

*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.*

**FERRIS SCHOOL FOR BOYS
NEW PARKING LOT
959 CENTRE ROAD, BUILDING #2
WILMINGTON, DELAWARE 19805
DBF #0586B036.A01 □ OMB/DFM# MC3701000049
MAY 2, 2017**

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 See attached Pre-Bid Meeting Minutes dated May 2, 2017.

END OF ADDENDUM

*Michael R. Wigley, AIA, LEED AP
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**PRE-BID MEETING MINUTES
FERRIS SCHOOL FOR BOYS NEW PARKING LOT
959 CENTRE ROAD BUILDING #2 WILMINGTON DE 19805
DBF #586B036.A01 □ OMB/DFM# MC3701000049
MAY 2, 2017**

In Attendance

OMB/DFM:	Rob Robinson	Phone: 302-739-5644
DSCYF:	Chuck Boring	Phone: 302-824-0215
DMSS:	Earl Harrington	Phone: 302-892-6485
Fayda Engineering and Energy Solutions:	Matt Galinskie	Phone: 302-999-1060
Davis, Bowen & Friedel, Inc.:	Ashton McLaughlin	Phone: 302-424-1441
Contractor attendees:	<i>See attached sign-in sheet</i>	

Items Discussed

1. Project was advertised starting April 17, 2017 on the State of Delaware website.
2. The mandatory pre-bid meeting was conducted on May 2, 2017 in the Ferris School for Boys maintenance shop.
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 \$80. 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 credit.

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 or by fax, 302-424-0430. The cutoff for questions, requests for information or substitution must be submitted to Ashton by Wednesday, May 10, 2017 at 5:00PM. The final addendum will be issued no later than Friday, May 12, 2017 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 Thursday, May 18 at 1:30 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, including any 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. 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. If a contractor wishes to conduct a site visit prior to submitting a bid, they must notify Chuck Boring at 302-824-0215.
 - iv. Photos of the site may be taken, but not of children.
 - v. If, while on site for a site visit, contractors are harassed by the children, they are not to address them. They are to contact Chuck Boring.
 - vi. While on site, owner requests contractors lock vehicles.
10. All necessary permits have been obtained. Approvals have been obtained from the AAB, DNREC, Fire Marshal and New Castle County. This project has been recorded with New Castle County (a copy of the record plan is included with the construction set for sale). New Castle County will require a record plan inspection before the project can be closed out.

11. Project Specifics were discussed.
 - a. Detailed Scope of Work:
 - i. Removal of existing concrete pavers – To be disposed of by contractor.
 - ii. New full depth parking lot
 1. Installation of catch basins and pipe, tying into existing system.
 2. Installation of lighting with conduit for future use.
 - a. Matt Galinskie from Fayda Engineering and Energy Solutions briefly described the Electrical work and confirmed that the use of the proposed Quazite box will not require access behind the security fencing. There is a potential to require access if the conduit is found to be damaged. The security fencing does have footings.
 3. New curb and sidewalk
 - a. Retaining wall – DelDOT Standard Detail
 - b. Soils and concrete testing to be performed by Owner using an existing contract with Duffield Associates. There will be construction coordination required between the general contractor and 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 – To be provided during closeout.
 - h. Potential bidders may visit the site at any time during normal working hours. As noted above, they must notify Chuck Boring.
 - 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. The State reminds all potential bidders that the awarded contractor has 20 days from award notification (as per Delaware Code, Title 29, Chapter 962(d)(8)c and 13(c)) to provide all necessary contract documents.
 - k. Potential bidders are requested to please review all required project closeout information, to include construction waste management forms.
 - i. As-builts – Red-line pdf's or CAD drawings to be determined during construction based on changes made (if changes are made).
 - l. Potential bidders are again reminded that any changes to subcontractor categories must be requested during the question period. The changes MUST be approved and will be distributed to all plan-holders. Un-approved alterations are grounds for bid disqualification.
12. There are no liquidated damages as this is only a state funded project.

13. A walkthrough of the areas of work took place directly after the pre-bid meeting.
 - a. It was asked during the walk-through if the proposed crosswalks could be striped using epoxy-resin striping as the striping throughout the property did not include thermoplastic. The owner agreed the substitution may be made.
 - b. Trees are not scheduled to be removed, overhang clearing is permitted. Owner intends to remove one tree prior to construction.

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.



Ashton N. McLaughlin, P.E.
Civil Engineer

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Enc.: Pre-bid sign-in sheets

Cc: All attendees
Ring Lardner – Davis, Bowen & Friedel, Inc.
Ed Fayda – Fayda Engineering and Energy Solutions
Mark DeVore – OMB/DFM
Natalie Curran – OMB/DFM

MANDATORY PRE-BID MEETING
Ferris School for Boys New Parking Lot
DBF #0586B036.A01 / DFM CONTRACT # MC3701000049
May 2, 2017

Name (Please Print)	Co. / Dept. Name & Address	Email (Please Print) / Phone / Fax
EARL HARRINGTON Robert Robinson CHARLES BORING	STATE OF DE DSCYF State of DE OMB/DFM STATE OF DE. DSCYF	J. Harrington @ state.de.us Robert.J.Robinson@State.de.us CHARLES.BORING@STATE.DE.US
MATTHEW GALINSKIE	FAYDA ENGINEERING LLC	MGALINSKIE@FAYDAEES.COM
Steve Newman	Reybold Construction 116 East Scotland Pr. Bear, DE 19701	snewman@reybold.com 609-202-4112 cell 302-392-4491 fax

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Ferris School for Boys New Parking Lot
DBF #0586B036.A01 / DFM CONTRACT # MC3701000049
May 2, 2017

Name (Please Print)	Co. / Dept. Name & Address	Email (Please Print) / Phone / Fax
Matt Bailey	Power Plus Electrical Contracting, Inc.	Mattb337@gmail.com 302 736-5070 302 736-5120 (F)
Jason Holdren	Diamond Materials	JHoldren@diamondmaterials.com 302 658-6524
Rob Kemske II	A-DEL CONSTRUCTION Co, Inc.	RKEMSKE@A-DEL.COM

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Ferris School for Boys New Parking Lot
DBF #0586B036.A01 / DFM CONTRACT # MC3701000049
May 2, 2017

Name (Please Print)	Co. / Dept. Name & Address	Email (Please Print) / Phone / Fax
Terry Gleason	Eastern States Const. 702 First State Blvd Wilm DE 19804	tgleason@eastern-states.net 302 995-2259 302 9952460
Don Yanick	Castle Construction of DE Inc 185-A old churchmans Rd. New Castle, DE 19720	donald.yanick@castlede.com 0-302-326-3600 F. 302-326-3601
Bob Leboffe	Gessler Construction Co. 565 E. ST. Andrews Media, Pa. 19063	gessler Construction @ comcast.net 610. 497. 2480 610. 494. 7903