

**Wright Parkway Sidewalk Project
Pre-Bid Meeting – March 20, 2013
Minutes - ITB 13-004**

The Pre-Bid meeting for ITB No. 13-004 was held on Wednesday, March 20, 2013 with the following in attendance:

Paul Eubanks, City of Fort Walton Beach	Charley Cotton, Preble-Rish, Inc.
Daniel Payne, City of Fort Walton Beach	Mike Moulton, Mike Moulton Construction
Sam Wilson, City of Fort Walton Beach	Don Fife, Gum Creek Farms
Giuliana Scott, City of Fort Walton Beach	David DeVaux, DeVaux Construction, Inc.
Joe Rector, Preble-Rish, Inc.	Howard Holley, Champion Contractors

The Non-mandatory Pre-Bid meeting began at 10:00 a.m. in the City Manager's Conference Room at City Hall. Paul Eubanks, Purchasing Agent, welcomed all the participants and introduced the City staff in attendance, and representatives from Preble-Rish, Inc. – consultants for the project.

Before opening the floor to questions, Mr. Eubanks reminded the participants that the Bid Opening is scheduled for April 9, 2013 at 2:30 p.m., and all submitted ITBs must be received and date-stamped **at the City Clerk's Office** before that deadline to be considered for the project. **All ITBs should be sent directly to the City Clerk as indicated in the bid document.**

Five documents have been posted online: Bid document and Exhibits A-D. He directed everyone's attention to the bid document, noting the various requirements for a Bid bond, performance bond, Labor & Materials Bond, and insurance.

Performance time is 120 days from date of Purchase order issuance.

Questions after this meeting may be submitted up to 10 days prior to the Bid Opening, and should be directed to Paul Eubanks – Purchasing Agent. **Do not contact other department or the consulting firm.** All questions or concerns unanswered here will be addressed in an addendum. All addenda issued will be posted & available from either the City website – www.fwb.org (thru the Purchasing Dept link) or from www.FloridaBidSystem.com. (The www.FWB.org website is under construction, so when looking for addenda or changes, please be sure to either check both websites, or to call Purchasing directly.

Mr. Daniel Payne, City Engineer, reminded the participants that this is not a standard City ITB, and that the additional state & Federal requirements must be complied with. He recommended that bidders drive the site.

The project area encompasses several transitions – from Hwy 98 to residential and commercial areas. There are three school zones within the project, and the project timeline overlaps with the local high school graduation, so vendors will have to be flexible in scheduling.

All ramps must be ADA compliant.

There will be no CEI services for this project. Joe Rector, consultant at Preble-Rish indicated that their firm will be working in the area at the same time, and their office is on Beal Pkwy. An inspector will be available if issues come up, and will drive the site from time to time.

Mr. Eubanks then opened the floor for questions.

Questions/Answers (Q&A):

Q. Will there be any after-hours work required?

A. The City anticipates that work schedules will be daytime only (7:30AM to 5:00PM) with exceptions for school events. The City has met with the local school district and schedules will need to be coordinated.

Q. There is no line item on the Bid Pricing sheet for relocation of utilities. Please address that issue.

A. The plans were designed with that in mind, so barring any unforeseen issues, there should be no relocating of utilities. There may be a few meters boxes or valve tops which need additional grading. Include any costs in your bid price.

Q. Have soil samples been performed?

A. No. Other work has been done in that area. Soil is sandy at the site, and drainage is good.

Q. Is there a site for disposal of top soil, concrete and/or asphalt?

A. The City has a site at the decommissioned wastewater treatment plant on Percy Coleman Road (off of Lewis Turner Blvd). It is 3 – 4 miles from the project site to the disposal area.

The City accepts only concrete and dirt. No asphalt. All disposal must be coordinated with the City before dumping. Since this work is for a City project, dump fees will be waived.

Q. What is the Project Estimate?

A. The City will receive up to \$176,000 in grants, and this is a fully-funded grant. There are no matching funds or other funds available.

Q. After reviewing the LAP requirements, and FDOT requirements, will the winning bidder have to comply with all that reporting on wages & site interviews, etc?

A. YES. Please carefully review Exhibit C – Local Agency Program / Federal Aid Contract Requirements. Page 9 discusses wage rates (FL228), and there are also equipment rental rates to be aware of. Site interviews of employees will be conducted.

Q. Can Plans / Drawings be purchased at Preble-Rish?

A. No. If printed copies are needed, please contact the City Purchasing Department. A standard print fee is charged.

The project design plans print on 11” x 17” paper, and are available for free as a pdf document on www.FloridaBidsystem.com and by email through the City Purchasing Dept. Please call 850-833-9524 to request them. Documents may be downloaded and printed at a 3rd party vendor (i.e. – Office Depot) as well.

Q. What is the anticipated timeline for approval of this project?

A. After the bid opening on April 9th, staff will tabulate the bids, verify submitted information and make a staff recommendation to City Council.

The staff recommendation will concurrently be submitted to FDOT for approval. It will then be submitted to City Council as early as April 23rd or be added to the May 14th City Council agenda. The City will start this project immediately after approval, and hopes to begin this project in May, 2013.

There being no further questions or concerns, Mr. Eubanks closed the meeting, reminding all participants that if they have additional questions, to send their inquiries directly to him at peubanks@fwb.org. The meeting adjourned at 10:22 am.

Minutes submitted by: G Scott, Purchasing Department