

Pre-Bid Meeting Minutes

Delaware State Police – Troop 7

2011116.01

Project Number:	2011116.01	Next Date:	
Meeting Date / No.:	05/22/2018	Next Time:	
Distribution Date:	05/25/2018	Next Location:	
Location:	DFM, Thomas Collins Building, Dover	Minutes Prepared By:	Brenden D. Frederick

Attended By:

Name	Organization	Phone Number	Email
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Joe Mirolli	Assurance Media	302.893.7915	jmirolli@assurancemedia.net
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Emily McMullen	Becker Morgan Group, Inc.	410.546.9100	emcmullen@beckermorgan.com
Jon Falkowski	Becker Morgan Group, Inc.	302.734.7950	jfalkowski@beckermorgan.com
Mike Hines	BW Electric	302.566.6248	mhines@bwelectricinc.com
Michael Rosaio	Commonwealth Construction Company	302.654.6611	mrosaio@itscommonwealth.com
Brandon Roth	Corrado Construction	302.652.3339	jbrown@corrado.com
Jon Farina	DEDC, LLC	302.738.7172	jfarina@dedc-eng.com
Jim Collier	Diamond Mechanical, Inc.	302.697.7694	estimator@diamondmechanical.net
Joe Jakubowski	Duffield Associates	302.239.6634	jjakubowski@duffnet.com
Todd Bosch	EDiS Company	302.421.2935	tbosch@ediscompany.com
Lisa Nichols	Fidelity Power Systems	410.891.1535	lnichols@fidelityengineering.com
Shaun Baynum	Gullwing Contracting	302.632.1512	shaun@gullwingcontracting.com
Joe Waski	H&A Electric Co.	302.678.8252	joew.handa@comcast.net
Frank Yoder	Johnson Controls	443.365.4968	franklin.e.yoder@jci.com
David Bowland	Johnson Controls / Tyco	302.260.1372	david.bowland@jci.com
Tom Cekine	Kent Construction Co., Inc.	302.653.6469	thomas@kentconstructionco.com
Howard Fortunato	Melvin Joseph Construction	302.377.0731	hfortunato@melvinjoseph.com
Rob Rettig	Merit Mechanical	302.366.8601	trrettig@meritmec.com
James Vanderslice	Nickle Electrical	302.856.1066	jvanderslice@nickleelectrical.com
Larry Schrock	OMB / DFM	302.739.5644	larry.schrock@state.de.us
Mike Helm	Radius Systems	610.388.9940	mhelm@radiusystemsllc.com
Jason Suppe	RC Fabricators	302.573.8989	jsuppe@rcfabricators.com
Tony Vassalotti	Richard Y. Johnson & Son, Inc.	302.893.5551	tvassalotti@ryjson.com
Jamie Biscoe	Superior Electric	302.658.5949	jamie@superiorelectric.biz
Frank Lerro	The Whiting Turner Contracting Company	302.292.0676	delaware.bids@whitingturner.com
Kevin Hanson	Tri-M Group, LLC	484.748.4578	khanson@tri-mgroup.com
Scott Hermansader	Undercomm	302.424.1554	scott@undercomm.com

Distribution List:

Name	Organization	Role/Title
Standard Distribution / All Attendees		

Meeting Purpose:

Pre-Bid Meeting for Delaware State Police – Troop 7

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I. Discussion Topics:

Agenda Item #	Description
1	Mandatory pre-bid meeting opening, contract name and number description, and completion of the sign in sheet.
2.a	BMG introduces the Project Team. Becker Morgan Group, Inc. (BMG) is the Architect and Civil Engineer for the project. Overall project manager for Becker Morgan Group, Inc. is Brenden Frederick, AIA, LEED AP BD+C. Principal in charge of the project is Gregory Moore, P.E. MEP Engineer is Delaware Engineering Design Co. (DEDC). Structural Engineer is Baker, Ingram & Associates. (BIA)
2.b.	Owner's Team is comprised of the Delaware State Police and the Division of Facilities Management. Representing the state are Larry Schrock (DFM) and William Braswell (DSP).
3.	Point of contact for this project will be Brenden Frederick, AIA, LEED AP, BD+C. of Becker Morgan Group, Inc. Please forward all communication in writing via e-mail to bfrederick@beckermorgan.com or fax (410.546.5824). Addenda will be issued electronically to those in attendance today.
4.a.	Project Overview: This overall project includes approximately 32,000 sq. ft. Troop Facility, 10,114 sq. ft. Maintenance Facility, and associated site work.
4.b	Water is currently not available onsite. Dixie Construction has been awarded contract to complete this work, however construction has not started. Project Team will identify when that work is expected to be completed and have Contractor provide an allowance if that date is exceeded, and issue via addendum.
4.c	Project Scope includes installation of fuel tank and associated conduits, as noted within the documents. The Owner will award a contract for the remainder of fuel system; refer to Division 01 Specifications for additional information.
4.d	The rear access to tie into the future roadwork, being completed by Developer of adjacent parcel. Site Contractor to coordinate accordingly.
4.e	Maintenance Building: Contractor includes (1) new lift to be provided and installed by Contractor. There are (2) lifts being provided by the Owner to be installed by the Contractor; refer to Division 01 Specifications for additional information.
4.f.	Substantial Completion: Contractor to identify number for calendar days to complete the work from the Notice to Proceed on the Bid Form. Anticipate Purchase Order for construction to be released to Contractor by Mid-August 2018.
5.a.	<u>Bid Opening – Wednesday, June 20, 2018 at 2:00 p.m.</u> Completed bid submissions shall be received at Division of Facilities Management by 2:00 p.m. on June 20, 2014. Mailing Address: Delaware Office of Management and Budget Division of Facilities Management 540 South DuPont Highway, Suite 1, 3rd Floor Dover, DE 19901

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5.b.	<p><u>Identified Subcontractors are to include:</u></p> <ul style="list-style-type: none"> Sitework Concrete Masonry Steel Erection Roofing Drywall / Framing Pre-Engineered Metal Building Fire Sprinkler Mechanical Electrical Plumbing Controls Security / Access Control
6.	<p><u>Questions / Responses:</u></p> <ul style="list-style-type: none"> i. Question: Has the Owner contracted with a commission agent? <i>Response: Yes, the Owner has hired a third party commissioning agent.</i> ii. Question: Is the Mechanical Contractor responsible for Testing and Balancing? <i>Response: The State is in negotiations with a State contract award for Testing and Balancing, that if confirmed, would change the responsibility of Testing and Balancing to the Owner. This will be clarified via addendum.</i> iii. Question: Has the project received permits? <i>Response: The site permits have been received. The Building Permit is in process and the documents are being sent to the Delaware State Fire Marshal by the Design Team concurrently with bidding. Permit costs associated with the building permit (Fire Marshal / Sussex County) will be paid by the Owner. All other construction permits will be the responsibility of the respective Contractor(s).</i> iv. Question: Requirements for Security / Access control scope? <i>Response: This will be clarified via addendum when the Security / Access Drawings and Specifications are issued.</i> v. Question: What is the project scope, if Alternate # 1 is not accepted? <i>Response: This will be clarified via addendum.</i> vi. Question: How far does the electric utility extend? <i>Response: This will be clarified in addendum, as the State is in negotiations with the adjacent parcel Owner for an alternate path.</i> vii. Question: Is data cabling a part of the contract or being provided by Owner's Contractors? <i>Response: The data cabling is part of contract documents; DTI will be providing the technology equipment. Refer to the Drawings / Specifications for additional information.</i> viii. Question: Who is responsible for CCR reports? <i>Response: The Contractor is responsible for all CCR requirements.</i>

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	<p>ix. Question: Who is responsible for 3rd party inspections? <i>Response: The Owner will hire the 3rd party inspections agency.</i></p> <p>x. Question: Who provides the incoming Telecom / Data service? <i>Response: This will be clarified via addendum.</i></p> <p>xi. Question: How many copies of the bid are required? <i>Response: One (1) original copy of the bid is required to be submitted.</i></p> <p>xii. Question: Are DE Contractor License #'s required on the Subcontractor list on the Bid Form? <i>Response: This will be clarified via addendum.</i></p>
7.	Construction Documents were signed and paid for, distributed on an individual compact disc for \$25 check.

Meeting Adjourned.

END OF MEETING

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