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September 17, 2018

Pre-Bid Meeting

Time/Date: 10:00 am, September 17, 2018

Location: Delaware Veterans Home

RE: **Delaware Veterans Home - Addition**  
Milford, Delaware  
2005017.06

**Attendees**

Brian Cusick  
Bryan Hutchison  
Larry Schrock  
Bill Peterson  
Eric Butler  
Tony Vassalotti  
Howard Fortunato  
Don Schneckenburger  
Keith Long  
Greg Thompson  
Ted Knowles  
Jake Meadows  
James Vandeslice  
Tom Cekine  
Rick Kostas  
Larry Bathon  
Larry Marchesani  
Michael J. Rosaio  
David Frost  
Jim Diguglielmo  
John Gorecki

**Representing**

BMG  
BMG  
OMB/DFM  
DE Vets Home  
Bancroft Construction  
RY Johnson  
Melvin Joseph Constr.  
Apex Piping Systems  
John L Briggs  
Conventional Builders  
Whiting Turner  
Delmarva Veteran Builders  
Nickle Electric  
Kent Construction Co.  
Amakor  
Bathon Builders  
Building Systems & Services  
Commonwealth Constr  
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**Distribution:**  
All Attendees

**Items Discussed**

**Old Business:**

Item No.	Description

**New Business:**

Item No.	Description
1.01	Project team introduced themselves <ul style="list-style-type: none"> <li>• Brian Cusick will be main point of contact for the project for BMG</li> <li>• Bryan Hutchison from BMG</li> <li>• Larry Schrock is the project manager from OMB/DFM</li> <li>• Bill Peterson is representing the Delaware Veterans Home</li> </ul>
1.02	Sign-in sheet was distributed for all attendees to sign (see attached)

1.03	Bids are due to DFM on Tuesday October 9, 2018 where they will be publicly opened. Current project advertisement shows 10am however the question was raised at the meeting to push the due time back. DFM agreed to move the time back 1 ½ hours to 11:30 am.
1.04	Bonding & insurance requirements and all bid forms are provided within the specifications.
1.05	BMG reviewed the subcontractor's list. <ul style="list-style-type: none"> <li>Bidders requested reducing the length of the subcontractor list. BMG will review and discuss with DFM.</li> </ul>
1.06	All RFI's during bidding should be submitted to Becker Morgan Group, Attn: Brian Cusick ( <a href="mailto:bcusick@beckermorgan.com">bcusick@beckermorgan.com</a> ) <ul style="list-style-type: none"> <li>RFI's should be submitted electronically or as hard copies. Electronic submissions should be as a separate pdf attachment in the email on company letterhead and numbered.</li> </ul>
1.07	Bidder substitutions requests must be submitted for Architect's approval for 10 days prior to date of bid opening. Complete documentation for both the specified product and the requested substitution must be provided.
1.08	Last RFI must be submitted by close of business on October 3 <sup>rd</sup> . Last addendum will be issued before close of business on October 5 <sup>th</sup> . Addenda will be issued electronically via BMG's Newforma system to track distribution.
1.09	All contract requirements are outlined in the specification manual <ul style="list-style-type: none"> <li>Contract agreement will be AIA A101-2007</li> <li>General Conditions will be AIA A201-2007</li> <li>Supplementary Conditions provided per typical DFM standard</li> </ul>
1.10	BMG reviewed the scope of the project.
1.11	Contractor to work with DE Veterans Home to determine phasing and staging areas to limit impact to facility and its function. DE Veterans Home is a 24/7 facility and must be able to operate with minimal interruption.
1.12	Work is allowed during normal business working hours from 7am-5pm (m-F); Contractor should notify owner 72 hours in advance for weekend hours, utility shutdowns, core drilling or noisy activities as the home will be in operation during construction.
1.13	DFM will request liquidated damages for the kitchen portion of the project. The intent will be to prioritize the kitchen renovation to get kitchen capabilities up and running as quickly as possible. Delaware Veterans Home will be renting kitchen facilities during construction to maintain operations. Liquidated damages will be associated with a schedule determined between the contract winner and the owner. Once the schedule is established, the liquidated damages will be set around the agreed upon schedule.
1.14	BMG reviewed 4 alternates outlined in the documents: <ul style="list-style-type: none"> <li>Alternate 1 – Kitchen Hood system</li> <li>Alternate 2 – Outdoor Kitchen Equipment</li> <li>Alternate 3 – Loading Dock Access Ramp</li> <li>Alternate 4 – Dining Room Ceiling &amp; Finishes</li> </ul> <p>During the subsequent walk through of the site it was made known to the design team that DFM and the Vets Home would like to eliminate Alternate 3 from the scope of the project. BMG will issue a subsequent addendum to official eliminate this scope of work.</p>

1.15	Unit prices for the project should be provided for Unsatisfactory Soils and Rock Excavation.
1.16	Owner will provide security and data cabling under separate contract. Work will be done congruent with the construction of this addition and selected contractor will be required to coordinate efforts with the owners contractors.
1.17	BMG Reviewed the project schedule moving forward: <ul style="list-style-type: none"> <li>• October 3 – Last RFI submission accepted</li> <li>• October 5 – Last Addendum will be issued</li> <li>• October 9 – Bids Due</li> <li>• November 5 – Construction begins</li> <li>• September 27, 2019 - Construction completed</li> </ul>
1.18	Contractor questions: <ol style="list-style-type: none"> <li>1. Can the subcontractor list be reduced in length? <b>BMG will review with DFM and address listed subcontractors.</b></li> <li>2. Can the bid opening time be pushed back from the 10am time currently listed? <b>DFM agreed to move the bid opening to 11:30am on the same day.</b></li> <li>3. How many copies of the bid forms are required? <b>3 are required at the bid opening. 1 original and 2 copies.</b></li> <li>4. Will there be a time for subsequent walk through opportunities for the site. <b>BMG will be on site 9/27/2018 at 2pm.</b></li> <li>5. Will local jurisdictions allow for a temporary C/O to allow kitchen operations before the finish of the project? <b>BMG has a meeting with the local jurisdictions to confirm.</b></li> </ol>

The above is our interpretation of discussion held on this date. Anyone wishing to add or otherwise change these minutes is requested to submit to Brian Cusick at [bcusick@beckermorgan.com](mailto:bcusick@beckermorgan.com) within five (5) days.

Respectfully submitted,

BECKER MORGAN GROUP, INC.

Bryan Hutchison, AIA, NCARB, LEED AP  
Associate