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STATE OF DELAWARE
PRE-BID MEETING
PROJECT NO. T202153104.03

DOVER BUS CANOPY SOLAR PANELS - READVERTISEMENT

July 16, 2026; 10:00 a.m.

DelDOT
800 South Bay Road
Dover, DE 19904

PRESENT:

Kimberly Smith, Contract Coordinator
John Kotula, Facilities Engineer, DTC
Brian Shane, Contract Coordinator

Reported by
Diane Houlihan

TRANSCRIPT OF PROCEEDINGS

MS. SMITH: Good morning, everyone. It's now 10 o'clock. We're going to go ahead and get started.

First thing I want to ask if everybody could please put your volume down, mute, vibrate, whatever you do on your phone so we don't have the interruptions during the meeting.

My name is Kimberly Smith, and I'm the Contracts Coordinator here at DelDOT. Along with me is Brian Shane, who is also a Contract Coordinator here at DelDOT. This is his first meeting. So he's just going to like chill and watch what's going on.

The PM is here today with me.

John, can you go ahead and introduce yourself?

MR. KOTULA: I am John Kotula. I am the facilities engineer for Delaware Transit Corp.

MS. SMITH: This is a non-mandatory pre-bid meeting for contract number T202153104.3, Dover bus canopy solar panels, readvertisement. As most of you know, a pre-bid meeting is required for any building projects in Delaware.

1 This meeting is being transcribed by the
2 court reporter in attendance. If given a chance to
3 speak, please speak clearly and be sure to state
4 your name and the company that you are working with
5 before speaking.

6 There's a sign-in sheet on the counter
7 over there. Please be sure to sign in so that we
8 know who attends this meeting. The sign-in sheet
9 will be posted after the meeting later today.

10 Only questions to restate something or
11 questions that are procedural matters will be
12 permitted during this meeting in here. All other
13 questions should be submitted to the
14 dot.ask@delaware.gov (sic.) no later than six
15 business days prior to the bid opening in order to
16 receive a posted response. Meaning that night,
17 Monday night, that date is August 10th, you have
18 until that night. If we get it the next morning,
19 there's no guaranty that responses will be posted.

20 When you submit a question, please include
21 the contract number in the subject line when
22 submitting it.

23 Bids are due Tuesday, August 18, 2026,
24 prior to 2 p.m. local time.

1 So I want to go over a couple of points
2 about the bid so that you guys are aware. Then John
3 will have some things to go over regarding specifics
4 to this project. When he's done, we'll go over the
5 subcontracting categories as well as determine the
6 GC self-performance percentage that would be applied
7 to this contract.

8 Once we're done with the meeting, all
9 bidders will be invited for a tour of the plans.

10 The biggest thing about this contract that
11 is different from a lot of the other ones that we've
12 done is that this one, the funding is from the
13 Federal Transit Agency, which is FTA, not the
14 Federal Highway. So the rules are different.

15 There are FTA documents with this
16 contract. Please be aware of these documents and
17 that they are required to be submitted with your
18 bid. If they're not, you could be disqualified.

19 We do not require that bidders are -- we
20 require that bidders are registered with us. So if
21 you're not registered, please do so.

22 We now utilize SimpliGov for our
23 registration process. If you go to the DelDOT.gov
24 website, under competitive bids, select construction

1 contractor registration. It will take you to a page
2 to show you how to register through SimpliGov. This
3 procedure could take a few days. So please do not
4 wait until the last minute to register.

5 If you're bidding through Bid X, at the
6 bottom there's an option, the last bullet down,
7 where you can add documents. Be sure to use that to
8 add your documents. Don't come back saying oh, we
9 couldn't add them, we couldn't add them. It's
10 there. You should be able to add the documents. If
11 you're submitting a paper bid, please be sure to
12 include all the documents in there as well.

13 There is no DBE goal for this project.
14 However, this is one OJT. Please refer to the OJT
15 guidelines, which were posted with this
16 advertisement.

17 Like most projects, there's a 10 percent
18 bond, and there would be a 100 percent performance
19 bond on your bid amount. You will see an item that
20 says performance-based rating systems. You don't
21 need to worry about that. This is just something
22 that DelDOT has based on each previous contractor's
23 performances. If you haven't done business with us,
24 then you're automatically just included. The only

1 concern you would have is if you've done poor
2 business with us previously, you might want to look,
3 see what that says. However, it does not prevent
4 you from bidding. So that's just a bit of
5 information some people call in about.

6 January 2024 standard specifications apply
7 to this contract. Please be aware of any revisions
8 or corrections. The documents can be found on our
9 website.

10 There's an Appendix A attached to this
11 project. That's part of the project. Make sure you
12 don't overlook that.

13 Please be aware of the first few pages of
14 the documents, as they really express the most
15 important things to know about this specific
16 project. Ask any questions anytime you have an
17 issue.

18 Please note, bidders are required to
19 submit the Steel Cost Price Adjustment Option form
20 with your bid at the time of bid opening. When the
21 form is not provided by the bidder at the time of
22 the bid, the option out will be automatically
23 selected and no further option is available to the
24 contractor and no Steel Cost Adjustment can be made

1 after that.

2 All questions are to be submitted to
3 dot.ask@delaware.gov. Do not call us with a
4 question as we're going to turn around and tell you
5 please submit it to dot.ask. We need it in writing.

6 On the counter, there's a little piece of
7 paper that has the email address. Please feel free
8 to take one so you have it.

9 Product substitutions will not be reviewed
10 during the bid process. John will speak more
11 shortly when he does his notes.

12 Please note when you're filling out your
13 bid, make sure that there are no blanks, no zeros,
14 and then verify that all documents and forms are
15 notarized that need to be.

16 I will now turn things over to John.
17 He'll be speaking on project specifics as well as
18 anythings else that I may have missed.

19 MR. KOTULA: Thank you, Kim.

20 The improvements of this project consist
21 of furnishing all labor and materials for the
22 expansion of DTC's Dover Operations and Maintenance
23 Facility by adding canopies with solar panels to our
24 existing bus parking lot. The project constructs

1 47,850 square feet of steel-framed canopy with a
2 galvanized metal roof that will hold 384 solar
3 panels.

4 The project, per Appendix A specification
5 263713, includes a low voltage microgrid energy
6 management system that has a battery energy storage
7 system, distributed energy resource, energy control
8 center, human machine interface, and solar electric.
9 This equipment will provide the necessary
10 connectivity and functionality of an electrical
11 power management system. There is LED lighting
12 under the canopy. Seventy-six bus parking spaces
13 must be reconfigured for the canopy system.

14 The Dover Maintenance Facility is an
15 operating maintenance facility, and disturbance to
16 its operations must be minimized and the site kept
17 safe for vehicles and personnel.

18 DelDOT standard specifications dated
19 January 2024 govern this contract.

20 Additional specifications can be found in
21 Appendix A of this contract. Please note that
22 delegated design is detailed in the following
23 Appendix A specifications: Specification 032000,
24 concrete reinforcing; specification 133419, metal

1 building systems; and specification 260526,
2 grounding and bonding for electrical systems; and
3 specification 263100, photovoltaic system. And in
4 the following construction plan sheets: DT-01,
5 detail for canopy foundations, and DT-02, notes for
6 battery pad detail.

7 Item number 763511, maintenance building,
8 represents the bid amount for the canopy work.

9 Item 834519, installation of solar panel,
10 represents the bid amount of the 384 solar panels.

11 Item number 763506, miscellaneous
12 construction, represents the bid amount for all
13 electrical work detailed in Division 26 of Appendix
14 A specifications.

15 Weekend work is recommended for trenching.
16 See construction notes seven and eight on plans
17 sheet CS-01.

18 This project is funded through a grant
19 from the Federal Transit Administration, FTA.

20 Per FTA requirements, a CPM project
21 schedule is required and should be updated monthly.

22 Per 49 USC 5327, the contractor should
23 have a project quality control plan for this
24 contract that incorporates the requirements of the

1 Federal Transit Administration's 15 quality elements
2 as described in FTA IT-90-5001-02.1.

3 Product substitutions will not be reviewed
4 during the bid process. The technical
5 specifications, Appendix A, list a product and/or
6 equal products. The contractor is responsible for
7 meeting all product requirements during the
8 submittal process per the contract specifications as
9 determined by the design team. If the product
10 substituted does not meet all design requirements of
11 the specification, the contractor will be obligated
12 to provide the specified product at no additional
13 cost to the project.

14 The contractor is also responsible for all
15 permits and licenses.

16 The contractor is responsible for hiring
17 an independent firm for tests and inspections where
18 they are required. The tests and their reports are
19 to be timely, so as to not impact schedule and all
20 reports are to be shared with the owner.

21 The contractor is required to sign several
22 FTA specific clauses. In particular is the Buy
23 America and Build America Buy America clauses. The
24 contractor and his subcontractors, by signing this

1 clause, ensure adherence to the Buy America
2 conditions. It is the contractor's responsibility
3 to adhere to the requirements of this clause. The
4 owner and design firm can be utilized for questions.
5 Approval of a submittal will not transfer obligation
6 of compliancy from the contractor.

7 Per FTA requirements in C4220.1E, the
8 contractor must be able to support all charges
9 submitted in a change order with a cost analysis.
10 Profit and overhead per FTA can be added to the
11 total of those supported expenditures.

12 A project sign is required.

13 Of note concerning the CCTV in this
14 contract, the contractor is responsible for conduit
15 and junction boxes. Wiring and cameras will be done
16 by Advantech.

17 MS. SMITH: Okay. So at this point, let's
18 set the categories.

19 If anyone has a subcontractor category
20 that they want to include in the project, please
21 speak up.

22 Everyone is allowed to comment on this.
23 Please state your name and company before speaking.

24 And it is the majority of the group that

1 we go by to put down as a required category.

2 So do we have any recommendations? Nobody
3 wants any subcontractors categories?

4 MR. BOOTH: Bill Booth, Commonwealth
5 Construction Company.

6 I would recommend concrete, pre-engineered
7 metal buildings, and electrical.

8 MS. SMITH: Okay. Everybody in agreement
9 with those? Okay.

10 Anybody else have any? Okay.

11 Can I throw a couple out there? How about
12 steel? Yay? Nay?

13 MR. A. BREEDING: This is Andrew Breeding,
14 Bob Breeding General Contractor.

15 The steel would be covered under
16 pre-engineered metal building for this project.

17 MS. SMITH: Okay. My bad. I'm not as
18 detailed.

19 Another one was someone suggested site.
20 Everybody in agreement? Okay. We'll put site down
21 there. Okay.

22 Anything else? No. Okay.

23 So we will stick with concrete,
24 pre-engineering metal buildings, electrical, and

1 site.

2 We can now discuss the GC's
3 self-performance percentage for this contract.
4 Normal GC percentage is 50 percent. However, due to
5 the nature of this being a building contract, we
6 reserve the right to change this percentage.

7 This is now open for discussion. Again,
8 please state your name and company before speaking.
9 Does anybody have any recommendations?

10 MR. BOOTH: Bill Booth. Commonwealth
11 Construction Company. 10 percent.

12 MR. C. BREEDING: Chris Breeding, Bob
13 Breeding General Contractors. 20 percent.

14 MS. SMITH: Anybody else? Okay.

15 So since we have two, we'll go ahead and,
16 as John recommended, we'll take a vote. And then I
17 will also run it by my supervisor. And it will be
18 put out in this meeting what it is.

19 So for 20 percent, all ayes. One, two,
20 three, four.

21 And then 10 percent.

22 SPEAKER: Aye.

23 MS. SMITH: All right, guys. I need some
24 help here. And ladies. We have how many people,

1 15.

2 SPEAKER: You can keep it at 50 if you
3 want.

4 MS. SMITH: We'll discuss it.

5 It looks like the 20 percent is the
6 majority. But it will be put out. When I post the
7 sign-in sheet, I'll put out there what the actual
8 ends up being just because I've never come across
9 this before. Thanks.

10 Addendum will be issued regarding final
11 decisions on the subcontractor categories and
12 self-performances, as well as I'll be posting the
13 sign-in sheets.

14 As a final reminder, all questions should
15 be submitted to dot.ask -- a dot-ask@delaware.gov.

16 Also, after today, do not have any contact
17 with the facility or the people in it. That means
18 DTC, that means DelDOT, anybody. The only contact
19 you should have is with this department, Contract
20 Administration. And that's via the email box that
21 we gave you.

22 John, do you have anything else?

23 MR. KOTULA: No.

24 MS. SMITH: Okay. All bidders are invited

1 for a tour of the area of the plans.

2 Does anybody need the address or do you
3 know where it's at? Okay. 900 Public Safety
4 Boulevard.

5 John, you want to give directions?

6 I mean it's easy enough because they're
7 just going to park in the main parking lot, right?

8 MR. KOTULA: They're going to park in the
9 main parking lot.

10 MS. SMITH: Go out to this circle here, go
11 to the next roundabout. At the next roundabout,
12 you're going to go out like you're going to the
13 highway 104, and it's the first building you come
14 to. If you pass Central District, you've passed it.

15 SPEAKER: Thank you.

16 MS. SMITH: Questions during the tour will
17 be allowed, but only to explain something on site.
18 Such as what's a fixed bus route, what's a
19 paratransit bus, what is this certain building.

20 All other questions have to be submitted
21 online.

22 While at the site, everyone is to stay
23 together. No wandering off. There's two of us. If
24 we have a group that wants to go see something and

1 the other half doesn't, Brian will stay with the one
2 that doesn't and I'll go with the other one.

3 As far as when we get there, everybody
4 please go into the front lobby, sign in, and wait
5 there until Brian and I get there before we go on
6 the tour, and John.

7 So if there is nothing else, then this
8 meeting is now adjourned. Thank you for all coming.

9 Anybody else that needs to sign in, if you
10 could please sign in for me.

11 (Meeting Ended: 10:17 a.m.)
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STATE OF DELAWARE

I, Diane Houlihan, a Notary Public in and for the State of Delaware, County of Kent, do hereby certify that the within named, DelDOT Pre-Bid Meeting, personally appeared before me at the time and place herein set according to law, was interrogated by counsel.

I further certify that the examination was recorded stenographically by me and then transcribed from my stenographic notes to the within printed matter by means of computer-assisted transcription in a true and accurate manner.

I further certify that the stipulations contained herein were entered into by counsel in my presence.

I further certify that I am not of counsel to any of the parties, not an employee of counsel, nor related to any of the parties, nor in any way interested in the outcome of this action.

AS WITNESS my hand Notarial Seal this 16th day of July, 2020



Diane Houlihan
Notary Public

My commission expires October 3, 2027

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