



**CITY MANAGER'S OFFICE**  
**CITY OF NEWARK**

220 South Main Street · Newark, Delaware 19711  
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August 19, 2024

CONTRACT NO. 24-11

ADDENDUM #1

**1. PROJECT INFORMATION**

|                          |                                       |
|--------------------------|---------------------------------------|
| Name:                    | Edna C. Dickey Park Site Improvements |
| Owner:                   | City of Newark, Delaware              |
| Contract Number:         | 24-11                                 |
| Date of Addendum:        | August 19, 2024                       |
| Pre-Bid Meeting Date:    | August 8, 2024                        |
| Questions Deadline:      | 5:00 p.m., Friday, August 23, 2024    |
| Bid Submission Deadline: | 2:00 p.m., Tuesday, September 3, 2024 |

**2. NOTICE TO BIDDERS**

- A. The Bidder shall acknowledge receipt of this addendum with their submitted proposal. Failure to do so may disqualify the Bidder.
- B. The date for questions and receipt of bids remains unchanged by this addendum.
- C. This addendum shall serve to provide minutes from the pre-bid meeting on August 8, 2024.

(see next page)



## Meeting Minutes

ITB 24-11 Edna C. Dickey Park Site Improvements – Pre-Bid Meeting

JMT Project No. 20-03026-030

August 15, 2024

A Pre-Bid meeting was held on August 8, 2024 at the Edna C. Dickey Park for the above referenced project. The following people were in attendance:

| Name            | Organization         | Email                                                                  | Phone        |
|-----------------|----------------------|------------------------------------------------------------------------|--------------|
| Eddie Dougherty | Reybold Construction | <a href="mailto:edougherty@reybold.com">edougherty@reybold.com</a>     | 302-898-1282 |
| Dan Hanna       | A-Del Construction   | <a href="mailto:dhanna@a-del.com">dhanna@a-del.com</a>                 | 302-453-8286 |
| Andrea DiFabio  | BSS Contractors      | <a href="mailto:andrea@bsscontractor.com">andrea@bsscontractor.com</a> | 610-633-6932 |
| Tommy Oydton    | Ventresca Brothers   | <a href="mailto:tony@ventrescabros.com">tony@ventrescabros.com</a>     | 302-658-6436 |
| John Everhart   | Merit Construction   | <a href="mailto:johne@mce85.com">johne@mce85.com</a>                   | 302-992-9810 |
| Chris Brendza   | JMT                  | <a href="mailto:cbrendza@jmt.com">cbrendza@jmt.com</a>                 | 302-533-3972 |
| Herbert White   | City of Newark       | <a href="mailto:hwhite@newark.de.us">hwhite@newark.de.us</a>           | 302-366-7000 |
| Paula Ennis     | City of Newark       | <a href="mailto:pmartinson@newark.de.us">pmartinson@newark.de.us</a>   | 302-366-7000 |
| Tyler DeBruin   | City of Newark       | <a href="mailto:tdebruin@newark.de.us">tdebruin@newark.de.us</a>       | 302-366-7000 |

The sign-in sheet is attached. The purpose of this meeting was to provide an opportunity for prospective bidders to ask questions regarding the project. Provided below is a summary of the pertinent discussion items.

### **BIDDING ADMINISTRATION INFORMATION**

- A. Sign In Sheet: The pre-bid meeting is non-mandatory. See attached sign-in sheet.
- B. Bid Opening: Tuesday September 3, 2024 at 2:00 p.m.
- C. Addenda: An addendum will be issued to address questions and clarify issues discussed at the pre-bid meeting. The addendum will be emailed to all attendees listed on the sign-in sheet AND uploaded to the City of Newark's website.
- D. Questions: Submit questions regarding the bidding process via email to [contracts@newark.de.us](mailto:contracts@newark.de.us) no later than 5:00 p.m. on Friday August 23, 2024.

### **SCOPE OF WORK**

- A. Major work items includes installation of:
  - i. New trail / mixed use path
  - ii. Installation of new pavilion
  - iii. Benches
  - iv. Mulch Safety Surfaces
  - v. Signs



- vi. Parking lot modifications
  - vii. Basketball court modifications
  - viii. Swings and fitness equipment
- B. Anticipated Notice to Proceed is August of 2024. Contract duration is 120-days. Liquidated damages are set to \$200 per day.
- C. Unit pricing shall include all incidental costs necessary to complete the scope of work item. This includes, but is not limited to, equipment, manpower, profit, overhead, materials, maintenance of traffic, restoration, etc.

### **QUESTIONS AND ANSWER SESSION**

NO QUESTIONS WERE ASKED DURING PRE-BID MEETING.

## Pre-Bid Meeting Sign In Sheet

[illegible]