

DeIDOT Administration Building - Renovation & OCR Compliance Project
PRE-BID MEETING MINUTES
November 29, 2016

1. Welcome / Introductions
 - a. Mandatory Pre-Bid Meeting a prerequisite to bid on this contract.
 - b. All attendees are required to sign-in.
2. Reviewed Invitation / Submission Dates & Details
 - a. Contract documents may be obtained at RCI per advertisement.
 - b. Sealed bids are due until 2:00 p.m. on December 15, 2016 at the Facilities Management Office in the Thomas Collins Building as per advertisement.
 - c. All questions are to be submitted in writing via email to the following parties:
 - i. Philip Conte (contep@studiojaed.com)
 - ii. Pamela Babuca (babucap@studiojaed.com)
 - iii. CC: John Dunham (john.dunham@state.de.us)
 - d. The last day to issue questions is Wednesday, December 7, 2016.
 - e. The last Addendum will be issued on Friday, December 9, 2016.
 - f. An additional walk-thru will be made available on Friday, December 2, 2016 from 9:00 a.m. to 12:00 p.m. Recommend interested parties to arrive early as all will be required to sign-in and obtain visitor passes.
 - g. State requires only one (1) copy of bid forms to be submitted, two (2) are preferred.
3. Reviewed overall project scope of work
4. Furniture & Carpet Project Coordination & Construction Documents
 - a. The General Contractor for the Renovation / OCR project is required to coordinate, schedule, and maintain tight communication with the selected furniture and flooring vendors regarding the furniture installation and floor replacement scopes of work.
 - b. Vendors will each be issued standalone state purchase orders.
 - c. Furniture and Carpet projects have been bid but not yet awarded.
 - d. Construction documents (drawings & specifications) as well as Addendums issued for the DeIDOT Administration Building Furniture Package and Carpet Package are available for download at the following link: <https://studiojaed.sharefile.com/d-sd10d570102f4f0db>
5. Reviewed project impacted building areas
 - a. Project is in predominantly unoccupied work area. Both floors of the East Wing will be vacated simultaneously.
 - b. 2nd Floor Executive Suite will be moderately occupied. Strict coordination required to minimize impact to occupants.
 - c. Minimal work to be executed in basement is focused on required structural support.

- d. General Contractor will be executing selective work to facilitate loading and unloading of furniture that includes, but is not limited to, window removal, temporary protection, and window reinstallation.
 - e. General Contractor responsible for providing and maintaining protective coverings from the South Wing exterior access ramp entry through to the centrally located double doors into East Wing.
 - f. Renovation / OCR work to be completed at the main lobby / reception desk will require strict coordination to reduce down time and overall impact to building users not in renovated space.
6. Reviewed Bid Form
- a. Complete forms as presented, do not edit or alter.
 - b. Provide all information requested in full or bid will be considered non-compliant.
 - c. Employee drug testing form is required, including all sub-consultants.
 - d. Acknowledge all addendums as individual items. (i.e. 1, 2, 3)
 - e. General Contractor to include a copy of business license, not just a number.
 - f. General Contractor to list themselves as sub-consultant if providing trade services.
 - g. Reviewed sub-contractor category list
7. Reviewed Bid Alternates
- a. Add Alternate #1 is for a comprehensive building-wide fire alarm system replacement.
 - b. General Contractor recommended to review furniture package to better understand Add Alternate #2 related to Large Conference Rooms.
8. Building Permit
- a. To be provided by General Contractor.
9. Security / Background Checks
- a. No background checks required.
 - b. Successful vendor required to supply a color photo copy of drivers licenses for all individuals at project site to obtain building security badges.
10. Schedule
- a. Permitting and submittals are expected to start in January 2017 with the scope of work area to be made available mid-February.
11. Questions for Follow-up Clarification
- a. Identification of GC designated area on site plan for coordination / location of dumpsters, vehicles, equipment, materials, etc.
 - b. Confirm that Carpet & Furniture vendors provide their own dumpsters & fees
 - c. Liquidated damages to be clarified by Addendum
 - d. Substantial completion date to be clarified by Addendum
 - e. Suggestion for owner to identify a uniform GC allowance for miscellaneous patch / repair / touch up required in extended access areas outside of primary scope of work area.
12. END.