



PRE-BID MEETING MINUTES-ADDENDUM NO. 1
DHSS HERMAN HOLLOWAY PHASE 2 PRIMARY UPGRADES
1901 N. DUPONT HIGHWAY, NEW CASTLE DE 19720
OMB/DFM PROJECT: MJ3501000008

A Mandatory Pre-Bid Meeting was held in the DHSS Herman Holloway Campus, Main Building Annex Conference Room #011 on Thursday, May 4, 2017, at 9:00 a.m. Those in attendance were:

Patrick McKenna	OMB/Division of Facilities Management
Dean Seely	OMB/Division of Facilities Management
James DeFrancesco, P.E.	OMB/Division of Facilities Management
Daniel Episcopo, Director	DHSS/DMS/FO
Elliott Tatum	DHSS/DMS/FO
Tim Read	DHSS/DMS/FO
Josh Black	Philips Brothers Electrical Contractors, Inc.
Tom Dvorak	Dvorak, LLC
Colton Kenney	Dvorak, LLC
Gerry Scannell	Carr & Duff Inc.
Sammie McGriff	The Ryan Company
Matt Galinskie, C.E.A.	Fayda Engineering & Energy Solutions, LLC
Edward Fayda, P.E.	Fayda Engineering & Energy Solutions, LLC

A copy of the Pre Bid Meeting sign-in sheet is attached. Total 2 pages.

Date of Report: May 5, 2017
FE&ES Comm. No.: 16-1177A

Items of Discussion:

- 1.0 These Pre-Bid Meeting Minutes, Addendum No. 1, shall be made part of the Project Manual and Drawings dated April 24, 2017 for the DHSS Herman Holloway Phase 2 Primary Upgrades.
- 2.0 Sealed bids for OMB/DFM Contract No. MJ3501000008-Holloway Campus Phase 2 Primary Upgrades 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, May 25, 2017**, 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



801 W. Newport Pike, Wilmington, DE 19804
Tel.: 302-999-1060 • Fax: 302-999-1053
www.FaydaEES.com

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:
- Base Bid:**
1. Primary & Secondary Upgrades to the North Loop and North Loop buildings & Powerhouse Life Cycle Extension.
- Alternates #1-#8:**
1. Primary & Secondary Upgrades to the South Loop & South Loop buildings.
- 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.
- 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
00 41 13	-----	Bid Form & Subcontractor Listing

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 13 29.1	2.02	Equipment Description
26 23 51.1	2.01	Equipment Description

12.0 The drawings were generally reviewed to present the intent of the contract documents. In general, the 2 digit drawing # prefix is for work in the Base Bid. The 3 digit drawing prefix is for all work under the alternates.

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. 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, May 15, 2017**. Such requests shall include a complete description of the proposed substitutes, along with sufficient documentation and information necessary for a complete evaluation. Refer specifically to Section 00 26 00.
- 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 5/19/17. Final Addenda deadline is 2:00 p.m. on 5/21/17, except for an extension of the bid due date, which will be 5/23/17 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. Contractor will be responsible for the 3rd Party testing and inspection by a NECA level 4 or NICET Level 4 accredited firm.
 - G. 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.
 - H. Contractor shall provide temporary toilets. Contractors will not be permitted to use facility restrooms.
 - I. Soil may be temporarily stockpiled on site; however, soil may not remain at the project site and must be removed by the contractor.
 - J. Vehicles & other equipment shall not be left unattended and shall be secured at all times.
 - K. This is a tobacco free campus. No form of tobacco is permitted on site; including e-cigarettes.
 - L. There are four (4) Prequalified Contractors.
 - M. Contractors are reminded that it will be unlikely that the bid due date will change.
 - N. All open trenches shall be provided with temporary fencing or backfilled daily.
 - O. In order to maintain the UL Listing of the Visi-Vac switchgear, Square D is the only entity who may perform the life cycle extension of the main switchgear.
 - P. The Power System Studies performed by Square D for the Site, the Main Building and all buildings completed in Phase 1 shall be modified to reflect the work to be completed in Phase 2. If another vendor is used, ALL information provided to Square D for the Phase 1 Studies shall be field verified by this electrical contractor and furnished to the Power System Study Engineer. All existing Power System Studies shall be re-run by the new vendor, as well as all new Studies. No extras will be granted for this work.
- 14.0 The 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.

17.0 A site review of the project site was performed. A follow up walk-thru is tentatively scheduled for 9:00 a.m. on Thursday, May 11, 2017 for all registered attendees. Contact Matt Galinskie at 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

18.1 There are no changes to the specifications.

19.0 Changes to Drawings

19.1 There are no changes to the drawings.

20.0 Questions/Clarifications

20.1 There are no questions.


Edward Fayda, P.E.

EF/ef

16-1177A 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

PLEASE FILL OUT COMPLETELY AND LEGIBLY

PROJECT NAME: Phase 2 Primary Upgrades
DHSS Herman Holloway Campus
1901 North DuPont Highway, New Castle, DE 19720

FE&ES Comm. No.: 16-1177A
 OMB/DFM Project No.: MJ3501000008

PRE-BID MEETING: Thursday, May 4, 2017 @ 9:00 a.m.

BIDS DUE: Thursday, May 25, 2017 @ 2:00 p.m.

Company Name	Representative	Address	Phone & Fax	Email
Fayda Engineering & Energy Solutions, LLC	Edward Fayda, P.E. Matt Galinskie, C.E.A.	801 W. Newport Pike Wilmington, DE 19804	(302)999-1060 – P (302)999-1053 – F	efayda@faydaees.com mgalinskie@faydaees.com
State of Del	Patrick McKenna		302-900-1061	Patrick.McKenna@State.DE.US
Philips Brothers Electrical Contractors	Josh Black	235 Sweetspring Rd Glenmoore PA	610 458-8578	glen@philipsbrothers.com
DVORAK	Tom DVORAK	2700 NORTH POINT BLVD BALTIMORE, MD 21222	443 503-6400	tdvorak@dvorakllc.com
DVORAK	Colton Kenney			ckenney@dvorakllc.com
CARR & DUFF	Gerry Scannell	2100 Byberry Rd Huntingdon Valley PA 19006	215-672-4200	GScannell@CarrDuff.com
The Ryan Company	Samie McGriff	15 Commence Way Norton, MA 02766	774-265-9065	smcgriff@ryancompany.net

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