

November 13, 2024

To Whom It May Concern:

ADDENDUM #1
WHITE OAK ROAD PUMP STATION GRIT REMOVAL SYSTEM ENGINEERING SUPPORT
25-0013WW

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 bids. All work covered in this supplement shall be included in the original quotation; and the supplement will be considered part of the Contract Documents. Bidder must acknowledge receipt of this Addendum on the Bid Form. Please consider the following and incorporate it into your bid:

II. PRE BID MEETING MINUTES

Location: John W. Pitts Center, 10 Electric Avenue, Dover, DE 19904
Speakers: Barry Wolfgang - City of Dover Procurement Office
Jason A. Lyon, P.E., Director of Water & Wastewater / Engineering Services
Srilekha Zallipalli, Civil Engineer I, Department of Water & Wastewater
Date: October 31, 2024
Time: 10:00 A.M. – 10:20 A.M.
Regarding: Pre – Proposal Meeting for the White Oak Road Pump Station Grit Removal System Engineering Support Bid No.: 25-0013WW

Mr. Barry Wolfgang, Contract and Procurement Manager:

- Mr. Wolfgang began the meeting by stating the name of the project as White Oak Road Pump Station Grit Removal System Engineering Support Proposal No. 25-0013WW.
- Mr. Wolfgang emphasized that the project is listed as a sealed proposal.
- In order for the proposal to be acceptable, three (3) paper copies 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, BID No.: 25-0013WW”, together with the name and address of the company submitting the bid.
- Sealed Proposal, three (1) paper copies 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 Thursday, November 21, 2024**, for the West Street Flooding Improvements Design project.
- BID SUBMISSION - All bids should be delivered to:

Barry Wolfgang
Contract and Procurement Manager
City of Dover Procurement Office
710 William Street
Dover, Delaware 19904

- All vendors must completely fill out, sign, date, and return the attached “Consent for Disclosure Under the Freedom of Information Act (FOIA)” form with their submission. Failure to return the completed form will be deemed consent to the disclosure of all information included in the submission after the receipt of a signed contract or issuance of a purchase order. Any and all proprietary information contained within the bid must be isolated and clearly marked. The cover must indicate that the bid contains such information.
- Bidders are fully responsible for the timely delivery of proposals. Late proposals will not be accepted and will be returned to the proposer unopened. Telegraph, telephone, facsimile machine, and electronic mail proposals will not be accepted under any circumstances.
- All questions must be submitted by **Thursday, November 7, 2024**, at which time they will be compiled and answered in the form of an addendum to this Proposal on **November 14, 2024**, if necessary. The questions must be directed to Barry Wolfgang, email preferred, doverwhse@dover.de.us
- After bid opening, the tabulation will be posted on the City of Dover website at www.cityofdover.com/bid-tabulation.
- 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 bid 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 a 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 A. Lyon, P.E., Director of Water & Wastewater / Engineering Services, Department of Water & Wastewater:

- Mr. Lyon provided the following information about the project:
 - The selected proposer shall provide the following services: evaluation of the existing station; Provide a final design for grit removal system to be implemented; Provide an opinion of probable construction cost; Evaluate site constraints, existing building and environmental concerns related to the proposed improvements and the design work for the City-selected recommendation and preparation of construction documents for the City of Dover Department of Water and Wastewater. Utilize the feasibility study that is provided as part of the package.
 - The evaluation of existing conditions shall include, but is not limited to the following:
 - Three (3) site visits:
 - To discuss existing conditions with City Staff
 - Dry weather wastewater flow evaluation
 - Wet weather wastewater flow evaluation
 - Evaluation of wastewater flow at pump station
 - Flow demands
 - Quantity and characteristics of grit, including particle size distribution
 - Organic content of wastewater flow
 - Evaluation of existing environmental conditions (floodplains, wetlands, etc.) and impacts (noise and odor control) at pump station
 - Limited survey of the White Oak Pump Station building and parcel
 - Communication with prospective grit removal vendors
 - Following the evaluation of the pump station, the selected proposer shall meet with selected City staff to review their findings, including recommendations.
 - After City staff and the selected proposer have come to a consensus on the replacement strategy, the selected proposer shall create construction documents that provide clear direction to a contractor on how to complete the project, along with an engineering estimate. These documents shall be created under the direction of a Delaware licensed Engineer.
- Site Locations- 309 Nimitz Road
- Parking (restrictions) – None
- Schedule for completion – 180 Calendar Days
- Nothing stated at the pre-proposal meeting will change the project documents unless a subsequent addendum is issued.
- Mr. Lyon stated the importance of the proposers to submit all necessary documentation to fulfill the Statement of Qualifications.

III. QUESTIONS/ANSWERS:

Q: In the Invitation for Proposals, the Scope of Work in Section IV.A.1 on page IFP-2 indicates that we are to conduct dry weather and wet weather flow evaluations. This is an existing pump station so a new grit removal system for it would typically be designed for the design flow of the pump station. What is the intent/purpose of the flow evaluations? Please confirm that these are required as they will have an impact on our lump sum engineering fee.

A: *The purpose of conducting both dry weather and wet weather flow evaluations is to assess the actual flow characteristics of the existing pump Station under varying conditions. These evaluations will provide critical data on wastewater flow volumes and variations, influencing the design and sizing of the new grit removal system. By understanding both dry and wet weather flows, the design can be optimized for peak performance, ensuring the grit removal system operates efficiently under all circumstances.*

Q: In the Invitation for Proposals, the Scope of Work in Section IV.A.2 on page IFP-2 indicates that we are to conduct an evaluation of the wastewater flow at the pump station. Attached to the RFP is a Century Engineering Grit System Feasibility Study report dated December 20, 2023. Page 2 of that report indicates that a lab analysis was already completed, and the grit characterization results are provided. We acknowledge that the report recommends an independent analysis be performed, but given its additional cost and limited added value, please confirm that a wastewater characterization analysis is required, as it will require sample collection and lab analysis fees that will have an impact on our lump sum engineering fee.

A: *The City of Dover will require another test be performed, as indicated in the specification.*

Q: The RFP is for the design of a grit removal system. However, the above referenced Century Engineering study evaluates four types of grit removal systems and essentially eliminates them all as not being feasible/practical. The study evaluates a fifth alternative which it refers to as a "Vertical Screen Grit Removal System" (pages 7-8), but it is really not a grit removal system, it is a wastewater screening system. This type of system will likely capture some grit, but it is designed to capture rags, wipes and other solids that will result in a significantly larger quantity of screenings to remove, wash, potentially compact, store, and haul off and dispose of than a grit removal system. There is also a higher potential for odor issues with this type of system. The Conclusion section on page 9 of the report recommends three makes/models. None of these are grit removal systems, they are all vertical screens. Please confirm whether we are to design a grit removal system or a screening system as this will have an impact on our lump sum engineering fee.

A: *As outlined in the Century Engineering study, while traditional grit removal systems were deemed impractical for this particular pump station, the recommended solution is to install a Vertical Screen Grit Removal System. This system, though primarily designed for screening, also captures grit and other solids, offering a space-efficient solution. While it will remove grit, it will also capture larger solids, which may result in higher volumes of screenings and*

require more extensive handling and disposal. With that being said, it will be up to the awarded proposer to design the most effective system for the City.

Q: Section IFP: IV A.2. The scope of work requires evaluation of wastewater flow at the pump station. A grit system feasibility study prepared by Century Engineering was included in the RFP and included all components required of this section. Is a new evaluation required or can the selected vendor use the analysis from the study?

A: *The City of Dover will require another test be performed, as indicated in the specification.*

Q: Is the engineering firm who prepared the grit system feasibility study permitting to bid on the project?

A: *Yes, they are permitted to bid on this project.*

Q: Is there a period of performance for this work? We didn't see one in the RFP or have missed it if included.

A: *The contract duration for this work is 180 calendar days. We will not require a performance bond on this project.*

Q: Flow evaluation – will the City provide pump station flow data? If so, what format will the data be it?

A: *The City will provide the flow data for this pump station, we can provide this data in gallons per month.*

Q: Quantity and Characteristics of Grit – How many samples does the City want to include in the evaluation and what method should be used?

A: *The City will require one (1) sample and will leave the method of evaluation up to the proposer*

Q: Grit removal system – In appendix A, the feasibility study is recommending two vertical screen grit removal systems to be installed within the junction box at the pump station. Are vertical screens the City's preferred option? What are the grit systems that the City is considering?

A: *As outlined in the Century Engineering study, while traditional grit removal systems were deemed impractical for this particular pump station, the recommended solution is to install a Vertical Screen Grit Removal System. This system, though primarily designed for screening, also captures grit and other solids, offering a space-efficient solution. While it will remove grit, it will also capture larger solids, which may result in higher volumes of screenings and*

require more extensive handling and disposal. With that being said, it will be up to the awarded proposer to design the most effective system for the City.

V. ATTENDANCE ROSTER:

CITY OF DOVER			
White Oak Road Pump Station Grit Removal System Engineering Support - (25-0013WW)			
The following is a list of attendees for the optional Pre-Proposal meeting for the White Oak Road Pump Station Grit Removal Engineering Support			
October 31, 2024 at 10:00 a.m.			
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	bwolfgang@dover.de.us
Jason Lyon, City of Dover	5 East Reed Street, Dover, DE	302-736-7025	jlyon@dover.de.us
Srilekha Zallipalli, City of Dover	5 East Reed Street, Dover, DE	302-760-4945	szallipalli@dover.de.us
RING LARNER, DBF	1 PPAIC AVE. MILFORD, DE 19967	302-421-1441	rl@dbfinc.com

End of Addendum #1

If you have any questions, please contact me by email doverwhse@dover.de.us

Sincerely,

Barry Wolfgang
 Contract and Procurement Manager
 City of Dover
 (302) 674-7563
bwolfgang@dover.de.us
www.cityofdover.com

Addendum Receipt Record

25-0013WW

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

1. Addendum #1, dated November 14, 2024.
2. _____, dated _____.
3. _____, dated _____.

FIRM NAME: _____

BY: _____

PRINTED: _____

TITLE: _____

DATED: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

FEDERAL: _____

ID#