

**In The Matter Of:**  
*Department of Transportation*  
*North District Crew Quarters*

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*Pre-Bid Meeting*  
*August 1, 2019*

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*Wilcox & Fetzer, Ltd.*  
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## STATE OF DELAWARE

## DELAWARE DEPARTMENT OF TRANSPORTATION

IN RE: BID PROPOSAL :  
FOR CONTRACT T201880103.02 :  
NORTH DISTRICT CREW QUARTERS:  
AND SITE WORK, PHASE 1A :  
NEW CASTLE COUNTY :

Pre-Bid Meeting taken pursuant  
to notice at the State of Delaware, Delaware  
Department of Transportation, 800 Bay Road,  
Bidder's Room, Dover, Delaware, beginning at  
10:00 a.m., on Thursday, August 1, 2019,  
before Gloria M. D'Amore, Registered  
Professional Reporter and Notary Public.

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APPEARANCES:

On behalf of the State of Delaware  
Delaware Department of Transportation:  
CONNIE IVINS, CONTRACT COORDINATOR  
TAYLOR KING, P.E.  
JEFFREY ARMSTRONG, P.E.

1 MS. IVINS: Good morning,  
2 everyone. It's ten o'clock. So we're going  
3 to get started.

4 My name is Connie Ivins, and  
5 I'm a Contract Coordinator here at DelDOT.

6 Today you are attending a  
7 Pre-Bid Meeting for Contract No.  
8 201880103.02, which is the North District  
9 Crew Quarters and Site Work Phase 1A in New  
10 Castle County.

11 I have a sign-in sheet going  
12 around the room. So I ask that you please  
13 fill in all of the information. Please write  
14 as neat as you can since it will be posted on  
15 the website. We would appreciate it.

16 We also have a court  
17 stenographer here today to create a  
18 transcript of the meeting. I ask that if you  
19 have a question, please state your name and  
20 the company that you represent before you ask  
21 your question.

22 I also ask that only one person  
23 speak at a time so we can have a good  
24 recording of the meeting.



1                   A transcript of this meeting  
2 and the sign-in sheet will be posted on the  
3 website.

4                   If you have any questions after  
5 the meeting adjourns, please E-mail them  
6 dot-ask@state.de.us.

7                   The main reason for this  
8 particular meeting is that we have to agree  
9 upon a list of subcontractor categories for  
10 the project.

11                  But before we do that, I would  
12 like to go over a few of the prospective  
13 bidders' notes.

14                  Note No. 9, you are required to  
15 submit a copy your current Delaware business  
16 license with your bid.

17                  Note No. 11, the August 2016  
18 Standard Specifications apply to this  
19 contract. Please be aware of any revisions  
20 and corrections. And they can be found on  
21 the website.

22                  Note No. 12 talks about  
23 break-out sheets. There are two break-out  
24 sheets in the proposal. They must be



1 submitted with your bid or within seven  
2 calendar days following the bid due date by  
3 the lowest apparent low bidder.

4 You must enter a price for each  
5 item on the break-out sheet. Do not leave  
6 any items blank or put a zero dollar amount.

7 Note No. 14 references Appendix  
8 A, Technical Specifications. There are  
9 various manufacturers listed throughout the  
10 Technical Specifications in Appendix A.

11 In addition to all listed  
12 manufacturers, you may submit an approved  
13 equal to the Department for review and  
14 approval/disapproval.

15 Your requests must list the  
16 page number, paragraph and section of  
17 Appendix A that you want reviewed. Send your  
18 approved equal request to  
19 dot-ask@state.de.us.

20 In the back of the proposal,  
21 you will find the bid forms. Do not leave a  
22 bid amount blank. Do not enter a unit price  
23 of zero. If a bidder enters a unit price of  
24 zero or fails to provide a unit price for



1 every pay item indicated, then that bid will  
2 be rejected and declared irregular.

3 Please use the CD provided to  
4 enter your bid amount into EBSX File. After  
5 you have entered your prices, you will need  
6 to save the file back to the CD and print the  
7 bid forms from EBSX. You need to submit both  
8 the completed electronic EBSX File and the  
9 printout from EBSX. Remember all figures  
10 must be typed written if you're not using the  
11 disc.

12 The next page will be the  
13 Affidavit of Employee Drug Testing Program.  
14 Make sure it's filled out properly, signed,  
15 notarized and submitted with your bid.

16 The next page will be the list  
17 of subcontractors. This page will be  
18 replaced in an addendum with a listing of  
19 subcontractor categories. You must use the  
20 updated form when submitting your bid.  
21 Please fill it out completely. Do not alter  
22 the form in anyway. If you are the  
23 successful bidder and you fail to utilize any  
24 or all of the subcontractors that you listed



1 on this form, a penalty of \$2,000 will be  
2 held for each occurrence.

3 The next page would be your  
4 Certification. You have to acknowledge all  
5 addendums, enter the date of final questions  
6 and answers. Make sure it's filled out  
7 properly, signed, sealed and notarized and  
8 submitted with your bid as well.

9 The last page will be your bid  
10 bond. Your bid must be accompanied by a  
11 deposit of either a surety bond or security  
12 for a sum equal to at least ten percent of  
13 your bid.

14 Before we get discuss the  
15 subcontractor categories, I'm going to turn  
16 the meeting over the Project Managers.

17 MR. KING: This is a rebid, the  
18 North District Phase 1A Project, consisting  
19 of 3,000 square foot crew quarters and seven  
20 acres of site work.

21 I'll say the largest difference  
22 this go-around is that we changed the  
23 materials for lumber. And we also removed  
24 the material storage pad located on the





1 southwest side of the site. We took that out  
2 of your scope of work.

3 We're still working on our  
4 permit in the wetland area under Future Truck  
5 Shed No. 6. But we hope to get that permit  
6 during the course of this project, but it's  
7 out of our hands.

8 MR. ARMSTRONG: Basically, it's  
9 crew quarters. On-site work. Electrical  
10 utilities. A lot of work by others that's  
11 listed on the plan.

12 MS. IVINS: Does anyone have  
13 any subcontractor categories that they would  
14 like added to the contract?

15 MR. KING: Perhaps, paving,  
16 carpentry, plumbing, electrical mechanical.

17 MR. TORREALBA: How about  
18 painting?

19 COURT REPORTER: Name, sir.

20 MR. TORREALBA: Wilmur  
21 Torrealba.

22 MR. FAULKNER: Jason Faulkner.  
23 Reybold.

24 Does paving really need to be



1 added to the list? It's a pretty small item  
2 considering the scope of the project.

3 MR. KING: Do you have any  
4 suggestions for subcontractors?

5 MR. FAULKNER: I don't know why  
6 paving and carpentry, I think, is what was on  
7 there last time wouldn't be enough.  
8 Electrical is a big chunk of it.

9 MR. KING: So the list is  
10 electrical, paving. Concrete, you said?

11 MR. FAULKNER: Carpentry.

12 MR. KING: Carpentry.

13 MS. IVINS: Okay.

14 MR. KING: Any other  
15 suggestions? What is the percent required to  
16 self perform?

17 MR. ARMSTRONG: Twenty percent  
18 the last time. It could be ten percent.  
19 Fifty percent.

20 MR. KING: I'd like to lower  
21 the self-perform requirement to ten percent.

22 Is that acceptable?

23 MR. FAULKNER: Jason Faulkner.  
24 Reybold again.



1                   Ten percent is really pretty  
2 low, isn't it? That rule is in place for  
3 some reason. I think it should be 40 or 50  
4 at least.

5                   MR. KING: Well, we've had  
6 successful projects where the requirement was  
7 only ten percent. And because there were  
8 only two bidders last time, we are trying to  
9 open the door for more people to bid.

10                   So I'll lower the requirement  
11 to ten percent.

12                   MS. IVINS: Ten percent. Okay.

13                   Does anyone else have any  
14 questions or comments?

15                   MR. NEWMAN: Steve Newman.  
16 Reybold Construction.

17                   Will the Department be able to  
18 provide an Earth Work Summary for the  
19 project? The previous version had 27,600  
20 cubic yards of Type C Borrow coming in.  
21 That's gone. And a substantial quantity of  
22 Type F is coming in to the site. Where is  
23 that dirt being used? And where is the Type  
24 A Borrow being used? So an Earth Work



1 Summary would help.

2 MR. KING: Sure. We'll look  
3 into that and include it in an addendum.

4 Which reminds me, yesterday, we  
5 dug a few test pits on site just to do a  
6 visual inspection. And we'll provide a  
7 summary of what we observed on site for your  
8 use.

9 MR. NEWMAN: Steve Newman  
10 again. Reybold Construction.

11 The pavement patching items on  
12 the proposal appear to cover patching for the  
13 sewer and water utilities.

14 What about the electrical  
15 trenching that will have to be done for the  
16 site electrical? Will those patching areas  
17 be paid under the patching items in the  
18 proposal?

19 MR. KING: Yes. Where  
20 electrical conduit would pass through a paved  
21 area, we would restore that using the  
22 patching items. That is correct.

23 MR. NEWMAN: Steve Newman again  
24 with Reybold Construction.



1                   There is a new bid item,  
2   Structural Excavation. I assume maybe we can  
3   put that in the Earth Work Summary as well.

4                   Where is that being used?

5                   MR. KING: If you could follow  
6   up by submitting that at the dot-ask E-mail,  
7   that would be helpful.

8                   MR. NEWMAN: Yes, I will.

9                   MR. KING: Thank you.

10                  Any other questions?

11                  MS. IVINS: If no one has any  
12   further questions, we will adjourn the  
13   meeting.

14                  Thank you for coming.

15                  (The Pre-Bid Meeting was  
16   concluded at, approximately, 10:18 a.m.)

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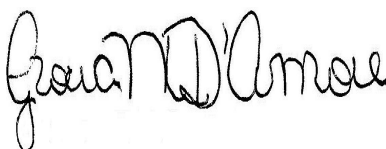
1 State of Delaware:

2 New Castle County:

3  
4 CERTIFICATE OF REPORTER

5  
6 I, Gloria M. D'Amore, Registered  
7 Professional Reporter and Notary Public, do  
8 hereby certify that the foregoing record,  
9 Pages 1 to 13 inclusive, is a true and  
10 accurate transcript of my stenographic notes  
11 taken on Thursday, August 1, 2019, in the  
12 above-captioned matter.

13 IN WITNESS WHEREOF, I have hereunto set  
14 my hand and seal this 4th day of August,  
15 2019, at Wilmington, Delaware.

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17 

18  
19 \_\_\_\_\_  
20 GLORIA M. D'AMORE, RPR



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