



Village of Royal Palm Beach, Florida  
Engineering Department  
EN2104 & EN2105 Village Hall and Site Construction  
Thursday, June 17, 2021 at 3:00 p.m.

## Pre-Bid Meeting Agenda-~~Agenda~~Minutes

### I. Welcome

- a. Please sign in by sending an email with your full name, company name, and phone number to [vday@royalpalmbeach.com](mailto:vday@royalpalmbeach.com). This will also ensure that you receive the meeting minutes.
- b. Introductions
  - i. Chris Marsh – Village Engineer
  - ii. Bob Hill, DHGA Design Florida – Village Architect Consultant
  - iii. Manuel Ayala, REG Architects – Project Architect
  - ~~iv. Winston Blake – Project Construction Coordinator~~
  - v. Tim Tack – Project Manager
  - ~~vi. Lou Recchio – Parks and Recreation Director~~
  - vii. Paul Webster – Public Works Director
  - viii. Rob Hill – Director of Community Development
  - ix. Vickie Day – Administrative Assistant III
  - x. Ray Liggins – Village Manager
  - xi. Kurt Riggott – Facilities Superintendent
- c. 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 - The Village of Royal Palm Beach shall only accept bids from **PRE-QUALIFIED CONTRACTORS** for this project. The scope of the project includes the following:  
Construction of a 25,380± SF Village Hall to include parking lot, lighting, and security cameras; constructing the new façades for the Palm Beach Sheriffs Office, ~~Meeting Hall~~ and David Farber Training Buildings; and demolition of the existing Village Hall building. The project budget is \$9,900,000.00

The term PRE-QUALIFIED CONTRACTORS shall mean the five (5) contractors selected on April 14, 2021 by the “Village Hall Construction Services” selection committee. The five (5) PRE-QUALIFIED CONTRACTORS are as follows:

1. Proctor Construction Co. 2050 US Highway 1, Suite 200 Vero Beach, FL 32960
2. Verdex Construction LLC 1545 Centrepark Drive N. West Palm Beach, FL 33401
3. KVC Constructors 9499 NE 2<sup>nd</sup> Avenue Suite 205 Miami Shores, FL 33138
4. D. Stephenson Construction Inc 6241 N Dixie Highway Ft. Lauderdale, FL 33334

5. State Contracting & Engineering Corp. 5391 N. Nob Hill Road Sunrise, FL 33351

a. Instruction to Bidders

- 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 July 23, 2021) prior to the date for receipt of Bids.
- 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 Village Engineer. Bidder's questions relative to bidding requirements, bidder qualification and contract award shall be directed to Village Engineer, 1050 Royal Palm Beach Boulevard, Royal Palm Beach, Fl 33411, Telephone No. (561) 790-5161 cmarsh@royalpalmbeach.com
- 3.3.3 No Addenda will be issued later than ~~three work days (Monday, July 5, 2021)~~ **five calendar days (Friday, July 2, 2021)** 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.
- 4.1.12 Timely completion of this project is a material condition of this Bid and the Village will incur losses and damages as a result of a delay in project completion.

**The following liquidated damages apply to this project:**

- 1) Substantial completion, liquidated damages in the amount of Two Thousand Dollars (\$2000.00) per calendar day shall 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 in the amount of One Thousand Dollars (\$1000.00) per calendar day shall be assessed for failure to complete the overall project within sixty (60) days following substantial completion.**

4.2 Bid Security

- 4.2.1 Each Bid shall be accompanied by a BID SECURITY (in the form of, at Bidder's option, cashier's check, certified check, money order or Bid Bond in favor of the Owner) in the amount of at least five percent (5%) of the bid price pledging that the Bidder will within twenty one (21) days after Notice of Intent to Award, enter into a contract with the Owner on the terms stated in his Bid and will furnish bonds as described hereunder in covering the faithful performance of the Contract and the payment of all obligations arising thereunder. Should the Bidder refuse to enter into such Contract or fail to furnish such bonds, the amount of the bid security shall be forfeited to the Owner as liquidated damages, not as penalty. If a Bidder fails to execute a Contract for the project, the Bidder may be suspended or debarred from bidding on future projects for a period of one (1) year. The Owner may further pursue

any and all remedies available against the Contractor for damages resulting from its failure to enter into a contract.

- 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: EN2104 & EN2105  
Contractor's Bid Proposal for: Village Hall and Site Construction  
Village of Royal Palm Beach  
1050 Royal Palm Beach Blvd  
Royal Palm Beach, Florida 33411

No responsibility will be attached to the Owner for premature opening of or failure to open a bid not properly identified. If the bid is sent by mail, the sealed envelope shall be enclosed in a separate mailing with the notation "SEALED BID ENCLOSED" on the face thereof.

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 sixty (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 twenty one (21) 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. Supplementary Conditions - review

e. Project Specifications

SECTION 01010 – SUMMARY

1.8 WORK RESTRICTIONS

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.

E. Existing Utility Interruptions: Do not interrupt utilities serving facilities occupied by Owner or others unless permitted under the following conditions and then only after providing temporary utility services according to requirements indicated:

1. Notify Owner not less than two days in advance of proposed utility interruptions.
2. Obtain Owner's written permission before proceeding with utility interruptions.

SECTION 017839 - PROJECT RECORD DOCUMENTS

1.3 RECORD DRAWINGS

D. Asbuilt Survey Requirements for site features and underground utilities.

- a. 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 pull boxes 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
- b. Electronic copy of As Built Data in XLS format (template provided by OWNER)
- c. Hardcopy of As Built Data signed & sealed by a professional surveyor

**6. Plans Review n/a**

**7. Other Information**

- a. Dumpsters must be supplied by Waste Pro unless the material is being recycled.
- b. Please address all RFI's and any questions to the Project Contact below.  
Project Contact: Chris Marsh, Village Engineer  
Email Address: [cmarsh@royalpalmbeach.com](mailto:cmarsh@royalpalmbeach.com)  
Phone Number: 561-790-5161
- c. The Bid Form (page BF-26 and BF-27) was reviewed in its entirety; including the amount of time allotted for each phase and milestone

**8. Questions?**

- 1. Can the Village provide the RFI's in a continuing number format, so each question has an identifying number?  
Yes, with the next RFI.

**9. Conclusion**

- a. Bid packages are for sale in Village Hall for \$500.00
  - i. Bid package may be requested online at [www.royalpalmbeach.com/rfps](http://www.royalpalmbeach.com/rfps)
- b. Today's sign-in sheet and minutes will be available online

Virtual Attendees in addition to Ib:

Adam Young  
Adrian Viera  
Al Ziri  
Alex Felipe  
Antwan Foster  
Brad Stall  
Frank Frank  
Joshua Delasant  
Lea Valdez  
Leah Griffin  
Shane Tedder  
Steve Herp

