

PRE-BID MEETING MINUTES
DELAWARE EMERGENCY MANAGEMENT AGENCY / DELDOT
DEMA / TMC GENERATOR REDUNDANCY PROJECT
SMYRNA, DELAWARE
OMB/DFM #: MC5508000001 DSE #:17-2-0155
NOVEMBER 14, 2018

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 the attached Pre-Bid Meeting Minutes dated November 13, 2018.
- Item No. 2: Refer to Project Manual, Division 27 – Communications and Drawings.
- Communications cabling, network switch, fiber optic patch panels, and connecting devices will be provided by Assurance Media under a separate contract.
 - Communications equipment located in the AGSS control compartment shall be installed by Assurance Media up to the network switch. The successful bidder shall make the final connection from the network switch to the communications connection point at the AGSS.
 - Conduit serving the communications shall be provided by the successful bidder.
- Item No. 3: Refer to Project Manual, Division 00, Section 00 41 13 - *Bid Form*, page 4:
- Paragraph 5: Calendar days from Notice to Proceed to Substantial Completion shall be revised from 200 to 275.
- Item No. 4: Refer to Project Manual, Division 28, Section 28 05 00 – *Common Work Results for Electronic Safety and Security* Part 2, Paragraph 2.1 (A):
- Revised paragraph referencing Vendor from Premium Fire & Security, LLC, 505 Schoolhouse Road, Kennett Square, PA 19348, Phone: 610.444.8180 to Hoopes Fire Prevention, Inc., Sandy Brae Industrial Park, 124 Sandy Dr., Newark, DE 19713, Phone: 302.323-0220.
- Item No. 5: Refer to Project Manual, Division 00, Section 00 11 16 *Invitation to Bid*, paragraph one (1):

- Revise from “November 29, 2018” to “December 06, 2018” in line 4 to indicate the new Bid date. The submission time and location shall remain the same.

END OF ADDENDUM

**SECTION 00 11 16
INVITATION TO BID**

Sealed bids for OMB/DFM Contract No. MC5508000001, will be received by the State of Delaware, Office of Management and Budget, Division of Facilities Management, in the reception area of the Division of Facilities Management Office located at the Thomas Collins Building, 540 S. Dupont Highway, Suite 1 (Third Floor), Dover, DE 19901 until 2:30 p.m. local time on November 29, 2018, at which time they will be publicly opened and read aloud in the Large Conference Room. Bidder bears the risk of late delivery. Any bids received after the stated time will be returned unopened.

Project involves the installation of a new Automated Generator Selector Switchboard (AGSS) to function as a common connection point for the existing on-site generators, existing building emergency automatic transfer switches and existing fire pump controller.

A MANDATORY Pre-Bid Meeting will be held on November 13, 2018, at 9:30 am at the Delaware Emergency Management Agency Building, 165 Brick Store Landing Rd, Smyrna, DE 19977 for the purpose of establishing the listing of subcontractors and to answer questions. Attendees will need to park in the parking lot at the rear of the building facing Rt. 1 and enter the building through the door with the signage reading "James Turner Educational Center". Representatives of each party to any Joint Venture must attend this meeting. **ATTENDANCE OF THIS MEETING IS A PREREQUISITE FOR BIDDING ON THIS CONTRACT.**

Sealed bids shall be addressed to the Division of Facilities Management, 540 S. Dupont Highway, Suite 1, Dover, DE 11901. The outer envelope should clearly indicate: "**OMB/DFM CONTRACT NO. MC5508000001 – DEMA/TMC GENERATOR REDUNDANCY - SEALED BID - DO NOT OPEN.**"

Contract documents may be obtained at the pre-bid meeting or at the office of Diamond State Engineering, 3588 Peachtree Run Road, Dover, DE 19901 upon receipt of \$100 per hard copy set or \$35.00 per electronic set, both non-refundable. Checks are to be made payable to "Diamond State Engineering." Please notify three business days prior to the pre-bid meeting to ensure availability of documents at the pre-bid meeting.

Construction documents will be available for review at the following locations: Delaware Contractors Association, 527 Stanton Christiana Rd, Newark, DE 19913; Associated Builders and Contractors, 31 Blevins Drive, New Castle, DE 19720.

Bidders will not be subject to discrimination on the basis of race, creed, color, sex, sexual orientation, gender identity or national origin in consideration of this award, and Minority Business Enterprises, Disadvantaged Business Enterprises, Women-Owned Business Enterprises and Veteran-Owned Business Enterprises will be afforded full opportunity to submit bids on this contract. Each bid must be accompanied by a bid security equivalent to ten percent of the bid amount and all additive alternates. The successful bidder must post a performance bond and payment bond in a sum equal to 100 percent of the contract price upon execution of the contract. The Owner reserves the right to reject any or all bids and to waive any informalities therein. The Owner may extend the time and place for the opening of the bids from that described in the advertisement, with not less than two calendar days notice by certified delivery, facsimile machine or other electronic means to those bidders receiving plans.

END OF SECTION

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3588 Peachtree Run
Dover, DE 19901
(302) 697-7694
Fax: (302) 697-1328

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DEMA / TMC GENERATOR REDUNDANCY PROJECT
SMYRNA, DELAWARE
OMB/DFM #: MC5508000001 DSE #:17-2-0155
NOVEMBER 14, 2018

ATTENDEES:

Attendee	Company	Email Address
John Dunham	OMB/DFM	john.dunham@state.de.us
James M. DeFrancesco, P.E.	OMB/DFM	james.defrancesco@state.de.us
Alwin Robles	DTI	Alwin.Robles@state.de.us
Mark Luszczyk, P.E.	DeIDOT	Mark.Luszczyk@state.de.us
Joshua Irwin	DEMA	Joshua.Irwin@state.de.us
Lester Hobbs	Concord Engineering	Lester.Hobbs@state.de.us
Curtis L. James, P.E.	Diamond State Engineering	curtis@diamondstateengineering.com
Contractor Attendees:	See attached sign-sheet	

TOPICS OF DISCUSSION:

1. Attending representatives of the various state agencies were introduced.
2. Those in attendance were asked to complete the sign-in sheet to document attendance.
3. A summary of the work associated with the project was reviewed utilizing the Section 01 10 00 Part 1.4.
4. The Bidding Documents are available in printed form for \$100.00 or electronic form (CD) for \$30.
5. The Bids, as advertised, are due no later than 2:30 pm on November 29, 2018 at Suite 1, Third Floor of the Thomas Collins Building in Dover, Delaware. A request to extend the bid was requested and accepted. **The new Bid due date is Thursday, December 6, 2018, no later than 2:30 pm. The bids shall still be delivered to the Thomas Collins Building.**
6. Last day of question was revised from November 29, 2018, no later than 3:00 pm to December 3, 2018, no later than 3:00 pm.
7. All questions are to be addressed to Diamond State Engineering, attention Curtis L. James via email at curtis@diamonstateengineering.com. All questions must be received in writing. All changes to the Bidding Documents must be documented via an addendum.
8. All substitution requests shall be received 10 days prior to the Bid due date. The substitution requests shall be in writing.

9. The bidding procedures shall be as follows:
 - a. Use the State Bond Forms included in the project manual.
 - b. Use the most recent Bid Forms.
 - c. Do not modify the Bid Forms.
 - d. List each Addendum separately, that is 1, 2, 3, not 1 – 3.
 - e. Fill in all blanks on the Bid Form, do not leave any blanks.
 - f. Fill in the sub-contractor information. The sub-contractor categories listed are:
 - i. Electrical Contractor
 - ii. Fire Alarm System
 - iii. Communications
 - iv. Building Automation System
 - g. Provide a valid Delaware Business license for the prime contractor and sub-contractors.
 - h. Provide the Drug Affidavit with the bid package.
10. The project is subject to the Prevailing Wage Rates. The Prevailing Wage Rate is provide in the project manual.
11. Changes in work where the contract sum will be increased, a maximum multiplier of 1.35% may be applied to the Certified Wage Rate for the trade classification.
12. The Building Automation System having the State Contract is Johnson Controls – Modern Controls.
13. The Fire Alarm System contractor is indicated under Division 28 is Premium Fire & Security, LLC. The Fire Alarm System contractor will be confirmed.
14. The Work hours are 8:00 am – 4:30 pm, Monday through Friday. All emergency generator shall be occur off-hours and be coordinated, in advance, with DEMA and TMC.
15. The DEMA and TMC electrical distribution systems shall be supported by emergency generator 24 hours per day, seven (7) days per week.
16. All emergency generator switchover work shall be scheduled in advance and shall occur during off-hours at the direction of the DEMA and TMC.
17. The project requires a \$10,000 allowance to be used at the discretion of the Owner.
18. Unit prices are indicated on the Bid Form on a per foot basis. Unit pricing is further explained under Section 01 22 00 Unit Prices. Contractors were directed to review the unit pricing and submit RFI's should the Contractors disagree with unit pricing provided.
19. The project requires photographic documentation. Photographic documentation requires indicating the location of the photograph and direction of the same to be located on a Contractor site drawing.
20. Commissioning is a requirement of this project. Concord Engineering is the commissioning agent. Concord provided a "Commissioning Process Outline" that was read during at the meeting:
 - a. A commissioning kickoff meeting will take place once contract is awarded and contractors are on site. Meeting will consist of review of scheduling, testing witnessing requirements and documentation needed.

- b. Commissioning agent will make site visits during installation. Any noted issues will be put in a field report for the contractors to address.
 - c. Commissioning agent will witness the individual component being installed is tested in accordance to NETA Standards.
 - d. Commissioning agent will witness proper cable pulling and termination.
 - e. Contractor to perform megger testing and commissioning agent will witness testing.
 - f. Contractor to perform phasing check and commissioning agent to witness testing.
 - g. Once installation is completed and ready for testing the contractor will coordinate how to perform system sequencing testing. Commissioning agent will witness sequencing testing to determine if all components are performing as per the design documents and NETA standards.
 - h. Contractor to perform all functional testing listed within the design document and Commissioning agent to witness testing.
21. The Contactor shall provide temporary facilities, as required. The contractor is to provide temporary field office, portable restrooms, and storage facilities. The contractor shall coordinate a lay-down with Owner.
22. A second walkthrough was scheduled for Monday, November 19, 2018. Contractors are asked to respond for an attendance count. The second walkthrough will be canceled if not required. Access to the building can be scheduled with Lester Hobbs.
23. The Bid Form indicates 200 calendar days for substantial completion from the Notice to Proceed. A request was made to increase the number of calendar days to 275. The same will be noted and documented herein.
24. A sheet by sheet review of the drawings was performed.
- a. During the review the commissioning and testing requirements were reiterated. The test schedules on the drawings are not all inclusive. Additional test scenarios or sequences may be required by the vendor, contractor, and / or Commissioning Agent.
25. A walkthrough followed the drawing review.

Please provide modifications, including additions and / or deletions, to the meeting minutes in writing to Diamond State Engineering within ten (10) days.

Thank you,
Diamond State Engineering



Curtis L. James, P.E.
Diamond State Engineering
17-2-0155

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