

**PRE-BID MEETING MINUTES
PHASE 2 PRIMARY UPGRADES AT
DHSS EMILY P. BISSELL HOSPITAL
3000 NEWPORT GAP PIKE, WILMINGTON DE 19808
DHSS/DFM PROJECT NO.: MC3514000014**

A Mandatory Pre-Bid Meeting for the referenced project was held in the DHSS Emily P. Bissell Hospital, G Building Conference Room on Wednesday, January 14, 2015, at 10:00 a.m. Those in attendance were:

Terri McCall	OMB/DFM
Mike Topolski	DHSS/DMS/FO
Mike Reynolds	Blue Hen Utility Services, Inc.
Dan Lacey	Blue Hen Utility Services, Inc.
Mike Reynolds	Shelly Sons Electrical, Inc.
Joe McColgan	Wescott Electric, Inc.
Jim Orga	First State Electric, Inc.
Matt Bailey	Power Plus Electrical Contracting, Inc.
Bryan Tubb	Delcollo Electric, Inc.
Andy Philips	Philips Brothers Electric, Inc.
Kris Meister	Carr & Duff, Inc.
John DeMatties	Nickle Electrical Companies, Inc.
Paul Lubertine	Kimball Construction, Inc.
Edward Fayda, P.E.	Fayda Engineering & Energy Solutions, LLC

Date of Report: January 15, 2015

FE&ES Comm. No.: 14-1153B

ITEMS OF DISCUSSION:

- 1.0 These Pre-Bid Meeting Minutes, Addendum No. 1, shall be made part of the Project Manual and Drawings dated January 5, 2015 for the Phase 2 Primary Upgrades at Emily P. Bissell Hospital.
- 2.0 Sealed bids for OMB/DFM Contract No. MC3514000014 – Bissell Hospital - Primary Upgrades – Phase 2, will be received by the State of Delaware, Office of Management and Budget, Division of Facilities Management, in the reception area of the Facilities Management Office in the Thomas Collins Building, 540 S. DuPont Highway, Suite 1 (Third Floor), Dover, DE 19901 until **2:30 p.m. local time on Thursday, January 29, 2015**, at which time they will be publicly opened and read aloud in the Conference Room. Bidder bears the risk of late delivery. Any bids received after the stated time will be returned unopened.
- 3.0 This is a mandatory pre-bid meeting and prime bidders are limited to those in attendance.
- 4.0 For further bidding information relating to the Project Manual and Drawings, the contractors are directed to contact Edward Fayda, P.E., Project Manager at Fayda Engineering & Energy Solutions, LLC at telephone: 302-999-1060. Contractor Requests for Clarification or

801 W. Newport Pike, Wilmington, DE 19804
Tel.: 302-999-1060 • Fax: 302-999-1053
www.FaydaEES.com



Interpretation shall be delivered electronically (by email) to efayda@faydaees.com. Ensure the project title, contractor's name and RFI # are in the subject line. (Example: DHCI Phase 4 "Contractor Name"- RFI #1)

5.0 The wage rates for this Project are Delaware Department of Labor and Division of Industrial Affairs for **New Castle County, Building Construction Classification**. A certified copy of the prevailing wage rates for this specific project 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.

6.0 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 an electrical contractor that will self-perform the electrical work, that you list your company on the Electrical Subcontractor line on the bid form. Ensure your address, license, etc. is also included.

7.0 Effective 9/1/14, any prime contractor that submits a bid must include a copy of their State of Delaware Business License. Failure to do so will be grounds to disqualify their bid.

8.0 Project Summary

A. The Emily P. Bissell Hospital (EPBH) is located at 3000 Newport Gap Pike, Wilmington, Delaware. This 50-acre campus is a long-term care facility licensed as a nursing home.

In 2014, Phase 1 Electrical Improvements were completed which included a new 500kW Emergency/Standby Generator, 500kVA pad mounted transformer and new electric services to support the Main/1912 Building, F Building, G building and T Building.

Phase 2 will provide a new 12kV service from the lines of Delmarva Power, a new electrical yard to include a primary metering station, main service disconnect switch, power factor correction capacitor and 12kV sectionalizing switch. The existing underground 5kV distribution system will be replaced and upgraded in its entirety and a new 12kV distribution system will be installed. Existing pad mounted transformers at Buildings C, S, T and the former Tallman Building will be permanently removed from service and new 12kV Cable Switching Stations will be installed to permit all 12kV connections to be made above grade and permit future extension of the campus primary distribution system in the future.

In addition, an abandoned 5kV switch and two (2) NON PCB transformers located in the basement of the Main Building will be removed.

9.0 Contractor must be a registered plan holder in order to submit a bid. Bid Form shall be submitted in triplicate. Only those registered plan holders will be sent future addenda.

10.0 A two (2) year warranty is required on work and materials beginning on the date of Substantial Completion.

11.0 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
26 05 70	1.02	Power System Study
26 12 19	2.3.G	Pad Mount Transformer
26 13 23	2.01	Metal Enclosed Switchgear
26 13 50	1.02	Loadbreak Cable Switching Station
26 35 33	1.03	Medium Voltage Power Factor Correction Capacitor

12.0 The drawings were generally reviewed to present the intent of the contract documents.

13.0 The following items were discussed in detail:

- A. This is a secure site. A site walkthrough will be conducted immediately following the meeting today. One (1) additional visit is tentatively scheduled for 1/21/15 at 10:00 a.m. Contractors wishing to register for the walkthrough shall contact Matt Galinskie at 302-999-1060. Only registered contractors will be permitted to tour the site. If no-one registers for a particular visit, the visit will be cancelled.
- B. Working hours are 7:00 a.m. to 4:00 p.m. Monday through Friday, except for State Holidays at which time the site will be closed. Additional hours must be arranged with the Owner in advance. All shutdowns 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 or clarifications on payroll reporting. Telephone number is 302-451-3423.
- D. Requests for substitutions must be submitted to the Engineers office by **2:30 p.m. on Monday, January 19, 2015**. Such requests shall include a complete description of the proposed substitutes, along with sufficient documentation and information necessary for a complete evaluation.
- 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 **5:00 p.m. on January 23, 2015**.

- F. Contractor's foreman will be required to sign in and out on a daily basis identifying who will be on site on a given day.
 - G. Contractor will be responsible for the 3rd Party identification of underground private utilities in the area of excavation. Any known utilities are approximately shown on the contract documents. Miss Utility shall be contacted for public utilities.
 - H. 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. DHSS will assist with providing area for materials storage; however it will not be a secured area.
 - I. Excavated soils may be stockpiled and then deposited at a suitable location designated by DHSS
 - J. Contractor shall provide temporary toilets. Contractors will not be permitted to use facility restrooms.
 - K. The owner will engage the services of a 3rd party Inspection Firm (Duffield Associates) for soils evaluation, concrete pad pre-pour inspections and cylinder tests.
 - L. The successful contractor and each subcontractor on the project will need to sign a DHSS Interim Life Safety Measure disclosure form. For reference, it is attached to these minutes.
- 14.0 Successful Contractor shall designate one job foreman who will remain as the main point of contact throughout the duration of the project.
- 15.0 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.
- 16.0 Reminder: For your bid to be deemed responsive, you need to include:
- 1. Bid Form- Fully executed, no blanks
 - 2. Bid Bond or Certified check in the amount of 10% of your bid.
 - 3. Bidders Business License
- AND
- 1. Be prepared to complete this project in 180 calendar days.
- 17.0 A site review of the project site was performed.
- 18.0 Changes to Specifications
- 18.1 Section 00 81 13 General Requirements: Add the following DHSS Interim Life Safety Measures to the end of this section.

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19.0 Changes to Drawings

19.1 There are no changes to Drawings.



Edward Fayda, P.E.

EF/ef
14-1153B Pre-Bid Meeting & Addendum #1

Attachments: Pre Bid Meeting Sign-In Sheet
DHSS Interim Life Safety Measures

cc: All in Attendance
Daniel Episcopo, DHSS/DMS/FO
Associated Builders & Contractors, Inc.
Delaware Contractors Association
Dodge Data & Analytics
P-File



Pre-Bid Sign In Log

PLEASE FILL OUT COMPLETELY AND LEGIBLY.

PROJECT NAME: Phase 2 Primary Upgrades at DHSS Emily P. Bissell Hospital FE&ES/Comm. No.: 14-1153B

3000 Newport Gap Pike, Wilmington DE 19808 DHSS/DFM Project No.: MJ35140000014

PRE-BID MEETING: Wednesday, January 14, 2015 @ 10:00 a.m., Bissell Hospital, G Building Conference Room

BIDS DUE: Thursday, January 29, 2015 @ 2:30 p.m. - Thomas Collins Building, 540 S. DuPont Highway, Dover DE 19901

Representative	Company Name	Address	Phone & Fax	Email
Edward Fayda, P.E.	Fayda Engineering & Energy Solutions, LLC	801 W. Newport Pike Wilmington, DE 19804	P: 302-999-1060 F: 302-999-1053	efayda@faydaees.com
Mike Reynolds	Blue Hen Utility Services Inc.	18 E ALBE DR NEWARK DE	302-275-8010	mfreynolds@bh-usinc.com
Mike Reynolds	Sherry Sons Electrical	18 E ALBE DR NEWARK DE	302-275-8010	mfreynolds@sherrysons.com
DAN LACEY	Blue Hen Utilities SERVICES	18 E ALBE Dr. Newark, DE.	302-584-3098	dennymid7@aol.com
JOE MCCOLLGAN	WESCOOT ELECTRICAL	PO BOX 278 GLEN RIDGE, PA 19037	610 358 1100 610 358 1167	J.MCCOLLGAN@WESCOOTELECTRICAL.COM
TIM ORGIA	FIRST STATE ELECTRIC	25 KING CT. NEW CASTLE, DE 19720	902 322-0140 322-1146	jimo@firststateelectric.com

Company Name	Representative	Address	Phone & Fax	Email
Power Plus Electrical Contracting, Inc. Delecollo Electrical	Matt Baileys	10 Janis Drive Dover, DE 19901	302 736-5070 302 736-5120	Math6337@gmail.com
	Bryan Fubb	226 Brooksie Dr Wilmington 19804	994-3400 995-1023	wayne@de1006.com
EPBH/dms	MIKE TOPOLSKI		995-8440	MIKE.TOPOLSKI@STATE.DE.US
Philips Brothers Electric Inc.	Andy Philips	235 Sweet Spring Rd, Glenmore, PA 19343	610 458-8578 610 458-8438	andy@philipsbrothers.com
Cann + Duff Inc.	Kris Meiston	2100 Brynenny Rd Hunterswood Valley PA 19006	215-672-4200 215-675-9800	KMEISTON@CANDUFF.COM
Nichie Electrical	John Demetrio	14 Mill Park Court Newark DE	302 453 4000 453 4493	JdeMATT@NICHELLE.EMAIL
Kimball Construction	Paul Lubertine	9615 Philadelphia Rd. BALTIMORE, MD. 21237	410-574-0800 410-574-7850	PLubertine@KimballCo.com
OMB/DFM	Terry McCall		302-739-5644	terri.mccall@state.de.us



**DELAWARE HEALTH
AND SOCIAL SERVICES**
DIVISION OF MANAGEMENT SERVICES

"DMS - Serving Those Who Serve Delaware"

INTERIM LIFE SAFETY MEASURES

- I. The Herman Holloway Campus is a non-smoking campus that houses 2 resident mental patient areas, Kent/Sussex and Mitchell buildings. Patients may be on the grounds or in any of the campus buildings. Anyone working on the Herman Holloway site should be aware that patients are **not** in uniforms and that the utmost care must be taken in not giving our Clients any lighters, rides or money. All tools must be secure from client access. Please implement the following Interim Life Safety Measures. If you are experiencing any problems or need help, please contact the maintenance office for assistance. Maintenance Phone number is (302) 255-9325
- II. Ensuring free and unobstructed exits. Personnel receive additional training when alternative exits are designated. Buildings or areas under construction must maintain escape routes for construction workers at all times. Means of exiting construction areas are inspected daily.
- III. Ensuring free and unobstructed access to emergency services and for fire, police, and other emergency forces.
- IV. Ensuring fire alarm, detection, and suppression systems are in good working order. A temporary but equivalent system shall be provided when any fire system is impaired. Temporary systems must be inspected and tested monthly.
- V. Ensuring temporary construction partitions are smoke tight and built of noncombustible or limited combustible materials that will not contribute to the development or spread of fire.
- VI. Providing addition fire-fighting equipment and training personnel in its use.
- VII. Prohibiting smoking according to EC/5 throughout the organization's buildings, and in and adjacent to construction areas.
- VIII. Developing and enforcing storage, housekeeping, and debris removal packages that reduce the building's flammable and combustible fire load to the lowest feasible level.
- IX. Conduction a minimum of two fire drills per shift per quarter.
- X. Increasing hazard surveillance of buildings, grounds, and equipment, with special attention to excavations, construction areas, construction storage, and field offices.
- XI. Training personnel to compensate for impaired structural or compartmentalization features of fire safety.
- XII. Conducting organization wide safety education programs to promote awareness of LSC deficiencies, construction hazards, and ILSM.

Date: _____

Company: _____

Principal: _____