

**VILLAGE ROYAL PALM BEACH -
VETERANS PARK ADA RENOVATIONS (EN1705)**

Pre-Bid Meeting Agenda

October 30, 2019 @ 1:30 PM @ Village Hall Conference Room

I. Brief Introduction

A. Owner Representative – Christopher Marsh, Village Engineer
Lou Recchio, Parks & Recreation Director

B. Construction Administration:
Owner – Chris Marsh

Project Architect:
Architect - Robert Hill, DHGA Design

II. Project Overview

A. Project Scope -
Village of Royal Palm Beach – Add Aluminum Handrails at three (3) sets of existing center steps at the Performance Pavilion located in Veterans Park.

The remaining adjacent park will be operational during construction and shall be kept clean and safe for use by the public.

B. Correspondence, i.e.: Addendums, RFI's.
1. All correspondence to be submitted to Architect / Owner, electronically.

C. Project Schedule:
1. Bid Docs Out – October 21, 2019 @ (1:00) PM
2. Pre Bid Meeting – October 30, 2019 @ (1:30) PM
3. RFI's Due – November 6, 2019 (1:00 PM)
4. RFI Response Final – November 8, 2019 (1:00 PM)
5. Bids Due – November 14, 2019 @ (3:00) PM
6. Notice of Award (Council Approval) - TBD
7. Notice to Proceed – TBD
8. Permitting w/ Village of Royal Palm Beach -
Construction Schedule - TBD
Pre Construction Meeting – TBD
Progress Meetings (Bi-Monthly) -
Begin Construction -
Substantial Completion -
Final Completion/Close-Out -

D. Special Areas Of Concern
1. Coordination with Village and other contractors.
2. Site security and traffic.
3. Building Permit Fees - Permits with the Village of Royal Palm Beach will be waived. Others will be by the Contractor.
4. Utilities, water, electricity, etc.
5. All existing equipment and items to remain shall be protected during construction and will be the Contractor's responsibility for proper operations and usage.

- E. Construction Hours and Days
 - 1. Normal work hours; Monday – Friday, 7:00 AM to 6:00 PM
 - 2. Twenty-four hour (24-hr) notice for working weekends and extended hours. Request to be submitted to Owner for approval. Weekend work requires compensation by the Contractor for Inspector.

III. Revisions

- A. All Changes to be in Writing from the Architect.
 - 1. Addendum #1 and #2
- B. Questions and Answers (RFI) to be in writing and submitted electronically to:
 - 1. **Robert Hill** at: rhill@dhgadesign.com.

IV. Bid Instructions

- A. Refer to specifications. Note that the bid to indicate pricing for each area as designated in Section 00 30 00 – BID FORM.
- B. Bids will be due at the **Village Clerk Office** per the format in the Instructions To Bidders.
- C. Site Visits – Contractor and subcontractors to coordinate additional site visits during normal work hours with architect / owner.

V. Issues Of Concern From Attendees

VI. Site Tour