

*Ring W. Lardner, P.E.
W. Zachary Crouch, P.E.
Michael E. Wheedleton, AIA, LEED GA
Jason P. Loar, P.E.
Jamie L. Sechler, P.E.*

**PRE-BID MEETING MINUTES
SALT BARN
AT PUBLIC WORKS FACILITY
GEORGETOWN, DELAWARE 19947
DBF #0319A083.A01
JANUARY 8, 2025**

1. The only attendees for the non-mandatory pre-bid meeting were Ring Lardner from Davis, Bowen & Friedel, Inc. and Eric Rust, Public Works Director for the Town of Georgetown.
2. The non-mandatory pre-bid meeting was scheduled for 10:00 A.M. on Wednesday, January 8, 2025. The project engineer, Ring Lardner (DBF) would have reviewed the below information and are provided for bidders reference in addition to the bidding documents.
3. Bids are due Wednesday, January 29, 2025, at 2:00 p.m. at the Town of Georgetown, Town Hall at 39 The Circle. Bids will be opened and publicly read in Council Chambers. Late bids will not be accepted and returned unopened.
4. Work to be accomplished in accordance with this contract includes selective demolition, installation of 7,000 square feet of asphalt parking lot, installation of approximately 170 linear foot valley gutter, construction of a 3,900 square foot salt barn and complete demolition of the old salt barn.
5. Portions of the instructions to bidders were reviewed including the following:
 - a. Bid Documents to be obtained from Davis, Bowen & Friedel, Inc.
 - b. If you wish to make a substitution request, it must be submitted and received by DBF on or before 5:00 PM on January 17, 2025.
 - c. Final addendum, if required will be issued on or before 2:00 PM on Monday, January 27, 2025.
 - d. A bid security in the amount of 10% is required.
 - e. A performance bond and payment bond is required.
 - f. There are a sequence of calendar days that must be followed to issue a Notice to Proceed.
 - g. Two (2) original copies of the bid forms must be submitted along with two (2) original copies of a bid bond equal to 10% of the bid price and allowance. All bid submission documents, including the bid bond, must be completed on the forms provided in the

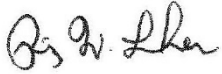
specifications. A copy of the contractor's Delaware business license is required with the bid submittal. Subcontractor Delaware business licenses shall be submitted within 30 days after project award.

- h. A performance bond and payment bond equal to 100% of the contract amount will be required upon execution of the contract. Construction schedules are not required with the bid.
 - i. All blanks must be completed on the bid form and bid bond.
 - j. The subcontractor and supplier list must be completed. Once the bids have been received and opened, Contractor cannot change a Subcontractor or Supplier without the permission of the Engineer.
 - k. Liquidated damages are set at \$500.00 per day.
6. Contractors who wish to be on the bidding list and considered a responsive bidder must have purchased a minimum of one (1) set of bid documents from Davis, Bowen & Friedel, Inc. for \$50.00.
 7. This project is town funded. Prevailing wage rates are not required.
 8. The area of work will be occupied during construction. Work hours will be Monday -Friday 7:00 a.m. - 5:00 p.m. Weekend, Holiday, or off-hours work will be allowed but must be pre-arranged. The town will provide a staging area for material and equipment and location will be identified during the pre-construction meeting. All spoils will be removed from the facility.
 9. The project has received approval from Sussex Conservation District and Fire Marshal. A building permit is required from the Town of Georgetown.
 10. The contractor will be responsible for always having a supervisor on site during the work of any subcontractors or their own forces, including punch list work.
 11. The contractor shall provide their own toilet facility, electricity and water.
 12. The contractor will be required to provide Maintenance of Traffic (MOT) and maintain a safe site at the end of each day to prevent individuals from entering the construction site.
 13. Concrete testing will be required per the specifications.
 14. The last day for questions will be Friday, January 24, 2025 at 5:00 P.M. These all shall be submitted directly to Ring Lardner (DBF) via email (rw1@dbfinc.com) or fax ((302) 424-0430). Addenda will be sent to all perspective bidders who have purchased plans and posted to the Town's website.
 15. Contractors are permitted to complete a self-guided walkthrough of the project.
 16. The non-mandatory pre-bid meeting was concluded at 9:15 AM.

Pre-Bid Meeting Minutes
January 8, 2025
Page 3

Any changes, additions or deletions to these minutes should be submitted in writing to Davis, Bowen & Friedel, Inc., within ten (10) days.

Respectfully Submitted,
DAVIS, BOWEN & FRIEDEL, INC.

A handwritten signature in black ink, appearing to read "Ring W. Lardner". The signature is written in a cursive style with a large initial "R".

Ring W. Lardner, P.E.
Principal

Attachment