

April 14, 2026

To Whom It May Concern:

ADDENDUM #1
UNDERGROUND UTILITY LOCATING SERVICES FOR THE CITY OF DOVER
26-0017WW

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. Proposer 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 Central Services Department
Jason A. Lyon- City of Dover Department of Water & Wastewater
Date: April 1, 2026
Time: 10:00 A.M. – 10:15 A.M.
Regarding: Optional Pre – Proposal Meeting for the Underground Utility Locating Services for the City of Dover. RFP No.: 26-0017WW

Mr. Barry Wolfgang, City of Dover:

- Mr. Wolfgang welcomed everyone to the Optional Pre-Proposal meeting for the Underground Utility Locating Services for the City of Dover, RFP No. 26-0017WW
- Mr. Wolfgang stated that the project is listed as a sealed bid.
- In order for the bid to be acceptable, One (1) paper copies and one (1) electronic copy must be submitted in a sealed envelope on the outside of which shall be plainly marked “Sealed RFP: Underground Utility Locating Services for the City of Dover, Bid Opening date/time, RFP No.: 26-0017WW”, together with the name and address of the company submitting the Bid.
- Sealed Bid, One (1) paper copies and one (1) electronic “PDF” or Microsoft Word copy will be received by the City of Dover (City), City of Dover Procurement Office, 710 William Street, Dover, DE no later than **2:00 P.M. on Wednesday, April 22, 2026**, for the Underground Utility Locating Services for the City of Dover.

- PROPOSAL SUBMISSION - All Proposals should be delivered to:

Barry Wolfgang
Contract and Procurement Manager
City of Dover Central Services Department
710 William Street
Dover, Delaware 19904

- You must use the Proposal form included with the Proposal for your submission.
- 10% proposal bond must accompany the proposal.
- Proposers are fully responsible for the timely delivery of Proposal. 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 **Wednesday April 8, 2026**, at which time they will be compiled and answered in the form of an addendum to this Bid on **Wednesday April 15, 2026**, if necessary. The questions must be directed to Barry Wolfgang, email preferred, doverwhse@dover.de.us
- Once opened, the Proposal status will be posted on the City web site, www.cityofdover.com/bid-tabulation. The status will be updated as required.
- 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 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 Bids documents. This preference is to be considered as standalone and cannot be added to any other preferences that may be allowed.

Jason A. Lyon, City of Dover:

- The City of Dover (the City) request proposals for providing all aspects of Utility locating services for a three (3) year period and possible two (2), one (1) year extensions. The City currently locates water, sewer (gravity sewer and force main) and electric (including fiber) for all City owned facilities in Dover and areas outside corporate limits. The current service territory includes 74 Square Miles.

These facilities will be constructed from both conductive and non-conductive materials. The Contractor shall conform to the Owners requirements as outlined in Utilities Service Protection Center of Delmarva, Inc. (Delmarva811) and will be acting as an Agent for the City. The City invites written proposals from qualified firms that are interested in providing services, as outlined below.

- Begin on July 1, 2026
- Proposer must comply with all Delmarva811 laws and requirements
- Service territory includes 74 square miles, utilities include water, sanitary sewer, electric and fiber
- City will provide utility maps via GIS mapping to awarded proposer
- Proposal form includes the option for either cost per ticket or hourly rate
- City anticipates approximately 10,500 excavation notices per year
- Make sure to provide requested information and answer all questions noted in the RFP in your submitted proposal. If any information is missing from proposal, it will be deemed non-responsive.
- Nothing stated at the pre-proposal meeting will change the project documents unless a subsequent addendum is issued.

Questions/Answers:

Q: For print access, will one universal login be provided or individual logins for each locator that is working on this system?

A: The City can provide either one (1) or multiple logins for the awarded proposer. It will be up to the preference of the awarded proposer.

Q: How is the pricing(hourly or per ticket) structure utilized? Is each ticket chosen for a different price structure or is one price structure chosen for the entire contract?

A: The proposer is required to provide pricing for both options on the proposal form, the City of Dover will chose the most effective structure and utilize said structure for the duration of the contract.

Meeting was adjourned at 10:15 AM.

End of Addendum #1

If you have any questions, please contact me at (302) 736-7795 or email bwolfgang@dover.de.us.

Sincerely,

Barry Wolfgang
Contract and Procurement Manager
City of Dover
(302) 736-7795
Fax (302) 736-7178
bwolfgang@dover.de.us
www.cityofdover.com

Addendum Receipt Record

Bid 26-0017WW

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

1. Addendum #1, dated April 14, 2025.
2. _____, dated _____.
3. _____, dated _____.

FIRM NAME: _____

BY: _____

PRINTED: _____

TITLE: _____

DATED: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

FEDERAL: _____

ID#