



ARCHITECTURE
ENGINEERING

ADDENDUM 01 TO CONTRACT DOCUMENTS

Date: September 27, 2023

To: Bidders

From: Becker Morgan Group, Inc.

Copies: State of Delaware
Office of Management & Budget
Division of Facilities Management

Project: **Belmont Hall - Pavilion**
Smyrna, Delaware

Project Number: BMG Project No. 2022035.01
State Contract No. 0000628757

Subject: **ADDENDUM NO. #01**

NOTICE: Attention is called to the following item(s), effective as of the date above, which shall be added to, deleted from, or changed in the contract documents dated July 14, 2023, and any previously issued addenda, thereby incorporating these items into the contract.

PRE-BID MEETING MINUTES:

| Item No. | Description |
|----------|-------------------------------------|
| 1 | Refer to attached minutes document. |
| | |

INFORMATION FROM PRE-BID SITE VISIT:

| Item No. | Description |
|----------|-------------|
| 1 | N/A |
| | |

PROJECT MANUAL CHANGES:

| Item | Description |
|------|---|
| 1 | 004113 – Bid Form 1. Updated Sub Contractor List |

DRAWING CHANGES:

| Item | Description |
|------|-------------|
| 1 | |
| | |

CHANGES TO ADDENDA

| Item | Description |
|------|--|
| 1 | <p>Conventional Builders RFI 01</p> <ol style="list-style-type: none"> Specifications are calling for metal soffit, drawings are calling for PVC please advise. BMG Note: Base bid is vinyl soffit. Specification 074646 calls for fiber cement siding and soffit. More information is needed on the attachment and all locations. BMG note: Base bid for the project is vinyl soffit. An alternate is noted in the drawings to switch from vinyl to fiber cement. Need all areas that require painting. BMG Note: Any exposed wood surfaces will need to be painted. We believe this job should be wage rated. Please advise. BMG Note: The DE Department of Labor has noted that they consider this project an “addition” even though it is separate from the existing Belmont Structure and therefore will need to be wage rate. Will termite control be required? BMG Note: Structural calls for treated columns. The column wraps are fiberglass. No other wood products should be in contact with grade. |
| 2 | <p>Conventional Builders RFI 02</p> <ol style="list-style-type: none"> Drawing C-201 Note G2 install 3,106 sqft paver. Is this at pavilion only? Details are needed. BMG Note: Pavers were part of an earlier design. They have been eliminated from the scope of the project. Disregard note. Please provide details and locations on pavers per Drawing C-201 notes G2 & G3. See above. |
| 3 | <p>Conventional Builders RFI 03</p> <ol style="list-style-type: none"> Drawing P101 & E101 are showing water and electric coming out below the stairs. Can more details be given showing the depths of the stairwell or could these lines be relocated to a different area? please advise. BMG Response: Current plan shows the electric and plumbing exiting out of the west wall of the building and circling the existing structure on its south side. Can details be given on how the water is draining from the trench drain? BMG Response: Trench drain is to allow surface flow to cross thru the area of the sidewalk without impacting the walkway itself. Water is not collected and piped anywhere. Trench drain to be open on both ends. Provide positive drainage from open end of trench drain. Will CCR Reports be required? BMG Response: No Will the owner be responsible for all testing? BMG Response: Archaeological monitoring will be handled by the State of DE directly. Can more details be given at the maintenance gravel parking lot? BMG Response: See attached civil sketch. |
| 4 | <p>Conventional Builders RFI 04</p> <ol style="list-style-type: none"> The new ceiling fans that they are asking for are discontinued . HUNTER “# 53347”. Please advise. DEDC Response: Select the “Newsome” Outdoor 52 inch fan. Bronze color. Hunter # “53323” |
| | |

LIST OF ATTACHMENTS

| Item | Description | |
|------|-------------------------|------------|
| 1 | Pre-bid Meeting Minutes | 06/22/2023 |

| | | |
|---|------------------------------|------------|
| 2 | Revised Bid Form | 06/22/2023 |
| 3 | Conventional Builders RFI 01 | 09/19/2023 |
| 4 | Conventional Builders RFI 02 | 09/19/2023 |
| 5 | Conventional Builders RFI 03 | 09/21/2023 |
| 6 | Conventional Builders RFI 04 | 09/25/2023 |
| 7 | Gravel lot sketch | 09/27/2023 |

END OF ADDENDUM # 01

cc: All attendees

202203501_Addendum01



ARCHITECTURE
ENGINEERING

PLANNING OUR
CLIENTS' SUCCESS

09/20/2023

Pre-bid Meeting Minutes
Held September 15, 2023 @ 9:30 AM
At Belmont Hall
Smyrna, Delaware

RE: BELMONT HALL PAVILION
Smyrna, Delaware
2022035.01

| <u>Attendees</u> | <u>Company</u> | <u>Email</u> |
|--------------------|------------------------|--|
| Bryan L. Hutchison | BMG | bhutchison@beckermorgan.com |
| Colby Klecan | BMG | cklecan@beckermorgan.com |
| Courtney Lynahan | HCA | Courtney.Lynahan@delaware.gov |
| Greg Thompson | Conventional Builders | conventionalbuilders@comcast.net |
| Alex Roberts | B&B Design Contracting | aroberts119@aol.com |
| Tony Lombardi | Amakor Inc. | amakor@aol.com |

Purpose of Meeting: Pre-bid meeting for the pavilion project.

1. BMG reviewed the project team
 - a. Bryan Hutchison – Project manager for Becker Morgan
 - b. Courtney Lynahan – Historic and Cultural Affairs – Owner representative
2. Bids will be due on October 11, 2023 at 12:00 pm at Becker Morgan Group’s Dover office which is located at 309 South Governors Avenue. Bids should be sealed and will be opened and read publicly at that time.
3. A project manual is included with the bid documents
4. Bonding forms are included in the project manual. All paperwork is per DFM standard.
5. Insurance requirements are outlined in the project manual.
6. Bid form and checklists are included in the project manual. All items need to be fully filled out for the bid to be considered. Refer to enclosed bid submittal checklist for required documents.
7. Subcontractors list was discussed. Bid form will be revised to include ethe following
 - a. Carpentry
 - b. Roofing
 - c. Electrical
 - d. Plumbing
 - e. Site work
 - f. Painting
8. Bids will be publicly opened on the day received. Once bids have been reviewed and approved by HCA, formal notification of the winner will be provided. Formal contracts will need to be executed within 20 calendar days after award.
9. Bidding RFI’s should be submitted to Becker Morgan Group, attention Bryan Hutchison. RFI’s can be submitted electronically or as hard copies. All RFI’s should be numbered and on company letterhead. All RFI responses will be included with the addenda issued.
10. Any bid substitutions will need prior approval before inclusion into the bid.
11. Last RFI must be received by 12:00 pm on October 5, 2023. Last addendum will be issued on October 9, 2023.
12. All agreements are included in the project manual. Owner agreement will be the AIA A101-2017 provided with DFM supplements.
13. Permits to Smyrna and State Fire Marshal are being submitted by BMG during bidding but any fees will be responsibility of the contractor.
14. BMG reviewed the project scope with the bidders.

Architecture & Engineering

309 SOUTH GOVERNORS AVENUE
DOVER, DE 19904
302.734.7950
FAX 302.734.7965

PORT EXCHANGE
SUITE 300
312 WEST MAIN STREET
SALISBURY, MD 21801
410.546.9100
FAX 410.546.5824

Architecture & Planning

SUITE 211
3205 RANDALL PARKWAY
WILMINGTON, NC 28403
910.341.7600
FAX 910.342.7506

www.beckermorgan.com

15. The contractor to coordinate lay down areas and staging with the owner since the main building on site will remain in operation during construction.
16. Contractors to provide their own restroom facilities on site during construction.
17. Contractors should comply with any local noise and work restrictions.
18. A \$20,000 contingency allowance should be included in the bid. Allowance authorization form is included in the project manual.
19. There are no unit prices as part of the project.
20. There is a bid alternate to provide fiber cement soffit instead of base bid vinyl soffit.
21. BMG reviewed project timeline:
 - a. October 5th – Last RFI
 - b. October 9th – Last addendum
 - c. October 11th – Bids due
 - d. Early November construction start
- 22.
23. Chad presented options for the latest site plan and grading plans. Designs are consistent with the previously submitted preferred site concept.
24. Follow up meeting is tentatively scheduled for 5/8/2023 at 10am on site.

The above information is our interpretation of discussions made on this date. If there are any comments or corrections, please respond to Bryan Hutchison, AIA, at bhutchison@beckermorgan.com within five (5) days of receipt of these minutes.

Sincerely,

BECKER MORGAN GROUP, INC.



Bryan Hutchison, AIA
Senior Associate

Cc (via E-mail): All attendees

BELMONT HALL EVENT PAVILION
BELMONT HALL, SMYRNA, DE

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)

BELMONT HALL EVENT PAVILION
BELMONT HALL, SMYRNA, DE

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. Carpentry | _____ | _____ | _____ |
| A. | _____ | _____ | _____ |
| B. | _____ | _____ | _____ |
| C. | _____ | _____ | _____ |
| 2. Roofing | _____ | _____ | _____ |
| A. | _____ | _____ | _____ |
| B. | _____ | _____ | _____ |
| C. | _____ | _____ | _____ |

BELMONT HALL EVENT PAVILION
BELMONT HALL, SMYRNA, DE
MC

BID FORM (Continued)

| | | | | |
|----|------------|-------|-------|-------|
| 3. | Site Work | _____ | _____ | _____ |
| | A. | _____ | _____ | _____ |
| | B. | _____ | _____ | _____ |
| | C. | _____ | _____ | _____ |
| 4. | Electrical | _____ | _____ | _____ |
| | A. | _____ | _____ | _____ |
| | B. | _____ | _____ | _____ |
| | C. | _____ | _____ | _____ |
| 5. | Plumbing | _____ | _____ | _____ |
| | A. | _____ | _____ | _____ |
| | B. | _____ | _____ | _____ |
| | C. | _____ | _____ | _____ |

Belmont Hall, Smyrna, DE
July 14, 2023

Belmont Hall Event Pavilion

6. Painting

| | | | |
|----|--|--|--|
| | | | |
| A. | | | |
| B. | | | |
| C. | | | |

BELMONT HALL EVENT PAVILION
BELMONT HALL, SMYRNA, DE

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 Division of Historical and Cultural Affairs)*.

All the terms and conditions of the Contract Documents 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.

BELMONT HALL EVENT PAVILION
BELMONT HALL, SMYRNA, DE

**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.

**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.

(PAGE INTENTIONALLY LEFT BLANK)

CBI

CONVENTIONAL BUILDERS, INC.

General Contractors

Commercial, Industrial, Institutional Construction since 1975

P.O. Box 47 * 846 School Street * Houston, DE 19954
Phone: 302-422-2429 Fax: 302-422-2135

RFI #1

Becker Morgan Group
309 SOUTH GOVERNORS AVENUE
DOVER, DE 19904

ATTENTION: **Brian Hutchinson**

DATE: September 19, 2023

RE: Belmont Hall Pavilion-Project No. 2022035.01

Please respond to the following RFI No.1:

1. Specifications are calling for metal soffit, drawings are calling for PVC please advise. **BMG Note: Base bid is vinyl soffit.**
2. Specification 074646 calls for fiber cement siding and soffit. More information is needed on the attachment and all locations. **BMG note: Base bid for the project is vinyl soffit. An alternate is noted in the drawings to switch from vinyl to fiber cement.**
3. Need all areas that require painting. **BMG Note: Any exposed wood surfaces will need to be painted.**
4. We believe this job should be wage rated. Please advise. **BMG Note: The DE Department of Labor has noted that they consider this project an "addition" even though it is separate from the existing Belmont Structure and therefore will need to be wage rated.**
5. Will termite control be required? **BMG Note: Structural calls for treated columns. The column wraps are fiberglass. No other wood products should be in contact with grade.**

Thanks,
Greg Thompson
CONVENTIONAL BUILDERS, INC.
P.O. Box 47
Houston, DE 19954
(302) 422-2429
(302) 422-2135 FAX
conventionalbuilders@comcast.net

CBI

CONVENTIONAL BUILDERS, INC.

General Contractors

Commercial, Industrial, Institutional Construction since 1975

P.O. Box 47 * 846 School Street * Houston, DE 19954
Phone: 302-422-2429 Fax: 302-422-2135

RFI #2

Becker Morgan Group
309 SOUTH GOVERNORS AVENUE
DOVER, DE 19904

ATTENTION: **Brian Hutchinson**

DATE: September 19, 2023

RE: Belmont Hall Pavilion-Project No. 2022035.01

Please respond to the following RFI No.2:

1. Drawing C-201 Note G2 install 3,106 sqft paver. Is this at pavilion only? Details are needed. **BMG Note: Pavers were part of an earlier design. They have been eliminated from the scope of the project. Disregard note.**
2. Please provide details and locations on pavers per Drawing C-201 notes G2 & G3. **See above.**

Thanks,
Greg Thompson
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Phone: 302-422-2429 Fax: 302-422-2135

RFI #3

Becker Morgan Group
309 SOUTH GOVERNORS AVENUE
DOVER, DE 19904

ATTENTION: **Brian Hutchinson**

DATE: September 21, 2023

RE: Belmont Hall Pavilion-Project No. 2022035.01

Please respond to the following RFI No.3:

1. Drawing P101 & E101 are showing water and electric coming out below the stairs. Can more details be given showing the depths of the stairwell or could these lines be relocated to a different area? please advise. **BMG Response: Current plan shows the electric and plumbing exiting out of the west wall of the building and circling the existing structure on its south side.**
2. Can details be given on how the water is draining from the trench drain? **BMG Response: Trench drain is to allow surface flow to cross thru the area of the sidewalk without impacting the walkway itself. Water is not collected and piped anywhere. Trench drain to be open on both ends. Provide positive drainage from open end of trench drain.**
3. Will CCR Reports be required? **BMG Response: No**
4. Will the owner be responsible for all testing? **BMG Response: Archaeological monitoring will be handled by the State of DE directly.**
5. Can more details be given at the maintenance gravel parking lot? **BMG Response: See attached civil sketch.**

Thanks,
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Phone: 302-422-2429 Fax: 302-422-2135

RFI #4

Becker Morgan Group
309 SOUTH GOVERNORS AVENUE
DOVER, DE 19904

ATTENTION: **Brian Hutchinson**

DATE: September 25, 2023

RE: Belmont Hall Pavilion-Project No. 2022035.01

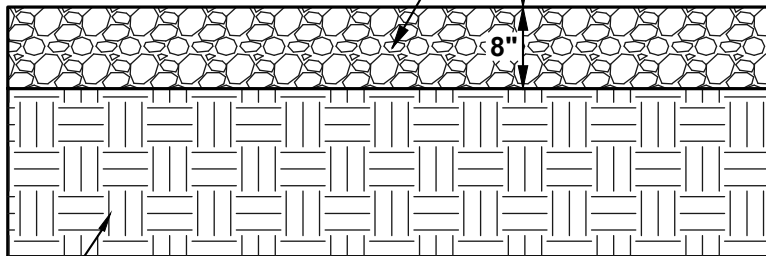
Please respond to the following RFI No.4 From H&A Electric:

1. The new ceiling fans that they are asking for are discontinued . HUNTER “# 53347”. Please advise. **Select the “Newsome” Outdoor 52 inch fan. Bronze color. Hunter # “53323”**

Thanks, Joe W.
H&A

Thanks,
Greg Thompson
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P.O. Box 47
Houston, DE 19954
(302) 422-2429
(302) 422-2135 FAX
conventionalbuilders@comcast.net

#57 WASHED STONE GRAVEL



TOP 12" OF SUBGRADE SHALL BE COMPACTED TO
95% OF THE MODIFIED PROCTOR STANDARD DRY DENSITY
AS DETERMINED BY THE MODIFIED PROCTOR TEST, ASTM D 1557

GRAVEL PARKING DETAIL

NO SCALE

BMG NO.: SW-18A

LAYER STATE: Model

BELMONT HALL ADDENDUM 1 - GRAVEL DETAIL

SMYRNA DELAWARE
KENT COUNTY

**BECKER
MORGAN**
GROUP

ARCHITECTURE
ENGINEERING
Dover, DE

309 S. Governors Ave.
Dover, DE 19904
Ph. 302.734.7950
Fax 302.734.7965

BMG: **2022035.01**
SCALE: **N/A**
DATE: **09/27/23**
DRAWN BY: **BMG**

1