



Mandatory Pre-Bid Minutes

Town of Lake Park, Florida

Town of Lake Park

Request for Proposal (RFP) No. 103-2021

Thursday, May 13, 2021, 2:00 p.m.

Lake Park Harbor Marina, 105 Lake Shore Drive

The mandatory pre-bid meeting was conducted on Thursday, May 13, 2021 at 2:00 p.m. Present were Marina Director Stephen Bogner and Town Clerk Vivian Mendez.

Marina Director Bogner called the meeting to order at 2:00 p.m. and announced the following excerpts from Request for Proposal (RFP) No. 103-2021 Packet:

The Town of Lake Park is seeking proposals from qualified marine contracting firms who can provide construction services associated with the repair of several broken floating dock sections at the Town's Lake Park Harbor Marina, located at 105 Lake Shore Drive, Lake Park, Florida. A Project Scope of Work with specifications is incorporated herein.

Request for Proposal documents are available beginning Monday May 3, 2021 between 8:30 a.m. and 5:00 p.m. local time by contacting the Town Clerk's Office at 561.881.3311 or by email at townclerk@lakeparkflorida.gov. Proposals shall be submitted hardcopy, in triplicate, on the forms provided.

Sealed responses must be clearly marked "RFP 103-2021, Lake Park Harbor Marina Dock Repairs" and be delivered to the Office of the Town Clerk at 535 Park Avenue, Lake Park, Florida, 33403. The deadline for submission of proposals is **Thursday, June 3, 2021 at 2:00 p.m.** local time. At that time, the proposals will be publicly opened and read aloud in the Town Hall Commission Chambers, 535 Park Avenue, Lake Park, Florida, 33403.

Late proposals or proposals delivered to any other office other than the Town Clerk will not be accepted and will be returned to the sender unopened.

It is the responsibility of the Proposer to ensure all pages are included in the submission. All Proposers are advised to closely examine the Solicitation package, and to become familiar with the current condition of the doors and windows. Any questions regarding the completeness or substance of the Solicitation package or scope of services must be submitted in writing via email to townclerk@lakeparkflorida.gov.

The Town of Lake Park is exempt from Federal and State Taxes for tangible personal property tax.

The Town of Lake Park reserves the right to accept or reject any or all Proposals, in whole or in part, with or without cause, to waive any irregularities and/or technicalities, and to award the resultant contract on such coverage and terms it deems will best serve the interests of the Town. All proposed prices shall be guaranteed firm for 90 calendar days from Thursday, June

3, 2021. Any proposer who withdraws his or her proposal within 90 calendar days after Thursday, June 3, 2021 shall forfeit its Proposal Bond.

A proposal bond is required to be submitted with your proposal in an amount equal to five percent (5%) of the proposed project cost. The Town accepts, as fulfillment of this requirement, a certified check, or a cashier's check made out to the TOWN OF LAKE PARK. In addition, if a contract is awarded, the winning firm will be required to submit performance and payment bonds, as further described in the RFP documents.

General Information

The purpose of this Request for Proposal (RFP) is to retain a licensed, qualified, and experienced marine construction contractor to implement and manage the repairs of several broken concrete and wood floating dock sections at the Town's Lake Park Harbor Marina. The scope of this work will include removal and replacement of damaged connective walers, iron frame gussets, broken floating dock timber framing, and pile guides and rollers. Additionally, electrical services are required as part of this proposal to rewire and restore power to two utility pedestals

All proposals will be publicly evaluated by a Town Evaluation Committee, per the process established and described in Section 7 of this solicitation. The Town expects to award a contract to the firm which submits the highest ranked proposal, as determined by the Committee.

Proposers shall visit the work site to ascertain, by inspection, pertinent local conditions. They must carefully examine all plans, specifications, terms and conditions prior to submitting proposals on the work to be completed.

Project overview

The Town's Lake Park Harbor Marina suffered damage from wind and storm action related to Hurricane Irma in 2017, which rendered several sections of Bellingham concrete floating dock unusable. The scope of this project is to repair those broken dock sections and associated utility services (electrical) and restore them to fully functional service, in order to rent them to dockage customers. The contractor who receives the work will be expected to maintain full compliance with all terms and conditions stipulated within the work contract. The marina is currently fully occupied (with the exception of the broken dock sections), and will remain in full operation during the course of work. Therefore, the contractor will be expected to maintain a safe work environment at all times, and will be expected to keep operational disruption to a minimum.

Selection Process and Evaluation: All proposals timely and properly submitted in response to this solicitation will undergo a robust evaluation process. Once timely received, the proposals will be thoroughly reviewed and evaluated by a Town Evaluation Committee. The process by which proposals will be evaluated by the Evaluation Committee is established in Section 7 of this solicitation. It is expected that the proposal with the highest number of points, as determined by the Committee, will be awarded a construction contract.

The anticipated Schedule for this Solicitation is as follows:

<u>ITEM</u>	<u>EVENT</u>	<u>DATE/TIME</u>
a.	Solicitation Package Issued.....	May 3, 2021
b.	Mandatory Pre-Proposal Conference.....	May 13, 2021, 2:00 p.m., EDT
c.	Deadline for Receipt of Questions.....	May 21, 2021
d.	Due Date for Proposals.....	June 3, 2021 2:00 p.m., EDT
e.	Evaluation Process Begins.....	June 7, 2021
f.	Evaluation Process Completed.....	June 8, 2021
g.	Contract Award.....	June 16, 2021

Cone of Silence

Pursuant to Section 2-355 of the Palm Beach County Ordinance No. 2011-039, and the purchasing policies of the Town of Lake Park, all Solicitations, once advertised and until the appropriate authority has approved an award recommendation, are under the “Cone of Silence”. This limits and requires documentation of communications between potential Proposers and/or Proposers on Town Solicitations, the Town’s professional staff, and the Town Council members.

Communication Protocol

All questions, requests for clarifications or additional information and communications concerning this procurement process must be directed to the Town Clerk. The Town will record its responses to questions, if any, and address them in the form of a written addendum.

Mr. Bogner recommended the close review of section 3.21 “Indemnification and Insurance” of the Request for Proposal (RFP) No. 103-2021, please (see Exhibit “1”).

Rights of the Town

The Town reserves and holds at its sole discretion, various rights and options under Florida law.

Work Restrictions and Owner's Occupancy

The Project site is a public facility and conducts business from Monday through Sunday, 8:00 a.m. – 5:00 p.m. The site is accessible to our boating customers and their vessels 24 hours per day, and every effort must be made to ensure that work areas are secure and access restricted to marina customers. Contractor work hours and access shall be restricted to regular business hours Monday through Friday unless otherwise authorized by the Town and will be strictly enforced.

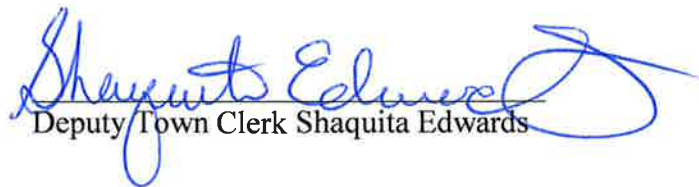
Mr. Bogner announced the Scope of Work within Exhibit "A" (see Exhibit "A"). He announced the deadline for submittal of questions to the Town Clerk's Office as Wednesday, May 26, 2021 at 5:00 p.m. Please forward all questions to townclerk@lakeparkflorida.gov

A member of the audience asked the anticipated project start date, Mr. Bogner announced the project might commence mid to late July of 2021.

Mr. Bogner provided directions to work site to the members of the audience. The Mandatory Pre-Bid Meeting recessed at 2:16 p.m. and reconvened at 2:30 p.m. Mr. Bogner provided a tour of the work site.

ADJOURNMENT:

The mandatory pre-bid meeting adjourned at 2:41.


Deputy Town Clerk Shaquita Edwards

3.13 INDEMNIFICATION and INSURANCE

The successful Proposer shall indemnify and hold harmless the Town and its officers, employees, agents, and instrumentalities from any and all liability, losses, or damages, including attorney's fees and costs of defense, which the Town or its officers, employees, agents, or instrumentalities may incur as a result of claims, demands suits, causes of actions, or proceedings of any kind or nature arising out of, relating to, or resulting from the performance of the agreement by the successful Proposer or its employees, agents, servants, partners, principals, or subcontractors. The successful Proposer shall pay all claims and losses in connection therewith, and shall investigate and defend all claims, suits, or actions of any kind or nature in the name of the Town, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may be incurred thereon. The successful Proposer expressly understands and agrees that any insurance protection required by this contract agreement or otherwise provided by the successful Proposer shall in no way limit the responsibility to indemnify, keep and save harmless, and defend the Town or its officers, employees, agents, and instrumentalities as herein provided.

The selected Proposers shall not commence any performance pursuant to the terms of this RFP until certification or proof of insurance has been received and approved by the Town's Risk Coordinator or designee.

The required insurance coverage is to be issued by an insurance company authorized, licensed and registered to do business in the State of Florida, with the minimum rating of B+ or better, in accordance with the latest edition of A.M. Best's Insurance Guide. This insurance shall be documented in certificates of insurance which provides that the Town of Lake Park shall be notified at least thirty (30) days in advance of cancellation, non-renewal, or adverse change. The receipt of certificates or other documentation of insurance or policies or copies of policies by the Town or by any of its representatives, which indicate less coverage than is required, does not constitute a waiver of the selected Proposer's obligation to fulfill the insurance requirements herein. Deductibles must be acceptable to the Town of Lake Park.

The selected Proposer must submit a current Certificate of Insurance, naming the Town of Lake Park as an additional insured and listed as such on the insurance certificate. New certificates of insurance are to be provided to the Town upon expiration.

The selected Proposer shall provide insurance coverage as follows:

- a. **WORKERS' COMPENSATION INSURANCE** in accordance with statutory requirements and Employer's Liability Insurance with limits of not less than One

Hundred Thousand Dollars (\$100,000) for each accident, not less than One Hundred Thousand Dollars (\$100,000) for each disease, and not less than Five Hundred Thousand Dollars (\$500,000) aggregate.

- b. GENERAL LIABILITY INSURANCE with each occurrence limits of not less than One Million Dollars (\$1,000,000).
- c. PROFESSIONAL LIABILITY INSURANCE with limits of not less than one million Dollars (\$1,000,000) annual aggregate.
- d. HIRED AND NON-HIRED VEHICLES with limits of not less than Five Hundred Thousand Dollars (\$500,000) per claim.
- e. DOCKSIDE LIABILITY, JONES ACT, or USL&H INSURANCE in a minimum amount of Two Million Dollars (\$2,000,000); if a watercraft is used in the course of this work the contractor shall maintain watercraft liability insurance with limits not less than One Million Dollars (\$1,000,000) combined single limit per occurrence.

Exhibit "A"

REQUEST FOR PROPOSAL (RFP) No. _____

PROJECT:

Lake Park Harbor Marina Dock Repairs

EXHIBIT "A"

Scope of Work /Specifications:

Area 1 (intersection of South Main Dock & H Dock):

- Remove & replace left and right iron frame gussets; replace connecting through rods that secure gussets to dock frame if necessary;
- Remove and replace any rotted or unusable wooden dock frame and waler sections;
- Reseat & secure transition panels at gussets and dock section connections.

Area 2 (intersection of outer H Dock and "L" section):

- Remove & replace iron frame gusset – replacement to be 24" longer at H Dock & "L" section union – replacement gusset minimum 1/168" thicker than existing – replace connecting through rods that secure gussets to dock frame if necessary;
- Remove & replace outer connecting iron dock section bracket, broken dock frame, and broken waler sections on inside of "L", outside of "L", and section connection "L" to H Dock;
- Remove and replace #1 and 2 pile guide iron seats and rollers on "L" section.

Area 3 (I Dock midway out):

- Remove and replace inner & outer frame and waler sections to reconnect floating docks, including iron connecting brackets;
- Restore electrical service to (2) southernmost utility pedestals on I Dock;
- Fabricate and install new transition plates to cover broken areas to be reconnected;
- Remove and replace #1, 3, 4, & 5 pile guide iron seats and rollers.

NOTES:

- Hardware & fasteners to be hot dipped galvanized ASTM-A-36 grade steel; replacement connecting rods to show three (3) threads outside securing nut and using neoprene washers for varying metals; provide material certification for all hardware provided; **Indentation problem**
- Lumber to be pressure treated (CCA or approved equal) Southern Yellow Pine Marine Grade
- Electrical work to be performed by licensed and insured electrician
- Varying heights between dock sections to be no more than 1/4" for ADA compliance
- Labor with Burden Rate to be provided by successful bidder at time of award



Project # 103-2021

PROJECT: Harbor Marina Dock Repair

CLOSING DATE/TIME:

5/28/2021

MANDATORY Pre-Request for Proposal Meeting

	CONTACT NAME & COMPANY	ADDRESS	PHONE	FAX	EMAIL ADDRESS
1	Tom Watson Custom Built Marine Const.	3119 hammond rd ft pierce	772 529 0003		
2	Zac Jagers Construct Co. Inc.	1510 East. Colonial Drive Orlando, Fl. 32803	407-714-0142		zac@constructco-inc.com
3	Michael Bryant, Coston Marine Construction	228 Hibiscus St, STE 4 Jupiter, FL 33458	561-747-4382		costonmarine@gmail.com
4	Alexis Camelio	1011 Fairfield Drive	772-359-1690		acamelio@decks-docks.com
5	Jacob Slattery Xylem Dewatering Solutions	1201 NW 18th ST. Pompano Beach, FL, 33069	561-497-5863		jacob.slattery@xylem.com
6	tyler gilb, andrea construction	12334 77th pl n west palm beach fl	561-236-4249		andreaconst@aol.com
7	Steve Ryder, Bellingham Marine	1813 Dennis Street, Jacksonville, FL 32204	904-613-2331		sryder@bellingham-marine.com
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