

In The Matter Of:
Lewes Park and Ride

Pre-Bid Meeting
December 21, 2017

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STATE OF DELAWARE

DEPARTMENT OF TRANSPORTATION

PRE-BID MEETING - :
 BID PROPOSAL FOR :
 CONTRACT NO. T201753109.01 :
 FEDERAL AID PROJECT NO. DE-2017-001 :
 CFDA No. 20.509 & 20.526 :
 LEWES PARK & RIDE AND MAINTENANCE :
 FACILITY-PHASE 2, SUSSEX COUNTY :

DelDot Administration Building
 800 Bay Road
 Dover, Delaware

Thursday, December 21, 2017
 2:00 p.m.

BEFORE:

DEPARTMENT OF TRANSPORTATION:

ROBERT A. KOVACS, COMPETITIVELY BID
 CONTRACTS COORDINATOR
 JOHN KOTULA, FACILITIES ENGINEER

ERIK LARSEN, RA, SENIOR PROJECT ARCHITECT
 WHITMAN, REQUARDT & ASSOCIATES, LLP

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1 MR. KOVACS: Good afternoon,
2 everyone. My name is Bob Kovacs. I'm a
3 contracts coordinator here with DelDOT.
4 Today, you are all here for a mandatory
5 pre-bid meeting, and this is for contract
6 No. T201753109.01. This is the Lewes Park &
7 Ride and Maintenance Facility-Phase 2
8 Project in Sussex County.

9 I just want to make sure
10 everybody signs in since this is a mandatory
11 meeting. In order to submit a bid, you need
12 to be signed in with all your information.
13 I'll ask again before the meeting ends just
14 to doublecheck. If you guys have any
15 questions after the meeting that you can
16 think of, we just ask that you send them to
17 our DOT Ask e-mail box. I have that address
18 up here if you need it.

19 Before I turn the meeting over
20 to the project manager, there is just a few
21 things I need to go over from a contracting
22 standpoint. As a reminder, this project
23 incorporates an Appendix A. I'm sure you're
24 all aware of that. Just make sure that you



1 you read that and to be knowledgeable with
2 that appendix.

3 The Affidavit of Employee Drug
4 Testing Program form, also as a reminder,
5 you need to submit that with your bid. It
6 needs to be filled out properly and
7 notarized.

8 When dealing with our bid pages,
9 please don't leave a bid amount blank.
10 Please don't put a zero in the bid amount
11 column. If a bidder specifies a unit price
12 of zero or fails to provide for a unit price
13 for every pay item indicated, that bid is
14 going to be considered irregular and it will
15 be rejected.

16 Also as a reminder, the
17 certification page deals with various
18 things, one of which is addendum annual
19 meant, final questions and answers, and our
20 bid bond. So just please make sure all
21 those forms are filled out properly,
22 submitted with your bid. Some need to be
23 notarized, some don't. So just pay
24 attention to that.



1 Also, this particular project
2 deals with subcontractor categories, since
3 this is a building. So we're going to have
4 to come up with our categories. And we'll
5 do that at the end of the meeting. Once we
6 have those categories, I'll post them to the
7 webcam via an addendum. And I just need you
8 to print out that list, fill it in properly.
9 Don't alter the form in any way. And submit
10 that with your bid as well. And also, you
11 need to include your affidavit for yourself
12 and each of the subcontractors as well.

13 Also, this project involves the
14 Federal Transit Administration information
15 AM forms.

16 We have the Buy America
17 certification, which I'm sure you're already
18 seen. On that particular form you're either
19 going to fill out the top portion or bottom
20 portion. Not both. That deals with steel
21 and iron must be manufactured in the U.S.

22 We also have Certification of
23 Eligibility; Certification of Non-Collusion;
24 Certification of Debarment and Suspension



1 Issues. And then we also have the
2 Certification of Restrictions on Lobbying.
3 Those forms as well as our certification
4 forms that we talked about a minute ago need
5 to be filled out properly, signed. Some
6 need to be notarized, some don't. I just
7 ask that you fill those out properly and
8 submit those with your bid as well.

9 So right now, if anybody doesn't
10 have any questions, I'm going to turn it
11 over to Mr. John Kotula, the project
12 manager.

13 MS. KOTULA: Just to begin. The
14 contractor will be responsible for all fees,
15 licenses and permits. And the contractor
16 will be responsible for removal of all dirt
17 and debris that's currently on the site. I
18 have the site over here in renderings.

19 The first is a site plan. The
20 highlighted areas to the right, those are
21 two of the buildings that we are talking
22 about. You see what the renderings, what
23 they look like.

24 This contract will actually



1 construct three buildings. You don't see a
2 passenger building. There is a rendering, a
3 small rendering of it on the table. It will
4 be up towards Route 1. It's basically a
5 2,000-square foot building.

6 The passenger building, we will
7 want that building constructed by Memorial
8 Day. In order to help in this, the owner,
9 DelDOT, it has already separated out the
10 steel, the slab, the footers, pedestals and
11 foundation wall work to help meet this goal
12 of Memorial Day.

13 The other two buildings, the
14 driver's building and the maintenance
15 facility, that's within the contract time,
16 383 days.

17 The passenger lighting canopy
18 you see on the plan is being done by the
19 owner. So there will be a portion of that
20 that can't be done until it can connect to
21 the building, but that will be the owner's
22 responsibility.

23 There are two items, a building
24 and trainee. The initial expense, which



1 many times is a DelDOT item, can be handled
2 through the Schedule of Values.

3 I just want to point out that
4 there is a DNREC process for the diesel AFT
5 and the piping. I spoke to DNREC this week.
6 They are aware of this project. And they
7 will do -- they feel confident that they can
8 expedite this, but you just jump on that as
9 soon as you get a contract so that it
10 doesn't end up holding the schedule up
11 further down the road.

12 The vehicle lifts will be
13 provided by the owner. So this will be an
14 addendum, that the vehicle lifts will not be
15 in this contract.

16 The equipment was reviewed for
17 Buy America compliancy, and at the time we
18 published this project, all equipment did
19 comply with Buy America.

20 Just please note that there is
21 special equipment that's required for the
22 money room, and that is in Appendix 1 of
23 Spec 111000. And there is also a diffuser
24 hood that has a diagram in Spec 235105. So



1 please take note of those two in particular.

2 This site is an operating Park &
3 Ride, and the buses will have to come
4 through the construction zone to exit onto
5 Shady Road. There is a note on Plan Sheet
6 C102 that references this and also
7 references that if you're going to be doing
8 any digging across that path out, that it
9 has to be approved by the owner.

10 The Park & Ride consists of
11 pervious pavement, and that must be
12 protected. No equipment is to go onto the
13 pervious pavement. And we will require the
14 contractor to run a sweeper truck through
15 the parking lot two times in the fall of
16 2018 and right before the project is
17 accepted. If housekeeping becomes a
18 problem, we may require that truck to go
19 through more than those two times.

20 The Field Office on Plan Sheet
21 CS101 calls for a 10 by 30 trailer. The
22 specs call for a larger trailer. The size
23 of the trailer is not that important. What
24 is important in the specs is the amenities



1 for that trailer. That is what matters. So
2 it can be a 10 by 30 trailer as long as it
3 meets with the amenities called out in the
4 spec.

5 We have a generator in this
6 project. And I just want to point out the
7 generator pad is not detailed, and that is
8 because the size of the pad needs to be
9 coordinated with the submittal. We have
10 some recommendations out there, but each pad
11 could be a little bit different. So that's
12 why there is not a detail for the generator
13 pad.

14 The contractor is responsible
15 for moving the utility building to the
16 Rehoboth Park & Ride. The utility building
17 is where all of the utilities currently come
18 to. That is being moved to the building
19 itself. Once that coordination has been
20 taken care of, that building no longer has a
21 use on this site and needs to be moved to
22 the Park & Ride.

23 There will be other equipment
24 that will be going to the Rehoboth Park &



1 Ride, and the installation and/or renovation
2 of the space at Rehoboth will require a
3 change order, and we'll deal with those on a
4 case-by-case basis. Even with the utility
5 building, it requires renovation of space.
6 That would be covered by change order as
7 well. But the movement is part of the
8 contract. We would recommend talking to
9 Smith Midland, they did the building, to
10 find out what's required in moving it.

11 I just want to point out that
12 you take note of the quality specification,
13 and within it is a quality assurance plan.
14 Please note what must be submitted.

15 And also, we will need a safety
16 plan. The contractor is to pay for certain
17 independent testing where it is specified in
18 an individual spec; such as, in the concrete
19 spec, it calls out for the contractor to
20 hire an independent firm to do the testing.
21 The owner will provide their own agency to
22 do the code required inspections per
23 Spec 014530.

24 MR. PLOTTS: Say again.



1 MS. KOTULA: 014530.

2 MR. PLOTTS: Thank you.

3 MS. KOTULA: I want to point out
4 that the project sign and plaque are not in
5 the plans, but you can find them in the
6 specs.

7 Now I'd like to turn it over to
8 the architect, Erik Larsen.

9 MR. LARSEN: I only have a
10 couple of items to note. There are two
11 specification sections with regard to
12 commissioning. There is a general
13 commissioning specification, 019113. And a
14 HVAC specific commissioning specification,
15 230800.

16 We will be doing full
17 commissioning of the HVAC systems and
18 probably a little bit of commissioning with
19 the electrical, most likely the generator
20 and the major equipment such as the lifts in
21 the bus wash.

22 The general commissioning
23 specification covers all the requirements of
24 having a commissioning coordinator, and it



1 outlines all the different test reports
2 pre-functional and functional checklists
3 that need to be provided that has in the
4 past proved to be a surprise to a lot of
5 contractors that I've dealt with. So please
6 take a look at that and at least be aware of
7 what's involved in that process.

8 There is a sound absorptive wall
9 in the project, two of them around the
10 maintenance yard. I want to point out that
11 when the specification was written, the
12 basis of design product was the Sound
13 Fighter LSE System. The manufacturer has
14 informed us recently that they are moving to
15 discontinue that system and are replacing it
16 with their Sonaguard System. That will be
17 the new basis of design. We'll follow their
18 recommendation and move to the newer product
19 that they're using.

20 I also want to call your
21 attention to Note No. 9 on Sheet S102. This
22 requires that there be approved shop
23 drawings for the vehicle lift and the bus
24 wash system before any forming of the



1 concrete underneath those items take place.
2 There are a number of piping and conduit
3 coordination items that have to be taken
4 care of. And those particular pieces of
5 equipment can change fairly regularly, so
6 you need to have the approved shop drawings
7 from those manufacturers to make sure that
8 conduit and piping and all that sort of
9 thing ends up in the right places. If the
10 concrete gets poured with those things in
11 the wrong places and you didn't have a shop
12 drawing from the manufacturers, you'll have
13 to redo the concrete work, which is not
14 pleasant, so...

15 That's all I have.

16 MR. KOVACS: Anyone have any
17 questions? Bill?

18 MR. BOOTH: Not yet.

19 MR. KOVACS: Like I stated
20 earlier, we need to come up with a
21 subcontractor category list. That's per
22 Delaware Code. And that's a list of
23 categories that you guys need to come up
24 with and agree upon. You know, like, for



1 example, electrical, carpentry, you know.
2 So if anybody has any idea -- you don't have
3 to have anything. It's up to you guys. But
4 we have to come up with a determination
5 today.

6 MR. BOOTH: Bill Booth,
7 Commonwealth Construction. A list I come up
8 with is concrete, masonry, steel,
9 electrical, HVAC plumbing.

10 MR. KOVACS: You said concrete,
11 electrical, steel, masonry, plumbing.

12 MR. BOOTH: HVAC.

13 MR. KOVACS: So those six items.
14 Does everyone agree with those?

15 MR. PLOTTS: Yes.

16 MR. KOVACS: Take one away, add
17 something, or we're all good? I just want
18 to make sure because everyone needs to agree
19 in the room. Does anybody not agree?

20 MR. PLOTTS: No, we're good.

21 MR. KOVACS: Okay. Then I will
22 put those six items in the addendum. I will
23 do my best to get that out by tomorrow
24 afternoon. That way it will be there for



1 you guys to print off, fill out properly.

2 Like I said before, don't alter
3 anything. Just fill out what's there and
4 submit that with your bid. And I will also
5 attach the meeting minutes as soon as they
6 become available. I'll put them on our
7 webcam, too, for you guys.

8 MR. BOOTH: Bill Booth,
9 Commonwealth Construction. Do we need to
10 discuss the self-performance requirement
11 ratio?

12 MR. KOVACS: Do you want to?

13 MR. BOOTH: I do.

14 MR. KOVACS: Okay. My
15 understanding, it's typically 51 percent.
16 I'd ask for it to be lowered to 10 percent.

17 MR. KOVACS: Up to the project
18 manager. Usually it's 50 and then we can
19 either -- it's up to the project manager.

20 MS. KOTULA: Traditionally on
21 our projects we've been in the 15 to 20
22 percent range.

23 MR. BOOTH: Okay. I don't think
24 I can meet a 50 percent self-performance --



1 MS. KOTULA: How about 15?

2 MR. PLOTTS: How about 40?

3 MR. BOOTH: I don't think so.

4 MR. KOVACS: What we can do is
5 discuss it and put it in an addendum for
6 now.

7 MR. KOTULA: I think we need --
8 I need to ask some questions on that, Bill,
9 just to make sure before I commit to
10 anything.

11 MR. BOOTH: I got it.

12 MR. KOVACS: I'll do that. What
13 I'll do is, I'll add that to my addendum as
14 well so everyone will know.

15 Anybody else have any questions?

16 MR. PLOTTS: Yeah. Doug Plotts
17 from ESI. Can we add roof to that list?

18 MR. KOVACS: As long as everyone
19 is in agreement here.

20 Does anybody have a problem if
21 we add roof? Does anybody not?

22 Everyone is in concurrence?
23 Everyone is on the same page with adding
24 roof?



1 MR. BOOTH: Yes.

2 MR. KOVACS: Okay. I will add
3 roof.

4 Any other questions? Bill?

5 MR. BOOTH: Bill Booth,
6 Commonwealth Construction. I'm confused
7 about the requirements for quality control
8 in specific spec sections and quality
9 assurance -- or I should say special
10 inspections that the owner is providing
11 under Section 014530. There is a lot of
12 double coverage of testing. Is the owner
13 aware of that and is the owner willing to
14 pay for that?

15 MS. KOTULA: There is
16 duplication. I understand that. And the
17 way I would view that is if it is in a
18 section that is similar to what the code
19 required, we're doing it. I pointed out
20 concrete because that's one area that's
21 usually separate. You don't have the code
22 inspection on that. So that's how I would
23 view it.

24 MR. BOOTH: In particular, that



1 spec section requires the contractor to
2 provide some testing, air entrainment
3 testing, temperature, delivery of
4 temperature, setting temperature as does the
5 special inspection requirements that the
6 owner is requiring. So I just figure why
7 spend the money twice.

8 MS. KOTULA: You don't have to.
9 If we're doing it, it's covered.

10 MR. BOOTH: Would it be wise to
11 say if the special inspection covers the
12 same quality control requirements of each
13 spec section that may have separate testing
14 that we'll just defer to the owner in those
15 sections?

16 MS. KOTULA: Yes.

17 MR. BOOTH: Okay.

18 MR. PLOTTS: Doug Plotts, ESI.
19 The DBE, you have to have one --

20 MR. KOVACS: Trainee.

21 MR. PLOTTS: One trainee. You
22 stuck on that?

23 MR. KOVACS: Yes, yes.

24 MR. PLOTTS: All right.



1 MR. KOVACS: Anyone else?

2 MR. RODRIGUEZ: Richard
3 Rodriguez, from DART Safety and Security.
4 There was concern there was going to be
5 eight cameras at the facility. And we
6 thought there was only three that were
7 needed. That was one concern. I think
8 Advantech was already aware that we wanted
9 to cut the number of cameras. They weren't
10 needed, that many at least were not needed
11 at the site or at the building.

12 MR. THOMPSON: Lee Thompson
13 Advantech. What he's referring to is in the
14 drawings, I think it's the south building.
15 In the accounting room, there is seven
16 cameras in that area that could probably be
17 consolidated down to one or two 360-degree
18 cameras. That's what we've done at other
19 sites recently. That's the old way of doing
20 that it that we have done in other
21 facilities with camera technology what it
22 is. There is a couple of areas. I brought
23 stuff. It's probably more appropriate for
24 me to put it in an RFI for you with the



1 detail of what we're asking, but will affect
2 the electrical contractors raceways for
3 these cameras. We're trying to reduce the
4 amount of cameras you actually need by
5 getting additional coverage than what you're
6 getting with the number of cameras you have
7 now with just different technology.

8 MS. KOTULA: Let's meet after
9 the meeting.

10 MR. THOMPSON: You got it.

11 MR. PLOTTS: ESI, Doug Plotts.
12 The DBE is 19 percent?

13 MR. KOVACS: Yes, sir. Yeah,
14 the DBE is at 19 percent. Then the OJT
15 requirement is set at 1.

16 Any other questions?

17 Okay. If there are no other
18 questions -- I just want to remind everybody
19 that if you haven't signed in, please sign
20 in before you leave. And that's all I have.
21 So that's it. This meeting is now
22 adjourned. Thank you for coming, everyone.
23 I appreciate it.

24 (Concluded at 2:26 p.m.)



1 State of Delaware)
2 New Castle County)

3
4 CERTIFICATE OF REPORTER

5 I, Lucinda M. Reeder, Registered
6 Diplomat Reporter, Certified Real-time
7 Reporter and Notary Public, do hereby
8 certify that the foregoing record is a true
9 and accurate transcript of my stenographic
10 notes taken on December 21, 2017 in the
11 above-captioned matter.

12 IN WITNESS WHEREOF, I have hereunto
13 set my hand and seal this 28th day of
14 December 2017 at Wilmington, Delaware.

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24


Lucinda M. Reeder, RDR, CRR



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