

*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.*

**PRE-BID MEETING MINUTES  
DELAWARE HOSPITAL FOR THE CHRONICALLY ILL  
CANDEE BUILDING 400 WING  
NURSES STATION RENOVATION  
100 SUNNYSIDE ROAD, SMYRNA, DELAWARE 19977  
DBF #586B035.DD1 ❖ OMB/DFM #MC3514000038  
JULY 6, 2017**

***In Attendance***

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OMB/DFM:	Patrick McKenna	patrick.mckenna@state.de.us
DHCI:	John Bell Isaac Henry	john.s.bell@state.de.us isaac.henry@state.de.us
Davis, Bowen & Friedel, Inc.:	Michael Bauman	mpb@dbfinc.com

***Contractor attendees:***

Conventional Builders, Inc.	Brian Thompson	conventionalbuilders@comcast.net
BRS Consulting, Inc.	Robin Schurman	robin@brsconinc.com
Amakor, Inc.	Ryan Jackson	amakor@aol.com
BSS Contractors:	Eric Russo	<a href="mailto:bsmith@bsscontractors.com">bsmith@bsscontractors.com</a>
LC Bathon Builders	Larry Bathon	Fax (410) 398-0246

***Items Discussed***

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1. The sign-in sheet was distributed. Attendance at the pre-bid is mandatory for general contractors to submit a bid.
2. All questions during the bidding shall be submitted in writing to Davis, Bowen & Friedel, Inc., attention: Michael Bauman, via email [mpb@dbfinc.com](mailto:mpb@dbfinc.com) or fax (302) 424-0430. Please have requests for information or substitution to Michael by the end of business on Monday, July 17<sup>th</sup>. No addenda will be issued 4 days before the bid deadline, unless to extend the bid.
3. **Bids will be due July 25, 2017 at 2:00 p.m.** 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, attention: Patrick McKenna. If the bid date and time change, the revised date and time will be issued via written addendum. Please allow extra time when submitting bids to account for possible delays. No late bids will be considered.

4. One (1) original and one (1) copy of the bid must be submitted along with one (1) original of a Bid Bond equal to ten percent of the bid price including alternates, if applicable. A Performance Bond equal to 100 percent of the contract amount must also be posted upon execution of the contract. Bond forms required are in the specifications. No construction schedules are required with the bid. The Bid Bond must be submitted on the form shown in the specifications. The prime bidder must submit a copy of their Delaware Business License with their bids. Failure to do so will cause a bid to be rejected.
5. The subcontractor list must accompany the Bid Form and be fully completed in order to submit a qualifying bid. The prime general contractor and all subcontractors must be licensed to practice their trade in the State of Delaware and the City of Smyrna at the time of execution of the contract.
6. General Contractors who wish to receive addenda directly and be on the bidders list must purchase a minimum of one (1) set of bid documents from Davis, Bowen & Friedel, Inc. for \$100.00.
7. Working hours will be Monday – Friday, 7 a.m. – 6 p.m. Weekends may be available with 48 hours advanced notice. The site superintendent must sign in all the workers at GP2 and pick up badges. When working on the weekend, the site superintendent must sign in with security.
8. The area of work will be occupied during construction. The contractors shall be conscientious about their tools and not leave them around.
9. Funding: The project is state funded. Prevailing Wage Rates will be required. For bidding purposes, contractors should refer to the rates and benefits included in the specification. The general contractor will be responsible to send wage reports to the Department of Labor.
10. Submissions: The contractor will be responsible for building permit submission and the associated fees to the City of Smyrna. The Office of the Fire Marshal has approved the drawings for the project. Their comments will be attached to a later addendum.
11. 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.
12. The Owner will provide electric, water service, and toilet facilities. An area on site will be established for a contractor staging and material storage at the pre-construction meeting.
13. Criminal background checks are not required.
14. This is a smoke free facility and campus. All smokers must go off grounds at Sunnyside Road to smoke.

15. **An additional walk-through will take place July 13<sup>th</sup> at 9:00 a.m. All attendees are to meet in the lobby of Candee Building. Please confirm with DBF if you will be attending so arrangements can be made.**
16. Abatement work will need to be coordinated. Abatement work will be divided into two phases. As of right now, the plan will be: Phase 1 will be to abate the back half of the dayroom, the GC will set up the temporary nurses station and the following week the front half will be abated.
17. The GC shall construct a temporary enclosure to construct the nurses station area. A sketch will be distributed in a future addenda.

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.



Michael Bauman, AIA  
Project Architect

Attachment

cc: All attendees  
Dan Episcopo