

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

**PRE-BID MEETING MINUTES
SEWER SYSTEM REPAIR PROJECT
AT STOCKLEY CENTER
GEORGETOWN, DELAWARE 19947
DBF #0586B037.L02 ❖ OMB/DFM# MC3511000048
JANUARY 7, 2019**

In Attendance

DHSS:	Jay Staniszewski	Jay.Staniszewski@delaware.gov
DFM:	Terri McCall	Terri.McCall@delaware.gov
Davis, Bowen & Friedel, Inc.:	Ring W. Lardner	rwl@dbfinc.com
Contractors:	See attached sign-in sheet.	

Items Discussed

- Item 1 A sign-in sheet was distributed. Ring Lardner (DBF) and introduced Terri McCall (DFM Project Manager) and Jay Staniszewski (DHSS Facility Operations) and the project. This pre-bid meeting is mandatory to submit a qualifying bid.
- Item 2 Bids will be due January 30, 2020 at 2:00 p.m. at the Thomas Collins Building, 540 S. DuPont Highway, Suite 1 (Third Floor). Late bids will not be accepted.
- Item 3 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 10% of the bid price and all alternates. All bid submission documents, including the bid bond, must be completed on the forms provided in the specifications. A copy of the contractor's Delaware business license is required with the bid submittal. Subcontractor Delaware business licenses shall be submitted within 30 days after project award.
- Item 4 A performance bond equal to 100% of the contract amount will be required upon execution of the contract. No construction schedules are required with the bid.
- Item 5 The bid form was reviewed. All blanks must be completed. Please review Section 01 20 00 (Measurement and Payment) when completing the Base Bid, Alternates, and Unit Prices.
- Item 6 A revised subcontractor list (Bid Form, page 5) is attached. The subcontractor list must accompany the Bid Forms and be fully completed in order to submit a qualifying bid. All subcontractors must be licensed to practice their trade in the State of Delaware prior to execution of the contract. If changes are needed, they shall be submitted to DBF in writing.

- Item 7 A complete Drug Affidavit form listing all contractors and subcontractors shall be included with the bid submittal.
- Item 8 General contractors who wish to receive addenda directly and be on the approved bidder's list must purchase a minimum of one (1) set of bid documents from Davis, Bowen & Friedel, Inc. for \$100.00.
- Item 9 This project is state funded. Prevailing wage rates will be required. A certified copy of the prevailing wage rates are included in the specifications and the contractor should refer to these for bidding. The contractor will be responsible to send wage reports to the Department of Labor.
- Item 10 The area of work will be occupied during construction. Work hours will be Monday -Friday 7:00 a.m. - 5:00 p.m. Weekend or off-hours work will be allowed but must be pre-arranged.
- Item 11 A walkthrough will be conducted at the end of this meeting. A second walkthrough will be held on Tuesday, January 14, at 9:00 A.M. Please meet at the Facility Operations building.
- Item 12 The last day for questions will be January 22nd. These all shall be submitted directly to Ring Lardner (DBF) via email or fax (rwl@dbfinc.com or (302) 424-0430). The last addendum will be sent out on January 24th.
- Item 13 The contractor is required to obtain a dewatering permit. No other permits are required.
- Item 14 The contractor will be responsible for having a supervisor on site at all times during work of any subcontractors or their own forces, including punch list work.
- Item 15 The contractor shall provide their own toilet facility, electric and water.
- Item 16 A staging area will be determined at the preconstruction meeting.
- Item 17 The Base Bid and Alternate 1 will require testing and inspection. Air and mandrel testing is required. In lieu of air testing, the contractor can test individual joint. Contractor is to determine how to maintain active flow (i.e. temporary plugging and by-pass pumping as necessary, continuous by-pass pumping, etc.)
- Item 18 The gravity sewer line is to remain active during duration of project.
- Item 19 The contractor will be required to provide Maintenance of Traffic (MOT) and maintain a safe site at end of each day to prevent individuals from falling into the trench.

Stockley Center - Sewer Upgrades (MC3511000048)
Pre-Bid Meeting Minutes
January 7, 2020
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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.



Ring W. Lardner, P.E.
Principal

Attachments: Sign-in Sheet
Revised Bid Form page 5

SIGN-IN SHEET

MEETING: MANDATORY Prebid Meeting

PROJECT NAME: Stockley Center - Sanitary Sewer Upgrades

LOCATION: Stockley Center - Georgetown, Delaware

PROJECT NUMBER: State No. MC3511000048 DBF No. 0586B037.L02

DATE: January 7, 2020

PLEASE PRINT

NAME	ORGANIZATION	PHONE	E-MAIL
BRIAN COCHRAN	JOSEPH A. COCHRAN SONS	302-652-6628	JOE & COCHRAN'S EXCAVATING .COM
Bobby Sheehan	Southern Rentals Pump Solutions	856 3074519	bobby.sheehan@southernrentals.com
Joe Friel	Zack Excavating	302-223-6223	afibelkorn@icloud.com
MATT ZAKOMY	STANDARD PIPE SERVICES	302 286 0701	MAT52@STANDARDPIPERVICES.COM
Timmy Thompson	Thompsonsons contracting	302-335-3464	Thompsonson2 Inc @ Contract .net
Dena Mitchell	DXI Construction	302-858-5007	dmitchell@dxiconstruction.com
Benny Petra	Kent Construction	302-260-0851	Benny@kentconstruction.com
Dale Brackin	Xylem Inc. / Godwin Pumps	856-467-3636	dalebrackin@xylem.com
Joann Hopkins	Hopkins Construction	302 542-9195	jmbhopkins@hopkinsconstruction.com
Matt Krough	JJID	302 598-1043	MKrough@jjid.com
ED BEGLEY	XYLEM INC / GODWIN PUMPS	609 636 7872	edward.begley@xylem.com
email folder	hoptins-inc.com		
	AFIBELKORNEICLOUD.COM		
SAY STANISZEWSKI	Fac ops	(302) 379-3291	
Terri McCue	OMB / DFM		terri.mccue@delaware.gov

SEWER SYSTEM REPAIR PROJECT
 STOCKLEY CENTER
 GEORGETOWN, DELAWARE
 OMB/DFM MC #3511000048

BID FORM

SUBCONTRACTOR LIST

In accordance with Title 29, Chapter 6962 (d)(10)b Delaware Code, the following sub-contractor listing must accompany the bid submittal. The name and address of the sub-contractor **must be listed for each category** where the bidder intends to use a sub-contractor to perform that category of work. In order to provide full disclosure and acceptance of the bid by the *Owner*, **it is required that bidders list themselves as being the sub-contractor for all categories where he/she is qualified and intends to perform such work.** This form must be filled out completely with no additions or deletions.

<u>Subcontractor Category</u>	<u>Subcontractor</u>	<u>Address (City & State)</u>	<u>Subcontractors tax payer ID # or Delaware Business license #</u>
1. Video Inspection	_____	_____	_____
2. Sewer Installation	_____	_____	_____
3. Asphalt Paving	_____	_____	_____
4. Excavation	_____	_____	_____
5. Demolition	_____	_____	_____
6. Concrete Curbs/Gutters/ Sidewalks	_____	_____	_____
7. Concrete MH Installation	_____	_____	_____
8. Manhole Rehabilitation	_____	_____	_____
9. Surface Restoration	_____	_____	_____
10. Erosions & Sediment Control	_____	_____	_____
11. Bypass Pumping	_____	_____	_____
12. Dewatering	_____	_____	_____