



ARCHITECTURE
ENGINEERING

ADDENDUM 01 TO CONTRACT DOCUMENTS

Date: October 8, 2020

To: Bidders

From: Becker Morgan Group, Inc.

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

Project: **Wilmington DMV Administration Building Lobby Renovations**
Wilmington, Delaware

Project Number: BMG Project No. 2015142.10
State Contract No. MC5511000031

Subject: **ADDENDUM NO. #01**

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 11, 2020, and any previously issued addenda, thereby incorporating these items into the contract.

PRE-BID MEETING MINUTES:

Item No.	Description
01	<p>Mandatory pre-bid meeting commenced at 1:30 pm on Tuesday, October 6, 2020 via Webex Video Conference.</p> <ol style="list-style-type: none"> The Meeting was opened recording started. DFM and BMG conducted the meeting. Full attendance to the Pre-bid is mandatory. If your company attends on submitting a Bid, you must be present from the start to closing. If at any time you lose connection, you must sign back in and let me know that you have rejoined. By using the participants list, I will ask for you to introduce yourself, your title and the Company that you represent. I would also like for you to type this information into the chat box. I will start with names first and then the ones who are calling in by phone. Then ask if I missed anyone. (Check Chat Box) I will also do this at the conclusion of the meeting. The design firm will also be asking for you to send them an E-mail with your company contact information. Along with the E-mail, let us know if you would like to attend a site visit. Please hold all questions until (the Designer) has finished with his/her presentation. DFM took "roll call" for attendance, Pre-bid attendance sheet attached. As stated in the Invitation to Bid, Bids can be electronically submitted to DFM-BID@delaware.gov or be mailed to the address indicated in the advertisement. All bids must be received by the bid due date and time. Any bids received after the deadline will be returned unopened. If a submission is E-mailed, a hard copy of the full Bid submission must be mailed and received by Facilities Management within 5 business days of the bid

	<p>submission deadline. No hand delivery of submissions will be accepted.</p> <ol style="list-style-type: none"> 7. When submitting the Bid to the DFM-Bid mailbox, do not ask for a delivery or read receipt. Your submission may go to junk mail. 8. The submission mailbox is not monitored, so please do not send question, etc. to the mailbox. Only the Bid Submission. All questions are to be an RFI and submitted to the (name/design firm). Please do not wait for the last minute to send your submission. E-mail is not instant. 9. DFM reviewed some Dos and Don'ts When filling out the Bid Form, <ol style="list-style-type: none"> a. Do not alter the Bid Form and use the most recent Bid Form provided. Bid Form will be reissued at least once by Addendum. b. Do not leave any blanks, if there is a blank, put something in it. c. When acknowledging Addendums, list out each Addendum, 1, 2, 3 and so on. Do not list 1 – 3. d. If your company intends to perform any of the Subcontractor Category of work listed, then they must list themselves. Do not indicate N/A, or anything else and make sure to fill out all the required information. e. Listing of Third Tier contractors on the Subcontractor List. Review the ITBs, for this requirement. (One example of a possible third tier would be for the HVAC sub-contractor. Whoever is listed to do the HVAC will need to review the specification sections associated with the HVAC scope of work. If there is a scope of work that the listed HVAC sub is not going to perform and plans to hire that out, like insulation, to another vendor, that vendor would be listed as a third tier. If there are no third tier vendors, leave the lines blank. f. When submitting the Bid From, do not forget to include the State Bid Bond. Make sure you use the State Bid Bond that is in the manual. (No longer Required at Bid Submission is the DE Business license and the Craft Training Affidavit). These documents will be required before contract excitation. g. The craft training requirement applies to all contractors on and off site. Just not the prime and listed sub-contractors. Manufactures, suppliers, etc. are excluded from this requirement. (One Example: you plan on bringing in a painter to do the patching and painting. This vendor will need to provide the craft training information or why they are exempt). Only the awarded prime contractor provides the affidavit. All other vendors will provide this information by email. h. There have been a few changes to the frontend documents in the manual. Especially with the Instruction to Bidders. Highly recommend you review the ITBs. i. Information provided by DFM after the Pre-bid Meeting; One new additional requirement for the Awarded vendor, that they will need to adhere to, is that the Craft Training Affidavit along with the other vendors E-mails with their Craft Training information and the Employee Drug Testing Program documentation will need to be received by DFM before the A/E will send contracts to the Awarded vendor <p>DFM turned the meeting over to BMG.</p>
02	<p>BMG asked all attending to email full contact information to DFM and BMG and posted a document with names, addresses and email for the owner/design team.</p>
03	<p>Bids are due by 10:00 am, Wednesday, October 28, 2020.</p> <ul style="list-style-type: none"> • Submit by either “mail” or electronic mail (email) • If email, the bid must be in the form of a PDF attachment and enter “OMB/DFM CONTRACT NO. MC5511000031 – WILMINGTON DMV ADMINISTRATION BUILDING LOBBY RENOVATIONS - SEALED BID - DO NOT OPEN.” In the

Addendum # 01

Wilmington DMV Administration Building Lobby Renovations
 Wilmington, Delaware
 Page 3

October 8, 2020
 2015142.10
 MC5511000031

	<p>subject line. The bidder must also provide a mailed hard copy of the entire submission shall be sent by mail within five (5) business days of the bid submission deadline.</p> <ul style="list-style-type: none"> • The bid opening will be held through electronic means and the instructions are in the Invitation to Bid. The bid opening will begin at 10:00 am local time on October 28, 2020 Webex Video Conference. • Email bids must be submitted ONLY to the state Bid email at DFM-BID@delaware.gov, and not to any other email. the mailbox is not monitored so do not submit questions or anything else other than the bid Submission. Do not ask for a delivery or read receipt or your email might go into SPAM!
04	The project will require bid, payment and performance bonding. All bond forms and requirements are outlined in the project manual.
05	<p>Subcontractor lists should be included with bid as per the design manual.</p> <ul style="list-style-type: none"> • Subcontractor list was reviewed, and additions/deletions were requested and discussed. See revised Subcontractor List as part of revised Specification Section 004113 - Bid Form, attached. • All attending was made aware that ALL Subcontractors must be listed, if self-performing, the General Contractor must list themselves, no Subcontractor shall be left blank or listed as “NA”. • All attending was made aware the third-tier subcontractors MUST be listed on the Subcontractor List where indicated by line A, B & C. If additional third-tier subcontractors are needed they should be penciled in and labeled as D, E, etc. If there are no third-tier subcontractor or less that the three indicated on the form, the lines are to be left “blank”, no third-tier Subcontractor shall be listed as “NA”.
06	BMG outlined the options for obtaining the Bidding Documents.
07	Bidders were instructed to include if they wanted to attend a site visit with their contact notification email to DFM and BMG. For any bidder wishing to inspect the project site, a site visit will be schedule once we identify the number of participants. Since the building is fully occupied and operational 8am -5pm, the site visit may have to be scheduled for after 5:00 pm. Face mask/coverings will be required for all attending. Since the meeting cannot exceed 10 participants, more than one visit might be required. Everyone is to meet at the main entrance to the Wilmington DMV Administration Building Main Entrance.
08	Bidder’s Requests for Information (RFI) may be submitted as hard copies or electronically to Becker Morgan Group; Attn: Bryan Hutchison (bhutchision@beckermorgan.com) and Wayne Sharp (wsharp@beckermorgan.com) . RFI’s should be submitted on company letterhead and numbered. If submitted electronically, RFI’s should be as a separate pdf file and NOT part of the “email”.
10	Last date for RFI submission will be 7 days prior to Bid date/time, and the last addendum will be issued no later than 2 days prior to Bid date/time.
11	Contracting requirements are as outlined in the project manual.
12	Bidders should include an allowance of \$10,000. Any requests for use of allowance funds must be done using the State of Delaware’s new Allowance Authorization Form, included in the project manual.
13	<p>Work Restrictions:</p> <ul style="list-style-type: none"> • Due to the planned phased work, some work can be schedule for normal business hours (7am-5pm) M-F, but some work will be required to be scheduled for off-hours (5pm – 7am) M-F, and weekends. • Work scope creating high levels of noise will be required to be preformed during off-hours. • All work schedule to be coordinated and reviewed/approved by the Owner.

	<ul style="list-style-type: none"> No tobacco or controlled substances allowed on site
14	Unit Prices for the project are as follows: None
15	Alternates for the project are as follows: 01: North employees entrance air curtain.
16	DFM indicated that Harvard Environmental has perform testing and that everything came back negative.
17	BMG provided a brief overview on the project scope. The work required for the inter connection of the new automatic sliding doors with the existing Fire Alarm and access Control will be preformed by the Owner’s vendor – Advantech
18	<p>Contractor Questions:</p> <ul style="list-style-type: none"> Question 01 – Schedule for site visits? Answer 01 – Site visit(s) will be scheduled once we get a determination on a head count. The visit will be scheduled for regular business hours and all attendees MUST wear a face mask/covering. At the visit the group will be walked through the affected areas of the building to review the existing conditions and get bearings on the scope of work. After the meeting participants provided information on who wanted to visit the site. Based on the provided information a site visit has been scheduled for 9:00 am, Tuesday, October 13, 2020. Everyone please be prompt and meet at the Administration Building main entrance. Attendees will include the following: <ul style="list-style-type: none"> BRS Kent Ventresca Boulevard <p>If others want to visit the site, a second visit could be schedule for Wednesday, October 14, time and attendees to be determined.</p> <ul style="list-style-type: none"> Question 02 – Will there be any liquidated damages? Answer 02 – No. Question 03 – Is there a project budget? Answer 03 – Project budgets are not provided at bidding. Question 04 – What is the time frame for this project? Answer 04 – This will be reviewed and provided in an Addendum. It anticipated to have the P.O. issued by December 1, 2020. Pre-con submittals review/approvals, materials order, materials received, and fabrication completed (for those items that can be) prior to start of any demolition, approximately 30-60 days. Estimated site mobilization about April 1, with approximately 60-90 days for demolition and construction. 180 calendar days for project duration Question 05 - What is the purpose of listing the subs with the bid? Answer 05 – Required by Delaware Code for all “Public Works Projects”.

RFI's

(Italicized questions still pending)

(Shaded questions answered in previous Addenda)

Diamond Materials RFI 1	
Item	Description
1	None

PROJECT MANUAL CHANGES:

Item	Description
------	-------------

1	Section 004113 – Bid Form: A. Delete Section 004113 – Bid Form in its entirety, Substitute the attached revised Section, dated 10/08/2020.
---	---

DRAWING CHANGES:

Item	Description
	None

CHANGES TO ADDENDA

Item	Description
1	N/A

LIST OF ATTACHMENTS

Item	Description	
1	Pre-bid Sign-in sheet	10/06/2020
2	Section 004113 – Bid Form	10/08/2020

END OF ADDENDUM # 01

cc: All attendees

MC5511000031_Addendum01



ARCHITECTURE
ENGINEERING

Meeting Attendance – Pre-Bid Webex Video Conference

Date / Time : Tuesday, October 6, 2020 @ 1:30 pm

Project Name: Wilmington DMV Admin. Bldg. Lobby Renovations

Project No. / Contract No. : 2015142.10 / MC5511000031

Location: Webex Video Conference

Attendees (Please print legibly)

NAME	AGENCY/COMPANY	TELEPHONE	EMAIL	FAX
Wayne Sharp	BMG	302-734-7950	wsharp@beckermorgan.com	302-734-7965
Bryan Hutchison	BMG	302-734-7950	bhutchison@beckermorgan.com	302-734-7965
Joseph Kott	BMG	302-734-7950	jkott@beckermorgan.com	302-734-7965
John Dunham	DFM	302-739-5644	John.dunham@delaware.gov	302-739-3037
Vanessa Briddell	DMV	302-744-2543	vanessa.mbriddell@delaware.gov	302-739-3152
Kathy Stevenson	DMV	302-434-3200	Kathy.stevenson@delaware.gov	
Stacey Bush	Amakor, Inc.	302-834-8664	amakor@aol.com	302-8348681
Tony Orga	Deldeo Builders	302-791-0243	loudeldeo@comcast.net	302-791-0245
Anise Viering Joshua Smith (Jane Best-Weick)	Bancroft Construction Co	302-254-6406	aviering@bancroftusa.com Jane@bancroftusa.com	302-655-4599
Andrea DiFabio	BSS Contractors	610-345-1316	andrea@bsscontractor.com	610-633-6932
Fred Sawyer	Tricon Construction Management	302-838-6500	fsawyer@tricontristate.com	
Chelsea Schurman (Robin Schurman)	BRS Consulting, Inc	(302) 786-2326	chelsea@brsconinc.com robin@brsconinc.com	302.786.2079
Tony Ventresca	Ventresca Bros.	302-658-6436	tony@ventrescabros.com	302-658-2360
Amanda Merrill Eric Garcia (Nick Bayer)	Boulevard Contractors	410.356.8060	egarcia@blvdcontractors.com estimating@blvdcontractors.com	410.356.8061
Chris Jackson	Donald E Reisinger	610-696-6921	chris@donaldereisinger.com	
Jennifer Brower	Harbor Stone Construction	610-467-0872	jrozich@harborstonecc.com	
Brittany Miller	Kent Construction	302.653.6469	brittany@kentconstructionco.com	

Josh Titter	William B Meyer	302-275-8306	jtitter@williambmeyer.com
JP Gowda	Eastern Construction & Electric	609-203-7338	jp@easternce.com
Al Hein	Wickersham Construction	717-397-8282	heinas@wickcon.com
Bill Booth	Commonwealth Construction	302-654-6611	bbooth@itscommonwealth.com
Kevin Moore	Kevin Moore Construction	302-898-1625	kmooreloans4you@gmail.com

MC5511000031_prebid_signin

BID FORM

I/We acknowledge Addendums numbered _____ and the price(s) submitted include any cost/schedule impact they may have.

This bid shall remain valid and cannot be withdrawn for thirty (30) days from the date of opening of bids (60 days for School Districts and Department of Education), and the undersigned shall abide by the Bid Security forfeiture provisions. Bid Security is attached to this Bid.

The Owner shall have the right to reject any or all bids, and to waive any informality or irregularity in any bid received.

This bid is based upon work being accomplished by the Sub-Contractors named on the list attached to this bid.

Should I/We be awarded this contract, I/We pledge to achieve substantial completion of all the work within **180** calendar days of the Notice to Proceed.

The undersigned represents and warrants that he has complied and shall comply with all requirements of local, state, and national laws; that no legal requirement has been or shall be violated in making or accepting this bid, in awarding the contract to him or in the prosecution of the work required; that the bid is legal and firm; that he has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken action in restraint of free competitive bidding.

Upon receipt of written notice of the acceptance of this Bid, the Bidder shall, within twenty (20) calendar days, execute the agreement in the required form and deliver the Contract Bonds, and Insurance Certificates, required by the Contract Documents.

I am / We are an Individual / a Partnership / a Corporation

By _____ Trading as _____
(Individual's / General Partner's / Corporate Name)

(State of Corporation)

Business Address: _____

Witness: _____ **By:** _____
(SEAL) (Authorized Signature)

(Title)

Date: _____

ATTACHMENTS

- Sub-Contractor List
- Non-Collusion Statement
- Affidavit of Contractor Qualifications
- Affidavit of Employee Drug Testing Program
- Bid Security
- (Others as Required by Project Manuals)

BID FORM

SUBCONTRACTOR LIST

In accordance with Title 29, Chapter 69, Section 6962(d)(10)b of the Delaware Code, the following subcontractor listing must accompany any bid submittal. The bidder must list **in each category** the full name and address (City & State) of the sub-contractor that the bidder will be using to perform the work and provide material for that subcontractor category. Should the bidder's listed subcontractor intend to provide any of their subcontractor category of work through a third-tier contractor, the bidder shall list that third-tier contractor's full name and address (City & State). **If the bidder intends to perform any category of work itself, it must list its full name and address.** For clarification, if the bidder intends to perform the work themselves, the bidder **may not** insert "not applicable", "N/A", "self" or anything other than its own full name and address (City & State). To do so shall cause the bid to be rejected. In addition, the failure to produce a completed subcontractor list with the bid submittal shall cause the bid to be rejected. If you have more than three (3) third-tier contractors to report in any subcontractor category, print out additional page(s) containing the appropriate category, complete the rest of your list of third-tier contractors for that category, notate the addition in parentheses as (CONTINUATION) next to the subcontractor category and an asterisk (*) next to any additional third-tier contractors, and submit it with your bid.

<u>Subcontractor Category</u>	<u>Subcontractor</u>	<u>Address (City & State)</u>	<u>Subcontractors tax-payer ID # or Delaware Business license #</u>
1. Curtainwall/storefront	_____	_____	_____
A.	_____	_____	_____
B.	_____	_____	_____
C.	_____	_____	_____
2. Sprinkler	_____	_____	_____
A.	_____	_____	_____
B.	_____	_____	_____
C.	_____	_____	_____
3. HVAC	_____	_____	_____

A.			
B.			
C.			
4. Electrical			
A.			
B.			
C.			
5. BAS			
A.			
B.			
C.			

BID FORM
NON-COLLUSION STATEMENT

This is to certify that the undersigned bidder has neither directly nor indirectly, entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with this proposal submitted this date (*to the Office of Management and Budget, Division of Facilities Management*).

All the terms and conditions of (*Project or Contract Number*) have been thoroughly examined and are understood.

NAME OF BIDDER: _____

**AUTHORIZED REPRESENTATIVE
(TYPED):** _____

**AUTHORIZED REPRESENTATIVE
(SIGNATURE):** _____

TITLE: _____

ADDRESS OF BIDDER: _____

E-MAIL: _____

PHONE NUMBER: _____

Sworn to and Subscribed before me this _____ day of _____ 20____.

My Commission expires _____ . NOTARY PUBLIC _____ .

THIS PAGE MUST BE SIGNED AND NOTARIZED FOR YOUR BID TO BE CONSIDERED.

(PAGE INTENTIONALLY LEFT BLANK)

**AFFIDAVIT
OF
CONTRACTOR QUALIFICATIONS**

We hereby certify that we will abide by the contractor's qualifications outlined in the construction bid specifications for the duration of the contract term.

In accordance with Title 29, Chapter 69, Section 6962(d)(10)b.3 of the Delaware Code, after a contract has been awarded the successful bidder shall not substitute another subcontractor whose name was submitted on the Subcontractor Form except for the reasons in the statute and not without written consent from the awarding agency. Failure to utilize the subcontractors on the list will subject the successful bidder to penalties as outlined in the General Requirements Section 5.2 of the contract.

Contractor Name: _____

Contractor Address: _____

Authorized Representative (typed or printed): _____

Authorized Representative (signature): _____

Title: _____

Sworn to and Subscribed before me this _____ day of _____ 20____.

My Commission expires _____. NOTARY PUBLIC _____.

THIS PAGE MUST BE SIGNED AND NOTARIZED FOR YOUR BID TO BE CONSIDERED.

(PAGE INTENTIONALLY LEFT BLANK)

**AFFIDAVIT
OF
EMPLOYEE DRUG TESTING PROGRAM**

4104 Regulations for the Drug Testing of Contractor and Subcontractor Employees Working on Large Public Works Projects requires that Contractors and Subcontractors implement a program of mandatory drug testing for Employees who work on Large Public Works Contracts funded all or in part with public funds.

We hereby certify that we have in place or will implement during the entire term of the contract a Mandatory Drug Testing Program for our employees on the jobsite, including subcontractors, that complies with this regulation:

Contractor/Subcontractor Name: _____

Contractor/Subcontractor Address: _____

Authorized Representative (typed or printed): _____

Authorized Representative (signature): _____

Title: _____

Sworn to and Subscribed before me this _____ day of _____ 20____.

My Commission expires _____. NOTARY PUBLIC _____.

THIS PAGE MUST BE SIGNED AND NOTARIZED FOR YOUR BID TO BE CONSIDERED.

(PAGE INTENTIONALLY LEFT BLANK)