

SECTION 00 11 16

INVITATION TO BID

Sealed BIDS, in duplication, will be received by the Town of Georgetown at the Town Hall, 39 The Circle, Georgetown, Delaware 19947, until **11:00 a.m. local time on October 1, 2025**, for the general construction of the **Parsons Lane - Trailhead, Contract #0319A073.A01**, at which time they will be opened publicly. Any bids received after said time will be returned unopened.

The base bid work includes select tree removal, stormwater management, and 13,000 SF pervious pavement parking lot. Additional bid items may include 620 LF fencing, conduit, lighting and bicycle amenities.

The CONTRACT DOCUMENTS may be obtained electronically via Dropbox from the office of Davis, Bowen & Friedel, Inc., 1 Park Avenue, Milford, Delaware, 19963, (302) 424-1441, upon payment of \$25.00, non-refundable. Checks should be made payable to Davis, Bowen & Friedel, Inc.

Responsible bidders will be required to provide a bid security in the amount of 10% of the bid sum. The successful bidder must post Performance and Payment Bonds equal to 100% of the contract price upon execution of the contract.

A NON-MANDATORY PRE-BID meeting will be held at **9:00 a.m. on September 10, 2025**, at Town of Georgetown, Town Hall, Mayor & Council Chambers.

The Town reserves the right, as the interest of the Town of Georgetown may appear, to reject any and all bids, to waive any informality or irregularity in bids received, and to accept or reject any items of any bid.

Town of Georgetown

By: Eugene S. Dvornick, Jr.
Town Manager

*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
PARSONS LANE TRAILHEAD
PARKING LOT
GEORGETOWN, DELAWARE 19947
DBF #0319A073.A01
SEPTEMBER 12, 2025**

1. Attached to the minutes is the sign-in sheet for the non-mandatory pre-bid meeting.
2. The non-mandatory pre-bid meeting was held at 9:00 A.M. on Wednesday, September 10, 2025, in Council Chambers. The project engineer, Ring Lardner (DBF) reviewed the below information.
3. Bids are due Wednesday, October 1, 2025, at 11:00 A.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, and the installation of 13,000 square feet of pervious asphalt parking lot. Additional bid items include installation of approximately 620 linear feet of decorative fencing with two sliding gates, electrical conduit, wiring, and lighting, and concrete pads for bicycle amenities and the bicycle amenities.
5. Portions of the instructions to bidders were reviewed including the following:
 - a. Bid Documents to be obtained from Davis, Bowen & Friedel, Inc. via Drop Box.
 - b. If you wish to make a substitution request, it must be submitted and received by DBF on or before 5:00 PM on September 17, 2025.
 - c. Final addendum, if required will be issued on or before 11:00 AM on Monday, September 29, 2025.
 - d. A bid security in the amount of 10% is required.
 - e. A performance bond and payment bond are required.
 - f. There is 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

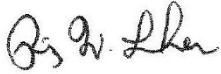
after project award.

- 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 \$25.00.
 - 7. This project is funded by ORPT Grant Agreement 20-245T and CRF Funds. Prevailing wage rates are not required.
 - 8. The area of work is an open area near residential units. 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. All spoils will be removed from the facility.
 - 9. The project has received approval from Sussex Conservation District and Fire Marshal.
 - 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. Testing will be required per the specifications. The pervious pavement is a BMP and will be installed per the approved plans and DNREC requirements. The contractor is responsible for the PCVD and post construction infiltration confirmatory testing.
 - 14. The last day for questions will be Friday, September 26, 2025 at 12:00 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. A quick review of the plans was completed. 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
September 12, 2025
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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 dark ink, appearing to read "Ring W. Lardner". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Ring W. Lardner, P.E.
Principal

Attachment

PRE-BID MEETING
PARSONS LANE - TRAILHEAD
DBF #0319A073.A01

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