Delaware Contractors Association
P File

PLEASE FILL OUT COMPLETELY AND LEGIBLY

July 12, 2016

 PROJECT NAME: HVAC Modifications to the Campbell Cottages C3 & C5
Stockley Center
26351 Patriots Way, Georgetown, DE 19947

 FE&ES Comm. No.: 15-1179
 DFM Project No.: MC3511000029

 PRE-BID MEETING: Tuesday, July 12, 2016 @ 10am

 BIDS DUE: Thursday, July 28, 2016 @ 2pm

Company Name	Representative	Address	Phone & Fax	Email
Fayda Engineering	MATT GAUSKIE	801 W. Newport Pike Wilmington, DE 19804	(302)999-1060 - P (302)999-1053 - F	
C+D Contractors	Ken Vandegrift	14 E 40th ST Wilm, DE 19802	302 764-8013 764 7585	KVandegrift.cd@ VERIZON.NET
Worth & Company	Ron Hayes	19 Commons Blvd New Castle DE 19720	302 221-2678	ron.hayes@worth and Company, com
JHott	Lisa Hott	9166 Willow Grove Rd Wyoming, DE 19934	302-697-3050 P. 302-697-2802 F	LisaHott@HottHVACR.com
Joseph T Richardson	Larry Lull	105 Center St Harrington, DE	(302) 358-8101 (302) 358-9504	Larry@JTRMech.net
DIAMOND STATE Engineering	ERIC UNTERMEYER	3588 Peachtree Row Dover DE 19901	302-697-7694	eric@diamondstateengineering.com
Schlusser + Associates	Chip Gruber	P.O. Box 4984 Newark, DE 19714	302) 738-7333 302) 738-5692	cjgruber@listmail.com ABAKERSA@HotMail.com (Abakersa@HotMail)

