

**PRE-BID MEETING MINUTES  
ADDENDUM NO. 1  
CAMPBELL COTTAGE #C5 REBID  
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, September 13, 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
Lisa Hiott	Hiott HVAC
Robin Schurman	BRS Consulting
Larry Wall	Joseph T. Richardson
Brian Thompson	Conventional Builders, Inc.
Keith Long	John L Briggs
Chip Gruber	Schlosser & Associates
Steve White	Scott Mechanical
Michael Bauman, 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:** September 16, 2016

**FE&ES Comm. No.:** 15-1179A

**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 5, 2016 for the Campbell Cottage #C5 Rebid HVAC System Improvements at the Stockley Center.
- 2.0 Sealed bids for OMB/DFM Contract No. MC351100029 – Campbell Cottage #C5 Rebid HVAC System Improvements 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 2:00 PM local time on Thursday, September 29, 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 Cottage #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](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 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 duplicate.
- 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 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 #C5 lower level, first floor and mechanical loft were visited. A subsequent walk through is

tentatively scheduled for Thursday, September 22 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. 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, September 19, 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, September 23, 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 September 25, 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 the building and will need to be abated prior to mobilization. Testing has already been conducted and a copy of the report is 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 Drawing A-1
- a. All sheet vinyl flooring throughout the building will be removed by an abatement contractor under a separate contract. Refer to attached Drawing A-1 for modifications to removal work.
- 22.2 Drawing A-2
- a. The contractor shall provide and install floor leveling compound, VCT and wall base throughout the facility as noted on the drawing. The existing drywall in the loft shall remain. Section A has been revised to reflect New Work Note #3. New Work Note #6 has been revised with a thickness of spray insulation. Refer to attached Drawing A-2 for modifications to new work.
- 23.0 Questions/Clarifications
- 23.1 No Questions/Clarifications

Original On File

 Matthew Galinskie, C.E.A.

MG/mg  
15-1179A Pre Bid Meeting & Addendum #1 9.16.16

Attachments: Pre Bid Meeting Sign-In Sheet  
Drawings A-1 & A-2

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**

September 13, 2016

PROJECT NAME: Stockley C5 Rebid  
Stockley Center  
26351 Patriots Way, Georgetown, DE 19947  
 PRE-BID MEETING: Tuesday, September 13, 2016 @ 10:00am

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

BIDS DUE: Thursday, September 29, 2016 @ 2:00pm

Company Name	Representative	Address	Phone & Fax	Email
Fayda Engineering		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
Hrott HVAC	Lisa Hrott	9166 Willow Grove Wyoming, De	302-697-3050 P 302-697-2802 F	LisaHrott@HrottHVACR. com
BRS Consulting	Robin Schurman	PO Box 237 Harrington, DE 19952	302-786-2326 (P) 302-786-2079 (F)	robin@brsconinc. com
Joseph T Richardson	Larry Hall	105 Center St Harrington, DE 19952	302 358-8101 302 358-9504	Larry@JTRMechanical
Conventional Builders Inc	Brian Thompson	846 School Street Houston DE	302-422-2429 302 422-2135	conventional builders@comcast. net
Diamond State Engineering	Eric Unterwiesing	3588 Peachtree Run Dover, DE 19901	302-697-7694 649-1382	eric@diamondstate engineering.com

