

November 21, 2023

To Whom It May Concern:

**ADDENDUM #1**  
**Downtown Dover Upgrades Engineering Design**  
**24-0010WWW**

**I. INSTRUCTIONS**

- A. The following additions, deletions, revisions, and/or amendments to the original drawings and specifications are hereby made a part thereof, and a part of the contract documents. All provisions of said documents shall remain in force and effect, except as herein amended.
  
- B. This supplement to the specifications is issued prior to the receipt of proposals. All work covered in this supplement shall be included in the original quotation; and the supplement will be considered part of the Contract Documents. The proposer must acknowledge receipt of this Addendum on the Proposal Form. Please consider the following and incorporate it into your proposal:

**II. PRE-PROPOSAL MEETING MINUTES**

Location: John W. Pitts Center, 10 Electric Avenue, Dover, DE 19904  
Speakers: Barry Wolfgang - City of Dover Procurement Office  
Jason Lyon, P.E., City of Dover Director of Water & Wastewater/ Engineering Services  
Robert LaFountain, City of Dover Civil Engineer  
Date: November 7, 2023  
Time: 10:00 A.M. – 11:00 A.M.  
Regarding: Downtown Dover Upgrades Engineering Services Design – Proposal Number 24-0010WW.

**Mr. Barry Wolfgang, Contract and Procurement Manager:**

- Mr. Wolfgang began the meeting by stating the name of the project as Downtown Dover Upgrades Engineering Services Design – Proposal Number 24-0010WW.
- In order for the sealed proposals to be acceptable, one (1) paper and one (1) digital copy must be submitted in a sealed envelope on the outside of which shall be plainly marked “Sealed Proposal: indicated the Proposal title, Proposal Opening date/time, RFP No.: 24-0010WW”, together with the name and address of the company submitting the proposal.
- Sealed Proposals, one (1) paper copy and one (1) electronic “PDF” or Microsoft Word copy will be received by the City of Dover, City of Dover Procurement Office, 710 William Street, Dover, DE no later than 2:00 P.M. on Tuesday, November 28, 2023, for the Downtown Dover Upgrades Engineering Services Design. No proposal will be accepted after time is called.

- Proposal SUBMISSION:
- All proposals shall be delivered to:
  - Barry Wolfgang
  - Contract and Procurement Manager
  - City of Dover Purchasing Office
  - 710 William Street
  - Dover, Delaware 19904
- Deadline to submit questions. – Tuesday, November 14, 2023
- All questions must be directed to Mr. Barry Wolfgang, e-mail preferred, at [doverwhse@dover.de.us](mailto:doverwhse@dover.de.us)
- After proposal opening, status to be posted on the City of Dover website at [www.cityofdover.com/bid-tabulation](http://www.cityofdover.com/bid-tabulation). Once a decision is made, the tabulation will be posted.
- Minority owned vendor preference/Local vendor preference
- Minority owned vendor preference shall be three percent (3%) of the value of the award. The vendor must identify qualification and claim to the preference on the submitted proposal documents. The vendor must provide authoritative proof of minority ownership such as identification in the certification directory maintained by the State of Delaware, Department of Administrative Services, Office of Minority and Women Business Enterprises to qualify for this preference. This preference is to be considered as standalone and cannot be added to any other preference that may be allowed. This preference shall not apply to subcontractors
- Local vendor preference shall be considered for materials, equipment, construction contracts, and utility contracts. Local vendor preference shall be three percent (3%) of the annual value of the award. The term local vendor is defined as a gradually increasing range with preference assigned as follows:
  - Rule 1: Vendor located within the city limits of the City of Dover.
  - Rule 2: Vendor located within Kent County, Delaware (applicable only if no vendor qualifies under rule 1).
  - Rule 3: Vendor located within State of Delaware (applicable only if no vendor qualifies under rule 1 or 2).

If in the event no vendor qualifies under rules 1, 2, or 3, no local vendor preference will be awarded. The vendor must identify qualification and claim to the preference on the submitted proposals documents. This preference is to be considered as standalone and cannot be added to any other preferences that may be allowed.

Mr. Jason Lyon, Director of Water & Wastewater/Engineering Services, City of Dover:

- Mr. Lyon provided an overview of the project. The scope of work is to provide the following services: to evaluate the existing infrastructure and to design a cost-effective solution that will remedy the stormwater drainage system, water supply system and sanitary sewer systems at the prescribed site. In addition, the engineer shall design improvements to the sidewalk, meeting ADA guidelines, and the full width repaving of the road surface in the project area. This design is to include the preparation of construction proposal documents (including specifications) for the proposed improvements. The construction proposal documents shall also include an engineer's estimate of the construction cost for the improvements.
- Mr. Lyon discussed the scope of the project, which is on W. Loockerman Street, from State Street to Forest Street.

- Mr. Lyon referenced the different categories of design:

#### **STORMWATER**

- The proposer shall perform an ALTA survey, to include topographical and underground infrastructure to show size, inverts and elevations.
- The proposer shall perform a Hydrologic and Hydraulic study using the data collected in the ALTA survey to evaluate the capacity of the existing drainage system for a 10 year storm event per City of Dover Public Works Standards and Specifications. Known components of the W. Loockerman Street drainage system can be found in Appendix B.
- The proposer shall prepare plans of the proposed drainage improvements showing plan views and profiles, as well as erosion and sediment controls, which meet the Delaware Department of Natural Resources and Environmental Control (DNREC) regulations.

#### **WATER**

- The proposer shall perform an ALTA survey, to include topographical and underground infrastructure to show size and elevations.
- The proposer shall design a new water system to replace the existing undersized and aging infrastructure in accordance with the City of Dover Water/Wastewater Handbook. The design shall include the replacement of the water mains and all associated appurtenances. Known components of the W. Loockerman Street water system can be found in Appendix C.
- The proposer shall prepare plans of the proposed water system improvements showing plan views and profiles, as well as erosion and sediment controls, which meet the Delaware Department of Natural Resources and Environmental Control (DNREC) regulations.

#### **SANITARY SEWER**

- The proposer shall perform an ALTA survey, to include topographical and underground infrastructure to show size, inverts and elevations.
- The proposer shall design a new sanitary sewer system to replace, or rehabilitate the existing aging infrastructure. The design shall include the replacement, or rehabilitation of the sanitary sewer lines and all associated appurtenances. Known components of the W. Loockerman Street sanitary sewer system can be found in Appendix D.
- The proposer shall prepare plans of the proposed sanitary sewer system improvements showing plan views and profiles, as well as erosion and sediment controls, which meet the Delaware Department of Natural Resources and Environmental Control (DNREC) regulations.

#### **STREET**

- The proposer shall perform an ALTA survey, to show size and elevation of the existing curb, sidewalk and road surface as well as the location of road markings and striping. The survey shall also show all existing trees within the street right-of-way.
- The proposer shall note all curbing, sidewalks and sidewalk aprons that need to be replaced and design new curbing, sidewalk and curb aprons to meet ADA

- requirements without removing existing trees.
  - The proposer shall prepare plans of the proposed curbing, sidewalk and road surface improvements showing plan views with elevations that meet all Delaware Department of Transportation (DeIDOT) regulations.
- The City will provide known stormwater, water and sanitary sewer pipe sizes and pipe material to the successful proposer.
- The proposer shall obtain the approval of all applicable agencies, including, but not limited to, Kent Conservation District (KCD), Delaware Office of Drinking Water (ODW) and the Delaware Department of Transportation (DeIDOT). The proposer will be responsible for all application costs required to obtain agency approval.
- The design shall account for any utility adjustments required by any affected utility in the scope of the improvement plans.
- The construction proposal documents shall include an engineer's estimate of the construction cost for the improvements.
- Mr. Lyon mentioned that the proposals will be graded in accordance with the evaluation matrix provided in the specifications.
- Mr. Lyon emphasized the importance of each proposer to fulfill the requirements in the Invitation to Proposals
- Numerous questions were raised by the audience, the city emphasized that the questions raised during the discussion must be submitted in writing to Barry Wolfgang prior to the question deadline of November 14.

### III. QUESTIONS/ANSWERS:

**Q: An ALTA/NSPA Land Title survey is typically prepared for commercial real estate transactions. They require full boundary surveys of the properties and title report reviews. Depending on Table A Option items, we would be required to be supplied with Zoning Reports, Utility Records, Title reports, access to party walls, setting property corners, complete boundary surveys for all affected properties, etc. Is the intent for the survey effort to be right of way determinations, observable utilities, and topography within the project's outlined area?**

**A:** This project will not require a complete ALTA survey. However, the survey required should include a topographical survey as well as a location survey to show right-of-way boundaries and all underground infrastructure size, inverts and elevations.

**Q: Is the City of Dover looking for Subsurface Utility Engineering (SUE) Quality Level B designations and locations within the project's limits?**

**A:** The methods used and the accuracy of the information collected to determine the proposed designs is the responsibility of the Design Engineer. The city is requesting that the engineer determine the depth, size and horizontal location of all underground utilities.

**Q: Are we to assume that all drainage pipes within the project limits are to have a video inspection? Only those longitudinally within the project limits and no laterals?**

A: The city will provide sanitary sewer PACP rating recordings of the wastewater infrastructure. The proposer will need to evaluate the storms sewer infrastructure within the project scope.

**Q: DeIDOT signals and if the design should take into account signal plans for impacts to loops, ped signal placement etc. Please advise.**

A: Traffic control devices will not be a part of the scope of work.

**Q: Will the services be replaced or just reestablished?**

A: All water and/or wastewater services shall be brought up to current standards and specifications as part of the proposed project. The city will provide direction on the size of laterals and services based on the master plan that was provided to the city by a 3<sup>rd</sup> party. Location of the plan can be found at: <https://evogov.s3.us-west-2.amazonaws.com/meetings/27/attachments/14579.pdf>

**Q: To install ADA compliant ramps sidewalk will be impacted, new services may also impact sidewalk. Also will the City provide what sections of sidewalk along Loockerman are non-compliant or will the designer have to evaluate this?**

A: The City has an inventory of the existing ADA defects in the project area. This list will be provided to the successful proposer.

**Q: How much sidewalk replacement should be included in the design?**

A: The amount of sidewalk replacement will coincide with the inventory that the city currently owns in this project area.

**Q: Expectations to hold/attend/coordinate meetings or workshops with the business owners, council, general public?**

a. **Request that the City identify a number of these meetings for everyone to include in their responses.**

A: Proposers should plan on having three (3) public meetings to discuss the project.

**Q: Should the cost proposal include all costs associated with utility designation and test holes?**

A: Yes, the cost proposal should include all procedures deemed to be necessary to complete the project.

**Q: What is the expectation of need to acquire right of way for this project?**

**a. Should the survey include solving for the right of way baseline and the property mosaic within the project limits?**

A: There is no expectation for the need to acquire right-of-way for the project. Boundary lines should only be determined to show that the proposed design is within the street rights-of-way, or easements.

**Q: Please confirm that the City wants to address all of the non-compliant issues within the project limits—but we will have to perform a current ADA Compliance Inspection/Inventory.**

A: The City has an inventory of the existing ADA defects in the project area. This list will be provided to the successful proposer.

**Q: During past roadway utility enhancement projects, the ADA impacts to the curb ramps and pedestrian signals has been extensive enough for full pedestrian signal rebuilds. In some cases, the Traffic signals mast arms and strain poles have also been impacted, warranting a partial rebuild to the signal. Has the project budget included these types of improvements? Should we omit this from our scope and price proposal?**

A: Traffic control devices will not be a part of the scope of work, including pedestrian crossings. Please omit this item from the scope.

**Q: Currently, DelDOT owns and maintains the Traffic Signals within these project limits. In the past, DelDOT will utilize TAP projects to upgrade their traffic signals. Will there be discussions with the Department to include this scope within this project?**

A: Not at this time.

**Q: Is there a specific need for an ALTA survey? If so, for which properties? We believe that a right-of-way survey is appropriate to delineate the right-of-way boundary along the project corridor and that an ALTA of each property is not needed for this purpose. Please confirm.**

A: This project will not require a complete ALTA survey. However, the survey required should include a topographical survey as well as a location survey to show right-of-way boundaries and all underground infrastructure size, inverts and elevations.

**Q: Please confirm that there are no known locations where construction easements will be needed and that an appropriate approach is to give a per easement budget price for planning purposes should they be needed during design.**

A: Not at this time. However, the proposed improvement design may require easements. Construction easements should be a part of the design requirements.

**Q: Can you please confirm if the following information will be provided?**

- a. LIDAR topo sufficient to delineate drainage boundaries in a format compatible with AutoCAD**
- b. GIS information including rim, invert, pipe size and material for downstream conveyance system to set boundary conditions for hydraulic analysis**
- c. Utility location within the project footprint prior to survey fieldwork**

A: a. The city can obtain LIDAR information from the State of Delaware. This would be in a shape file format

b. The City has field information that was collected by an outside firm, as part of our MS4 permit process and that information will be made available to the proposer.

c. An accurate utility location has not been performed. The city will provide all current information to the successful proposer. This includes GIS information and any construction plans that were submitted to the city from previous development projects.

**Q: Is there CCTV footage available for the sanitary sewer and storm drain networks?**

A: The City will provide recordings of the wastewater infrastructure in the project area and they will be made available to the successful proposer. The city does not have any recordings for the storm drain networks, that will have to be evaluated by the awarded proposer.

**Q: In section IFP paragraph V.A.21 of the request for proposals it states, “Each individual that will be working on this project shall have his/her own City of Dover business license, or prove they can obtain within thirty (30) calendar days”. Please confirm that each firm needs one license, and that each individual person at the firm does not need their own license.**

A: All professionally licensed individuals must have their own City of Dover Business License.

**Q: Per the preproposal meeting we understand that the city will provide a list of previously identified ADA compliance issues. Please confirm that no analysis of compliance is necessary.**

A: The list compiled by the City will be sufficient for this proposal.

**Q: Confirm that the extent of ADA upgrades does not include the design, relocation, or analysis of traffic control and pedestrian safety devices.**

A: Traffic control devices will not be a part of the scope of work, including pedestrian crossings.

**Q: Is there flexibility in the completion schedule to allow for potential delays in permitting approvals?**

A: The city is interested in keeping the schedule of 270 calendar days from the notice to proceed. If the awarded proposer can properly display a delay with the design, the city will strongly consider an extension.

**Q: Per the preproposal meeting we understand that there was a previous conceptual streetscape revitalization study performed. Please confirm that there will not be changes to the existing roadway section, nor revisions to the footprint of the existing street, curb, and sidewalks as a part of this project.**

A: There will be no changes to the existing roadway section, existing street, curb, or sidewalks as a part of this proposal.

**Q: We don't anticipate the need for subconsultants. Is there a need for the information requested in section IRP paragraph V.A.09 of the RFP if there will be no subconsultants on the project?**

A: If subconsultants are not necessary, you will not need to list any.

**Q: Is an I/I study part of the project or has one already been performed? If one has already been performed, can it be provided?**

A: An I & I study has not been performed in the project area. The methods used and the accuracy of the information collected to determine the proposed designs is the responsibility of the Design Engineer. The city will provide videos and reports of the wastewater infrastructure in the project scope.

**Q: Will intrusive methods of investigation (i.e. test pits) be required as part of the project to locate existing utilities? If so, will the contractor performing the work be barred from bidding on the construction portion of the project?**

A: It is recommended that tests pits be used to determine actual location and depth. The contractor used would not be barred from bidding on the construction phase of the project.

**Q: Will the water and sewer models be provided to use in the capacity evaluation of the existing water and sanitary mains?**



A: The city can provide the water model for this area. Unfortunately, the wastewater model is not completed. The awarded proposer will need to utilize standard hydraulic calculations to determine the capacity of the main.

**Q: Will nonintrusive methods of investigation (i.e. CCTV or GPR) be required as part of the project to locate and evaluate existing utilities?**

A: The City has taken videos of the wastewater pipes in the project area and they will be made available to the successful proposer.

**Q: Are water services and sanitary sewer lateral replacement part of the project?**

A: All water and/or wastewater services shall be brought up to current standards and specifications as part of the proposed project. The city will provide direction on the size of laterals and services based on the master plan that was provided to the city by a 3<sup>rd</sup> party. Location of the plan can be found at: <https://evogov.s3.us-west-2.amazonaws.com/meetings/27/attachments/14579.pdf>

**Q: Is a contract extension beyond 270 days possible due to the complexity of the project and the required permitting?**

A: The city is interested in keeping the schedule of 270 calendar days from the notice to proceed. If the awarded proposer can properly display a delay with the design, the city will strongly consider an extension.

**Q: Are any changes proposed to existing curb line and sidewalk proposed as part of this project?**

A: The only changes to the existing curb, or sidewalks will be those necessary to establish ADA compliance.

**Q: Are the full requirements of an ALTA survey required or just a location and topographic survey with right-of-way determination and detailed utility infrastructure information for the project area?**

A: This project will not require a complete ALTA survey. However, the survey required should include a topographical survey as well as a location survey to show right-of-way boundaries and all underground infrastructure size, inverts and elevations.

**IV. SIGN IN SHEET**

| CITY OF DOVER  |                                     |              |  |
|--|-------------------------------------|--------------|--|
| Downtown Dover Upgrades Engineering Services Design - (24-0010WW)  |                                     |              |  |
| The following is a list of attendees for the optional pre-proposal meeting for the Downtown Dover Upgrades Engineering Services Design,<br>November 7, 2023 at 10:00 a.m.<br>The meeting was conducted at the JW Pitts Center, 10 Electric Avenue, Dover, DE |                                     |              |  |
| PRINTED NAME, COMPANY  | ADDRESS                             | PHONE        | E-MAIL   |
| Barry Wolfgang, City of Dover  | 710 William Street, Dover, DE 19904 | 302-736-7795 | <a href="mailto:bwolfgang@dover.de.us">bwolfgang@dover.de.us</a>     |
| Jason Lyon, P.E., City of Dover  | 5 East Reed Street, Dover, DE       | 302-736-7025 | <a href="mailto:jlyon@dover.de.us">jlyon@dover.de.us</a>             |
| Bob LaFountain, City of Dover  | 5 East Reed Street, Dover, DE       | 302-736-7025 | <a href="mailto:blafountain@dover.de.us">blafountain@dover.de.us</a> |
| DAN STRINE KCI   | 614 N DUPONT RD                     | 302 448 9905 | danielstrine@kci.com   |
| JIM LOBER KCI  | 1352 MARLOW RD                      | 302 323-8803 | jim.lobel@kci.com  |
| Sharon Cruz DBF  | 1 Park Ave, Mulford                 | 302-424-1441 | skc@dbfin.com  |
| JOE JAKUBOWSKI VERONIS   | 1060 S GOVERNOR DOVER               | 305 578 4962 | jjakubowski@veronisk.com   |
| ANDREW JAKUBOWITZ, CENTURY   | 550 BAY RD                          | 302-229-4493 | ajakubowitch@kleinfelder.com   |
|  |                                     |              |  |
|  |                                     |              |  |
|  |                                     |              |  |

End of Addendum #1

If you have any questions, please contact me at (302) 674-7563 or email [bwolfgang@dover.de.us](mailto:bwolfgang@dover.de.us).

Sincerely,

Barry Wolfgang  
 Acting Contract and Procurement Manager  
 City of Dover  
 (302) 674-7563  
 Fax (302) 736-7178  
[bwolfgang@dover.de.us](mailto:bwolfgang@dover.de.us)  
[www.cityofdover.com](http://www.cityofdover.com)

Addendum Receipt Record

24-0010WW

We have received and reviewed the following Addenda (if applicable):

1. Addendum #1, dated November 21, 2023.
2. \_\_\_\_\_, dated \_\_\_\_\_.
3. \_\_\_\_\_, dated \_\_\_\_\_.

FIRM NAME: \_\_\_\_\_

BY: \_\_\_\_\_

PRINTED: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATED: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

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PHONE: \_\_\_\_\_

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