

**VILLAGE ROYAL PALM BEACH -
PALM BEACH SHERIFF'S OFFICE – IMPACT RESISTANT FRONT WINDOW WALL (PW1901)**

REBID: Pre-Bid Meeting Agenda

May 9, 2019 @ 1:30 PM @ Public Works Department

I. Brief Introduction

A. Owner Representative – Paul Webster, Director of Public Works

B. Construction Administration -
Owner: Owner Representative

Project Architect:
Architect - Robert Hill, DHGA Design

II. Project Overview

A. Project Scope -

The project scope consists of:

The project scope consists of renovations to the existing Sheriff's Office building to renovate portions of the front façade to replace window wall with new Impact Windows and CMU wall infill. The building will remain occupied and shall be secured at all times and protected from the weather. Provide temporary walls where needed.

The remaining building will be operational during construction and shall be kept clean and safe for use by the public. Security clearances will be required for all personnel working in the building.

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 22, 2019 @ 1:00 PM
2. Pre Bid Meeting – May 9, 2019 @ 1:30 PM
3. RFI's Due – May 14, 2019 (1:00 PM)
4. RFI Response Final – May 16, 2019 (3:00 PM)
5. Bids Due – May 20, 2019 @ 3:00 PM
6. Notice of Award (Council Approval) - TBD
7. Notice to Proceed – TBD
7. Permitting w/ Village of Royal Palm Beach -
8. 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 Sheriff and other contractors.
2. The office will remain in operation at all times and must maintain a clean safe area.
3. Site & building security, weather protection and traffic. Provide wall constructed of metal framing and exterior water proof plywood barrier to prevent weather intrusion, varmints and people from access to the building.

4. Building Permit Fees - Permits with the Village of Royal Palm Beach will be waived. Others will be by the Contractor.
5. Utilities, water, electricity, etc.
6. 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.

III. Revisions

A. All Changes to be in Writing from the Architect.

1. Addendum #001 – N/A

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 do at the **Village Clerk Office** per the format in the Instructions to Bidders.

C All Sections of the bid submittal are required to be completed in the entirety.

D. Site Visits – Contractor and subcontractors to coordinate additional site visits during normal work hours with architect / owner.

V. Issues Of Concern From Attendees

VI. Building Tour

VILLAGE OF ROYAL PALM BEACH

PRE-BID CONFERENCE: Palm Beach Sheriff's Office District 9 – Impact Resistant Front Window Wall - REBID

DATE: Thursday May 9, 2019

TIME: 1:30 PM

PLEASE LEAVE YOUR BUSINESS CARD

**Location: Field Operations Center
Paul Webster, Director of Public Works
10996 Okeechobee Blvd.
Royal Palm Beach, FL 33411**

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