



Village of Royal Palm Beach, Florida
Engineering Department
EN1601 Village Wide ADA Sidewalks
Wednesday, May 15, 2019 at 3:00pm

Pre-Bid Meeting Agenda ~~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
- 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 Friday, May 24, 2019 (35 days after Invitation), then opened publicly at that time.

Project Description:

The project is located in the neighborhoods of the Palm Beach Colony, The Willows, and Counterpoint Estates in the Village of Royal Palm Beach, Florida. ADA Curb ramps and sidewalk connections will be constructed or replaced at approximately 87 residential intersections. A connecting sidewalk will be constructed from Bobwhite Court to Business Parkway. Project includes minor drainage work, such as constructing sidewalk drains and coring existing catch basins. Budget: \$700,000.00

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 (**Sunday May 19, 2017 9**) 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 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 (**Tuesday May 21, 2019**) 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 | Certification Pursuant to Florida Statute § |
| Bid Proposal Form | 215.4725 |
| Bid Bond | Buy America Certificate of Compliance |
| Contractor Qualification Form | Certification Regarding Lobbying |
| Trench Safety Affidavit | Certification Regarding Debarment |
| Schedule of Subcontractors | E-Verify |
| Sworn Statement on Public Entity Crimes | Non-Collusive Affidavit |
| Truth-In-Negotiation Certification | LAP Certification of Current Capacity |
| Drug Free Work Place Certification | Status of Contracts on Hand |
| Addenda | Bid Opportunity List |
- 4.1.12 For the purpose of award, after opening and reading the proposals, the Village will consider as the bid the correct summation of each unit bid price multiplied by estimated quantities shown in the proposal. On this basis, the Village will compare the amounts of each bid and make the results of such comparison available to the public. Until the actual award of the Contract, however, the Village reserves

the right to reject any or all proposals and to waive technical errors that the Village may deem best for the interest of the State. Submit bid unit prices for all bid items. Bids submitted without bid unit prices for all bid items will be rejected as irregular.

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: VPN: EN1601 FM#: 438290-1
Contractor's Bid Proposal for: Village-Wide ADA Sidewalks 2018
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.

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.**

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. Required Contract Provisions for Federal Aid Construction Contracts

GC 32 TESTING

Unless otherwise provided in the Contract, drawings or specifications, shop testing of material or work shall be performed by the Contractor at its expense and in accordance with the technical specifications. Should tests in addition to those required by the specifications be desired by Owner, Contractor will be advised in reasonable time to permit such additional testing at Owner's expense, unless additional tests are required due to Contractor's work or materials having failed any initial test. Contractor shall furnish samples as requested and shall provide reasonable assistance and cooperation necessary to permit tests to be performed on materials or work in place, including reasonable stoppage of work during testing.

GC 44 PAYMENT PROCEDURE

GC 44.4 In accordance with the Local Government Prompt Payment Act, until the Project is determined to be 50% complete, the Owner shall withhold retainage of ten percent (10%) from each progress payment pay to the Contractor based on the Contractor's estimate and invoice as approved by the Engineer. It is agreed that the Engineer shall have the right to finally determine the amount currently due to the Contractor.

GC 44.5 After the Project is determined to be 50% complete, the Owner shall withhold retainage of five percent (5%) from each progress payment pay to the Contractor based on the Contractor's estimate and invoice as approved by the Engineer. It is agreed that the Engineer shall have the right to finally determine the amount currently due to the Contractor. Contractor may present to Owner a payment request for up to one-half of the retainage held by Owner. If Owner has grounds under Florida law to continue to retain all or a portion of the requested retainage, Owner may continue to hold such retainage.

e. Roadway Technical Specifications

- i. Page RT-109: Prior to the beginning of all work and after the completion of all work, the CONTRACTOR shall have a continuous color audio-video tape recording taken along the entire length of the project to serve as a record of pre-construction conditions and post construction conditions. No construction shall begin prior to review and approval of the DVD covering the construction area by the ENGINEER. The ENGINEER shall have the authority to reject all or any portion of the DVD and order that it be redone at no additional charge. The CONTRACTOR shall reschedule unacceptable coverage within five days after being notified.
- ii. Page RT-112: The Contractor shall comply with the National Pollutant Discharge Elimination System (NPDES) Permit requirements for the project, submitting the required documents to the U.S. Environmental Protection Agency (EPA) pursuant to the requirements of 40 CFR Part 122.26. This would include, but not be limited to, completing and submitting a Notice of Intent (NOI) to the U.S. EPA. **NPDES Permit is required.**
- iii. Page RT-114: Item No. 110-1-1-RPB-1, Tree, Stump, and Roots Removal, pertains to the complete removal and disposal of trees and stumps called out in the plans, as well as any roots found to be in conflict with proposed improvements.
- iv. Page RT-115: Grassed areas disturbed by earthwork and grading operations shall be restored after construction is complete. Cost for sod and stabilizing shall be included in the Earthwork line item, described in article 120-13.

f. 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. **At the end of the work day, must ensure no open hazards/MOT Plan is followed.**

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

III. Plans Review

- 1. Contractor will be required to move any stop bars that do not meet the minimum distance.
- 2. Contractor will have post-construction cored manhole cleaning requirements.

IV. Other Information

- a. Maintenance of Traffic (MOT) must be in accordance with current FDOT Standard Plans
 - i. Relevant Indexes have been included in the contract plans
 - ii. These included sheets may be submitted by a contractor with Advanced MOT Certification as a shop drawing to satisfy MOT review by the Village.
- b. Dumpsters must be supplied by Republic Services
- c. 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

d. This is a LAP project, Davis Bacon and Certified Payrolls along with FDOT requirements.

V. Questions?

- 1. Will the Village provide a staging/lay area?
 - A. Yes, a lay area will be available, exact location will be provided at the Pre-Construction meeting.
- 2. What is the timeline for the project to start?
 - A. Awarding of the contract should be at the June 20, 2019 Village Council meeting. Start date should be the first week or two of July.
- 3. Does the Village have rain days?
 - A. Yes, there is a process the Village has for requesting rain days.

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
 EN1601 Village Wide ADA Sidewalks
 Wednesday, May 15, 2019 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	VRPB, Project Manager	561-790-0221	561-791-7095	ttack@royalpalmbeach.com
Adamo DiSisto	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	VRPB, Parks & Rec Director	561-753-1228	561-791-7079	lrecchio@royalpalmbeach.com
BARRINGTON KONG	K-BARR Group, LLC	561-727-8158	405-886-4541	Kbarrgroup@comcast.net
Andrew Thomas	A. Thomas Const. Inc.	772-216-5898	772-595-5261	Athconst06@yahoo.com
Michael Williams	A Thomas Const Inc.	772 3073924	772 595 5261	wsm3280@hotmail.com
MIKE ADAMS	Allsite Const.	5618083651		MIKE@Allsiteinc.net
Voke Day	VRPB	561-791-7092		vday@royalpalmbeach.com