

**Johnson Elementary School – Renovation & Roof**

**2100 Gilpin Avenue  
Wilmington, Delaware 19806**

**ADDENDUM #1**

**June 12, 2026**

**Contract No. 2-26-33**

The following document is intended to amend the Project Manual and Drawings dated May 5th, 2026 and issued for bidding June 9th, 2026 for the above-referenced project.

**Pre-Bid Meeting:**

The following items are to be added to the contract documents and are to serve as a record of what was discussed during the mandatory Pre-Bid meeting on June 9, 2026 at 11:00 AM. See attached:

1. Pre-Bid Meeting Minutes Dated 6/12/2026 including the following attachments:
  - a. Attachment 1 - Meeting Agenda
  - b. Attachment 2 – Invitation to Bid (Duplicate – For Reference – No changes)
  - c. Attachment 3 – RCCSD – Johnson OFCI Lead Time Matrix
  - d. Attachment 4 – Pre-Bid Meeting Attendees/Bidders List

**\*\*\*\*END of ADDENDUM #1 \*\*\*\***

Red Clay Consolidated School District  
Joseph E Johnson Elementary School (formerly Highlands ES)

## Memorandum of Meeting

Project: Johnson Elementary School Renovation and Roof Replacement (the Project)

Meeting Topic: Pre-Bid Meeting

Location of mtg: RCCSD Stanton Middle School 1800 Limestone Road, Wilmington DE 19804

Date of mtg: June 9<sup>th</sup> 2026

Date of Issue: July 12<sup>th</sup> 2026

### Project Team

Attendees: Marcin Michalski, Director of Facilities and Maintenance (RCCSD - Owner)  
Diana Mann, Architect/Project Manager (Cooperson Associates - Architect)  
Aaron Siemanowski, Structural Engineer (Siemanowski Consulting – Structural)  
Russel Smith, Plumbing Engineer (DEDC – MEP)  
Alex Repolle, Electrical Designer (DEDC – MEP)  
See Attached Sign In Sheet for additional attendees and Bidders In Attendance

This following reflects discussions and decisions made at the meeting.

## Purpose

Pre-bid meeting to review bidding requirements, project scope, schedule expectations, site access, owner-furnished items, alternates, and bidder questions for the school renovation and roofing project.

## Project Overview

- An overview of the project was presented as outlined in the meeting Agenda. It was distributed at the meeting and is attached for reference. Key information discussed is listed below.

## Key Dates and Access

- **Bid opening:** June 25 at 2:00 p.m. at Marcin’s office, as listed in the Invitation to Bid. Bidders were reminded to arrive early and not be late.
- **Site walkthrough:** June 11 at 8:00 a.m., with access available until 11:00 a.m. for bidders to investigate specific conditions.
- **Additional site access:** June 17 from 8:00 a.m. to 11:00 a.m.; a formal walkthrough may occur if needed.
- **RFI deadline:** June 19.

- **Site access coordination:** If the scheduled access dates do not work, bidders should email Architect to arrange access.

## Bidding Requirements and Subcontractor Listing

- The Pre-Bid Meeting attendees list is attached and issued as part of the this addendum along with the meeting agenda.
- Bidders should submit RFIs if they need to change or add subcontractors or have questions about the subcontractor list.
- Bidders must complete the subcontractor list in the bid form, including lower-tier subcontractors assigned to each trade when known.
- If a trade is being performed by the general contractor / bidder directly, the bidder should list itself rather than leaving the item blank or writing “N/A.”
- The bid form must be completed fully; bidders were specifically instructed not to leave blanks.
- Building permits are not part of the bid and should be kept separate; they will be paid through the allowance.

## Schedule Discussion

Because bids are scheduled to be received on June 25 and award will occur after the summer is already underway, the owner and design team will coordinate with the low bidder to determine what work can realistically be completed during this summer (2026) or over various holidays but we expect a good portion of the work will be performed in summer 2027. The schedule will be based on the contractor’s input regarding how many classrooms or other spaces can be renovated at one time and how much time is needed before areas are turned over for the next phase. Any work performed during time when the school is occupied will need to be cleared with and approved by RCCSD. Work can be performed over periods of time the school is not in use, such as holidays and breaks, will be permitted but will require coordination with RCCSD.

## Scope Clarifications

- **Panelboards:** The drawings currently state that the panelboards are not included as OFCI but this is incorrect. Panelboards are included as OFCI. This will be corrected by addendum to show panelboards as owner-furnished.
- **Owner-furnished, contractor-installed items:** Red Clay will provide panelboards, plumbing fixtures including faucets and flush valves for lavatories, urinals, toilets, and classroom gooseneck faucets; mechanical equipment up to the noted tonnage; generators; and door hardware. If you are unsure please feel free to ask for clarification.
- **Contractor-provided items:** Sinks, mirrors, doors, and frames are not owner-furnished. Most existing sinks are expected to be reused.
- **Roofing work:** Roofing is included in this project package and has not been separated from the general renovation work because the structural parapet repair creates overlap between roofing and renovation scope.
- **Exterior work:** Although the agenda notes exterior work as limited, bidders were advised to review the plans & roof drawings carefully because additional exterior work is noted on the

general floor plans and included at roof level and may or may not be performed solely by the roofing contractor.

## Parapet Work and Alternates

- The base bid includes parapet work at the southeast corner, at the intersection of Delaware Avenue and Grant Avenue.
- Alternate No.1 includes parapet work at a second portion of the building at the northwest corner, at Bancroft Parkway and Gilpin Avenue, where a similar failure condition exists but is less severe.
- Bidders were directed to review all drawings carefully because scope overlaps may exist between exterior work, roofing work, and structural repairs.
- This project has 4 Alternates in total that are to be included with bids. Refer to specification section 012300 for a description of each alternate. A fifth alternate relating to bathroom flooring will be added shortly in an addendum to follow.

## Drawings, Vendors, and Product Substitutions

- Drawings are available from RCI as stated in the Invitation to Bid.
- There are no exclusive or required subcontractors or vendors.
- Bidders were advised that, although specific manufacturers products may be called out, particularly in bathroom finish products, substitutions will be reviewed and approved if determined to be acceptable.
- SaniGlaze was referenced as one such product; comparable substitutions may be submitted for review and will be considered.
- Marlite Symmetrix SmartSeam Decorative FRP is also listed specifically, but comparable products from other manufacturers may be submitted for review and will be considered.

## Questions and Answers

Question	Response
How are drawings being made available?	Drawings are available from RCI, as listed in the Invitation to Bid.
Are there approved or exclusive subcontractors or vendors that must be used?	No exclusive subcontractors or vendors were identified. Bidders should review the specifications and may submit comparable products for review.
What time is the June 11 site walkthrough?	The walkthrough begins at 8:00 a.m. on June 11, with access available until 11:00 a.m.
Should bidders RSVP for site access?	Yes. Bidders should RSVP to the Architect, Diana Mann, as the main point of contact. Contact information is included in the documents. Email: <a href="mailto:dmann@coopersonassoc.com">dmann@coopersonassoc.com</a>
What is the RFI deadline?	The RFI deadline is June 19. All RFI's should be sent to the Architect, Diana Mann. Contact information is included in the documents. Email: <a href="mailto:dmann@coopersonassoc.com">dmann@coopersonassoc.com</a>

Who carries the cost of third-party special inspections?	This question was raised and will be answered shortly.
What are the lead times on key items?	This question was raised, and answers are provided in the attached RCCSD Owner Furnished Contractor Installed Lead Time Matrix

## Action Items and Follow-Ups

Action Item	Responsible Party	Status/Notes
Site visits, if desired.	Design Team/Bidders	June 11 <sup>th</sup> 8 am to 11 am June 17 <sup>th</sup> 8 am to 11 am
Coordinate final schedule and phasing assumptions with the low bidder.	Owner/design team and low bidder	To be based on contractor input after contract award.
Provide clarification on third-party special inspection costs.	To be determined	Question was raised; response not included but will be addressed in communication to follow shortly.
Bidders are to submit RFIs for questions, proposed changes, or substitutions.	Bidders	RFI deadline is June 19.

**Next meeting: Site Visit if needed otherwise Bid Opening 2pm 6/25/26**

*The above is believed to be an accurate record of discussions and decisions. If any additions or corrections are to be made to this document, please notify Cooperson Associates at (302) 655-1105 or (dmann@coopersonassoc.com) within five (5) days of receipt. Without such notification, this document will be considered a statement of fact.*

cc: Attendees  
RCI  
File

Attachments: Att. 1 – Meeting Agenda  
Att. 2 – Invitation to bid  
Att. 3 – RCCSD – Johnson Owner Furnished Contractor Installed Anticipated Lead Time Matrix  
Att. 4 – Pre-Bid Meeting Attendees/Bidders List

**RED CLAY CONSOLIDATED  
SCHOOL DISTRICT**

**Johnson Elementary School**

**PRE-BID MEETING**

June 9<sup>th</sup> 2026

**AGENDA**

Introductions

Architect: Cooperson Associates

Rep: Diana Mann, Project Architect

Owner: Red Clay School District

Rep: Marcin Michalski, Director of Facilities  
Management

Struct: Siemanowski Consulting

Rep: Aaron Siemonowski, Principal

MEP: DEDC

Rep: Scott Frenk, Managing Director

1. Project Description

Project area: Existing building, just under 46,000 sf total area

2. Work includes but is not limited to:

- Some limited exterior work:
  - rebuilding of an existing exterior ramp
  - A new exterior entry and walkway
  - limited misc. concrete patching
  - Lintel painting
  - Structural brickwork repairs
- ADA upgrades and interior work throughout:
  - 1 new toilet room
  - renovations to existing toilet rooms
  - widening of classroom entry door niches
  - Misc. door replacement throughout
- Roof work:
  - Full roof replacement
  - Steel structural bracing of Parapet
  - Chimney partial demolition
  - Misc. repairs to cast stone and wood trim
- Casework & finish Carpentry:
  - Misc. older wood inset cabinetry repairs/reworking
  - Refacing of 70's cabinetry
  - Some new cabinetry/cabinetry replacement
  - Laminate counter tops
- Finishes:
  - Tile & 2" glazed block
  - Paint
  - Transparent finishes to cabinetry
  - Resilient base
  - Decorative "tile look" FRP
  - Acoustical ceilings
- Mechanical, electrical, plumbing upgrades throughout

3. Owner Furnished Contractor Installed items

- Door Hardware
- Mechanical Equipment
- Plumbing Products
- Electrical Products
- Generators and Transfer Switches

4. Schedule:

Most of the work is to be performed over the summer break. The project manual outlines addition work periods during in-session school months. Work during in session school months will have to be approved by the school district. Work may be permitted to carry over to an additional summer with School district approval.

**SECTION 00 11 16**

**INVITATION TO BID**

Sealed, bids for **Red Clay Consolidated School District Contract No. 2-26-33 – Johnson Elementary School – Renovation & Roof**, will be received by the Red Clay Consolidated School District at the **Red Clay Consolidated School District Facilities Office, located at 1798 Limestone Road, Wilmington, DE 19804, until 2:00 pm local time on June 25, 2026**, at which time they will be publicly opened and read aloud. Bidder bears the risk of late delivery. Any bids received after the stated time will be returned unopened.

The renovation project involves mechanical and electrical upgrades, replacement of doors / frames / hardware, casework replacement / repairs, and renovations of rest rooms, classrooms and other areas throughout the building. The roof project includes structural parapet and chimney repairs and full roof replacement.

A **MANDATORY** Pre-Bid Meeting will be held on **June 9 2026, at 11:00** at the Stanton Middle School Audion, located at 1800 Limestone Road, Wilmington, Delaware 19804, for the purpose of establishing the listing of subcontractors and to answer questions. Representatives of each party to any Joint Venture must attend this meeting. **ATTENDANCE OF THIS MEETING IS A PREREQUISITE FOR BIDDING ON THIS CONTRACT.**

Sealed bids shall be addressed to Red Clay Consolidated School District, District Administration Building, 1502 Spruce Avenue, Wilmington, DE 19805. The outer envelope should clearly indicate: **"JOHNSON ELEMENTARY SCHOOL – RENOVATION & ROOF - SEALED BID - DO NOT OPEN."**

Contract documents may be obtained at Reprographics Center, Inc., 298 Churchmans Road, New Castle, DE 19720, phone (302) 328-5019 upon receipt of \$75.00 per electronic set non-refundable. Checks are to be made payable to "Cooperson Associates".

Bidders will not be subject to discrimination on the basis of race, creed, color, sex, sexual orientation, gender identity or national origin in consideration of this award, and Minority Business Enterprises, Disadvantaged Business Enterprises, Women-Owned Business Enterprises and Veteran-Owned Business Enterprises will be afforded full opportunity to submit bids on this contract. Each bid must be accompanied by a bid security equivalent to ten percent of the bid amount and all additive alternates.

The successful bidder must post a performance bond and payment bond in a sum equal to 100 percent of the contract price upon execution of the contract. The Owner reserves the right to reject any or all bids and to waive any informalities therein. The Owner may extend the time and place for the opening of the bids from that described in the advertisement, with not less than two calendar days' notice by certified delivery, facsimile machine or other electronic means to those bidders receiving plans.

**END OF SECTION**

**RCCSD Owner Furnished / Contractor Installed  
Anticipated Lead Times**

Products	Vendor Estimated Schedule		
	Submittals	Review	Fabricate & Deliver
<b>Mechanical Equipment</b>			
Air Handling Units	2 Week	2 Weeks	10 Weeks
Unit Vents	2 Week	2 Weeks	10 Weeks
Fan Coil Units	2 Weeks	2 Weeks	10 Weeks
<b>Electrical Equipment</b>			
Panelboards	1 Week	2 Weeks	6 Weeks
Generator	1 Week	2 Weeks	25 Weeks
Transfer Switch	1 Week	2 Weeks	21 Weeks
<b>Doors</b>			
Door Hardware	3 Weeks	1 Week	6 Weeks
<b>Plumbing</b>			
WC Flush Valves	N/A	N/A	6 Weeks
Urinal Flush Valves	N/A	N/A	6 Weeks
Lavatory Faucet Sets	N/A	N/A	6 Weeks
Residential Sink Faucet Sets	N/A	N/A	4 Weeks

**PROJECT: Johnson Elementary School – Renovation & Roof    Contract No. 2-26-33**

**PRE-BID MEETING**

**MEETING DATE AND TIME:** June 9, 2026, at 11:00am

**LOCATION:** Stanton Middle School Audion, 1800 Limestone Road, Wilmington, Delaware 19804

**ATTENDEES:**

Name (Printed)	Representing	Email & Telephone
<u>Bidders:</u>		
Dan Sweifbart	BSS Contractors	<a href="mailto:bsmith@bsscontractor.com">bsmith@bsscontractor.com</a> 484-256-4986
David Roberts	Bancroft Construction	<a href="mailto:droberts@bancroftusa.com">droberts@bancroftusa.com</a> 302-299-5331
Kim Lombardi	Amakor Inc.	<a href="mailto:amakor@aol.com">amakor@aol.com</a> 302-834-8664
Ryan Sole	Winchester	<a href="mailto:lynnek@winchesternj.com">lynnek@winchesternj.com</a> 856-534-6291
Chris Sanna	Tri-state the Roofers	<a href="mailto:csanna@tristatetheroofer.com">csanna@tristatetheroofer.com</a> 302-229-5807
Robert Klipfel	Infinity Construction Group	<a href="mailto:rklipfel@infinitydevelop.org">rklipfel@infinitydevelop.org</a>
Casi Draper	CTA Roofing	<a href="mailto:casi@ctaroofting.com">casi@ctaroofting.com</a> 302-454-8551
Ethan Holcroft	Radius Systems LLC	<a href="mailto:eholcroft@radiusystemsllc.com">eholcroft@radiusystemsllc.com</a> 610-207-3909
Brian Hildick	Emory Hill	<a href="mailto:brianhildick@emoryhill.com">brianhildick@emoryhill.com</a> 302-530-6958
Suzanne Murphy	Wohlsen	<a href="mailto:smurphy@wohlsen.com">smurphy@wohlsen.com</a> 302-276-4453
Khristian Toolan	ATI Restoration	<a href="mailto:khristiantoolan@atirestoration.com">khristiantoolan@atirestoration.com</a> 302-217-0186
Roger Hernandez	Corporate Interiors	<a href="mailto:rhernandez@corporate-interiors.com">rhernandez@corporate-interiors.com</a> 610-864-7693
Julie Whitaker	Corporate Interiors	<a href="mailto:jwhitaker@corporate-interiors.com">jwhitaker@corporate-interiors.com</a> 302-561-8855
Beth Haserick	Ventresca Brothers Inc.	<a href="mailto:tony@ventrescabros.com">tony@ventrescabros.com</a> 302-658-6436

Name (Printed)	Representing	Email & Telephone
Anthony DiMarco	Tricon	<a href="mailto:adimarco@tricontristate.com">adimarco@tricontristate.com</a> 302-584-7436
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Michael Marcus	D.A. Nolt, Inc.	<a href="mailto:Michael@danolt.com">Michael@danolt.com</a> 856-753-9333
Tom Welden	Kent Construction	<a href="mailto:tom@kentconstructionco.com">tom@kentconstructionco.com</a> 856-285-6408
Dan Murray	Whiting-Turner	<a href="mailto:Daniel.murray@whiting-turner.com">Daniel.murray@whiting-turner.com</a> 267-418-9722
John Hindecheck	ACP Elevate	<a href="mailto:johnh@acpllc.com">johnh@acpllc.com</a> 484-883-8852
Mark Reitsma	Farrell Roofing	<a href="mailto:mreitsma@farrellroofinginc.com">mreitsma@farrellroofinginc.com</a> 302-3787663
Mike Tillinghast	Farrell Roofing	<a href="mailto:mtillinghast@farrellroofinginc.com">mtillinghast@farrellroofinginc.com</a> 302-378-7663
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<b><u>Owner/Design Team:</u></b>		
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Jay Cooperson	Cooperson Associates	
Aaron Siemanowski	Siemanowski Consulting	
Bryant Robinson	Siemanowski Consulting	
Russel Smith	DEDC	
Alex Repolle	DEDC	