

PRE-BID MEETING MINUTES**ADDENDUM NO. 1****DHSS HERMAN HOLLOWAY PHASE 1 PRIMARY UPGRADES AND
EMERGENCY GENERATOR AT KENT/SUSSEX BUILDING
1901 N. DUPONT HIGHWAY, NEW CASTLE DE 19720
OMB/DFM PROJECT: MJ3501000007**

A Mandatory Pre-Bid Meeting was held in the DHSS Herman Holloway Campus, Main Building Annex Conference Room #011 on Tuesday, May 31, 2016, at 10:00 a.m. Those in attendance were:

Dean Seely	OMB/Division of Facilities Management
Daniel Episcopo	DHSS/DMS/FO
Stephen King	DHSS/DMS/FO
Elliott Tatum	DHSS/DMS/FO
Gerry Scannell	Carr & Duff, Inc.
Brian Schaeffer	Philips Brothers
Randy Spencer	Battaglia Electric
Bud LeNoir	Battaglia Electric
Chris Gleason	Dvorak, LLC
Dale Merson	Dvorak, LLC
Tom Hartley, P.E.	Diamond Electric, Inc.
Chuck Arnott	Diamond Electric, Inc.
Ashton McLaughlin, P.E.	Davis, Bowen & Friedel, Inc.
Korey Dishong	Fayda Engineering & Energy Solutions, LLC
Edward Fayda, P.E.	Fayda Engineering & Energy Solutions, LLC

Date of Report: June 1, 2016
FE&ES Comm. No.: 15-1177

Items of Discussion:

- 1.0 These Pre-Bid Meeting Minutes, Addendum No. 1, shall be made part of the Project Manual and Drawings dated May 23, 2016 for the DHSS Herman Holloway Phase 1 Primary Upgrades and Emergency Generator at Kent/Sussex Building.
- 2.0 Sealed bids for OMB/DFM Contract No. MJ3501000007 – Holloway Campus – Kent/Sussex Building Phase 1 Primary Upgrades & Emergency Generator will be received by the State of Delaware, Office of Management and Budget, Division of Facilities Management, in the reception area of the Facilities Management Office in the Thomas Collins Building, 540 S. DuPont Highway, Suite 1 (Third Floor), Dover, DE 19901 until **2:00 p.m. local time on Thursday, June 16, 2016**, at which time they will be publicly opened and read aloud in the Conference Room. Bidder bears the risk of late delivery. Any bids received after the stated time will be returned unopened.
- 3.0 This is a mandatory pre-bid meeting and only Prequalified Prime Bidders are limited to those in attendance.

- 4.0 For further bidding information relating to the Project Manual and Drawings, the contractors are directed to contact Edward Fayda, P.E., Project Manager at Fayda Engineering & Energy Solutions, LLC at telephone: 302-999-1060. Contractor Requests for Clarification or Interpretation shall be delivered electronically (by email) to efayda@faydaees.com. Ensure the project title, contractor's name and RFI # are in the subject line. (Example: DHSS Phase 1 Primary Upgrades "Contractor Name"- RFI #1)
- 5.0 The wage rates for this Project are Delaware Department of Labor and Division of Industrial Affairs for **New Castle County, Building Construction Classification**. A certified copy of the prevailing wage rates for this specific project is included in the Project Manual. This approved scale of wages must be posted by the Contractor in a prominent and easily accessible place at the work site.
- 6.0 Contractors are reminded that if they are a recognized contractor that customarily performs the work of a given subcontractor classification; that they can list themselves on the line for that particular subcontractor category. DO NOT LEAVE ANY BLANKS ON THE BID FORM. DO NOT ADD ANY ADDITIONAL VERBIAGE OTHER THAN WHAT IS REQUESTED. FAILURE TO DO SO MAY DISQUALIFY YOUR BID. As an example, if you are an electrical contractor that will self-perform the electrical work, that you list your company on the Electrical Subcontractor line on the bid form. Ensure your address, business license, etc. is also included.
- 7.0 Effective 1/1/16, **the prime contractor and all listed subcontractors** must have a drug testing program in place. There is an Affidavit located with the Bid Form.
- 8.0 Project Summary
- A. Project scope: Primary & Secondary Upgrades to the North Loop buildings at the Herman Holloway Campus and new 900kW Emergency Generator at the Kent/Sussex Building.
- B. Contractors must be experienced in working on live 12kV Services and have the capacity to perform these services in-house.
- C. We have an aggressive schedule. The project shall be completed 270 days after receipt of an official State of Delaware Purchase Order.
- 9.0 Contractor must be a registered plan holder in order to submit a bid. Bid Form shall be submitted in triplicate. Only those registered plan holders will be sent future addenda.
- 10.0 A two (2) year warranty is required on work and materials beginning on the date of substantial completion. A five (5) year warranty is required on the emergency generator plant (all equipment furnished by Cummins) including all transfer switches.
- 11.0 The following sections of the specifications were reviewed:

<u>Section</u>	<u>Article</u>	<u>Title</u>
	-----	Advertisement for Bids
00 21 13	3.3	Instructions to Bidders

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00 41 13	-----	Bid Form
00 81 13	13.7	Interim Life Safety Measures
00 81 14		Drug Testing Report Forms
00 10 00	1.03	Project Summary
01 21 00	3.03	Allowances
01 23 00	1.02	Alternates
01 74 19	1.07	Owner's Refusal of Salvaged Equipment
26 05 13	2.3	Medium Voltage Cable
26 05 70	1.02	Project Overview
26 13 28	1.02	Description of Work
26 13 29	2.01	Products- Standard of Design
26 1329.1	2.02	Equipment Description
26 23 51.1	2.01	Equipment Description
26 32 13	2.1	Generator Set
26 36 00	2.01	Power Transfer Switch
32 12 16	1.01	Related Documents

12.0 The drawings were generally reviewed to present the intent of the contract documents.

13.0 The following items were discussed in detail:

- A. Working hours are 7:00 a.m. to 4:00 p.m. Monday through Friday, except for State Holidays at which time the site will be closed. Additional hours must be arranged with the Owner in advance. All shutdowns shall be conducted on weekends and at the convenience of the owner. Shutdowns must be scheduled and approved by the owner a minimum of two weeks in advance.
- B. Contractors are to contact the Department of Labor if they have any questions with regard to the State Prevailing Wage Law or clarifications on payroll reporting. Telephone number is 302-451-3423.
- C. Requests for substitutions must be submitted to the Engineers office by **2:00 p.m. on Monday, June 6, 2016**. Such requests shall include a complete description of the proposed substitutes, along with sufficient documentation and information necessary for a complete evaluation.
- D. All questions should be directed in writing to the Engineer. Contractors are encouraged to submit questions as soon as possible. All answers to questions not in addendum format will not be binding. In the case of a conflict between the specifications and drawings or within each not answered by addendum, the greater quantity or better quality shall be provided. The deadline for questions shall be **2:00 p.m. on 6/10/16. Final Addenda deadline is 2:00 p.m. on 6/12/16, except for an extension of the bid due date, which will be 6/14/16 at 2:00 p.m.**
- E. Contractor will be responsible for the 3rd Party identification of underground utilities in the area of excavation. Any known utilities are approximately shown on the contract

documents. Miss Utility shall be contacted for public utilities but it is known that all public utilities stop at the property line.

- F. Billing for stored material will not be paid unless the material is on the jobsite and in a secure location under the contractor's control. DHSS will assist with providing area for materials storage; however it will not be a secured area.
 - G. Contractor shall provide temporary toilets. Contractors will not be permitted to use facility restrooms.
 - H. Soil may be temporarily stockpiled on site; however, soil may not remain at the project site and must be removed by the contractor.
 - I. Vehicles & other equipment shall not be left unattended and shall be secured at all times.
 - J. This is a tobacco free campus. No form of tobacco is permitted on site.
 - K. All buildings with an existing Emon-Dmon meter shall be disconnected, removed and reinstalled on the new switchboard. Existing split core CT's shall be reused. This is in addition to any new metering specified.
 - L. There were four (4) Prequalified Contractors listed. This may be changed depending on the formal evaluation by the State of a 5th Contractor, Diamond Electric who tendered their submission on time but had not been reviewed prior to this meeting.
 - M. Contractors are reminded that it will be unlikely that the bid due date will change.
- 14.0 Successful Contractor shall designate one job foreman who will remain as the main point of contact throughout the duration of the project. This foreman must be on-site whenever any sub-contractors are on-site
- 15.0 In accordance with Specification Section 00 73 13, Article 9.2.2, an amount equal to 1% of the contract will be identified on the contractor's Schedule of Values for contract closeout documents. Note that this is not part of the 5% retainage.
- 16.0 Reminder: For your bid to be deemed responsive, you need to include:
- 1. Bid Form- Fully executed, no blanks use the latest version published by Addenda.
 - 2. Bid Bond or Certified check in the amount of 10% of your bid.
 - 3. Bidders Qualification Statement (5 references)
 - 4. Bidders Business License
 - 5. Drug Testing Affidavit for prime and all subcontractors.
- AND
- 1. Be prepared to mobilize within 10 days after receipt of an official State of Delaware Purchase Order and complete this project in 270 calendar days.

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17.0 A site review of the project site was performed. A follow up walk-thru is tentatively scheduled for 10:00 a.m. on Tuesday, June 7, 2016 for all registered attendees. Contact the Engineer's office at 302-999-1060 to register for the walk-thru. If no one registers, the walk through will be cancelled.

18.0 Changes to Specifications

20.1 **There are no changes to the specifications.**

19.0 Changes to Drawings

19.1 **Drawing E10-01**

Add the following to Sheet Note #1: Disconnect and remove existing aerial 120VAC Service from Garden Café to existing generator for power to existing day tank.

19.2 **Drawing E16-04**

Change quantity of temporary utility poles from three (3) to two (2), eliminate temporary pole #2 and provide down guy as required at pole locations #1 & #3 as required.

19.3 **Drawing C-3**

Change Generator and equipment pad elevation from 36.25 to 36.75.

20.0 Questions/Clarifications

22.1 **There are no questions.**

Original on File


Edward Fayda, P.E.

EF/ef

15-1177 Pre-Bid Meeting Addendum #1

Attachments: Pre Bid Meeting Sign-In Sheet

cc: All in Attendance
Associated Builders & Contractors, Inc.
Delaware Contractors Association
P-File



Pre-Bid Sign In Log

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PLEASE FILL OUT COMPLETELY AND LEGIBLY

May 31, 2016

PROJECT NAME:

DHSS Herman M. Holloway

Phase 1 Primary

1901 N. DuPont Highway, Wilmington, DE 19720

PRE-BID MEETING:

Tuesday, May 31, 2016 @ 10:00 a.m.

BIDS DUE:

Thursday, June 16, 2016 @ 2:00 p.m.

FE&ES Comm. No.: 15-1177

OMB/DFM Project No.: MC3501000007

Company Name	Representative	Address	Phone & Fax	Email
Fayda Engineering	Edward Fayda, P.E. Korey Dishong	801 W. Newport Pike Wilmington, DE 19804	(302) 999-1060 - P (302) 999-1053 - F	efayda@faydaees.com kdishong@faydaees.com
Philips Brothers	Brian Schaefer	235 Sweet Spring Rd Glenmoore, PA 19345	610-458-8578 610-458-8438	brian@philipsbrothers.com
Carr & Doff	Gerry Scawell	2100 Byberry Rd Huntingdon Valley PA	215-672-4200	CScawell@CarrDoff.com
Battaglia Electric	Rayoy Spencer	11 Industry Blvd PO Box 636 New Castle, DE	302-325-6100 P 302-325-6108 F	Rspencer@Battag.com
Battaglia Electric	Bud LeNir	"	"	blenir@battag.com
Dvorak LLC	Chris Gleason	2700 North Point Bldg Baltimore 21222	"	cgleason@dvorakllc.com
Dvorak LLC	Dale Merson	2700 North Pt. Blvd. Baltimore, MD, 21222	443-503-6400 443-744-0018	dmeerson@dvorakllc.com

Company Name	Representative	Address	Phone & Fax	Email
Davis, Bowen & Friedel Inc.	Ashton McLaughlin P.E.	23 North Walnut St Milford DE 19963	302-424-1441 - P 302-424-0430 - F	anm@dbfinc.com
DHSS/DMS	Stephen King			stephen.king@state.de.us
DFM	Dean Seely			joseph.seely@state.de.us
DIAMOND	Tom Hardy	P.O. BOX 996 DOVER 19903	302 270 2313 302 697 1328	thahrdy@diamondelectric.org
DMS/Fac-Ops	Elliott Team	1901 N. Dupont Hwy New Castle	302-255-9997	Elliott Team@state.de.us
DIAMOND	CHUCK ARNOTT	PO BOX 996 DOVER 19903	302-697-3296 302-697-1328	ChuckDiamondElectric.org
FAC OPS	DANNY EPISCOP		255-9238	dann.episcop@state.de.us