



Village of Royal Palm Beach, Florida
Engineering Department
PR1806 and PR1720 Bob Marcello Baseball and Tennis Lighting
Wednesday, January 8, 2020 at 3:00pm

Pre-Bid Meeting Agenda-~~Minutes~~

I. Welcome

- a. Please sign in
- b. Silence all mobile phones
- c. Introductions
 - i. Chris Marsh – Village Engineer
 - ~~ii. Winston Blake – Project Construction Coordinator~~
 - iii. Tim Tack – Project Manager
 - iv. Adamo DiSisto – Project Engineer
 - v. Lou Recchio – Parks and Recreation Director
 - ~~vi. Paul Webster – Public Works Director~~
 - ~~vii. Rob Hill – Director of Community Development~~
 - viii. Vickie Day – Administrative Assistant III
 - ix. Larry Smith – Smith Engineering Consultants
- d. Purpose of this meeting
 - i. Overview of the Bid Documents
 - ii. Review the Plans
 - iii. Share other information
 - iv. Answer any questions

II. Bid Documents Overview

NOTE: The following sections are copied from the bid documents. This document was created to highlight specific parts of the contract. In no way is this document intended to supplement or modify the bid documents.

a. Invitation to Bid

Sealed bids will be received by the Village of Royal Palm Beach, Florida at the Office of the Village Clerk, located at 1050 Royal Palm Beach Boulevard, Royal Palm Beach, Florida 33411, for subject project 3:00 p.m. local time Wednesday, January 15, 2020, then opened publicly at that time

The project is located in Bob Marcello Park, 100 Wildcat Way, Royal Palm Beach, FL 33411. The existing sports lighting for Baseball Fields 2&3 and the Tennis Court, including the light fixtures, concrete poles, foundations, conduit, and wiring, shall be removed and replaced with LED lights and steel poles.

Budget: \$566,000.00

Bids must be accompanied by a Bid Security in the form of a certified bank check made payable to the Owner, or a Bid Bond. The amount of the security shall not be less than five (5) percent of the Bidder's total price indicated in Bid Form.

~~Addendum #1 will be distributed this week regarding pushing back the bid opening by one week.~~

b. Instruction to Bidders

- 2.0.1 He has read and understands the Bidding Documents and his Bid is made in accordance therewith.
- 2.0.2 He has visited the site and familiarized himself with the local conditions under which the work is to be performed.
- 3.1.2 Bidders shall use complete sets of Bidding Documents in preparing Bids; the Owner assumes no responsibility for errors or misinterpretations resulting from the use of incomplete or illegible sets of Bidding Documents.
- 3.1.4 Bidders shall submit one (1) original bid packet and four (4) copies of the bid packet.
- 3.2.2 Bidders requiring clarification or interpretation of the Bidding Documents shall make a written request which shall reach the Owner at the address listed in 3.2.4 at least five calendar days (Friday, January 10, 2020) prior to the date for receipt of Bids. **RFI #3 response will be distributed later today.**
- 3.2.3 Any interpretation, correction, or change of the Bidding Documents will be made only by Addendum. Written instructions regarding discrepancies, omissions or unclear intents shall be sent to all Bidder's, who have received bid documents. Interpretations, corrections or changes to the Bidding Documents made in any other manner will not be binding, and Bidders shall not rely upon such interpretations, corrections and changes.
- 3.2.4 Bidders finding discrepancies and/or omissions or having doubt as to the intent of the any part of the Contract Documents shall at once notify the Project Engineer. Bidder's questions relative to bidding requirements, bidder qualification and contract award shall be directed to Adamo DiSisto, Project Engineer, 1050 Royal Palm Beach Boulevard, Royal Palm Beach, FL 33411, Telephone No. (561) 790-5163 adisisto@royalpalmbeach.com
- 3.3.3 No Addenda will be issued later than three work days (Friday, January 10, 2020) prior to the date for receipt of Bids except an Addendum withdrawing the request for Bids, one which includes postponement of the date for receipt of Bids, or one whose content is limited to the listing of additional approved manufacturers and substitutions. **Addendum #1 will be distributed this week regarding the location of the staging area.**
- 4.1.10 The following forms, together, comprise a Bid and must be submitted with the BID PROPOSAL:
- | | |
|-------------------------------|---------------------------------------|
| Bid Form | Sworn Statement, Public Entity Crimes |
| Bid Bond | Truth-In-Negotiation Certification |
| Contractor Qualification Form | Drug Free Work Place Certification |
| Trench Safety Affidavit | Certification Statute 215.4725 |
| Schedule of Subcontractors | Addenda |
- 4.1.12 The contractor is required to bid the number of days necessary to complete the work. The owner may award the contract to the contractor with the lowest adjusted bid. The lowest adjusted bid will be determined by multiplying the value of the liquidated damages by the difference in the number of days the contractor bid compared to the average of all the days bid then subtracting

or adding that value to the bid value depending if the contractor bid more than the average or less than the average number of days necessary to complete the work.

The following liquidated damages apply to this project:

- 1) Substantial completion, liquidated damages of One Thousand Dollars (\$1,000.00) per day will be assessed for failure to substantially complete the overall project within the agreed time period following the "Notice to Proceed".
- 2) Final completion, liquidated damages of Five Hundred Dollars (\$500.00) per day will be assessed for failure to complete the overall project within thirty days following substantial completion.

- 4.3.1 All copies of the Bid, the bid security, and any other documents required to be submitted with the Bid shall be enclosed in a sealed opaque envelope. The envelope shall be addressed as follows:

Project Number: **PR1806 & PR1720**
Contractor's Bid Proposal for: Bob Marcello Baseball and Tennis Lighting
Village of Royal Palm Beach
1050 Royal Palm Beach Blvd
Royal Palm Beach, Florida 33411

- 5.3.1 Award will be made to the lowest responsive, responsible Bidder. To be considered responsive, the Bid must conform in all respects to the conditions of the Invitation to Bid, to the Instructions to Bidders, to Village Codes and to Florida law.

c. Bid Form

2. BIDDER accepts all of the terms and conditions of the Advertisement or Invitation to Bid and Instructions to Bidders, including without limitation those dealing with the disposition of Bid security. This Bid will remain subject to acceptance for 60 days after the day of Bid opening. BIDDER will sign and submit the Agreement with the Bonds and other documents required by the Bidding Requirements within (14) days after the date of OWNER'S Notice of Award.

3.(c) BIDDER has reviewed and checked all information and data shown or indicated on the Contract Documents with respect to existing or Underground Facilities at or contiguous to the site and assumes responsibility for the accurate location of said Underground Facilities.

d. Project General Requirements

SECTION 01010 – SUMMARY OF WORK

1.05 CONTRACTOR'S USE OF THE PREMISES

C. Time restrictions for performing work: All work shall be performed during daylight working hours, Monday through Friday, 7:00 AM to 6:00 PM on weekdays. The Contractor may extend working hours only if approved in writing by the Owner.

1.07 EXISTING UTILITIES/MAIL SERVICE

A. All existing utilities and mail delivery must be maintained in service during construction.

SECTION 01720 – PROJECT RECORD DOCUMENTS

1.04 RECORDING

F. CONTRACTOR may make application for final payment (following the procedure for progress payments) after it has, in the opinion of the ENGINEER, satisfactorily completed all of the following:

- 1) Corrections identified during the final inspection
- 2) Removal and disposal of all temporary utilities developed to meet the requirements of the Contract
- 3) Delivery, in accordance with the Contract Documents, of the following:
 - a. All maintenance and operating instructions

- b. Schedules
- c. Guarantees
- d. Bonds
- e. Certificates or other evidence of insurance
- f. Certificates of inspection
- g. Electronic copy of Record Plans in PDF format
- h. Electronic copy of As Built Plans in DWF format
 - i. Include all sheets (cover, plans, details, etc.)
 - ii. Shall include northing, easting, and elevation (XYZ) data for the following: Permanent structures, sanitary sewer structures and pipes, water structures and pipes, storm sewer structures and pipes, grade breaks on permanent surfaces, electrical pullboxes and light poles, irrigation valves and pumps, and any other features required by OWNER
 - iii. Data shall be provided utilizing the same horizontal and vertical controls as Construction Plans
- i. Electronic copy of As Built Data in XLS format (template provided by OWNER)
- j. Hardcopy of As Built Data signed & sealed by a professional surveyor

e. Roadway Technical Specifications – Section 100 – Special Provision

It is the intent of these specifications that Division I, II and III of the Florida Department of Transportation “Standard Specifications for Roads and Bridge Construction” dated 2020 be used as the basis for the work as amended by the General Conditions, Supplemental Conditions and the following Special Provisions. Where such wording refers to the State of Florida and its Department of Transportation and Personnel, such wording is hereby replaced with wording which provides proper substitute terminology; thereby making such Standard Technical Specifications as though they were Standard Technical Specifications of the Village of Royal Palm Beach in conjunction with the Village of Royal Palm Beach’s retained engineer(s).

Further the applicable portions of the Village of Royal Palm Beach Code and Florida Building Code shall apply to the project.

III. Plans Review

IV. Other Information

- a. Field use schedule may impact work schedule. Details will be provided in Minutes or an Addendum. **The contractor shall coordinate with the Village Parks & Recreation Department regarding events in the project area. The fields will not be in use from June – September. It is desirable to perform the work during this time.**
- b. Maintenance of Traffic (MOT) must be in accordance with current FDOT Standard Plans
 - A. Pedestrian only
- c. Dumpsters must be supplied by ~~Republic Services~~ **Waste Pro**
- d. Please address all RFI’s and any questions to the Project Contact below.

Project Contact:	Adamo DiSisto, Project Engineer
Email Address:	adisisto@royalpalmbeach.com
Phone Number:	561-790-5163

V. Questions?

VI. Conclusion

- a. Bid packages are for sale in Village Hall for \$50.00
 - i. Bid package may be requested online at www.royalpalmbeach.com
- b. Today’s sign-in sheet and minutes will be available online



Village of Royal Palm Beach, Florida
 Engineering Department
 PR1806 & PR1720 Bob Marcello Baseball and Tennis Lighting
 Wednesday, January 8, 2020 at 3:00pm

Pre-Bid Meeting Sign-In Sheet

Name	Company	Work Number	Fax Number	Email
Chris Marsh	VRPB, Village Engineer	561-790-5161	561-791-7035	CMarsh@royalpalmbeach.com
Winston Blake	VRPB, Construction Coordinator	561-790-5121	561-791-7095	WBlake@royalpalmbeach.com
Timothy Tack <i>T</i>	VRPB, Project Manager	561-790-0221	561-791-7095	ttack@royalpalmbeach.com
Adamo DiSisto <i>AD</i>	VRPB, Project Engineer	561-790-5163	561-791-7087	adisisto@royalpalmbeach.com
Rob Hill	VRPB, Building Official	561-790-5108	561-790-5129	rhill@royalpalmbeach.com
Paul Webster	VRPB, Public Works Director	561-790-5123	561-791-7075	PWebster@royalpalmbeach.com
Lou Recchio <i>LR</i>	VRPB, Parks & Rec Director	561-753-1228	561-791-7079	lrecchio@royalpalmbeach.com
Larry Smith <i>LS</i>	Smith Engineering Consultants	561-616-3911	561-616-3912	larry@smithengineeringconsultants.com
<i>Billy Olson</i>	<i>Imperial Electric</i>	<i>984325 7134</i>		<i>imp7134@gmail.com</i>
<i>Tim Turner</i>				
<i>MARCEL SENI DE</i>	<i>DAVCO Electrical Contractor</i>	<i>561-732-3434</i>	<i>561-732-3414</i>	<i>mсени@davcoelectric.com</i>