DAVIS
BOWEN &
FRIEDEL, INC.

ARCHITECTS ENGINEERS SURVEYORS

Michael R. Wigley, AIA, LEED®AP
W. Zachary Crouch, P.E.
Michael E. Wheedleton, AIA
Jason P. Loar, P.E.
Ring W. Lardner, P.E.
Jamie L. Sechler, P.E.

NEW SECURE ENTRY
PHASE 2
AT
STOCKLEY CENTER
26351 PATRIOTS WAY
GEORGETOWN, DELAWARE 19947
DBF #586B035.GG2 ❖ DFM # MC3511000042

MAY 30, 2019

ADDENDUM NO. 1

The following items shall become a part of the contract documents. Contractor must acknowledge receipt of this addendum on the Bid Form. Failure to do so may subject the Bidder to disqualification.

Item No. 1 The pre-bid meeting minutes with sign-in sheet are attached.

Item No. 2 Revised Section 01 11 00 – Summary of Work *(Addendum #1)* is attached. This copy replaces original Section 01 11 00 in its entirety.

END OF ADDENDUM

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❑ 1 PARK AVENUE, MILFORD, DE 19963 • 302.424.1441
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PRE-BID MEETING MINUTES
Stockley Center – Campus Entrance Redesign – Phase II
26351 Patriots Way Georgetown DE 19947
DBF #0586B035.GG2 □ OMB/DFM# MC3511000042
MAY 30, 2019

In Attendance

OMB/DFM:	Terri McCall	Phone: 302-739-5644
DHSS:	John Fox	Phone: 302-933-3363
Davis, Bowen & Friedel, Inc.:	Ashton McLaughlin	Phone: 302-424-1441
Contractor attendees:	*See attached sign-in sheet*	

Items Discussed

1. Project was advertised starting May 8, 2019 on the State of Delaware website.

2. The mandatory pre-bid meeting was conducted on May 30, 2019 in the Stockley Campus Facility Operations Conference Room.

3. The sign-in sheet was presented to attendees as they entered. It was also mentioned multiple times throughout the meeting. Attendance at the pre-bid meeting was mandatory in order for general contractors to submit a bid. A copy of the sign-in sheet is attached to the pre-bid meeting minutes.

4. Attendees were reminded they must purchase plans and specs to obtain addenda beyond Addendum #1 and to be placed on the bidders list. Plans and specs were available for purchase at the meeting for $100. For those who did not purchase plans, they were/are directed to contact Davis, Bowen & Friedel if they were/are interested in doing so. Davis, Bowen & Friedel, Inc. accepts cash or check.

5. All questions prior to the bid opening must be submitted in writing to Davis, Bowen & Friedel, Inc. attention: Ashton McLaughlin at anm@dbfinc.com AND

Ring Lardner at rwl@dbfinc.com or by fax, 302-424-0430. The cutoff for questions, requests for information or substitution must be submitted to Ashton and Ring by Monday, June 10, 2019 at 5:00PM. The final addendum will be issued no later than Wednesday, June 12, 2019 at 5:00PM. No addenda will be issued 4 days prior to the bid due date, except to withdraw the request for bids, to extend the deadline, or change the location of the bid opening.

6. **Bids are due Tuesday, June 18 at 2:00 p.m.,** at the State of Delaware, Office of Management and Budget, Division of Facilities Management (540 S. DuPont Highway Dover, DE 19901 – Suite 1 on the 3rd Floor). Please allow extra time when submitting bids to account for possible delays. It is the contractor's responsibility to confirm a bid is received if mailed. No late bids will be considered.

7. The bid form was then reviewed. All sections must be completed. Any questions regarding the bid form must be submitted as described above. Additional information:

    a. One (1) original and two (2) copies of the bid forms must be submitted along with one (1) original and two (2) copies of a Bid Bond equal to ten percent of the bid price. There are no alternates. All bid submission documents, including the bid bond, must be completed on the form provided in the specifications. A Performance Bond equal to 100 percent of the contract amount must also be posted upon execution of the contract. No construction schedules are required with the bid (just calendar days to complete).

    b. The subcontractor list must accompany the Bid Forms and be fully completed in order to submit a qualifying bid. Contractors cannot add areas of subcontracting, requests to do so must be submitted as described above. If the contractor is their own subcontractor, they must still fill out the information in its entirety. All subcontractors must be licensed to practice their trade in the State of Delaware prior to execution of the contract. The prime general contractor must include their Delaware Business License with the bid. The prime contractor must submit their subcontractors' business license(s) within 30 days of signing the agreement.

    c. An affidavit is provided in the bid form. The prime contractor and all subcontractors must complete an affidavit. The affidavit can be copied in order to fulfill this requirement. No other pages are authorized.

8. According to the State of Delaware's drug policy for all State Projects, all prime and sub-contractors must have a drug testing policy in effect in order to bid on the project. The policies must be submitted by the contractors who are awarded the contract. Each contractor / subcontractor submitting a bid or listed on the subcontractors list must submit a signed affidavit for drug testing. This affidavit is not project specific and if completed previously for another project the same affidavit can be submitted for this project.

9. There are no liquidated damages as this is only a state funded project.

10. The Specification Book was further reviewed.
    a. Funding: This is a State Project. Prevailing Wage Rates apply and are included in the book.
    b. Subcontractors – Business license must be provided by successful bidder within 30 days of entering into agreement.
    c. Campus Specific Items
        i. Tobacco Free Campus
        ii. Buildings will remain occupied during all phases of construction
        iii. Any equipment left on site must be secured/locked.
        iv. Working Hours will be Monday-Friday, 7AM to 6PM. Weekends may be available with 48 hours advanced notice. When working on the weekend, the site superintendent must sign in.

11. All necessary permits have been obtained. DNREC, Fire Marshal, DelDOT, and AAB have reviewed and approved the plans. DNREC and Fire Marshal are currently open. DBF and OMB/DFM will coordinate with Phase 1 contractor for closure. DelDOT permit will be responsibility of the contractor for this project.

12. Project Specifics were discussed.
    a. Detailed Scope of Work:
        i. New single entrance to replace two existing entrances. Works includes demolition of existing entrances.
        ii. Installation of catch basins, storm manholes, and pipe to tie into existing stormwater pond.
            1. New discharge into existing pond will require forebay excavation.
        iii. Installation of flagpole base and lighting in new concrete median
            1. Installation of catch basins and pipe, tying into existing system
    b. Soils and concrete testing to be performed by Owner using an existing contract with Duffield Associates.
    c. Contractor will be required to have a supervisor on site during all phases of construction (including own personnel and / or subcontractors) to include punch list work.
    d. Contractor to provide their own water, electric and sanitary services.
    e. Materials must be on site to be included in pay applications.

f. Known utilities are shown on plan. Miss Utility will mark some of the utilities and contractor shall hire a utility marking company.
g. Project carries a 2 year warranty period
h. Potential bidders may visit the site at any time during normal working hours.
i. The State wants the work done in the shortest duration. Please include the number of days to complete the work on the bid form.
j. Please review all required project close out information to include the construction waste management forms.

13. A walkthrough of the areas of work took place directly after the pre-bid meeting.

14. There were no questions.

15. As a reminder, this project is the second phase of an active construction site. The DNREC and Fire Marshal approvals are for both phases, so plans have to show information for both phases. If there are any questions regarding what Phase 2 entails please ensure these questions are also submitted in writing.

Any changes, additions or deletions to these minutes should be submitted in writing to Davis, Bowen & Friedel, Inc., within ten (10) days.

Respectfully Submitted,
DAVIS, BOWEN & FRIEDEL, INC.
Redacted - Original on File

Ashton N. McLaughlin, P.E.
Civil Engineer

P:\DHSS\Stockley Center\Gatehouse\Documents\DFM\Bid Support\Phase 2\2019-05-30 Pre Bid\0586B035-GG2 Prebid Meeting Minutes.docx

Enc.: Pre-bid sign-in sheets

Cc: All attendees
Mike Bauman – Davis, Bowen & Friedel, Inc.
Ring Lardner – Davis, Bowen & Friedel, Inc.
Natalie Curran – OMB/DFM
Carmen Santiago – OMB/DFM

MANDATORY PRE-BID MEETING
Stockley Center – Campus Entrance Redesign – Phase II
DBF #0586B035.gg2 / DFM CONTRACT # MC3511000042
May 30, 2019

Name (Please Print)	Co. / Dept. Name & Address	Email (Please Print) / Phone / Fax
Benny Peta	Kent Construction 2 Oak Ave Smyrna DE 19977	benny@kentconstructionco.com
Dan Hanna	A-DEL Construction 10 Adel Drive Newark DE 19702	estimates@a-del.com
Patrick DiMichele	George & Lynch 150 Lafferty Ln Dover De 19901	pdimichele@geolyn.com jdeptula@geolyn.com
Brittany O'Neal	Conventional Builders 846 School St, Hustin, DE	ConventionalBuilders@Comcast.net 19954 302 422-2429

MANDATORY PRE-BID MEETING
Stockley Center – Campus Entrance Redesign – Phase II
DBF #0586B035.gg2 / DFM CONTRACT # MC3511000042
May 30, 2019

Name (Please Print)	Co. / Dept. Name & Address	Email (Please Print) / Phone / Fax
Liz Thompson	Thompson + Sons Contracting Inc. 5367 Big Stone Beach Rd Milford, DE 19963	thompsonsinc@comcast.net 302-335-3404

SECTION 01 11 00

SUMMARY OF WORK

PART 1 - GENERAL

1.1 WORK COVERED BY CONTRACT DOCUMENTS

Work to be accomplished in accord with this contract includes construction of a new paved entrance, drainage and utility work. Existing entrances will be removed.

1.2 RELATED DOCUMENTS

Drawings, specifications and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 specifications sections apply to this section.

1.3 CONTRACT

The specified work is to be accomplished under a single Base Bid, including selected Alternates.

1.4 WORK SCHEDULE

A construction schedule based upon the work shall be submitted by the contractor at pre-construction. This is in addition to the number of calendar days noted on the bid form.

1.5 CONTRACT DURATION

Project is estimated to have a 4 month construction time.

1.6 USE OF PREMISES

Use of premises by Contractor to be limited to specified work areas and approved storage and staging areas.

1.7 CODES

All work shall be performed in accordance with the applicable codes and rules and regulations of the regulatory agencies which have jurisdiction over this project and its location.

1.8 PROGRESS MEETINGS

In addition to a pre-construction meeting, progress meetings will be held bi-weekly during the course of the project at dates and times to be announced.

1.9 DELIVERED MATERIALS

Under no circumstances will the DHSS sign as received any materials delivered to the job.

1.10 PERMITS AND LICENSES

All required permits will be paid for and obtained by the Contractor. In addition, all Contractors must be licensed by the State of Delaware.

1.11 BACKGROUND CHECKS

Criminal background checks shall be submitted of all on-site workers to DHCI for review prior to work on site. Criminal background checks shall be issued by the Bureau of Investigation in Dover, Delaware.

1.12 MANDATORY EMPLOYEE DRUG TESTING

The Contractor shall provide mandatory employee drug testing in accordance with 29 Del. C §6908(a)(6).

END OF SECTION