



Village of Royal Palm Beach, Florida

Engineering Department

PR2105 Corporate Picnic Pavilions

Wednesday, August 10, 2022 at 3:00 p.m.

Pre-Bid Meeting 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. 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. ~~Winston Blake – Project Construction Coordinator~~
 - iv. Tim DeLand – Project Manager
 - v. ~~Adamo DiSisto – Project Engineer~~
 - vi. ~~Paul Webster – Public Works Director~~
 - vii. ~~Rob Hill – Director of Community Development~~
 - viii. Vickie Day – Administrative Assistant III
- 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

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, August 31, 2022, then opened publicly at that time.

Project Description:

Construct two (2) Eighty Two (82) feet wide corporate pavilions at Royal Palm Beach Commons Park.

Budget:\$1,200,000.00

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.

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, August 26, 2022) 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 Project Engineer.
Bidder's questions relative to bidding requirements, bidder qualification and contract award shall be directed to 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, August 26, 2022) 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.
- 4.1.10 The following forms, together, comprise a Bid and must be submitted with the BID PROPOSAL:
Bid Form
Bid Bond
Contractor Qualification Form
Trench Safety Affidavit
Schedule of Subcontractors
Sworn Statement, Public Entity Crimes
Truth-In-Negotiation Certification
Drug Free Work Place Certification
Certification Pursuant to Florida Statute § 215.4725
E-Verify Affidavit
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 \$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 \$500.00 per day will be assessed for failure to complete the overall project within thirty days following substantial completion.

Contractor	Base Bid	Days	Adjustment	Adjusted Bid*
Contractor A	\$385,000	150	+\$15,000	\$400,000
Contractor B	\$410,000	90	-\$15,000	\$395,000
Contractor C	\$399,000	120	\$0	\$399,000
Average # of Days		120		
Liquidated Damages		\$500		

* The adjusted bid is used solely for the purpose of determining the lowest responsive, responsible bid

- 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: **PR2105**

Contractor's Bid Proposal for: Corporate Picnic Pavilions

Village of Royal Palm Beach

1050 Royal Palm Beach Blvd

Royal Palm Beach, Florida 33411

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 (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. Supplementary Conditions

ARTICLE 13 – TESTS AND INSPECTIONS, CORRECTION, REMOVAL OR ACCEPTANCE OF DEFECTIVE WORK

SC13.03.B Modify this article by deleting the text and substituting the following:

B. The CONTRACTOR shall employ and pay; for the services of an independent testing laboratory to perform all inspections, tests, or approvals required by the Contract Documents, cost of testing and coordination associated with testing are to be included in the cost of materials and work being tested. There will be no separate payment for testing or coordination.

ARTICLE 14 – PAYMENT TO CONTRACTOR AND COMPLETION

SC-14.02A.3 Delete and replace with the following:

The amount of retainage with respect to progress payments is as follows: 5% retainage for contracts greater than \$200,000 and 10% retainage for contracts \$200,000.00 or less.

e. 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. No lane closures shall be permitted outside the hours of 9:30 AM to 3:30 PM. The Contractor may extend working hours only if approved in writing by the Owner.

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

III. Plans Review

IV. Other Information

- a. Dumpsters must be supplied by Waste Pro
- b. Please address all RFI's and any questions to the Project Contact below.
Project Contact: Adamo DiSisto, Project Engineer
Email Address: adisisto@royalpalmbeach.com & vday@royalpalmbeach.com
Phone Number: 561-791-7092
- c. The grass at Commons Park is a specific type of Bermuda grass that has to be matched.
- d. There is only one access point for large vehicles as noted on plans
- e. An addendum of park events will be provided.
- f. The irrigation is pressurized and any loss of pressure may require temporary watering.
- g. The irrigation lines shown on the plan set for rough locations only.
- h. High chain link type fences are required around the construction site.

V. Questions?

1. Will a silt fence be required? No
2. Will the Village be conducting a site visit for prospective bidders? No; however you are invited to visit the project site during normal hours from sunrise to sunset.

VI. Conclusion

- a. Bid packages are for sale in Village Hall for \$50.00

- i. Bid package electronic copy may be requested free online at www.royalpalmbeach.com/rfps
- b. Today's minutes will be available on the Village website

Virtual Attendees in addition to I.b.: Giacomo Cecinato, Josh Della-Pietra, Luis O. Madelyn Harshaw; Andrew Steele, Paul Schwartz