Date: October 16, 2020

To: Bidders

From: Becker Morgan Group, Inc.

Copies: State of Delaware  
Office of Management & Budget  
Division of Facilities Management

Project: Public Safety Building Interior Accessibility Renovations  
Dover, Delaware

Project Number: BMG Project No. 2015093.02  
State Contract No. MC5511000023

Subject: ADDENDUM NO. #02

NOTICE: Attention is called to the following item(s), effective as of the date above, which shall be added to, deleted from, or changed in the contract documents dated September 4, 2020, and any previously issued addenda, thereby incorporating these items into the contract.

**RFI's**  
*(Italicized questions still pending)*  
*(Shaded questions answered in previous Addenda)*

<table>
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<th>Item</th>
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| 01   | Q: Referring the demolition and installation of drawing P101, would you please let us know whether (D)LAV-1 should be read as (TR)LAV-1? The reason of our interpretation is by looking the installation part where it says (NL)LAV-1.  
A: Demo work sheet note #2 on P101 identifies that the bowl for LAV-1 is to be demolished and the faucet is to be retained for reinstallation. The new work sheet note #2 on P101 indicates that the faucet retained in demolition is to be reinstalled. The new bowl for this fixture is identified on the Architectural drawings as noted in the Plumbing Fixture Schedule on drawing P300. “**New solid surface vanity & integrated lavatory w/ relocated faucet and fitting**”. |
| 02   | Q: Please clarify if the GC must comply to the craft training requirements if the GC is not self-performing any work on site?  
A: **this will be removed if we do not receive an official RFI** |

**PROJECT MANUAL CHANGES:**

<table>
<thead>
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| 1    | Project Manual:  
A. Delete the BMG Project number “2015142.02” from the “header” for Sections 000101 – 002113, 004313 – 017839, 024119 – 123561.16, Substitute number “2015093.02” |
| 2    | Section 011000 – Summary:  
A. Delete Section 011000 – Summary in its entirety, Substitute revived section 011000, dated |
DRAWING CHANGES:

<table>
<thead>
<tr>
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| 1    | AD101 – Partial Demolition First Floor Plan - North:  
     A. Delete Drawing AD101 in its entirety, Substitute revised AD101, dated 10/16/20. |
| 2    | AD102 – Partial Demolition First Floor Plan - South:  
     A. Delete Drawing AD102 in its entirety, Substitute revised AD102, dated 10/16/20. |
| 3    | A101 – Partial New Work First Floor Plan - North:  
     A. Delete Drawing A101 in its entirety, Substitute revised A101, dated 10/16/20. |
| 4    | A102 – Partial New Work First Floor Plan - South:  
     A. Delete Drawing A102 in its entirety, Substitute revised A102, dated 10/16/20. |
| 5    | A401 – Enlarged Partial Demolition and New Work Plans:  
     B. Delete Drawing A401 in its entirety, Substitute revised A401, dated 10/16/20. |
| 6    | A404 – Interior New Work Elevations:  
     A. Delete Drawing A404 in its entirety, Substitute revised A404, dated 10/16/20. |
| 7    | A408 – Interior New Work Elevations:  
     A. Delete Drawing A408 in its entirety, Substitute revised A408, dated 10/16/20. |
| 8    | P101 – Plumbing Demolition and New Work:  
| 9    | P300 – Plumbing Riser Details and Schedules:  
     A. Delete Drawing P300 in its entirety, Substitute revised P300, dated 10/16/20. |

CHANGES TO ADDENDA

<table>
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<tr>
<th>Item</th>
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<td>1</td>
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LIST OF ATTACHMENTS

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<tr>
<td>1</td>
<td>AD101 – Partial Demolition First Floor Plan - North 10/16/20</td>
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<tr>
<td>2</td>
<td>AD102 – Partial Demolition First Floor Plan - South 10/16/20</td>
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<td>3</td>
<td>A101 – Partial New Work First Floor Plan - North 10/16/20</td>
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<td>A102 – Partial New Work First Floor Plan - South 10/16/20</td>
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<td>5</td>
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<tr>
<td>7</td>
<td>A408 – Interior New Work Elevations 10/16/20</td>
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</tr>
<tr>
<td>10</td>
<td>Section 011000 - Summary 10/16/20</td>
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</tbody>
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END OF ADDENDUM # 02

cc: All attendees  
All Bid Document Holders

MC5511000023_Add02
SECTION 011000 - SUMMARY

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

A. Section Includes:

1. Project information.
2. Work covered by Contract Documents.
3. Phased construction.
4. Access to site.
5. Coordination with occupants.
6. Work restrictions.
7. Specification and Drawing conventions.
8. Miscellaneous provisions.

B. Related Requirements:

1. Section 015000 "Temporary Facilities and Controls" for limitations and procedures governing temporary use of Owner's facilities.

1.3 PROJECT INFORMATION

A. Project Identification: Public Safety Building Interior Accessibility Renovations.

1. Project Location: 303 Transportation Circle, Dover, Delaware.

B. Owner: State of Delaware, Department of Transportation, Division of Motor Vehicle, Dover, Delaware.

1. Owner's Representative: John Dunham.

C. Architect: Becker Morgan Group, Inc.

D. Web-Based Project Software: Project software administered by Architect will be used for purposes of managing communication and documents during the construction stage.

1. See Section 013100 "Project Management and Coordination." for requirements for using web-based Project software.
1.4 WORK COVERED BY CONTRACT DOCUMENTS

A. The Work of Project is defined by the Contract Documents and consists of the following:

1. General Construction as required for the completion of the scope of work for the project, including, but not limited to; permitting, temporary facilities/utilities, and temporary protection.

2. The scope of work for the project includes but not limited to; demolition, carpentry, casework/cabinetry, finishes, plumbing, electrical, lighting, toilet partitions and accessories, specialty door hardware, and metal stair rails.

B. Type of Contract:

1. Project will be constructed under a single prime contract.

1.5 PHASED CONSTRUCTION

A. Due to the full and continuous occupancy and operation of the facility, construct the work in phases and/or sequence of construction, with each phase or sequence of construction substantially complete before moving onto the next phase/sequence of work.

1. Accessible customer service workstations (ST01 & ST30):
   a. All work will be done during off-hours (Weekdays M-F 5:00 pm – 7:00 am, and Weekends 5:00 am Friday – 7:00 am Monday).
   b. Only one (1) station to be done at a time and will be completed over one (1) weekend period.
   c. All employee equipment and items will be removed from the station at closing Friday night, prior to turnover to the Contractor.
   d. The Owner’s vendor for data (DTI) will remove computer equipment and disconnect data cabling at closing Friday night, prior to turnover to the Contractor.
   e. The Owner’s vendor for the drivers license camera system (Idemia) will disconnect and remove equipment that is affected by the scope of work at closing Friday night, prior to turnover to the Contractor.
   f. Demolition and reconstruction to be completed over a “weekend” and the station is to be operational to a level to allow for proper and safe service for employees and customers. If any additional completion work is needed beyond the scheduled weekend, that work will be completed during off-hours.
   g. The Contractor shall coordinate work with the Owner’s vendors for disconnection and reconnection of data wiring (DTI) and the driver license camera system (Idemia).
   h. The Contractor to complete their work and clean up to allow the Owner’s vendors DTI and Idemia to reconnect and reinstall equipment to enable operation of the station, prior to the facility opening for business Monday morning.
   i. The Contractor shall submit a phasing schedule for the proposed scope of work.

2. Driver Services workstation countertops (Alternate 01) workstations ST02 – ST08:
   a. All work will be done during off-hours (Weekdays M-F 5:00 pm – 7:00 am, and Weekends 5:00 am Friday – 7:00 am Monday).
   b. All employee equipment and items will be removed from the station at closing Friday night, prior to turnover to the Contractor.
c. The Owner’s vendor for data (DTI) will remove computer equipment and disconnect data cabling at closing Friday night, prior to turnover to the Contractor.

d. The Owner’s vendor for the drivers license camera system (Idemia) will disconnect and remove equipment that is affected by the scope of work at closing Friday night, prior to turnover to the Contractor.

e. All workstation countertops shall be removed and new countertops installed to be operational to a level to allow for proper and safe service for employees and customers. If any additional completion work is needed beyond the scheduled weekend, that work will be completed during off-hours.

f. The Contractor shall coordinate work with the Owner’s vendors for disconnection and reconnection of data wiring (DTI) and the driver license camera system (Idemia).

g. The Contractor to complete their work and clean up to allow the Owner’s vendors DTI and Idemia to reconnect and reinstall equipment to enable operation of the station, prior to the facility opening for business Monday morning.

h. The Contractor shall submit a phasing schedule for how many units will be replace per off-hour period and how many periods are planned for the work scope.

3. Driver Services workstations ST09, ST10, ST13 (Alternate 01), and the counter access gate 1/102B:

a. All work will be done during off-hours (Weekdays M-F 5:00 pm – 7:00 am, and Weekends 5:00 am Friday – 7:00 am Monday).

b. All work will be completed over one (1) weekend period.

c. All employee equipment and items will be removed from the station at closing Friday night, prior to turnover to the Contractor.

d. The Owner’s vendor for data (DTI) will remove computer equipment and disconnect data cabling at closing Friday night, prior to turnover to the Contractor.

e. The Owner’s vendor for security (Advantech) will disconnect and remove the security equipment at closing Friday night, prior to turnover to the Contractor.

f. The countertops for stations ST09, ST10 and ST13 will be replace and the access gate 1/102B shall be removed and replaced to level to allow for proper and safe service for employees and customers. If any additional completion work is needed beyond the scheduled weekend, that work will be completed during off-hours.

g. The Contractor shall coordinate work with the Owner’s vendors for disconnection and reconnection of data wiring (DTI) and the access control system (Advantech).

h. The Contractor to complete their work and clean up to allow the Owner’s vendors DTI and Advantech to reconnect and reinstall equipment to enable operation of the station, prior to the facility opening for business Monday morning.

i. The Contractor shall submit a phasing schedule for the proposed scope of work.

4. Vehicle Services workstation countertops workstations ST14 – ST29 (Alternate 01):

a. All work will be done during off-hours (Weekdays M-F 5:00 pm – 7:00 am, and Weekends 5:00 am Friday – 7:00 am Monday).

b. All employee equipment and items will be removed from the station at closing Friday night, prior to turnover to the Contractor.

c. The Owner’s vendor for data (DTI) will remove computer equipment and disconnect data cabling at closing Friday night, prior to turnover to the Contractor.

d. All workstation countertops shall be removed, and new countertops installed to be operational to a level to allow for proper and safe service for employees and customers. If any additional completion work is needed beyond the scheduled weekend, that work will be completed during off-hours.
The Contractor shall coordinate work with the Owner’s vendors for disconnection and reconnection of data wiring (DTI).

The Contractor to complete their work and clean up to allow the Owner’s vendors DTI to reconnect and reinstall equipment to enable operation of the station, prior to the facility opening for business Monday morning.

The Contractor shall submit a phasing schedule for how many units will be replace per off-hour period and how many periods are planned for the work scope.

5. Drive-Thru Teller workstations:
   a. All work will be done during off-hours (Weekdays M-F 5:00 pm – 7:00 am, and Weekends 5:00 am Friday – 7:00 am Monday).
   b. Only one (1) station to be done at a time and will be completed over one (1) weekend period.
   c. All employee equipment and items will be removed from the station at closing Friday night, prior to turnover to the Contractor.
   d. The Owner’s vendor for data (DTI) will remove computer equipment and disconnect data cabling at closing Friday night, prior to turnover to the Contractor.
   e. The Owner’s vendor for the drive-thru teller tube system (Diebold) will disconnect and remove equipment that is affected by the scope of work at closing Friday night, prior to turnover to the Contractor.
   f. The Northern station shall be replaced first.
   g. All workstation countertop and supports shall be removed and new countertops installed to be operational to a level to allow for proper and safe service for employees. If any additional completion work is needed beyond the scheduled weekend, that work will be completed during off-hours.
   h. The Contractor shall coordinate work with the Owner’s vendors for disconnection and reconnection of data wiring (DTI) and the drive-thru tube system (Diebold).
   i. The Contractor to complete their work and clean up to allow the Owner’s vendors DTI and Diebold to reconnect and reinstall equipment to enable operation of the station, prior to the facility opening for business Monday morning.
   j. The Contractor shall submit a phasing schedule for how many units will be replace per off-hour period and how many periods are planned for the work scope.

6. Dealer Services workstations:
   a. All work will be done during off-hours (Weekdays M-F 5:00 pm – 7:00 am, and Weekends 5:00 am Friday – 7:00 am Monday).
   b. All work shall be completed over one (1) weekend period.
   c. All employee equipment and items will be removed from the station at closing Friday night, prior to turnover to the Contractor.
   d. The Owner’s vendor for data (DTI) will remove computer equipment and disconnect data cabling at closing Friday night, prior to turnover to the Contractor.
   e. The Owner’s vendor for security (Advantech) will disconnect and remove the security equipment at closing Friday night, prior to turnover to the Contractor.
   f. The entire existing workstation shall be removed and the entire new workstation shall be installed to be operational to a level to allow for proper and safe service for employees and customers. If any additional completion work is needed beyond the scheduled weekend, that work will be completed during off-hours.
   g. The Contractor shall coordinate work with the Owner’s vendors for disconnection and reconnection of data wiring (DTI) and the access control system (Advantech).
   h. The Contractor to complete their work and clean up to allow the Owner’s vendors DTI and Advantech to reconnect and reinstall equipment to enable operation of the station, prior to the facility opening for business Monday morning.
The Contractor shall submit a phasing schedule for the proposed scope of work.

7. Break Room Vending area:
   a. All work will be done during off-hours (Weekdays M-F 5:00 pm – 7:00 am, and Weekends 5:00 am Friday – 7:00 am Monday).
   b. All work shall be completed over a nine (9) calendar day work period, starting at 5:00 pm on Friday and running through one (1) workday week, and be completed by the next Monday at 7:00 am.
   c. The Contractor may work during business hours Monday through Friday as long as there is sufficient dust and noise controls on place. Otherwise, all work would be during off-hours.
   d. The Owner shall remove all non-built-in equipment and items at closing Friday night, prior to turnover to the Contractor.
   e. The Owner’s vendor for vending machines shall remove or relocate the machines at closing Friday night, prior to turnover to the Contractor.
   f. All work to be completed and operational to a level to allow for proper and safe service for employees. If any additional completion work is needed beyond the scheduled weekend, that work will be completed during off-hours.
   g. The Contractor to complete their work and clean up to allow the Owner and the Owner’s vendors to reconnect and reinstall equipment to enable operation, prior to the facility opening for business Monday morning.
   h. The Contractor shall submit a phasing schedule for the proposed scope of work.

8. Toilet Rooms:
   a. All work will be done during off-hours (Weekdays M-F 5:00 pm – 7:00 am, and Weekends 5:00 am Friday – 7:00 am Monday).
   b. The first floor male and female toilet rooms will be completely renovated and back in service prior to starting renovations on the second floor male and female toilet rooms.
   c. The Contractor shall submit a plan for phasing schedule indicating proposed out-of-service period and scope of work for each phase of work.

9. Main Lobby Stair:
   a. All work will be done during off-hours (Weekdays M-F 5:00 pm – 7:00 am, and Weekends 5:00 am Friday – 7:00 am Monday).
   b. The Contractor shall submit a schedule indicating proposed out-of-service period and scope of work.

B. Note on weekday hours for Items 1.5.SA.1 – 9, once the State of Delaware implements the Phase III of the Covid 19 reopening plan, the hours for Weekdays will change to the following:
   1. Monday evening to Tuesday morning, 5:00 pm – 7:00 am
   2. Tuesday evening to Wednesday morning, 5:00 pm – 10:00 am
   3. Wednesday evening to Thursday morning, 8:00 pm - 7:00 am
   4. Thursday evening to Friday morning 5:00 pm – 7:00 am

C. Before commencing Work of each phase, submit an updated copy of Contractor's construction schedule, showing the sequence, commencement and completion dates for all phases of the Work.
1.6 WORK PERFORMED BY OWNER

A. Cooperate fully with Owner, so work may be carried out smoothly, without interfering with or delaying Work under this Contract or work by Owner. Coordinate the Work of this Contract with work performed by Owner.

B. Preceding Work: Owner will perform the following construction operations at Project site. Those operations are scheduled to be substantially complete before Work under this Contract begins.

1. The Owner will vacate and remove furniture, equipment, miscellaneous items, etc., in spaces included in the project scope of work.

1.7 WORK UNDER OWNER'S SEPARATE CONTRACTS

A. Work with Separate Contractors: Cooperate fully with Owner's separate contractors, so work on those contracts may be carried out smoothly, without interfering with or delaying Work under this Contract or other contracts. Coordinate the Work of this Contract with work performed under Owner's separate contracts.

B. Concurrent Work: Owner will award separate contract(s) for the following construction operations at Project site. Those operations will be conducted simultaneously with Work under this Contract.

1. Alterations to the network data cabling.
2. Alterations to the access control.
3. Alterations to the drive-thru teller pneumatic tube system.
4. Alterations to the driver's license camera system.

1.8 ACCESS TO SITE

A. General: Each Contractor shall have limited use of Project site for construction operations during construction period. Contractor's use of Project site is limited only by Owner's right to perform work or to retain other contractors on portions of Project.

B. Site Access: Each Contractor shall be responsible for transportation of personnel, equipment, materials, supplies, etc., to and from the site, and shall maintain loading and unloading areas in a clean and safe condition.

C. Use of Site: Limit use of Project site to Work in areas indicated. Do not disturb portions of Project site beyond areas in which the Work is indicated.

D. Condition of Existing Building: Maintain portions of existing building affected by construction operations in a weathertight condition throughout construction period. Repair damage caused by construction operations.

E. Condition of Existing Grounds: Maintain portions of existing grounds, landscaping, and hardscaping affected by construction operations throughout construction period. Repair damage caused by construction operations.
1.9 COORDINATION WITH OCCUPANTS

A. Full Owner Occupancy: Owner will occupy the premises during entire construction period, with the exception of areas under construction. Cooperate with Owner during construction operations to minimize conflicts and facilitate Owner usage. Perform the Work so as not to interfere with Owner's operations. Maintain existing exits unless otherwise indicated.

1. Maintain access to existing walkways, corridors, and other adjacent occupied or used facilities. Do not close or obstruct walkways, corridors, or other occupied or used facilities without written permission from Owner and authorities having jurisdiction.

2. Provide not less than 72 hours' notice to Owner of activities that will affect Owner's operations.

3. The Contractor shall coordinate with the Owner for continued limited use of the facility for scheduled tours of the Lighthouse facility and insure that the facility is clean, and all materials and equipment are either removed from site or safely protected and secured, to the satisfaction of the Owner.

1.10 WORK RESTRICTIONS

A. Work Restrictions, General: Comply with restrictions on construction operations.

1. Comply with limitations on use of public streets and with other requirements of authorities having jurisdiction.

B. On-Site Work Hours: Limit work in the existing building to non-business working hours of 5:00 p.m. to 7:00 a.m., Monday through Friday, unless otherwise indicated.

1. Weekend Hours: Limit work in the existing building to from 5:00 pm Friday evening to 7:00 am Monday morning.

2. Normal business hours: No work shall be performed during normal business hours. If the contractor needs to perform limited work during business hours, submit full written description of work to be performed, duration of work, impact on utilities, dust and noise effects and the reason for the requirement of business hours work. The Owner will review and either reject or approve the request.

3. Hours for Utility Shutdowns: With 72 hour notice to Owner.

C. Existing Utility Interruptions: Do not interrupt existing utilities serving facilities occupied by Owner or others unless permitted under the following conditions and then only after providing temporary utility services according to requirements indicated:

1. Notify Owner not less than two days in advance of proposed utility interruptions.

2. Obtain Owner's written permission before proceeding with utility interruptions.

D. Noise, Vibration, and Odors: Coordinate operations that may result in high levels of noise and vibration, odors, or other disruption to Owner occupancy with Owner.

1. Notify Owner not less than two days in advance of proposed disruptive operations.

2. Obtain Owner's written permission before proceeding with disruptive operations.
E. Restricted Substances: Use of tobacco products and other controlled substances on Project site is not permitted.

F. Employee Identification: Provide identification tags for Contractor personnel working on Project site. Require personnel to use identification tags at all times.

G. Employee Screening: Comply with Owner's requirements for drug and background screening of Contractor personnel working on Project site.

1. Maintain list of approved screened personnel with Owner's representative.

1.11 SPECIFICATION AND DRAWING CONVENTIONS

A. Specification Content: The Specifications use certain conventions for the style of language and the intended meaning of certain terms, words, and phrases when used in particular situations. These conventions are as follows:

1. Imperative mood and streamlined language are generally used in the Specifications. The words "shall," "shall be," or "shall comply with," depending on the context, are implied where a colon (:) is used within a sentence or phrase.

2. Specification requirements are to be performed by Contractor unless specifically stated otherwise.

B. Division 01 General Requirements: Requirements of Sections in Division 01 apply to the Work of all Sections in the Specifications.

C. Drawing Coordination: Requirements for materials and products identified on Drawings are described in detail in the Specifications. One or more of the following are used on Drawings to identify materials and products:

1. Terminology: Materials and products are identified by the typical generic terms used in the individual Specifications Sections.

2. Abbreviations: Materials and products are identified by abbreviations published as part of the U.S. National CAD Standard and scheduled on Drawings.

3. Keynoting: Materials and products are identified by reference keynotes referencing Specification Section numbers found in this Project Manual.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 011000