



Village of Royal Palm Beach, Florida

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Paul L. Webster, P.E., C.S.M.
Director of Public Works

Public Works F.O.C. Roof Replacement & Exterior Painting (PW2201)

Response to RFI # 1

Issue Date: May 31, 2022

To All Bidders:

The RFI #1 is to amend the pre-bid meeting minutes to reflect the changes in the dates as follows:

- RFI's due – June 2, 2022 (4:30pm)
- RFI Response – June 3, 2022 (1:00pm)
- Bids Due – June 8, 2022 @ 3:00pm

A copy of the revised pre-bid meeting minutes is attached.

Issued By:

Paul L. Webster, P.E., C.S.M.
Director of Public Works

Fred Pinto
Mayor

Selena Samios
Vice Mayor

Jeff Hmara
Councilman

Jan Rodusky
Councilwoman

Richard Valuntas
Councilwoman

Raymond C. Liggins P. E.
Village Manager

**VILLAGE ROYAL PALM BEACH -
PUBLIC WORKS F.O.C. ROOF REPLACEMENT & EXTERIOR PAINTING (PW 2201)**

Pre-Bid Meeting Agenda

May 18, 2022 @ 2:00 PM @ F.O.C.

I. Brief Introduction

A. Owner Representative: Paul L. Webster, P.E. - Director of Public Works,
Kurt Riggott – Facilities Superintendent

B. Construction Administration:
Owner: Owner Representative

Project Architect :
Architect - Robert Hill, DHGA Design

II. Project Overview

A. Project Scope -

The project scope consists of:

1. Replace the existing roof with standing seam metal system and new gutter & down spouts to include 3 ½" of thermal insulation on bottom of roof trusses at lower roof area.
2. Paint exterior of building and add stone veneer at front entrance.

B. Correspondence, i.e.: Addendums, RFI's.

1. All correspondence to be submitted to Architect / Owner, electronically.

C. Project Schedule:

1. Bid Docs Out – April 25, 2022 @ 1:00 PM
2. Pre Bid Meeting – May 18, 2022 @ 2:00 PM
3. RFI's Due – ~~May 25~~ June 2, 2022 (4:30 PM)
4. RFI Response – ~~May 27~~ June 3, 2022 (1:00 PM)
5. Bids Due – June 4~~8~~, 2022 @ 3:00 PM
6. Award Contract – TBD
7. Notice to Proceed – TBD
8. Permitting w/ Village of Royal Palm Beach -
9. Construction Schedule - TBD
 - Pre-Construction Meeting – TBD
 - Progress Meetings (Bi-Monthly) -
 - Begin Construction - TBD
 - Substantial Completion - TBD
 - Final Completion/Close-Out - TBD

D. Special Areas Of Concern

1. Coordination with Village and other contractors.
2. Building and 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, toilets, etc. to be provided by Owner.
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 4:00 PM

2. Twenty-four hour (24-hr) notice for working weekends and extended hours.
3. Access into interior of building to be by rear or side doors.

III. Revisions

- A. All Changes to be in Writing from the Architect.
 1. Addendum # –
- 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 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. Contact Robert Hill for site visits.

V. Issues Of Concern From Attendees

VI. Building Tour