



Town of Lake Park, Florida
Non-Mandatory Pre-Submittal Conference Minutes
Request for Proposals 113-2023

Continuing Services- Architecture, Engineering (Various Types), Landscape
Architecture, Survey & Mapping, Planning and Other Related Services
Tuesday, September 26, 2023 at 2:00 PM
Commission Chamber, Town Hall, 535 Park Avenue

The non-mandatory pre-submittal conference was conducted on Tuesday, September 26, 2023 at 2:00 pm. Present were Public Works Director Roberto Travieso, Project Manager John Wille, Operations Manager Dwayne Bell and Deputy Town Clerk Laura Weidgans. There were several attendees present. The sign-in sheet is attached as Exhibit A.

Public Works Director Travieso explained the project objectives, the scope of work, deadline dates, documentation requirements, the bond requirements, and contract terms. He explained that the Town's intention is to award contracts to up to 3 firms in each discipline. He also outlined the disciplines that are included in the request for proposals.

Maziar Keshavarz asked about selections of prime and sub contractors. Public Works Director Travieso advised that the prime and sub will be qualified as a group under the contract.

Ricardo Gonzalez asked about exhibits and addendums counting towards page limits. Public Works Director Travieso explained that addendums and exhibits do not count towards the limit of 35 pages, but resumes do count.

Ted Leshinski asked about the teaming structure for submittals. He asked if there a preferred prime for a team. Public Works Director Travieso advised that the prime should be geared towards a certain discipline or multiple disciplines. He also asked if the Town Manager will be a part of the selection committee. Public Works Director Travieso stated that neither himself or the Town Manager will be a part of the committee and that other staff members will be selected for the committee.

Susan O'Rourke asked if there is a benefit to being on civil teams. Project Manager John Wille and Public Works Director Travieso stated that the Town will try to remain flexible and ask the same from the contractors.

Kimley-Horn representative asked about the possibility of adding sub contractors at a later date. Project Manager Wille stated that this would be problematic

Ricardo Gonzalez asked about values. Public Works Director Travieso stated that there would be a wide range of values. Project Manager Wille stated it would be from thousands to millions.

Public Works Director Travieso stated the deadline for questions to be October 12, 2023 at 2pm and the deadline for responses to Demandstar is October 24, 2023 at 2pm.

ADJOURNMENT:

The non-mandatory pre-submittal conference adjourned at 2:20 pm

Town Clerk Vivian Mendez

Deputy Town Clerk Laura Weidgans

RFP 113-2023

CONTINUING SERVICES - ARCHITECTURE, ENGINEERING
(VARIOUS TYPES), LANDSCAPE ARCHITECTURE, SURVEY &
MAPPING, PLANNING AND OTHER RELATED SERVICES



Tuesday, September 26, 2023, from 2:00 PM to 3:00 PM
Town Hall Commission Chambers

	NAME	PHONE NO.	EMAIL
1	Roberto Travieso	(561) 881-3345	publicworks@lakeparkflorida.gov
2	Allycia Oppenheim	954-399-8525	OPERS @ CPZ ARCHITECTS.COM
3	MAZIANE KEHHAHARZ	561-345-2375	MAZIANE @ KEHHAHARZ.COM
4	MARTIN FURSTNER	561 840 0814	MARTIN.FURSTNER@FURSTNER-CON.COM
5	LEO LESTINSKI	240-381-3920	LESTINSKI @ HESTON TEAM.COM
6	Ricardo Gonzalez	561- 265 659-2383	rgonzalez@regarchitects.com
7	Randy Werthey	561 689 8600	randy@keshavarzi.com
8	Michelle Duchene	561 681 8018	mduchene@jmartonla.com
9	Maria Pineda	561.696.3496	mpineda@safelbit.com
10	Susan O'Rourke	772 781 79K	SUSAN @ OREP.TECH
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