



Mandatory Pre-Proposal Conference

Town of Lake Park, Florida

Request for Proposal 101-2019

Restoration of Mirror Ballroom French
Windows and Doors

Thursday, January 31, 2019 2:00 p.m.

Commission Chamber, Town Hall, 535 Park Avenue

The mandatory pre-proposal conference was conducted on Thursday, January 31, 2019 at 2:00 p.m. Present were Project Manager Agustin Hernandez, Public Works Director Richard Scherle, REG Architects Inc. Project Architect Darrin Engel and Town Clerk Vivian Mendez.

Public Works Director Scherle called the meeting to order at 2:05 p.m. and introduced staff. He explained that each staff member would speak to a specific portion of the request for proposal process.

Project Architect Engel representing REG Architects Inc. explained the specifics associated with the Town receiving a grant for the project. He explained the historic preservations and restoration of the French windows and doors. He explained that impact windows were not allowed, shutters would be used to protect the doors and windows during hurricanes. He stated that the State requires certain standards, which include taking pictures of the project, track progress, and quarterly reports. Public Works Director Scherle invited those in the audience to visit the Mirror Ballroom after this meeting.

Project Manager Hernandez explained certain aspects of the proposal document. He stated that the Mirror Ballroom can be accessed through a set of exterior staircases and emphasized the need for contractors to use the exterior staircases. He asked that the indoor elevator not be used to haul materials due to possible overcapacity. In order to protect everyone on the project and staff, he asked that the paint be dealt with as if it were lead paint. If chemicals are being used proper, extinguishers must be available at all times. Removal of used rags and other cleaning materials must be removed each day from the facility. The facility will be operational to staff and the public each day during construction, therefore, noise and dust must be kept to a minimum. The area must be kept weather tight during the duration of construction. Any heat generation of materials must be monitored at all times. He asked that the parking lot not be impede because staff and visitors will be at Town Hall during construction. He explained that the construction hours are weekdays only.

Public Works Director Scherle explained everything that would be included in the proposal packet, which is available on a compact disc (CD). He discussed the submittal due date and required documents, a 5% bond is required, three (3) hard copy complete packets and the timeline to complete the project. He explained the Evaluation Committee process of evaluating each submittal and the criteria scale in which is used to rate each submittal. He stated that the project would be awarded in either March or April and construction would begin soon thereafter.

Ms. Jodi Rubin from Specialized Property Services had several questions regarding the project. She asked if the paint needed to be removed from all surfaces or just sound substrate. Project Architect Engel stated that sound substrate.

Ms. Rubin asked if the doors could be removed as long as the area was kept weather tight and watertight. Project Architect Engel stated “yes” watertight and weather tight during the process.

Ms. Rubin asked if the door handles were included in the specifications because was unable to find them within the packet. Project Architect Engel reviewed the drawings and stated that the document would be modified to include the door handles.

Ms. Rubin asked when were questions due. Public Works Director Scherle stated that written questions are due to the Town Clerk until Wednesday, February 6, 2019.

Ms. Rubin asked if the coordinated closer hinges of the doors was something that was included because she did not find it within the document. Project Architect Engel stated that an RFI (Request for Information) would need to be submitted. He explained that the coordinated closer allows one door to close before the second doors closes into the first.

Ms. Rubin asked if the alternates would be requested at this time. Public Works Director stated that within the schedule of values is a section, which alternates, and pricing can be included.

Ms. Rubin asked if questions were allowed during the tour. Project Architect Engel stated “yes”.

Ms. Rubin asked for clarification on the hours. Public Works Director Scherle stated that unless a request to change the hours are mutually agreed the hours would be Monday – Friday 7:30 a.m. – 5:00 p.m. excluding weekends and governmental holiday’s.

Public Works Director Scherle stated that the estimated budget for the project was \$115,000.00. He thanked everyone for attending.

Ms. Rubin asked specific questions relating to the hinges once in the Mirror Ballroom, which Project Architect Engel answered.

ADJOURNMENT:

The mandatory pre-proposal conference adjourned at 2:33 p.m.

Town Clerk Vivian Mendez