

**PRE-BID MEETING MINUTES
ADDENDUM NO. 1
EMERGENCY GENERATOR
AT THE
DELAWARE STATE POLICE- HEADQUARTERS AND ACADEMY
1441 N. DuPONT HIGHWAY, DOVER DE 19901
DHSS/DFM PROJECT NO.: MC4506000044/46**

A Mandatory Pre-Bid Meeting for the referenced project was held in the DSP Headquarters Conference Room on Wednesday, October 8, 2014, at 10:00 a.m. Those in attendance were:

William Braswell	Delaware State Police
Fred Bringman	OMB/DFM
Donald Hull	OMB/DFM
James M. Conlin	Wescott Electric, Co.
Laura Kelly	Kelly Generator & Equipment, Inc.
John McKee	Superior Electric Service Co.
Ray Antal	Tudor Electric, Inc.
Gary Wolf	Current Solutions, Inc.
Kelly Warren	B.W. Electric, Inc.
Matt Healy	Nickle Electrical
Jim Orga	Preferred Electric, Inc.
Victor Rolli	Mid-Atlantic Electrical Service
Matt Bailey	Power Plus Electrical Contracting, Inc.
Dean Radakovic	Fidelity Power Systems
Matt Tarr	Guardian Environmental Services, Inc.
Richard W. Arndt	H & A Electric, Inc.
Wayne Comegys	Delcollo Electric, Inc.
Dave Gallagher	Johnson & Towers, Inc.
Edward Fayda, P.E.	Fayda Engineering & Energy Solutions, LLC

Date of Report: October 9, 2014

FE&ES Comm. No.: 13-1122

Items of Discussion:

- 1.0 These Pre-Bid Meeting Minutes, Addendum No. 1, shall be made part of the Project Manual and Drawings dated September 29, 2014 for the Emergency Generator at the Delaware State Police-Headquarters and Academy.
- 2.0 Sealed bids for OMB/DFM Project Nos. MC4506000044 - Delaware State Police Headquarters and MC4506000046 – Delaware State Police Academy – Emergency Generator, 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 2:00 p.m. local time on Thursday, October 23,



2014, at which time they will be publicly opened and read aloud. 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 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: DSP GEN "Contractor Name"- RFI #1)
- 5.0 The wage rates for this Project are Delaware Department of Labor and Division of Industrial Affairs for **Kent 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 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.
- 9.0 A two (2) year warranty is required on work and materials beginning on the date of substantial completion.
- 10.0 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
01 23 00	2	Alternates of Scope
26 05 00	2.23, 2.24	Basic Materials & Methods, Electrical
26 05 70	1.02,03	Power System Study
26 05 43	1.02	Utility Conduits by Directional Boring
26 32 14	1.3	Emergency-Standby Generator
26 36 00	2.1	Automatic Transfer Switch
32 13 13	1.2	Concrete Paving

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

12.0 The following items were discussed in detail:

- A. Parking at the facility is very tight and there is significant activity on all roadways at all times. At no time will fire lanes or roadway access closed. This is the primary reason for the use of directional boring for underground utilities.
- 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 and directional boring work 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 **2:00 p.m. on Monday, October 13, 2014**. Such requests shall include a complete description of the proposed substitutes, along with sufficient documentation and information necessary for a complete evaluation. This includes the pre-approved generator and transfer switch manufacturers.
- 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 October 17, 2014. Final Addenda deadline is 2:00 p.m. on 10/20/14.**
- F. Generator dimensions identified on the drawings are based on the Standard of Design. If an alternate manufacturer is used, contractor owns any changes to work by other trades to incorporate the alternate manufacturer.
- 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. DSP will assist with providing area for materials storage; however it will not be a secured area.
- I. Excavated soils shall be promptly removed from the site.
- 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 for soils evaluation, concrete pad pre-pour inspections and cylinder tests.
 - L. This is a secure site. A site walkthrough will be conducted immediately following the meeting today. One (1) additional visit is tentatively scheduled for 10/15/14 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.
- 13.0 Successful Contractor shall designate one job foreman who will remain as the main point of contact throughout the duration of the project.
- 14.0 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.
- 15.0 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
- 16.0 A site review of the project site was performed.
- 17.0 Changes to Specifications
- 17.1 No changes to Specifications.
- 18.0 Changes to Drawings
- 18.1 No Changes to Drawings.
- 19.0 Questions/Clarifications
- 19.1 No Questions/Clarifications



Edward Fayda, P.E.

EF/ef
13-1122 Pre-Bid Meeting Minutes

Attachments: Pre Bid Meeting Sign-In Sheet

cc: All in Attendance
All Registered Plan Holders
P-File



PLEASE FILL OUT COMPLETELY AND LEGIBLY.

DATE OF DOCUMENTS: September 29, 2014

PROJECT NAME: Emergency Generator At The DSP Headquarters & Academy Buildings
1441 N. DuPont Highway, Dover, Delaware

FE&ES/Comm. No.: 13-1122

DSP/DFM Project No.: MC4506000044/46

PRE-BID MEETING: Wednesday, October 8, 2014 @ 10:00 a.m.

BIDS DUE: Thursday, October 23, 2014 @ 2:00 p.m.

Company Name	Representative	Address	Phone & Fax	Email
Fayda Engineering & Energy Solutions, LLC	Edward Fayda, P.E.	801 W. Newport Pike Wilmington, DE 19804	P: 302-999-1060 F: 302-999-1053	efayda@faydaees.com
1. OMB DFM	Fred Brangman	192 Transit Ln Dover	302.233.8214	Fred.Brangman@state.de.us
2. Wescott Electric, Co.	JAMES M. Conlin	1600 LENNI ROAD ASTON, PA 19014	610 358 1600	J.Conlin@WESCOTTELECTRIC.COM
3. Wescott Electric Kelly generator	Laura Kelly	1955 Dale Lane Owings, MD 20736	410-708-2459	Lkelly@KGE.com
4. SUPERIOR ELECTRIC SERVICE CO.	JOHN MCKEE	36 GERMAY DRIVE WILMINGTON, DE 19805	302-658-5949	JOHN@SUPERIOR ELECTRIC.BIZ
5. TUDOR ELECTRIC INC	RAY ANTAL	801 OTIC DRIVE DOVER DE, 19901	302-736-1444	tudorelec@NET

Company Name	Representative	Address	Phone & Fax	Email
6. Current Solutions Inc	Gary Wolf	1100 Applegrove School Rd Wyoming De. 19934	302-736-5210	Worsolinc@Comcast.net
7. B.W. Electric Inc	Kelly Warren	15342 S. Dupont Hwy. Harrington De. 19952	302-566-6248	bwelectric@Comcast.net
8. NICKLE ELECTRICAL	MATT HEALY	14 MILL PARK CT NEWARK DE 19713	302-463-4000	M HEALY @ NICKLE ELECTRICAL.COM
9. PREFERRED ELECTRIC	JIM ORGA	505 CHURCHMAN'S RD. NEW CASTLE, DE 19720	302-322-9568	jcorga@preferredinc.net
10. Mid Atlantic Electrical Service	Victor Rulli	24556 Betts Pond Rd. Millsboro DE 19966	302-934-7171	vrulli@maes1.com
11. Power Plus Electrical Contracting, Inc.	Matt Bailey	10 Janis Drive Dover, DE 19901	302 736-5070 302 736-5120 fax	matlb337@gmail.com
12. FIDELITY POWER SYSTEMS	DEAN RADAKOVIC	25 LOUETON CIRCLE SPARKS MD 21152	410-891-1574	DEANR@FIDELITYENGINEERING.COM
13. G.R.S	MATT TARR	70 ACBE DRIVE NEWARK, DE 19702	302.914-3620	MTARR@GRESGMCHL.COM
14. HEA ELECTRIC CO	RICHARD W. ARNDT	59 ROOSEVELT AVE DOVER, DE 19901	302-678-8252 F-302-678-5610	JOE.W.HANDE@COMCAST.NET

Company Name	Representative	Address	Phone & Fax	Email
15. DELCOLLO ELECT	WAYNE CONEYS	226 BROADSIDE DR. WILM DE 19804	302-994-3400 302-995-1025	WAYNE@DELLOLLO.COM
16. Johnson + Towers, Inc.	Dave Gallagher	2021 Briggs Rd. Mt. Laurel, NJ 08054	856-222-2444 Fax 609 781-6574	DGallagher@JohnsonTowers.com
17. FM OMB	Donald E Hull	192 Travis Av	302-535-0202	donald.hull@state.de.us
18. First State Electric	Fred Fisher	25 King Ct New Castle DE	302 322 0140 302 322 1146	fredf@firststateelectric.com
19. DSP	Bill Braswell	1441 N. DuPont Hwy, Dover, DE 19901	302-672-5376 302-739-5852	william.braswell@state.de.us
20.				
21.		No other BIDDERS		
22.				
23.				