

BERNARDON

ARCHITECTURE
INTERIOR DESIGN
LANDSCAPE ARCHITECTURE

ADDENDUM NO. 1

Project Name:	Second Floor Renovation – Darley House
Project No.:	8523.03-22
Date of Issue:	May 23, 2024
Notice 1:	Attach this addendum to the Project Manual for this project. It modifies and becomes part of the Bidding Documents. Work or material not specifically mentioned herein is to be as described in the main body of the Project Manual, and as shown on the drawings.
<u>Table of Contents:</u>	This Addendum includes the following: A. Meeting Minutes of Pre-Bid Meeting held on May 23, 2024, and written addendum (five pages total) B. Specification section 00 41 13 – <i>Bid Form</i> (8 pages)

MEETING MINUTES

Location: Darley House, 3701 Philadelphia Pike. Claymont, DE 19703

Date of Meeting: Thursday, May 23, 2024, 10:30 AM

Present for: Dept of State, Div. of Facilities Management
Chip Lieber – Construction Manager

Dept of State, Div. of Historical & Cultural Affairs (HCA)
Octavio Diaz – HCA
Courtney Lynahan – Curator of Historic Structures

Bidding Contractors

Larry Bathon – Bathon Builders
Vince Cedrone – Spectra Electrical
Ed Jackowski – Tricon CM
Frank Jasharaj – PanGro Development
Robin Schurman – BRS Consulting, Inc.
Phillip Simpson – Mason Building Group
Dan Sweigart – BSS Contractors
Melissa Welch - Tricon

Bernardon – Owner’s Representative



Second Floor Renovation – Darley House
Addendum No. 1
Bernardon Project No. 8523.03-22

May 23, 2024
Page 2

Eric Trainer – Senior Project Manager

The purpose of the meeting was to:

Review the Bidding Documents and review contractor's questions on the Bidding Documents. These meeting minutes will be considered as part of Addendum No. 1 and will become part of the Bidding Documents. Postscripts to these minutes will include issues not discussed during the meeting, corrections made to comments made at the meeting and/or responses to questions that were raised during the meeting.

The topics discussed were as follows:

- 1.01 Introductions were made. Eric Trainer of Bernardon conducted the meeting. Chip Lieber, from the Division of Facilities Management is the Project Manager for the State of Delaware and will be the key contact on behalf of the State of Delaware. Courtney Lynahan is with the Division of Historical & Cultural Affairs (HCA) – HCA owns the Darley House. Claymont Renaissance Development Corporation is the tenant of the Darley House.
- 1.02 It was noted that the pre-bid meeting is a mandatory attendance meeting as part of the bidding process. Full attendance at the Pre-bid is mandatory. If your company intends on submitting a Bid, you must be present from the start to closing.
- 1.03 Per the Invitation to Bid, the Bidding Documents are available for purchase from Bernardon. Prospective Bidders must purchase the Bidding Documents in order to submit a Bid. Addenda will only be issued to Bidders who purchase the documents by Bernardon. Bidders are to provide all documents to their sub-contractors.
- 1.04 It was noted that though the DE Division of Historical & Cultural Affairs (HCA) owns the building, the Division of Facilities Management is the client agency for the project.
- 1.05 All bids must be received by 1:00 pm local time on Wednesday, **June 12, 2024**. Any bids received after the deadline will be returned un-opened. Bids are to be mailed or hand delivered to the address indicated in the advertisement. Emailed bids will not be accepted.
- 1.06 The Architect reviewed the main components of the Bidding Documents: The Invitation to Bid, Bid Form, and the Project Manual and Drawings. The Prime Contractors (as well as all sub-contractors) are responsible for reviewing all Bidding Documents to coordinate their work with the work of others.



Second Floor Renovation – Darley House
Addendum No. 1
Bernardon Project No. 8523.03-22

May 23, 2024
Page 3

1.07 Bid Form:

- A. When filling out the Bid Form do not alter the Bid Form and do use the most recent Bid Form issued. The Bid Form will be reissued at least once by Addendum. Do not leave any blanks, if there is a blank, put something in it. When acknowledging Addendums, list out each Addendum as 1, 2, 3, etc. Do not say “1 to 3”.
- B. Regarding the line on page 3 of the Bid Form indicating the number of calendar days for completion, the notice to proceed is when you receive your State PO. The entire project must be substantially complete with in the number of days that you indicate on page 3, not just the number of days of construction. The bidder is to establish the number of calendar days indicated in the Bid Form.
- C. If your company intends to perform any of the Subcontractor Category of work listed, then you must list yourselves. Do not indicate N/A, or anything else and make sure to fill out all the required information.
- D. Include the State Bid Bond with your Bid Form. Use the State Bid Bond that is in the Project Manual. These documents will be required before contract execution.
- E. The Craft Training requirement applies to all contractors on and off site - not just the prime and listed sub-contractors. Manufactures, suppliers, etc. are excluded from this requirement. Only the awarded prime contractor provides the affidavit. The prime contractor is certifying that all other contractors under their contract that are on or off site will adhere to the Craft Training requirement.
- F. Be aware that there have been a few changes to the frontend documents in the Project Manual that are unique to this project, especially with the Instruction to Bidders.
- G. The awarded vendor will need to provide the Craft Training Affidavit for themselves and all the required Drug Testing Program documents for themselves and all other vendors who fall under these regulations before the Project Contracts will be sent to the Awarded vendor. It is to the Awarded Contractor’s benefit to provide these documents as soon as possible. Bidders were encouraged to get the Drug Testing Program documents in order as soon as possible. Mr. Lieber emphasized that the Drug Testing is to follow the State of DE 4104 Regulations referenced in Section 00 81 14 *Drug Testing Forms* found in the Project Manual.
- H. The bidders cannot add any clarifications or qualifications to the Bid Form.



Second Floor Renovation – Darley House
Addendum No. 1
Bernardon Project No. 8523.03-22

May 23, 2024
Page 4

- 1.08 The scope of the project as outlined in Section 01 10 00 SUMMARY in the Project Manual was reviewed.
- 1.09 The project will be constructed utilizing a General Contractor under a single prime contract; AIA A101, Standard Form of Agreement between Owner and Contractor. Draft of the agreement and associated supplements are included in the Project Manual.
- 1.10 General Contractor shall have limited use of Project site for construction operations as indicated on Drawings by the Contract Limits and as indicated in Section 01 10 00 SUMMARY. Owner will occupy remainder of site during construction - this area of the site will be visited by the public during construction. Do not disturb portions of Project site beyond areas in which the Work is to be performed.
- 1.11 Temporary facility and work restriction requirements at the site are identified in the Project Manual. On-site work will need to be coordinated with the tenant's schedule. Though there are no noise restrictions during normal business hours, there may be occasional meetings on the first floor for which the contractor may be asked to curtail noisy activities during the meeting.
- 1.12 The bidders offered that the following subcontractors should be listed on the Bid Form (A revised Bid Form is attached to this addendum). These subcontractors do not need to list their third-tier subcontractors. Subcontractors to be listed on the Bid Form are:
Mechanical (HVAC)
Plumbing
Fire Protection
Electrical
Sitework
- 1.13 All questions should be submitted to Eric Trainer of Bernardon in writing, via email at etrainer@bernardon.com, for official response in an addendum. No other answers will be considered valid. Bernardon requests that all questions should be submitted no later than close of business **Wednesday, June 5, 2024** for the last addendum to be issued on **Friday, June 7, 2024**. If needed, the Instructions to Bidders allows that the last addendum can be delivered up to two calendar days before the bids are due.)
- 1.14 All attendees toured the work areas in the building. Questions raised are answered in the Responses to Bidders Questions section of the addendum below. The following comments were made:
A. The date of the Pre-Bid Meeting is the only day that the building will be open for review by the bidders. All attendees were encouraged to review all aspects of the building.



Second Floor Renovation – Darley House
Addendum No. 1
Bernardon Project No. 8523.03-22

May 23, 2024
Page 5

- B. All loose debris on the second and attic floors will be removed by the tenant prior to the beginning of construction.
- C. There is limited parking and space on the site. Dumpsters and containers are not allowed on site. Trash will need to be removed daily. All Contractors will need to park their vehicles off-site. It may be possible for the contractor to arrange temporary parking with the church next door to the site though this is not guaranteed.
- D. The Bidder is to submit for and pay for all building permits.
- E. The specified AWI certification requirements can be waived; however the AWI standards must be followed.
- F. There is no known asbestos-containing material on site. HCA will provide further information on previous testing in an upcoming addendum. (Postscript: Reference Section 02 41 19 *Selective Demolition* for protocols should suspected hazardous materials be encountered during construction.)

1.15 Rollcall was read at the conclusion of the presentation at 10:52 AM based on the Attendance Sheet and all bidders listed were present.

It is believed that these meeting minutes accurately reflect the discussions held and decisions reached. If there are any additions or corrections, kindly inform this office within five (5) working days.

CHANGES TO PROJECT MANUAL

1. 00 41013 – *BID FORM*: To Subcontractor List, add the five subcontractors identified in the Pre-bid meeting. The revised Bid Form is attached as part of this addendum.

End of Addendum No. 1

2ND FLOOR RENOVATIONS
Darley House
MC2006000201A

BID FORM

UNIT PRICES

Unit prices conform to applicable project specification section. Refer to the specifications for a complete description of the following Unit Prices:

	<u>ADD</u>	<u>DEDUCT</u>
UNIT PRICE No. 1–Full Depth Paving Replacement:	\$ _____	\$ _____
UNIT PRICE No. 2– One inch (1”) Depth of Asphalt Milling and Overlay:	\$ _____	\$ _____
UNIT PRICE No. 3– Additional Exit Sign with Egress Lighting Heads:	\$ _____	\$ _____
UNIT PRICE No. 4– Add’l Fire Extinguisher Cabinet and Fire Extinguisher:	\$ _____	\$ _____
UNIT PRICE No. 5— Plaster Repair – Crack Repair:	\$ _____	\$ _____
UNIT PRICE No. 6– Plaster Repair – Limited Area:	\$ _____	\$ _____
UNIT PRICE No. 7– Painting:	\$ _____	\$ _____

ALLOWANCES

Allowances conform to project specification section 01 21 00 – ALLOWANCES. The following Allowances are to be included in the Base Bid amount. Any unused portion remaining at the end of the project is to be returned to the Owner via Change Order. Refer to the specifications for a complete description of the Allowances:

Allowance No. 001: CONTINGENCY ALLOWANCE: Ten Thousand Dollars (\$10,000.00)

(PROJECT NAME)
(PROJECT LOCATION)
(PROJECT OR CONTRACT NUMBER)

BID FORM

I/We acknowledge Addendums numbered _____ and the price(s) submitted include any cost/schedule impact they may have.

This bid shall remain valid and cannot be withdrawn for thirty (30) days from the date of opening of bids (60 days for School Districts and Department of Education), and the undersigned shall abide by the Bid Security forfeiture provisions. Bid Security is attached to this Bid.

The Owner shall have the right to reject any or all bids, and to waive any informality or irregularity in any bid received.

This bid is based upon work being accomplished by the Sub-Contractors named on the list attached to this bid.

Should I/We be awarded this contract, I/We pledge to achieve substantial completion of all the work within _____ calendar days of the Notice to Proceed.

The undersigned represents and warrants that he has complied and shall comply with all requirements of local, state, and national laws; that no legal requirement has been or shall be violated in making or accepting this bid, in awarding the contract to him or in the prosecution of the work required; that the bid is legal and firm; that he has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken action in restraint of free competitive bidding.

Upon receipt of written notice of the acceptance of this Bid, the Bidder shall, within twenty (20) calendar days, execute the agreement in the required form and deliver the Contract Bonds, and Insurance Certificates, required by the Contract Documents.

I am / We are an Individual / a Partnership / a Corporation

By _____ Trading as _____
(Individual's / General Partner's / Corporate Name)

(State of Corporation)

Business Address: _____

Witness: _____ By: _____
(SEAL) (Authorized Signature)

(Title)
Date: _____

ATTACHMENTS

- Sub-Contractor List
- Non-Collusion Statement
- Affidavit of Employee Drug Testing Program
- Affidavit of Contractor Qualifications
- Bid Security
- (Others as Required by Project Manuals)

PROJECT NAME)
(PROJECT LOCATION)
(PROJECT OR CONTRACT NUMBER)

BID FORM

SUBCONTRACTOR LIST

In accordance with Title 29, Chapter 69, Section 6962(d)(10)b of the Delaware Code, the following subcontractor listing must accompany any bid submittal. The bidder must list **in each category** the full name and address (City & State) of the sub-contractor that the bidder will be using to perform the work and provide material for that subcontractor category. Should the bidder's listed subcontractor intend to provide any of their subcontractor category of work through a third-tier contractor, the bidder shall list that third-tier contractor's full name and address (City & State). **If the bidder intends to perform any category of work itself, it must list its full name and address.** For clarification, if the bidder intends to perform the work themselves, the bidder **may not** insert "not applicable", "N/A", "self" or anything other than its own full name and address (City & State). To do so shall cause the bid to be rejected. In addition, the failure to produce a completed subcontractor list with the bid submittal shall cause the bid to be rejected. If you have more than three (3) third-tier contractors to report in any subcontractor category, print out additional page(s) containing the appropriate category, complete the rest of your list of third-tier contractors for that category, notate the addition in parentheses as (CONTINUATION) next to the subcontractor category and an asterisk (*) next to any additional third-tier contractors, and submit it with your bid.

<u>Subcontractor Category</u>	<u>Subcontractor</u>	<u>Address (City & State)</u>	<u>Subcontractors tax-payer ID # or Delaware Business license #</u>
1. MECHANICAL (HVAC)	_____	_____	_____
A.	_____	_____	_____
B.	_____	_____	_____
C.	_____	_____	_____
2. PLUMBING	_____	_____	_____
A.	_____	_____	_____
B.	_____	_____	_____
C.	_____	_____	_____

(PROJECT NAME)
(PROJECT LOCATION)
(PROJECT OR CONTRACT NUMBER)

BID FORM (Continued)

3.	FIRE-PROTECTION	_____	_____	_____
	A.	_____	_____	_____
	B.	_____	_____	_____
	C.	_____	_____	_____
4.	ELECTRTICAL	_____	_____	_____
	A.	_____	_____	_____
	B.	_____	_____	_____
	C.	_____	_____	_____
5.	SITWORK	_____	_____	_____
	A.	_____	_____	_____
	B.	_____	_____	_____
	C.	_____	_____	_____

(PROJECT NAME)
(PROJECT LOCATION)
(PROJECT OR CONTRACT NUMBER)

BID FORM
NON-COLLUSION STATEMENT

This is to certify that the undersigned bidder has neither directly nor indirectly, entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with this proposal submitted this date (*to the Office of Management and Budget, Division of Facilities Management*).

All the terms and conditions of (*Project or Contract Number*) have been thoroughly examined and are understood.

NAME OF BIDDER: _____

**AUTHORIZED REPRESENTATIVE
(TYPED):** _____

**AUTHORIZED REPRESENTATIVE
(SIGNATURE):** _____

TITLE: _____

ADDRESS OF BIDDER: _____

E-MAIL: _____

PHONE NUMBER: _____

Sworn to and Subscribed before me this _____ day of _____ 20____.

My Commission expires _____. NOTARY PUBLIC _____.

THIS PAGE MUST BE SIGNED AND NOTARIZED FOR YOUR BID TO BE CONSIDERED.

**AFFIDAVIT
OF
EMPLOYEE DRUG TESTING PROGRAM**

4104 Regulations for the Drug Testing of Contractor and Subcontractor Employees Working on Large Public Works Projects requires that Contractors and Subcontractors implement a program of mandatory drug testing for Employees who work on Large Public Works Contracts funded all or in part with public funds.

We hereby certify that we have in place or will implement during the entire term of the contract a Mandatory Drug Testing Program for our employees on the jobsite, including subcontractors, that complies with this regulation:

Contractor/Subcontractor Name: _____

Contractor/Subcontractor Address: _____

Authorized Representative (typed or printed): _____

Authorized Representative (signature): _____

Title: _____

Sworn to and Subscribed before me this _____ day of _____ 20____.

My Commission expires _____. NOTARY PUBLIC _____.

THIS PAGE MUST BE SIGNED AND NOTARIZED FOR YOUR BID TO BE CONSIDERED.

(PROJECT NAME)
(PROJECT LOCATION)
(PROJECT OR CONTRACT NUMBER)

**AFFIDAVIT
OF
CONTRACTOR QUALIFICATIONS**

We hereby certify that we will abide by the contractor's qualifications outlined in the construction bid specifications for the duration of the contract term.

In accordance with Title 29, Chapter 69, Section 6962(d)(10)b.3 of the Delaware Code, after a contract has been awarded the successful bidder shall not substitute another subcontractor whose name was submitted on the Subcontractor Form except for the reasons in the statute and not without written consent from the awarding agency. Failure to utilize the subcontractors on the list will subject the successful bidder to penalties as outlined in the General Requirements Section 5.2 of the contract.

Contractor Name: _____

Contractor Address: _____

Authorized Representative (typed or printed): _____

Authorized Representative (signature): _____

Title: _____

Sworn to and Subscribed before me this _____ day of _____ 20____.

My Commission expires _____. NOTARY PUBLIC _____.

THIS PAGE MUST BE SIGNED AND NOTARIZED FOR YOUR BID TO BE CONSIDERED