



Mandatory Pre-Bid Conference Minutes

Town of Lake Park, Florida

RFP 104-2017

Park Avenue, 7th Street to 10th Street

Roadway Improvement Project

Tuesday, April 18, 2017 at 10:30 a.m.

Commission Chamber, Town Hall, 535 Park Avenue

The mandatory pre-bid meeting was conducted on Tuesday, April 18, 2017 at 10:30 a.m. Present were Public Works Director Dave Hunt, Project Manager Richard Pittman, Operations Manager Richard Scherle, Finance Director Blake Rane, Town Manager John D'Agostino, Calvin Giordano & Associates Engineer of Record David Frodsham, P.E., Deputy Town Clerk Shaquita Edwards, and Town Clerk Vivian Mendez.

Public Works Director Dave Hunt called the meeting to order at 10:33 a.m. and gave a brief description of this project (see attached Notice to Offerors). He stated that there were roadway failures in the 700 block of Park Avenue and lateral rutting that ran the length of the storm sewer piping, which was done in the year 2000. He explained that geotechnical analysis was done of this and found GCP pipe. He explained that it would be addressed by way of excavating down to the spring line of the pipe, re-compacting, bringing it back up and reconstructing the 700-block. This type of rut has not been discovered on the 800 or 900-blocks of Park Avenue. Those two blocks would receive mill and overlay. He explained that there were decorative paver brick in the area. He stated that the paver brick project was sought and no contractor wanted to deal with a Maintenance of Traffic (MOT), so the work was postponed.

He explained the "Scope of Work" (see page 37 & 38 attached). He stated that the thermoplastic striping has been extended from US 1 to 7th Street on Park Avenue. He stated that they are seeking an alternate price for thermoplastic replacement on Water Tower Road.

He asked that when they prepare the bids they pay attention to page 22 of the bid packet (see attached), which was the checklist of all the required documents. He explained that award of the contract was based on the lowest responsible responsive bidder. A bid security was expected in the amount of 5% of the base bid. He explained that an addendum would be issued based on the Town's legal review of the contract documents, which would cover Public Records (see page 26 & 27 attached).

He stated that substantial completion of the project would be in 120 days, with final completion in 150 days. He encouraged the use of the "Clarifications & Exception" page to be used for any such modifications to the project. He reviewed the alternates on page 40 (see attached).

He explained that the eastbound traffic would remain open during the course of the project with anticipated lane shift. He stated that the westbound traffic would be detoured around the project area.

He explained that the Public Works staff had included some descriptions of the thermoplastic striping of Water Tower Road and placing thermo over the existing markings. He asked that everyone review the disclaimer as it states that they would be responsible for their own quantities as they prepare their quotes. He stated that it was the same for alternate "D" (see attached page 26).

He stated that the project consist of videoing the pipelines pre and post construction. He expressed staffs concern regarding how the lines were originally placed, which staff believes are too shallow. He stated that the current videos of the pipes show that the joints were in good shape and not the cause of the settling.

He stated that bids are due by 10:30 a.m. on Wednesday, May 3, 2017.

He stated that samples of the stamped concrete and color are required before proceeding with the project. He stated that a designated staging area was on the northeast corner of Foresteria Drive and 8th Street. He would be available for a walk-through of the area after this meeting. He opened the meeting up for questions.

A member of the audience asked what the proposed start date was for the project. Public Works Director Hunt explained that the bid opening was May 3, 2017; the Evaluation Committee would meet to review the lowest responsible responsive bidder and make a recommendation to the Commission; the contract would then take a few weeks to finalize with a possibility of construction beginning mid to late June.

A member of the audience asked what the budget was for the project. Public Works Director Hunt stated \$165,000.

A member of the audience asked about the asphalt type and the depth. CGA representative Frodsham stated that the information would be included in the Addendum.

A member of the audience asked if the Town was requesting a bid bond and a bid security. Public Works Director Hunt stated that the Town request a bid security. He then read the language that was included in the packet regarding the bid security. He agreed to address the topic in the Addendum.

A member of the audience asked if the Town planned to stockpile the excess material. Public Works Director Hunt stated that the Town was not planning to stockpile the material and would dispose of any excess material.

A member of the audience asked questions specific to the power washing. Public Works Director Hunt stated that the Town was not looking for a full replacement of sand and would request that the sand be topped off.

A member of the audience explained that polymeric sand is not vibratory compacted into place it was wet placement and water temping. Public Works Director Hunt suggested that it be included as part of the Addendum.

Inspector General Representative Tiffany Thomas, ask specific questions regarding the evaluation of the base bid or alternates. Public Works Director Hunt explained that the recommendation to the Commission would be based on the base bid and not the alternates.

ADJOURNMENT:

The mandatory pre-bid meeting adjourned at 11:03 a.m.

Town Clerk Vivian Mendez

TOWN OF LAKE PARK
NOTICE TO OFFERORS

NOTICE IS HEREBY GIVEN that the Town of Lake Park, Florida will be accepting sealed bids for:

PARK AVENUE, 7TH STREET TO 10TH STREET
ROADWAY IMPROVEMENT PROJECT
LAKE PARK, FLORIDA

Town RFP No. 104-2017

The Work shall generally consist of the following:

1. Asphalt pavement road reconstruction in the 700 block of Park Avenue
2. Asphalt pavement milling and resurfacing in the 800 and 900 blocks of Park Avenue
3. Removal and replacement of three, paver brick, mid-block cross walks with colored and stamped fiber reinforced concrete
4. Rehabilitation of existing paver brick road intersections and adjacent sidewalks throughout the project boundaries, as needed
5. Pressure cleaning of all paver bricks, curbs, and gutters throughout the project area
6. Re-sanding and compaction of all paver areas in the right-of-way within the project boundaries.
7. Application of thermoplastic pavement markings and installation of signage

Sealed bids must be submitted in triplicate to the Office of the Town Clerk and may be deemed timely submitted if received by 10:30 a.m. on Wednesday, May 3, 2017. The Office of the Town Clerk is located at the Town of Lake Park Town Hall, 535 Park Avenue, Lake Park, Florida 33403. Bids received by the Office of the Town Clerk after 10:30 a.m. are automatically disqualified and will be returned to the sender unopened. Receipt of a bid by any Town office, department, receptionist, or employee, other than the Clerk's Office, does not constitute "receipt" as required by this solicitation.

Project Documents: Bid documents will be available April 3, 2017, and may be obtained by calling the Town Clerk at 561.881.3311, 8:30 a.m. to 5:00 p.m., Monday through Friday, excluding holidays, and requesting a bid set (bound set with CD = \$25.00 / bound set with 24" x 36" Plan Sheets = \$50.00). Bids shall be submitted on the form(s) provided.

A MANDATORY Pre-bid Conference will be held on Tuesday, April 18, 2017, at 10:30 a.m. in the Town Hall Commission Chambers, 535 Park Avenue, Lake Park, FL 33403, to provide a description of the project, the terms of the bid documents, and to answer any questions.

Bid Documents: Envelope containing bid must be sealed and clearly marked, "**PARK AVENUE, 7TH STREET TO 10TH STREET, ROADWAY IMPROVEMENT PROJECT; TOWN RFP No. 104-2017**".

All bid prices shall be guaranteed firm for 90 calendar days from May 3, 2017. Any Offeror who withdraws his or her bid 90 calendar days after May 3, 2017 shall forfeit its Bid Bond.

A Bid Bond in the form of a Letter of Credit or Cashier's Check made payable to the "Town of Lake Park" in an amount equal to five percent (5%) of the bid, must be submitted to the Town.

Guaranty Bonds in the form of Performance Bond and Payment Bond, will be required. The Surety Company shall have at least the minimum ratings of A-, Class VI or higher, as described in the Instructions to Offerors.

All Bids which have been timely submitted will be opened and read aloud in the Town Commission Chambers at 10:30 a.m. on Wednesday, May 3, 2017. Award of the bid will be made at a Town of Lake Park Regular Commission Meeting.

All Offerors are advised that the Town has not authorized the use of the Town seal by individuals or entities responding to Town invitations to bid or requests for proposal, and that any such use by unauthorized persons or entities constitutes a second degree misdemeanor pursuant to Section 165.043, Florida Statutes.

All Offerors are advised that the Town will not supply or sell materials to offerors in connection with submission or preparation of bids, or any other matter, including but not limited to envelopes, labels or tape.

Offerors shall demonstrate successful performance of projects of a similar magnitude, scope, value, and trade as this project.

The Town Commission reserves the right to reject any and all bids, to waive any informality in a bid and to make an award it deems to be in the best interest of the Town.

Vivian Mendez, CMC, Town Clerk
Town of Lake Park, Florida

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Palm Beach Post

SCOPE OF WORK

PARK AVENUE, 7TH STREET to 10TH STREET, ROADWAY IMPROVEMENT PROJECT LAKE PARK, FLORIDA

Town of Lake Park RFP No. 104-2017

GENERAL SCOPE:

The work shall generally consist of the asphalt pavement road reconstruction in the 700 block of Park Avenue, including, but not limited to, compaction improvements to the sub-base, removal and replacement of the base material, and the placement of new asphalt pavement. The 800 and 900 blocks of Park Avenue will be milled and the asphalt pavement resurfaced. Three, paver brick, mid-block cross walks will be demolished and reconstructed using colored and stamped fiber reinforced concrete. Existing paver brick road intersections and adjacent sidewalks will be rehabilitated throughout the project boundaries: Paver bricks in the intersections and in the adjacent sidewalks that have settled or are missing, will be removed, the bedding sand compacted, and the pavers replaced using existing bricks. All paver bricks, sidewalks, curbs, and gutters throughout the project area will be pressure cleaned. All pavers will be re-sanded and compacted. Thermoplastic pavement markings will be applied in all three blocks along with new signage.

PROVIDE ALL LABOR, EQUIPMENT AND MATERIALS PER PLANS AND SPECIFICATIONS

- Pre-bid site visit and attendance at a mandatory pre-bid meeting
- Obtain insurance and bonds as specified in the bid documents; submit to Town prior to signing contract.
- Obtain Town of Lake Park Building Permit. Town to submit permit fee on behalf of the contractor.
- All contractors/sub-contractors working on the site must be registered to work in the Town. The Contractor Registration Form must be submitted to the Community Development Department, 535 Park Avenue, Lake Park, Florida.
- Prepare project schedule
- All property owners, merchants, and residents throughout the construction zone must be provided with advance notice whenever access to properties or traffic patterns are changed.
- Coordinate with and accommodate (to the maximum extent possible) merchants with regard to their special events and activities.
- Locate and protect utilities. Document pre-construction conditions, including a video of the storm drain pipes in the 700 block of Park Avenue.
- Provide and place erosion control. Ensure that sediments do not enter the drainage system.
- Place and maintain barricades, signage, and detours consistent with the approved signed and sealed Maintenance of Traffic plan.
- Reconstruct roadway in the 700 block of Park Avenue. Remove subbase to pipe springline in eastbound lane. Replace subbase in engineered lifts. Remove and

replace eight inches of base the length of the block. Place two inches of asphalt over the prepared base.

- Mill and overlay asphalt in the roadway in the 800 and 900 blocks of Park Avenue.
- Remove three, raised, paver brick crosswalks and replace with colored, stamped concrete.
- Replace missing paver bricks from stockpile and reset paver bricks that have settled over compacted base material throughout the limits of construction.
- Pressure clean paver bricks in roadway, medians and sidewalks. Pressure clean curbs and gutters throughout the limits of construction.
- Apply thermoplastic striping and reflective pavement markers in roadway.
- Install designated signage.
- Video storm drain line in the 700 block post construction.
- Ensure all drain lines are clear of sediments.
- Restore lay down and storage areas.
- **Warranty: One year materials, one year workmanship (labor).**
- Alternates as selected by owner.
- Project must be substantially complete 120 days from date of issuance of Notice to Proceed. Final Completion shall be 150 days from issuance of Notice to Proceed. Liquidated Damages of \$500.00 per day shall be applied for work required past these established dates.
- Submittals:
 - Product descriptions and certifications
 - Samples of concrete stamp and color
 - Geotechnical, concrete, and asphalt test results and reports per specifications
 - Material Safety Data Sheets (MSDS) on all materials prior to delivering to site

Questions/Clarifications to the Scope of Work will be discussed at the Pre-Bid Meeting. No interpretation of the meaning of the plans, specifications or other Contract Documents will be made to any Offeror orally. Every request for such interpretation should be in writing (email preferred) and must be received by the Office of the Town Clerk at least ten (10) calendar days prior to the date fixed for the opening of bids as indicated in the section entitled "INSTRUCTION TO OFFERORS", Item No. 3.

**PARK AVENUE, 7TH STREET to 10TH STREET,
ROADWAY IMPROVEMENT PROJECT
TOWN OF LAKE PARK**

Bid No. 104-2017

Instructions: Remove this and all following pages of the Contract Documents (less "Attachments to Exhibit I"), complete and execute, and submit in triplicate (one original and two copies) with your bid package.

In accordance with the plans and specifications noted in this Bid document, the **TOTAL BASE BID** for this project is:

_____ (\$_____)

Completion: All work must be substantially complete within 120 days **(Final Completion - 150 days)** of being issued a Notice to Proceed.

Required documents attached? - (1 Original and 2 copies):	(Yes or No)
- Bid Form (including Schedule of Bid Items) (signed)	_____
- Acknowledge Addenda No.(s)___ (if issued)	_____
- Clarifications/Exceptions	_____
- Proof of Bonding Capabilities	_____
- Proof of Existing Insurance Coverage	_____
- List of References	_____
- Licenses (copies of applicable licenses)	_____
- List of Subcontractors and Prime Vendors	_____
- Drug Free Workplace Certification	_____
- Sworn Statement on Public Entity Crimes	_____
- Anti-kickback Affidavit	_____
- Certification of Non-segregated Facilities	_____

NAME OF FIRM: _____

ADDRESS: _____

PHONE #: _____ FAX #: _____

E-MAIL: _____

AUTHORIZED SIGNATURE: _____

NAME & TITLE (TYPED or PRINTED): _____

2. RESPONSIBILITIES OF TOWN STAFF

- 2.1 The Town staff shall provide such space as mutually agreed to be necessary for the Contractor to fulfill its roadway improvements.
- 2.2 The Town staff shall provide pallets for the stockpiling of roadway pavers that will be reused by the Contractor and the Town.

3. PRICING

- 3.1 The price shall be \$_____ for the completion of the scope of work as identified within **Exhibit I**.
- 3.2 If any additional services are required above the scope of work, Contractor shall provide cost estimate to the Town for such services and obtain authorization to proceed from Town before commencing additional work.
- 3.3 If any alternates (as identified within **Exhibit I**) are required, the Contractor shall provide such services at the following rates for each alternate:

Alternate A: _____

Alternate B: _____

Alternate C: _____

Alternate D: _____

Alternate E: _____

4. PUBLIC RECORDS

- 4.1 The Contractor shall keep and maintain public records required by the Town to perform the service. Upon request from the Town's custodian of public records, the Contractor must provide the Town with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in F.S. ch. 119 or as otherwise provided by law.
- 4.2 The Contractor must ensure that public records that are exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the Contractor does not transfer the records to the Town.
- 4.3 Upon completion of the contract, the Contractor shall transfer, at no cost, to the Town all public records in possession of the Contractor or keep and maintain public records required by the Town to perform the service. If the Contractor transfers all public records to the Town upon completion of the contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the Town, upon request from the Town's custodian of public records, in a format that is compatible with the information technology systems of the Town.

- 4.4 A Contractor who fails to provide the public records to the Town within a reasonable time may be subject to penalties under s. 119.10.
- 4.5 If a civil action is filed against a Contractor to compel production of public records relating to a Town's contract for services, the court shall assess and award against the Contractor the reasonable costs of enforcement, including reasonable attorney fees, if:
1. The court determines that the Contractor unlawfully refused to comply with the public records request within a reasonable time; and
 2. At least 8 business days before filing the action, the plaintiff provided written notice of the public records request, including a statement that the Contractor has not complied with the request, to the Town and to the Contractor.

A notice complies with subparagraph (a)2. if it is sent to the Town's custodian of public records and to the Contractor at the Contractor's address listed on its contract with the Town or to the Contractor's registered agent. Such notices must be sent by common carrier delivery service or by registered, Global Express Guaranteed, or certified mail, with postage or shipping paid by the sender and with evidence of delivery, which may be in an electronic format.

A Contractor who complies with a public records request within 8 business days after the notice is sent is not liable for the reasonable costs of enforcement.

5. BID SECURITY, PAYMENT BOND, AND PERFORMANCE BOND

- 5.1 Bid security shall be required. Bid security shall be an original Bid Bond executed by a surety company admitted and authorized to do business in the State of Florida. Bid security in the form of a letter of credit, cash, a certificate of deposit, a treasurer's check or a certified cashier's check satisfactory to the Town may be tendered in lieu of the Bid Bond. Bid security shall be in an amount deemed sufficient by the Town manager to ensure bid compliance but in no event shall the bid security be less than five percent of the base bid amount.
- 5.2 In lieu of the bond required by this section, a Contractor may file with the Town an alternative form of security in the form of cash, a money order, a certified check, a cashier's check, an irrevocable letter of credit, or a security of a type listed in F.S. Chapter 625, pt. II. Any such alternative form of security shall be for the same purpose and be subject to the same conditions as those applicable to the bond required by this section. The determination of the value of an alternative form of security shall be made by the Town Manager. The bond must state on its front page: the name, principal business address, and phone number of the Contractor, the surety, the owner of the property being improved, and, if different from the owner, the contracting public entity; the contract number assigned by the contracting public entity, and a description of the project sufficient to identify it, such as a legal description or the street address of the property being improved, and a general description of the improvement. Such bond shall be conditioned upon the Contractor's performance of the construction work in the time and manner prescribed in the contract and promptly making payments to all persons defined in F.S. § 713.01, as amended, who furnish labor, services, or materials for the prosecution of the work provided for in the contract.

33	Maintenance of Traffic	1	LS		
34	Televise Drainage Lines 700 Block Pre/Post Construction	1,000	LF		
BASE BID: TOTAL ITEMS 1 THRU 34					\$
Written Amount:					
ALTERNATE A:					
35	Replace Joint Sand Exist. Paver Brick (Road) - Polymeric	16,700	SF		
36	Repl. Joint Sand Exist. Paver Brick (Med/Swk)- Polymeric	5,459	SF		
ALTERNATE A SUBTOTAL:					
ALTERNATE B:					
37	Replace Joint Sand Existing Paver Brick (Road)	16,700	SF		
38	Replace Joint Sand Exist. Paver Brick (Median/Sidewalk)	5,459	SF		
ALTERNATE B SUBTOTAL:					
ALTERNATE C:					
39	Pavement Markings along Watertower Rd.	1	LS		
ALTERNATE D:					
40	Pavement Markings along Park Ave from 7th St. to US1	1	LS		
ALTERNATE E:					
41	Replace top 8" of Excavated Base w/ Crushed Concrete	1,778	SY		

Submitted by: _____ Title: _____
Signature of Firm's Representative

Name of Firm: _____

**FAILURE TO ADDRESS ALL BID ITEMS MAY RESULT IN REJECTION OF BID.
AWARD OF CONTRACT WILL BE BASED ON THE LOWEST RESPONSIVE BASE BID**

Note: Bid Bond amount is to be based on 5% of the Base Bid.