



- 3.1 NONE
- 4.0 ATTACHMENTS
  - 4.1 Pre-bid Meeting Minutes dated October 4, 2013
  - 4.2 Pre-bid sign-in sheets dated October 4, 2013

**END OF ADDENDUM NO. 1**



# PRE-BID MEETING MINUTES

RCCSD – Cooke Elementary School

The Whiting-Turner Contracting Co.  
Newark, DE 19716

Project #13780

Tel: (302) 235-8398

Fax: (302) 292-0683

## October 4, 2013 – COOKE ELEMENTARY JOBSITE CONFERENCE ROOM – 10:00 AM

- I. Red Clay Consolidated School District – William F. Cooke Jr. Elementary School
  - a. Whiting-Turner held a mandatory pre-bid meeting at the William F. Cooke Jr. Elementary School Project jobsite at 10:00 PM
  - b. All attendees were asked to sign-in and provide contact information on the meeting sign-in sheets.
  - c. All contractors in attendance were notified that only contractors that have signed in on the mandatory sign in sheet would be eligible to submit a bid for the project
  - d. All contractors in attendance were given the opportunity to pick up a free CD containing all of the bid documents and specifications.
- II. Project Team Introductions
  - a. Red Clay Consolidated School District - Owner
    - i. Ted Ammann (Noted as not present).
    - ii. Marcin Michalski
  - b. Becker Morgan Group - Architect
    - i. Sandy Carpenter (Noted as not present).
  - c. Whiting-Turner – Construction Manager-Adviser
    - i. Frank Lerro
    - ii. Lee Cherry
    - iii. Dom Pavlik
- III. Agenda
  - a. Whiting-Turner reviewed the general outline/agenda for the mandatory pre-bid meeting.
    - i. Items discussed:
      1. Project overview
      2. Bidding Information
      3. Schedule and Logistics
      4. Open Discussion/Questions
- IV. Project Overview
  - a. Whiting-Turner stated that the William F. Cooke Jr. Elementary School proposed as a 600 student facility.
  - b. The building will be approximately 70,000 SF with single story and 2 story areas.
    - i. The Kindergarten and 1<sup>st</sup> grade wing is a single story area; the 2<sup>nd</sup> through 5<sup>th</sup> grade wing is a 2 story area; the gym/dining/art/music area is a single story area.
  - c. The project site is approximately 17 acres and will consist of work in the DeIDOT right of way.
  - d. The new construction is located in Hockessin, Delaware at the intersection of DE-41 (Newport Gap Pike) and Graves Road; entry to the project is from Graves Road.
- V. Bidding Information

- a. Whiting-Turner stated that a detailed scope of work is included in specifications for each trade.
  - i. 07A – Roofing
  - ii. 08A – Glass & Glazing
- b. Whiting-Turner is the Construction Manager-Adviser; Red Clay will hold contracts with each contractor.
  - i. Whiting-Turner explained that the contract will be a standard AIA contract. A sample/draft copy of the AIA standard copy is included in the front end specifications.
- c. WT stated that 100% P&P bonds will be required for each bid package.
- d. WT stated that 2013 Prevailing Wage Rates for Building Construction will apply.
- e. Whiting-Turner explained the bid form and bid process.
  - i. The project bid form is included in Section 004000 of the Front End Specifications.
    - 1. WT stated that all bids must be submitted on the project specific bid form included in the front end.
  - ii. WT stated that no qualifications or exclusions are permitted.
    - 1. WT informed contractors if bids included qualifications or exclusions that the bid would be considered non-responsive.
  - iii. WT noted that the project has multiple alternates.
    - 1. WT stated that not all alternates will impact every trade contractor.
    - 2. If an alternate results in no pricing impact for your package, write N/A in the blank.
  - iv. WT stated that TWO original bids must be submitted in a sealed envelope.
  - v. WT informed attendees that a 10% Bid Bond is required for each package.
    - 1. WT stated that a bid bond form is included in the front end specifications.
    - 2. The bid bond is a state requirement and an original must be submitted with the bid.
  - vi. **KEY BIDDING DATES:**
    - 1. **BIDS DUE: THURSDAY, OCTOBER 24, 2013 – 2:00 PM at COOKE ELEMENTARY JOBSITE CONFERENCE ROOM**
      - a. WT stated that this is a public bid opening.
    - 2. Last Day for Substitution Requests
      - a. October 14, 2013 at 2:00 PM
    - 3. Last Day for Questions
      - a. October 16, 2013 at 2:00 PM
    - 4. Last Addendum
      - a. October 21, 2013

#### VI. Schedule and Logistics

- a. Whiting-Turner stated that the project schedule is from August 2013 to February 2015.
  - i. WT noted that a detailed construction schedule is included in the front end specifications.
  - ii. WT noted that site logistics plans are included in the front end specifications.
  - iii. WT stated that contractors are expected to bid per the schedule and durations.

#### VII. Drawings and Specifications

- a. WT provided bid drawings and specifications on October 4, 2013.
  - i. CD provided at the pre-bid meeting including all bid drawings and specifications.

- ii. Whiting-Turner's FTP site (box.com) link was sent to meeting attendees on 10/4/2013; the link provides access to download all bid drawings and specifications.
- b. Hard copies of the drawings and specifications are available for review.
  - i. Whiting-Turner's field office: 2025 Graves Road, Hockessin DE, 19707
- c. WT noted that printed drawings and specifications can be purchased through RCI at 302-328-5019.
- d. WT noted that bid addenda will be posted via WT's FTP site and notifications will be sent via email.
  - i. WT stated that the addenda files will be sent via email if the file size is not too large.
  - ii. WT stated that only those with FTP site access will be notified of addenda. It is each trade contractor's responsibility to get information out to their 2<sup>nd</sup> tier subs and suppliers.
- e. Send all bid related questions and substitution requests to Frank Lerro
  - i. [Frank.lerro@whiting-turner.com](mailto:Frank.lerro@whiting-turner.com)
  - ii. 302-235-8398 (phone)
  - iii. WT stated that responses to questions will be included in the bid addenda.

#### VIII. Closing

- a. Subcontractor listings will be required for certain trades as noted on the bid forms.
  - i. Include subcontractor/2<sup>nd</sup> tier qualifications as required.

WILLIAM F COOKE, JR ELEMENTARY SCHOOL  
PRE-BID MEETING SIGN-IN SHEET

October 4, 2013

Bid Package	Contractor	Name	E-mail Address	Telephone #	Fax #
07A - Roofing	MESPOL CONSTRUCTION	MES MARKSYMCHEK	office@MESPOLMETAL.COM	915-946 4900	215 946 5025
07A - Roofing	DA NOLT INC	MARK EVERAUD	MATT@DANOVT.COM	856 753 9333	856 753 4965
07A - Roofing	Sothson Inc.	Josh Grossman	josh@jostan.com	(609)-447-6200	(609)-447-6206
07A - Roofing	HK GRIFFITH	Dan Downes	Dave.HKGRIFITH.COM	302-368-4635	302-368-4624
07A - Roofing	OTA Roofing	Amy Cribbs	Mark@OTAROOFLING.COM	302 454 8551	302 454 8554
07A - Roofing	TRI-STATE ROOFERS	Buck High	blugh01@comcast.NET	302-995-7027	302-995-7527
07A - Roofing	FARRELL ROOFING INC.	Matt TETZICK	METETZICK@FARRELLROOFINGINC.COM	302-378-7663	302-378-7662
07A - Roofing	P.C Roofing Inc	Michael Cuccolo	Michael@PcRoofingInc.com	(302) 322-6767	(302) 322-8809
07A - Roofing	WILKINSON ROOFING	Tom McKEEVER	Jim@wilkinsonroofing.com	302 998 0176	302 998 9719
07A - Roofing	M J B ROOFING	JOHN MACERA	WWW.BURKEROOFING.NET	4843901117	3027412638
07A - Roofing		<del>WILLIAM BURKE ROOFING</del>			
07A - Roofing					

WILLIAM F COOKE, JR ELEMENTARY SCHOOL  
PRE-BID MEETING SIGN-IN SHEET

October 4, 2013

Bid Package	Contractor	Name	E-mail Address	Telephone #	Fax #
08A - Glass, Glazing and Aluminum	ZEPHYR ALUMINUM	Geoff Brogan	brogan@zephyraluminum.com	717-406-3759	717-397-1389
08A - Glass, Glazing and Aluminum	Potts 6000 Glass	Bill McLaughlin	BillTR@potts6000glass.com	610-287-1090	610-287-2746
08A - Glass, Glazing and Aluminum	OXFORD GLASS ASSOCIATES N.W. OF TX. KENNEDY'S SONS	Tim Tranzetta	Tranzetta@talsons.com	610-471-1500	610-471-9966
08A - Glass, Glazing and Aluminum	A R MYERS	Aubrey Myers	Aubrey@ARMyersGlass.com	302-652-3164	302-652-0836
08A - Glass, Glazing and Aluminum	WALTER & LANSFORD	Paul Thomas	paulthomas@wslva.com	410-749-9400	410-749-8591
08A - Glass, Glazing and Aluminum	<del>HIGHLAND</del> HIGHLAND CONSTRUCTION	Kyle Quinn	KQQUINN.KYLE@GMAIL.COM	856-761-6045	
08A - Glass, Glazing and Aluminum					
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