

BERNARDON

ARCHITECTURE
INTERIOR DESIGN
LANDSCAPE ARCHITECTURE

PRE-BID MEETING 001

Project Name: Renovations and Restoration of Stable Building
and Greenhouse/Garage Building at Buena Vista Conference Center

Project No.: 8306.00-15

OMB/MCI Project No.: MJ2006000001

Location: Buena Vista Conference Center, DuPont Room

Date of Meeting: January 4, 2017, 9:00AM

The purpose of the meeting was for a mandatory pre-bid meeting for the Renovations and Restoration of the Stable Building and Greenhouse/Garage Building at Buena Vista Conference Center and to lay out the procedures that will be followed during the project.

Location: Buena Vista Conference Center DuPont Conference Room

Date of Meeting: January 4, 2017, 9:00 AM

Present for: State of Delaware
Lynn Riley – Department of Historic and Cultural Affairs (DHCA)
Manny Carrar – Department of Historic and Cultural Affairs (DHCA)
Desiree May – Department of Historic and Cultural Affairs (DHCA)
Trish Gerken - Department of Historic and Cultural Affairs (DHCA)
Larry Schrock – Office of Management and Budget (OMB)

Contractors

Louis Deldeo – Deldeo Builders Inc. (DBI)
Dave McCarthy – Commonwealth Construction Co. (CCC)
Larry Scuse – Kent Construction Co. (KCC)
Rob Solloway – Kent Construction Co. (KCC)
Robin Schurman – BRS Consulting Inc. (BRS)
Tony Ventresca – Ventresca Bothers, Inc. (VBI)
Ken Vandegrift – C&D Contractors (CDC)
Greg Pappas – Sobieski Mechanical (SM)
Ian Murphy – Sobieski Mechanical (SM)
Matt Bailey – Power Plus Electrical Contracting, Inc. (PPEC)
Joe Saxton – Donaldson Electrical (DE)
David Cass – SCA Construction (SCA)
Larry Bathon – Bathon Builders Inc. (BBI)

DEDC

John Farina



VanDemark & Lynch
Stephen Johns

Bernardon
William E. Holloway, AIA, LEED AP
Douglas A. Eriksen, AIA

The following items were discussed:

- 1.01 It was stated that bids are due Wednesday, February 1, 2017 at 11:00AM at Division of Facilities Management, Thomas Collins Building, Suite 1, 540 South DuPont Highway, Dover, DE 19901. It was requested/suggested that bids be turned in at 1:00PM as this would allow the GC's time to compile better bids. This was agreed to by the State.
- 1.02 The following items were discussed:
 - a. Limits: Confine construction operations to the limits indicated on the drawings. Exterior work shall be limited to within 10-feet of the Building perimeter to the Contractor, subcontractors and Owner's work forces during the restoration process. Interior access will be strictly limited and shall be accessed only upon prior approval.
 - b. Owner Occupancy, the Owner occupies the site at all times. There are two tenants that live on site; one adjacent to the stable and one above the garage.
 - c. Contractor daily parking is allowed in any of the general parking lots. In the event an event is scheduled at Buena Vista, alternate parking arrangements will be made for the contractor(s). Parking is not allowed on or adjacent to the lane.
 - d. Dumpster: A State provided location for the dumpster will be made available
 - e. Public Roadways, Driveways and Entrances: Keep public roadways, driveways and entrances serving premises clear and available to Owner, Owner's employees, the public and emergency vehicles at all times.
 - f. Schedule deliveries to minimize use of roadways, driveways and entrances.
 - g. The Owner will not sign for any deliveries at any time.
 - h. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on-site.
 - i. Visible exterior storage areas will be temporarily allowed on the property
 - j. Contractor vehicles shall not be left at the site after working hours.



- k. The Owner shall have control of access to Buena Vista property and buildings. No keys or security codes will be issued to the Contractor.
- l. Use of the Owner's telephones will not be allowed.
- m. Flammable materials shall not be stored in or near the building being worked on. Flammable materials shall be kept outside, away from all buildings, in a flammable liquid/material storage box.
- n. Debris shall be removed from the site on a daily basis.
- o. At no time shall equipment be left operating on Buena Vista property after hours or when no one is present.
- p. Access to an existing exterior hose bibs will be provided.
- q. Construction crews will be allowed to use the Owner's port-o-johns located adjacent to the stable.
- r. Dogs or other animals shall not be brought onto the property at any time.
- s. Children shall not be brought onto the site at any time.
- t. Buena Vista is a public facility and those working at the site shall not use abusive language.
- u. Radios or other music-playing devices will not be allowed at any time.
- v. Fire extinguishers shall be kept in the areas under renovation at all times.
- w. All work taking place on the site shall be monitored by the contractor's project superintendent at all times. This shall include those times when the work is being done only by the subcontractors and not the General Contractor.
- x. The Project superintendent shall meet weekly with the site supervisor (Desiree May or Trish Gerken) to review the activities planned for that week to avoid miscommunication, facilitate the renovation process and to maintain the Owner's operations.
- y. Provide protective barriers and covers at entrances and public access areas where work is taking place overhead.
- z. Power: Power is available for use by the contractor.
- aa. Grounds must be kept clean at all times.
- bb. Work hours will be between 8:00am and 4:30pm on week days: Saturday / Sunday and after hours work must be coordinated and approved with the Architect and Owner in advance. Week day work may start earlier with the written approval of Desiree May.



- cc. The grounds shall be swept with a magnetic device to find all metal objects that may have been dropped or left behind during the course of the renovations. The metal objects shall be removed. This shall be completed at the conclusion of the work.
 - dd. The Buena Vista campus is a non-tobacco use area. Tobacco shall not be used in State buildings or on State property.
 - ee. General Contractor is responsible for obtaining all permits and paying any necessary fees.
 - ff. The General Contractor will need to submit a construction schedule. Coordinate with activities taking place on campus.
 - gg. Applications for payment are to be submitted to Bernardon for review and approval. Bernardon will forward the approved applications to DFM for processing. The GC will submit a pencil copy for Bernardon to review on the 25th of each month and it will represent work anticipated to be completed by the end of the month.
 - hh. No work is permitted to proceed without a purchase order. All change order requests need to be reviewed, approved, and a purchase order issued before the change order work is permitted to proceed. There is a contingency allowance on the project. Items for which the use of the contingency is proposed require a written request.
 - ii. Construction meetings will be held bi-weekly.
 - jj. Project photos along with a brief narrative summarizing work completed and work anticipated are to be submitted weekly to the project contacts. Receiving this information on Thursdays is preferred.
- 1.03 It was discussed that the project is broken in to five parts; the base bid and four alternates. The base bid includes the exterior envelope and underground utilities for the stable. Alternate 1 includes the brick walkway. Alternate 2 includes the Greenhouse renovations. Alternate 3 includes the Stable interior fit-out. Alternate 4 includes the Garage renovations. Larry Schrock stated that the State has the right to hold the alternates until August 1, 2017.
- 1.04 Besides those items listed in the project manual, Contractors must include a copy of their Delaware Business license, drug testing affidavit, and acknowledgement of addendum with their bids. Failure to do so will be grounds for immediate decline of the bid. A drug testing affidavit is required for the GC as well as each of their sub-contractors.
- 1.05 Bernardon stated that two greenhouse specialists that have been consulted on the greenhouse work and may be contacted are:
- a. The Sunworks Corp., P.O. Box 11783, Wilmington, DE 19850; contact John Klein at (302) 655-5772 or (856) 534-7630 or john@thesunworkscorp.com



- b. Under Glass Mfg. Corp, P.O Box 81, 2452 Lucas Turnpike, Building #3, High Falls, NY 12440; (845) 687-4700, ugmfg@aol.com; contact William Orange at (914) 475-1033 or worange@aol.com
- 1.06 Contractors were reminded that these are historic structures and that all work shall be done in accordance with the Secretary of the Interior’s Standards for the Treatment of Historic Properties.
- 1.07 It was stated that the Project Manager for the Division of Historical and Cultural Affairs is Manny Carrar. The Project Manager for the Division of Facilities Management is Larry Schrock.
- 1.08 Contractors shall submit two (2) copies of their bids, one original and one copy. They will only be required to submit one (1) copy of the drug testing affidavit(s)
- 1.09 The question was raised as to who owns the high voltage line. It was stated that the State owns the line but that the contractor will need to work with Delmarva Power to purchase the transformer. An allowance for the transformer will be stipulated in a later addendum.
- 1.10 It was determined that contractors shall list their sub-contractors for site, masonry, carpentry, painting, electrical, HVAC, and plumbing on the bid form.
- 1.11 The pre-bid meeting included a walk-thru of the stable, the garage, and the greenhouse. A second optional walk-thru is schedule for Wednesday January 18, 2017 at 9:00AM.
- 1.12 The last day for questions will be Wednesday, January 25, 2017.
- 1.13 Pre-Bid Meeting sign-in sheet is attached.



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The meeting was adjourned at 10:00AM.

Anyone taking exception or noting omissions in these meeting minutes shall notify the Architect in writing following receipt of the minutes. Otherwise, it is assumed all parties accept these minutes as recorded.

Respectfully submitted,

Douglas A. Eriksen, AIA
Project Director
Bernardon
A Delaware LLC

DAE/mn

Enclosures

cc: file