

**PRE-BID MEETING MINUTES
PHASE 4 PRIMARY UPGRADES AT
DELAWARE HOSPITAL f/t CHRONICALLY ILL
100 SUNNYSIDE RD., SMYRNA DE 19977
DHSS/DFM PROJECT NO.: MJ3514000013**

A Mandatory Pre-Bid Meeting for the referenced project was held in the DHSS Delaware Hospital f/t Chronically Ill, Candee Building Auditorium on Tuesday, January 13, 2015, at 12:00 p.m. Those in attendance were:

John Dunham	OMB/DFM
Jim DeFrancesco, P.E.	OMB/DFM
Rodney Holderbaum	DHSS/DMS/FO
Isaac Henry	DHSS/DMS/FO
Paul Settle	DHSS/DMS/FO
Jason Walters	BW Electric, Inc.
Mike Reynolds	Blue Hen Utility Services, Inc.
Dan Lacey	Blue Hen Utility Services, Inc.
Gary Wolf	Current Solutions, Inc.
Bobby Tudor	Tudor Electric, Inc.
Matt Bailey	Power Plus Electrical Contracting, Inc.
Ray King	Carr & Duff, Inc.
Victor Rolli	Mid-Atlantic Electrical Services, Inc.
Joe McColgan	Wescott Electric, Inc.
Mike Reynolds	Shelly Sons Electrical, Inc.
Edward Fayda, P.E.	Fayda Engineering & Energy Solutions, LLC

Date of Report: January 14, 2015

FE&ES Comm. No.: 14-1153A

ITEMS OF DISCUSSION:

- 1.0 These Pre-Bid Meeting Minutes, Addendum No. 1, shall be made part of the Project Manual and Drawings dated January 5, 2015 for the Phase 4 Primary Upgrades at Delaware Hospital f/t Chronically Ill.
- 2.0 Sealed bids for OMB/DFM Contract No. MJ3514000013 – Delaware Hospital for the Chronically Ill - Primary Upgrades – Phase 4, 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, January 29, 2015**, 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 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: DHCI Phase 4 "Contractor Name"- RFI #1)
- 5.0 The wage rates for this Project are Delaware Department of Labor and Division of Industrial Affairs for **Kent 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, license, etc. is also included.
- 7.0 Effective 9/1/14, any prime contractor that submits a bid must include a copy of their State of Delaware Business License. Failure to do so will be grounds to disqualify their bid.
- 8.0 Project Summary
- A. In 2006, Phase 1 of the Primary Upgrades project at the DHCI commenced. During this phase of the project, the following work was completed:
- A new 25kV service was brought to the campus from the Town of Smyrna.
 - A new 25kV underground ductbank & manhole distribution system was installed throughout the Campus.
 - A new 25kV S&C outdoor Switchgear lineup was installed to feed all buildings on campus.
 - The existing 25kV-5kV substation was backfed from the new S&C Switchgear lineup to feed buildings that were to be completed in subsequent phases of construction.
 - Permanent 25kV service and a new 750kW Emergency/Standby Generator was brought to the Prickett Building & Medical Buildings.
 - A Power System Study to include Arc Flash, Coordination & Short Circuit studies was completed for the entire new distribution system.
- B. In 2010, Phase 2 of the Primary Upgrades project commenced. During this phase of the project, the following work was completed:

- Permanent 25kV service and a new 450kW Emergency/Standby Generator was brought to the Candee Building.
 - A Power System Study to include Arc Flash, Coordination & Short Circuit studies was completed for the new distribution system. In this study, the Power System Study completed during Phase 1 was incorporated in this study so that a comprehensive report for the campus distribution system could be provided.
- C. In 2013, Phase 3 of the Primary Upgrades commenced. During this phase of the project, the following work was completed:
- Permanent 25kV service and a new 750kW Emergency/Standby Generator was brought to the Kitchen/GP1 & GP2 Buildings.
 - A Power System Study to include Arc Flash, Coordination & Short Circuit studies was completed for the new distribution system. In this study, the Power System Study completed during Phase 2 was incorporated in this study so that a comprehensive report for the campus distribution system could be provided.
- D. This project will be considered Phase 4 and will complete the remaining Primary & Secondary Electrical Distribution Improvements on the campus. Work will include:
- Provide permanent 25kV services to a new 500kVA Pad mounted transformer to serve the Boiler Plant/Laundry & Maintenance Buildings.
 - Provide a new 450kW Emergency/ Standby Generator to serve the Boiler Plant, Laundry & Maintenance Buildings and provide a Standby transfer switch for the Laundry and interior electrical distribution equipment to both Boiler Plant and Laundry Buildings.
 - Provide a Power System Study to include Arc Flash, Coordination & Short Circuit studies and incorporate the Power System Study that was completed during Phases 1, 2 & 3 such that a comprehensive report for the entire campus distribution system is provided.
 - Disconnect and remove the existing 25kv-5kV substation in its entirety.
 - Disconnect and remove existing Generator #1 & #2. Generator #1 is rated 250kW and is located in the lower level of the Boiler Plant. Generator #2 is rated 300kW and located outside the Boiler Plant & Laundry Buildings. Include the removal of all services to and from the generators including fuel oil piping, exhaust piping, remote radiator & remote radiator piping, conduit, & conductors.
 - Evacuate existing fuel piping and remove all above grade piping and supports. Transfer existing fuel as required.
- 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 41 13	-----	Bid Form
01 23 00	-----	Schedule of Alternates
23 11 13	1.3	Facility Fuel Oil Piping

26 05 70	1.02, 1.03	Power System Study
26 32 14	1.3, 1.5	Emergency/Standby Generator
26 36 00	2.01	Automatic Transfer Switch
Appendix A		Certified UST Retrofit Contractors

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. This is a secure site. A site walkthrough will be conducted immediately following the meeting today. One (1) additional visit is tentatively scheduled for 1/20/15 at 10:00 a.m. Contractors wishing to register for the walkthrough shall contact Matt Galinskie at 302-999-1060. Only registered contractors will be permitted to tour the site. If no-one registers for a particular visit, the visit will be cancelled.
- B. 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.
- C. 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.
- D. Requests for substitutions must be submitted to the Engineers office by **2:00 p.m. on Monday, January 19, 2015**. Such requests shall include a complete description of the proposed substitutes, along with sufficient documentation and information necessary for a complete evaluation.
- E. 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 **5:00 p.m. on January 23, 2015**.
- F. Contractor will sign in and out of the facility on a daily basis. Forman may sign in all employees on a given day.
- G. Contractor will be responsible for the 3rd Party identification of underground private utilities in the area of excavation. Any known utilities are approximately shown on the contract documents. Miss Utility shall be contacted for public utilities.

- H. 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.
 - I. Excavated soils may be stockpiled and then deposited at a suitable location designated by DHSS on the site. Stockpiles must meet DNREC requirements for silt and runoff.
 - J. Contractor may use facility restrooms in the Boilerplant. Portable toilets will not be required.
 - K. The owner will engage the services of a 3rd party Inspection Firm (Duffield Associates) for soils evaluation, concrete pad pre-pour inspections and cylinder tests.
 - L. Contractor will be responsible to accurately record construction waste as identified in Specification Section 01 74 19.
 - M. Existing fuel oil in fuel lines shall be purged and removed from the site per the contract documents. Existing fuel in the 2000 gallon tank shall also be removed from the site. Owner reserves the first right of refusal of existing fuel before removal from the 2000 gallon tank. Only those approved contractors identified in Appendix A may be listed on the bid form for this work.
 - N. The successful contractor and each subcontractor on the project will need to sign a DHSS Interim Life Safety Measure disclosure form. For reference, it is attached to these minutes.
- 14.0 Successful Contractor shall designate one job foreman who will remain as the main point of contact throughout the duration of the project.
- 15.0 Reminder: For your bid to be deemed responsive, you need to include:
- 1. Bid Form- Fully executed, no blanks
 - 2. Bid Bond or Certified check in the amount of 10% of your bid.
 - 3. Bidders Business License
- AND
- 1. Be prepared to complete this project in 180 calendar days.
- 16.0 A site review of the project site was performed.
- 17.0 Changes to Specifications
- 17.1 Section 00 81 13 General Requirements: Add the following DHSS Interim Life Safety Measures to the end of this section.
 - 17.2 Section 26 32 14 Emergency Standby Generator: Add the following substitution submission criteria. This must be submitted by any generator manufacturer submitting for equal consideration.

18.0 Changes to Drawings

18.1 There are no changes to drawings.



Edward Fayda, P.E.

EF/ef
14-1153A Pre-Bid Meeting & Addendum #1

Attachments: Pre Bid Meeting Sign-In Sheet
DHSS Interim Life Safety Measures
450kW Generator Substitute manufacturer performance criteria

cc: All in Attendance
Daniel Episcopo, DHSS/DMS/FO
Associated Builders & Contractors, Inc.
Delaware Contractors Association
P-File



Pre-Bid Sign In Log

PLEASE FILL OUT COMPLETELY AND LEGIBLY.

PROJECT NAME: Phase 4 Primary Upgrades at Delaware Hospital f/t Chronically III FE&ES/Comm. No.: 14-1153A

100 Sunnyside Rd., Smyrna, DE 19977 DHSS/DFM Project No.: MJ3514000013

PRE-BID MEETING: Tuesday, January 13, 2015 @ 12:00 p.m., DHCI Candee Building Auditorium

BIDS DUE: Thursday, January 29, 2015 @ 2:00 p.m., Thomas Collins Building, 540 S. DuPont Highway, Dover DE 19901

Representative	Company Name	Address	Phone & Fax	Email
Edward Fayda, P.E.	Fayda Engineering & Energy Solutions, LLC	801 W. Newport Pike Wilmington, DE 19804	P: 302-999-1060 F: 302-999-1053	efayda@faydaees.com
JASON WATERS	BW ELECTRIC	15423 SOUTH DOWNTOWN HWY HARRINGTON DE 19952	302-566-6248	BWelectric@gmail.com
Mike Reynolds	BHUS	18 E. AUBURN DR NEWARK DE. 19709	302 775-8010	mfreynolds@bluehatcheryinc.com
DAN LACEY	BHUS	18 E. AUBURN DR NEWARK, DE 19709	302 584-3028	danny.midl7@aol.com
Gary Wolf	Current Solutions Inc	1060 Roseville School Rd Dover DE. 19904	302-736-5210 P	cursoinc@comcast.net
Bobby Turner	Turner Elect. Inc	801 OTIS DRIVE DOVER DE, 19901	302-736-1444 P 302 736-1483 F	turnerelect@verizon.net

Company Name	Representative	Address	Phone & Fax	Email
Power Plus Electrical Contracting, Inc.	Math Bailey	10 Janis Drive Dover, DE 19901	302 736-5070 302 736-5120 (F)	Mathb337@gmail.com
CARE + DUFF	Ray King	2100 BERRY RD HARTFORD, CT 06105	203-228-2446 203-682-7252	RAY@CAREDUFF.COM
MID-ATLANTIC ELECTRICAL SERVICES	VICTOR ROLLI	24556 BETTS ROAD MILLSBORO, DE 19966	302 934 7171 302 934 7170	VROLLI@MAES1.COM
WESCO ELECTRIC CO	JOE MC COLGAN	PO BOX 278 GLEN RIDGE, PA 19037	610 358 1100 610 358 1164	J.MCCOLGAN@WESCOELECTRIC.COM
DHCI	JOE HENRY	100 SUNNYSIDE ROAD SMYRNA, DE	302-223-1585 302-223-1441	Isaac.Henry@state.DE.US
DHCI	PAUL SETTLE	100 SUNNYSIDE RD SMYRNA, DE	302-223-1000 302-223-1441	PAUL.SETTLE@STATE.DE.US
MIKE REYNOLDS	Sherry Sons Electric	18 E ALICE DR. NEWARK, DE 19709	302 275-8010	mfr Reynolds@sherrysons.com
FAC OPS DHCI	Rodney Holdrege	100 Sunnyside Rd Smyrna, DE	302-223-1582 FAX 302-223-1581	Rodney.Holdrege@STATE.DE.US
John Dunham	OMB/DFM			

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**DELAWARE HEALTH
AND SOCIAL SERVICES**
DIVISION OF MANAGEMENT SERVICES

"DMS - Serving Those Who Serve Delaware"

INTERIM LIFE SAFETY MEASURES

- I. The Herman Holloway Campus is a non-smoking campus that houses 2 resident mental patient areas, Kent/Sussex and Mitchell buildings. Patients may be on the grounds or in any of the campus buildings. Anyone working on the Herman Holloway site should be aware that patients are **not** in uniforms and that the utmost care must be taken in not giving our Clients any lighters, rides or money. All tools must be secure from client access. Please implement the following Interim Life Safety Measures. If you are experiencing any problems or need help, please contact the maintenance office for assistance. Maintenance Phone number is (302) 255-9325
- II. Ensuring free and unobstructed exits. Personnel receive additional training when alternative exits are designated. Buildings or areas under construction must maintain escape routes for construction workers at all times. Means of exiting construction areas are inspected daily.
- III. Ensuring free and unobstructed access to emergency services and for fire, police, and other emergency forces.
- IV. Ensuring fire alarm, detection, and suppression systems are in good working order. A temporary but equivalent system shall be provided when any fire system is impaired. Temporary systems must be inspected and tested monthly.
- V. Ensuring temporary construction partitions are smoke tight and built of noncombustible or limited combustible materials that will not contribute to the development or spread of fire.
- VI. Providing addition fire-fighting equipment and training personnel in its use.
- VII. Prohibiting smoking according to EC/5 throughout the organization's buildings, and in and adjacent to construction areas.
- VIII. Developing and enforcing storage, housekeeping, and debris removal packages that reduce the building's flammable and combustible fire load to the lowest feasible level.
- IX. Conduction a minimum of two fire drills per shift per quarter.
- X. Increasing hazard surveillance of buildings, grounds, and equipment, with special attention to excavations, construction areas, construction storage, and field offices.
- XI. Training personnel to compensate for impaired structural or compartmentalization features of fire safety.
- XII. Conducting organization wide safety education programs to promote awareness of LSC deficiencies, construction hazards, and ILSM.

Date: _____

Company: _____

Principal: _____

DHCI Phase 4 Primary Upgrades						
450kW Emergency Generator- Boiler Plant, Laundry, Maintenance						
System Performance Criteria						
	Parameter	Manufacturer			Substitute/Equal Manufacturer	
		Onan/Cummins				
1	Model	450 DFEJ				
2	Standby Rating kW	450 kW			kW	
3	Standby Rating kVa at 80% PF	563 kVa			kVa	
4	Prime Rating kW	410 kW			kW	
5	Prime Rating kVa at 80% PF	513kVa			kVa	
6	EPA Engine Classification	Non road Tier 2				
7	Engine Speed	1800 RPM			RPM	
8	Engine Displacement/# of Cylinders	912 Cu. In. / 6 cylinders/ Turbocharged			Cu.In/Cyl/Turbo.	
9	Fuel Consumption @ 100% rated load	30.3 GPH			GPH	
10	Fuel Consumption @ 75% rated load	23.4 GPH			GPH	
11	Nameplate BHP at 1800RPM	755 Hp			Hp	
12	Engine HP at 1800 RPM	661 Hp			Hp	
13	Starting KVA @35%voltage drop	5716 kva			kVa	
14	Excitation Source	PMG				
15	Subtransient Reactance (maximum)	12%			%	
16	Fuel Tank Capacity-gallons/ tank construction	3000 gallons/ double wall			Gallons	
17	Load Bank Manufacturer	Avtron				
18	Load Bank Rating	350kW			kW	
19	Load Bank Wiring	Prewired w/load dump				
20	Maximum Exhaust Emissions at Standby rating					
21	HC GR/HP*HR	0.08	0.13	LB/HR		LB/HR
22	Nox in GR/HP*HR	5.15	8.55	LB/HR		LB/HR
23	CO in GR/HP*HR	0.42	0.70	LB/HR		LB/HR
24	PM in GR/HP*HR	0.03	0.05	LB/HR		LB/HR
25	Smoke (Pierburg)	0.4	0.66	LB/HR		LB/HR
26	5 yr Maintenance/ Service Agreement	Yes				
27	Warranty period/ deductible	1500 hrs.-5 year/no deductible			Hrs/Years	
28	Sound Attenuated Enclosure with all specified accessories	Yes				
29	I-watch monitoring system, internet based	Yes				