

**Addendum  
No. 1**

Meeting Date: April 10, 2019  
Addendum Date: April 11, 2019  
Project: DelDOT Phase II Parking Lot Expansion  
DFM Project No: MC5511000024

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The work herein shall be considered part of the bid documents for the referenced project and carried out in accordance with the following supplemental instructions issued in accordance with the Contract Documents without change in Contract Sum or Contract Time. Acknowledge receipt of addendum on the bid form as indicated.

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**Clarifications / Pre-Bid Meeting Minutes:**

1. Introductions:
  - a. OMB/DFM Project Manager – John Dunham  
([john.dunham@delaware.gov](mailto:john.dunham@delaware.gov)) (302) 744-1185.
  - b. Studio JAED Project Manager – Pam Babuca  
([babucap@studiojaed.com](mailto:babucap@studiojaed.com)) (302)-832-1652.
2. See attached pre-bid sign in sheets for reference.
3. Review of Bidding Timeline:
  - a. The bid opening is to take place in the reception area of the Facilities Management Office in the Thomas Collins Building, 540 S. DuPont Highway, Suite 1 (Third Floor), Dover, DE 19901 at **3:00 p.m. local time on Thursday, April 25, 2019.**
  - b. Bidders are to submit questions in writing by email to Pam Babuca at the e-mail address noted above, and Dana Dawson at ([dawsond@studiojaed.com](mailto:dawsond@studiojaed.com)) Responses will be issued by addendum.
  - c. Bidder questions will be accepted until 10:00 a.m., Wednesday, April 17, 2019.
  - d. The last day for addenda will be Thursday, April 18, 2019.
4. All drawings must be purchased through RCI as noted in the bid advertisement unless purchased at the pre-bid meeting. All information / addenda will be released through RCI for this bid. IT IS THE CONTRACTOR'S RESPONSIBILITY TO CONTACT RCI OR STUDIO JAED PRIOR TO THE BID DATE TO ENSURE THAT THEY HAVE RECEIVED ALL ADDENDA FOR THE PROJECT.
5. The project includes a \$10,000 allowance for unforeseen conditions which is to be included in contractor's base bid price and is to be used at the owner's discretion as project progresses. The allowance is not intended for any portion of work indicated in the bid documents. Any balance remaining in the allowance is to be returned to owner by credit change order at project conclusion.

6. Bid Form and Required Documents:
  - a. Bidders may not alter the bid form.
  - b. If bid form is reissued during the bidding process, the latest bid form is to be submitted.
  - c. Bidders are not to leave any blank lines on the bid form. Fill out bid form completely.
  - d. Bidders are to individually acknowledge receipt of each numbered addendum received on the bid form. Bidders must list themselves for any listed subcontractors scope of work if they intend to do the scope of work with their own work force.
  - e. Drug affidavits are required for bidders and listed subcontractors.
  - f. Bidders are to include a copy of Delaware business license with bid form.
  - g. A bid bond is required to be submitted with the bid. Bidders are to use the state bid bond form, a copy of which is found in the project manual.
  
7. The contractor is responsible for obtaining all building permits. No drawings have been submitted for permitting at this time. Signed and sealed drawings will be provided to the successful contractor for this purpose.
  
8. The contractor may begin work immediately upon notice to proceed. The project duration shall be 75 calendar days between notice to proceed and substantial completion.
  
9. All work is intended to be performed during normal business hours, but in the event of a shutdown of critical system including but not limited to sprinkler, fire alarm, HVAC, or electrical service – the work shall be continuous around the clock until the system has been restored.
  
10. All shutdowns of any building system are to be approved in advance by the owner, and work is to continue around the clock until the service is restored.

**Changes to Specifications:**

None.

**Changes to Drawings:**

None.

**General Information:**

**Pre-Bid Sign-in Sheet:** Please see attached sheet for a list of the attendees at the mandatory pre-bid.

**Pre-Bid Meeting Minutes:** Please see above. These are now integral to the bidding documents.

**MOT (Mode of Transportation) Drawing:** Please see attached sheet.

END

**HEADQUARTERS**

2500 WRANGLE HILL ROAD  
FOX RUN OFFICE PLAZA, SUITE 110  
BEAR, DE 19701

302.832.1652 **PHONE**  
302.832.1423 **FAX**

**ARCHITECTS**

**ENGINEERS**

**FACILITIES SOLUTIONS**

Project: DeIDOT Phase II Parking Lot Expansion  
Project No.: MC5511000024 / 18062  
Date: April 10, 2019

**PRE-BID SIGN IN SHEET / ATTENDEES**

- Pamela Babuca
  - StudioJAED
  - 302-242-6999
  - babucap@studiojaed.com
- Frank Brady
  - Kent Construction
  - 302-653-6469
  - frank@kentconstructionco.com
- Scott Cahall
  - Jerry's Paving
  - 302-363-7692
  - scahall@jerryspaving.com
- Chad Carter
  - BM Group
  - 302-670-9187
  - ccarter@beckermorgan.com
- Thomas Conlon
  - State of DE / OMB
  - 302-739-5644
  - Thomas.conlon@delaware.gov
- Jim Deptula
  - George & Lynch, Inc.
  - 302-342-3151
  - JDeptula@GeoLyn.com
- John Dunham
  - State of DE OMB/DFM
  - 302-739-5644
  - John.Dunham@delaware.gov
- Ron Galbreath
  - DeIDOT (T&I)
  - 302-760-2777
  - Ron.Galbreath@delaware.gov
- Steve Haass
  - DeIDOT
  - (302) 760-2300
  - steve.haass@delaware.gov
- Brandon Morris
  - A-Del Construction
  - 302-383-2460
  - BMorris@a-del.com
- James Osborne
  - DeIDOT
  - 302-760-2148
  - James.Osborne@delaware.gov
- Rocky Sherman
  - Stripe-A-Lot, Inc.
  - 302-654-9175
  - rocky@apspave.com
- Brian C Thompson
  - Conventional Builders Inc
  - 302-422-2429
  - ConventionalBuilders@comcast.net
- Joe Thompson
  - Tricon Construction Management
  - 302-838-6500
  - jthompson@TriconTristate.com
- Lee Thompson
  - Advantech Inc
  - 302-359-6036
  - leet@advantechsecurity.net
- Liz Thompson
  - Thompson + Sons Contracting Inc.
  - 302-335-3404
  - thompsonsonsync@comcast.net
- Lanie Thornton
  - DeIDOT
  - 302-760-2700
  - Charlanne.Thornton@delaware.gov

## Pre-Bid Meeting MINUTES

Date: April 10, 2019  
Project: DeIDOT Administration Building  
Parking Lot Expansion

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The work herein shall be considered part of the bid documents for the referenced project and carried out in accordance with the following supplemental instructions issued in accordance with the Contract Documents without change in Contract Sum or Contract Time. Acknowledge receipt of addendum on the bid form as indicated.

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### General

1. Bids due **3:00pm** on **April 25, 2019** at the OMB/DFM office located in the Thomas Collins Building at 540 S. DuPont Highway, Suite 1, 3<sup>rd</sup> Floor in Dover.
2. The deadline for RFIs to StudioJAED is **Wednesday, April 17, 2019 at 10:00 am**.
3. All RFI and questions are to be submitted via email to the following StudioJAED project contacts:
  - a. Pamela Babuca ([babucap@studiojaed.com](mailto:babucap@studiojaed.com))
  - b. Dana Dawson ([dawsond@studiojaed.com](mailto:dawsond@studiojaed.com))

### Pre Bid Meeting Minutes

1. Introductions
2. Reviewed Scope
  - a. 53 space parking lot expansion project with required crosswalk / sidewalk to provide an accessible path
  - b. Connects to existing Danner Campus south entrance lot
  - c. Drainage system / structure
3. Scope Clarifications
  - a. Lee Thompson (Advantech) clarified that specifications indicate scope of work includes providing parking lot CCTV cameras. **Revised specifications will be issued indicating that devices (only) will be provided by others under state contract to owner.**
4. Reviewed Other Related (Ongoing) Work
  - a. Danner Campus paving project performed by others
  - b. DeIDOT Phase II Renovation & OCR Compliance project
5. Reviewed Bid Form

- a. Required to fill in ALL blanks on form
  - b. List all addendums individually
  - c. Do not alter the bid form
  - d. No alternates
6. Reviewed Sub Contractor List
- a. Must include entry for all categories listed.
  - b. If work to be performed by GC, enter company name
7. Reviewed Allowance / Form
- a. \$10K contingency allowance to be included in base bid.
  - b. Reviewed Allowance Authorization Form
8. Prevailing Wage Project
- a. New wage rates as of 3/15/19 are included in specifications.
9. Schedule
- a. Bid form indicates 75 calendar days for substantial completion
10. Lay Down Area, Security and Occupancy
- a. Successful bidder will need to coordinate with owner to confirm approved designated lay down / equipment areas
  - b. Contractor responsible for securing all materials and equipment onsite.
  - c. Campus will be occupied during construction. Must not hinder building user access to Administration Building.
  - d. Contractor responsible for providing / meeting all MOT (mode of transportation) defined parameters as detailed by DeIDOT Safety Engineer. **MOT plan to be provided as attachment to Addendum 1.**
11. Safety / General Facility Notes
- a. Follow all safety codes
  - b. Highly visible project and safety is a priority
  - c. No special badging requirements identified at this time.
  - d. Contractor to provide a portable toilet. Location to be coordinated with owner.

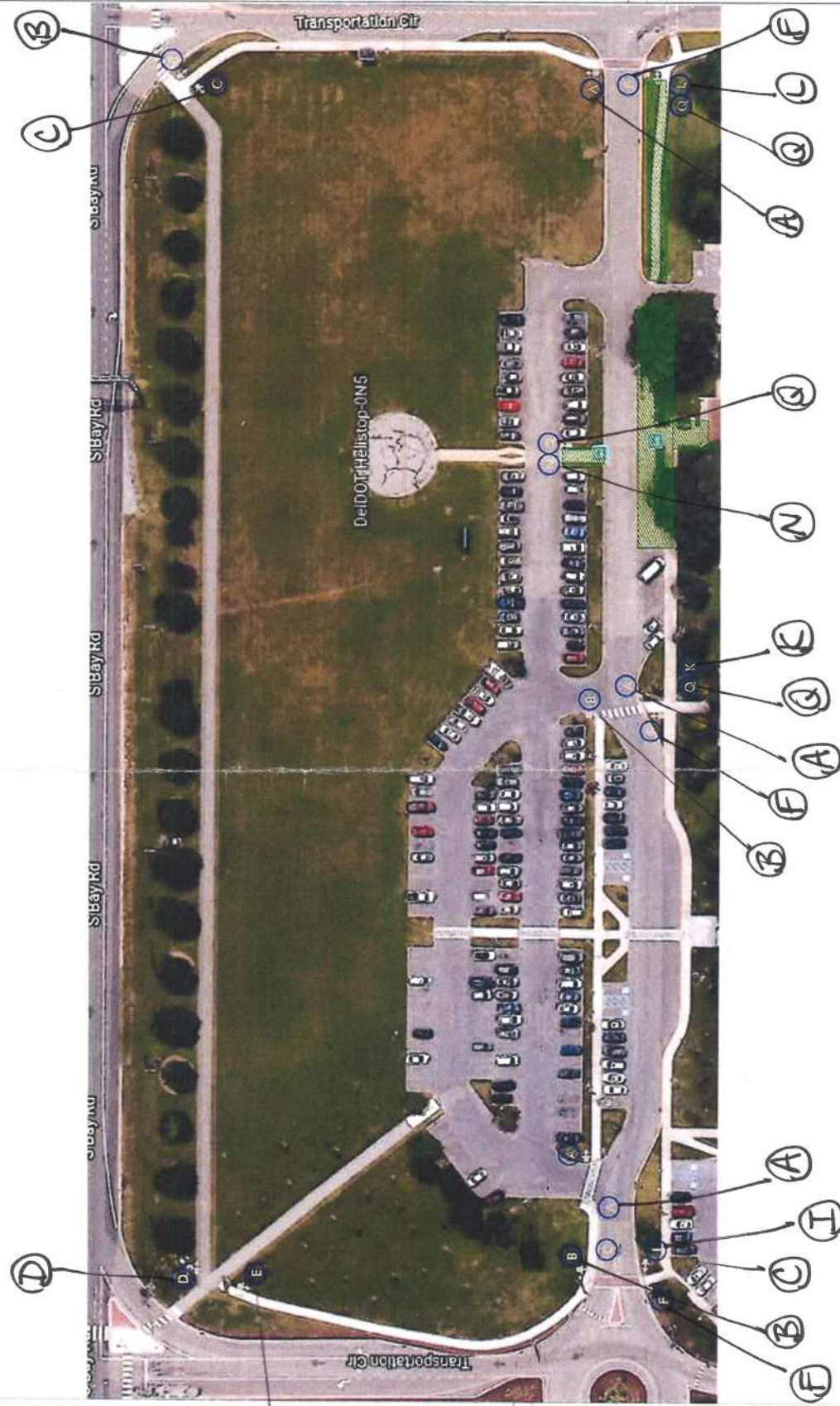
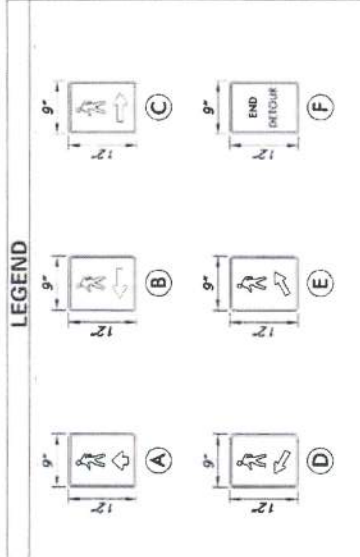
- e. Contractors to manage / maintain that DeIDOT Admin Building is located on a non-smoking campus (Danner). Includes restriction to smoke inside vehicles on property.

12. Conducted subcontractor Tour

13. Meeting closed at 10:15 AM.

**END**

SPECIAL SIGNS



SPECIAL NOTES

1. ALL DETOUR SIGNING, INCLUDING TRAILBLAZERS, ARE TO BE SUPPLIED AND MAINTAINED BY THE GENERAL CONTRACTOR IN COMPLIANCE WITH "THE DELAWARE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES" (DE MUTCD.)

2. THE CONTRACTOR SHALL COMPLY WITH GUIDELINES IN "THE DELAWARE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES" (DE MUTCD PART 6) FOR BARRICADES AND SIGNS (AS PER LATEST REVISION)

3. DESIGN OF ALL SIGNS SHALL BE IN ACCORDANCE WITH THE FHWA STANDARD HIGHWAY SIGNS BOOK.

4. SIZES OF ALL SIGNS SHALL BE IN ACCORDANCE WITH THE DELAWARE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (DE MUTCD). SIZE OF SIGNS SHALL BE BASED ON TYPE OF ROADWAY ON WHICH THE SIGN IS INSTALLED.

5. SIGNS NO LONGER IN USE SHALL BE COMPLETELY COVERED WITH NO RETROREFLECTIVE MATERIAL SHOWING, OR SHALL BE REMOVED, AS DIRECTED BY THE ENGINEER.

6. FIELD CONDITIONS MAY DICTATE CHANGES AT SOME TIME DURING THE LIFE OF THE CONTRACT. IN THE EVENT OF OMISSIONS OR CORRECTIONS, THE SIGNING PROVISIONS OF "THE DELAWARE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES" (DE MUTCD) WILL PREVAIL.

7. WARNING SIGNS AND DETOUR TRAILBLAZERS SHALL BE MOUNTED ON BREAKAWAY POSTS AND HAVE RETROREFLECTIVE FLUORESCENT ORANGE SHEETING.

8. "O" BARRICADES SHALL COMPLETELY RUN THE FULL WIDTH OF SIDEWALK OR PEDESTRIAN PATH.

9. BARRICADES SHALL BE A MINIMUM OF 6 FEET WIDE UNLESS DIRECTED BY THE ENGINEER.

10. PEDESTRIAN DETOUR TRAILBLAZERS NOT ATTACHED TO BARRICADES ARE TO EITHER BE GROUND MOUNTED OR ATTACHED TO AN EXISTING SIGN POST AT THE LOCATION SHOWN ON THE PLAN.

**GENERAL NOTES**

1. ALL DETOUR SIGNING, INCLUDING TRAILBLAZERS, ARE TO BE SUPPLIED AND MAINTAINED BY THE GENERAL CONTRACTOR IN COMPLIANCE WITH "THE DELAWARE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES" (DE MUTCD.)

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PREPARED BY  
*Mark S. Buckalew*  
DATE 1/30/19

THIS SEAL APPLIES TO ALL SHEETS BEARING THE "TS" SECTION DESIGNATION.

SECTION	IS	DETOUR PLAN - PEDESTRIAN DOVER ADMIN
PERMIT NO.	X	
DESIGNED BY:	DT	
CHECKED BY:	GAN	
CORPORATE		
COUNTY		
NOT TO SCALE		
LAST REVISION: 05/04/2018 W:\MSVB\08V\CELL\SB.CEL		