

Addendum 2: Prebid meeting minutes and prebid attendance

MEETING MINUTES

DATE: January 29, 2018

MEETING DATE: January 26, 2018

PROJECT: Little Creek Boat Ramp
Pre-Bid Meeting

IN ATTENDANCE:

Jeremey Ashe	DE Division of Fish & Wildlife (DFW)
Alex Schmidt, P.E.	Century Engineering, Inc. (CEI)
Mark Strickland, P.E.	Century Engineering, Inc. (CEI)

Contractors as listed on the attached “Meeting Attendance Sheet”

MINUTES PREPARED BY: Mark Strickland, P.E.

The kickoff meeting was held at the Little Creek Wildlife Management Area and then moved to the project site, both located along Bayside Drive, just south of the Town of Little Creek. The purpose of the meeting was to familiarize interested Contractors with the project area, discuss unique aspects of the project and answer any questions the potential Contractors may have.

- Jeremey introduced himself and the CEI design team, followed by a brief overview of the scope of work.
- Jeremey indicated that DFW strongly desires to complete the project by October 15th, which is the reasoning for including the alternate in the bid package for an expedited construction timeline. This alternate shall not alter the scope of work in any way other than the construction timeline. Determination of the successful bidder and selection of the alternate is based on the prices submitted and the additional cost for the expedited timeline.
- Jeremey noted that the site has a construction restriction from March 1 – June 30 that prohibits in-water work during this time of year. There is also an April 1 – July 31 restriction which prohibits work in wetland areas that are potential breeding areas for marsh nesting birds. DFW will mow the site to prevent the marsh nesting birds from breeding within the project limits of construction (LOC). DFW will continue mowing until the contractor begins work on-site, allowing work within the mowed wetland areas during the time of year restriction.
- DFW is to supply the dock and all associated fixtures and connections. Jeremey mentioned that all recent DFW projects have used GatorDock materials for the docks and gangways if the contractors wish to view examples of the finished products.
 - The contractor is responsible for the installation of the docks, piers, and connections, but materials will be provided by DFW.
 - A specific “Scope of Supplies” was requested to define exactly what materials are

provided by DFW and what is required of the Contractor. This will be provided once a final copy of shop drawings is received from GatorDock.

- Jeremey stated that the selected bidder has two (2) options for disposal of the excavated material from the Little River. The Contractor can either haul the material offsite and retain the excess material for themselves or dispose of the material at the Little Creek Wildlife Management Area, just south of the project site. Jeremey stated that the Contractor is responsible for the containment of the excavated material including applicable erosion and sediment controls such as silt fence. The excavated material is not required to be seeded or mulched by the Contractor.
- The Notice to Proceed is expected to be issue by May 1st, 2018 in the form of a State of Delaware Purchase Order.
- DFW will provide shop drawings for the dock materials following the Engineers' review.
- Mark provided an update on the status of permits listed as "Pending."
 - DNREC Wetlands & Subaqueous Lands Section – Permit Received
 - USACE Individual Permit – Provisional Permit Received, Final Permit expected soon
 - DNREC Watershed Stewardship – Verbal Approval Received, Final Pending
 - Kent County Planning – Verbal Approval Received, Final Pending Submittal of USACE & DNREC Permits
- Upon completion of the construction of the concrete pad for the fuel tank, the Contractor is responsible for completing and submitting an elevation certificate to verify the elevation of the pad as it is supporting a fuel tank located within the mapped floodplain.
- Soil borings were completed and indicate firm sandy soils beneath the loose, unsupportive organic material. The boring logs are included on the construction plans.
- Specification on the test piles were requested. Additional detail on the test pile requirements are as follows:
 - Four (4) test piles for the timber support piles. The test piles shall be located at the following locations:
 - 1 @ Fishing Pier, below mean low water (MLW) (Point 6005 on Sheet C111)
 - 1 @ Fishing Pier, on land (Point 6000 on Sheet C111)
 - 1 @ Boat Ramp Foundation (Point 8001 on Sheet C114)
 - 1 @ Enforcement Dock, on land (Point 7005 on Sheet C112)
 - One (1) test pile for the steel guide piles (Point 7000 on Sheet C112)
- Mark identified that the landscaping shown on the Sediment & Stormwater Management Plans is not up-to-date. The Contractor shall follow landscaping requirements provided on the "Landscaping Plan" within the Construction Plan Set (Sheet C109).
- The temporary sheet pile wall shown surrounding the location of the sump pit is a recommended approach for the dewatering operation. The Contractor can suggest alternative methods of completing the dewatering operation provided that the alternative methods meet all applicable State and DNREC Regulations.

The meeting was opened for questions prior to the site visit, and no further questions were asked.

The remainder of the Pre-Bid Meeting was held at the project site.

- Jeremy invited the interested parties to explore the site and take measurements provided they are not disturbing the site in any way.
- Jeremy identified the location of the optional excavated material disposal location at the Little Creek Wildlife Management Area, just south of the project site.
- Jeremy reiterated the DFW commitment to maintain the mowing of the site until the Contractor begins on-site work to remove the time of year restriction from the wetland areas due to the marsh nesting birds.
- Jeremy opened the meeting for questions from the interested parties. No questions were received.
- Jeremy outlined the schedule for questions and bid submittals as follows:
 - Feb 2nd – Questions due to Owner
 - Feb 9th – Responses to all questions will be distributed
 - Feb 16th – Bids due @ 2:00pm

These notes represent the author's best recollection of the discussion. If there are any revisions or additions, please notify the author in writing within seven days of receipt of these minutes.

Attachments: Meeting Attendance Sheet

ATTENDANCE SHEET

PRE-BID MEETING – DFW CONTRACT #NAT18001-LITTLE_CREEK

NAME: CONSTRUCTION OF THE LITTLE CREEK BOAT RAMP

DATE: JANUARY 26TH, 2018

NAME	AGENCY/COMPANY	TELEPHONE	EMAIL
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