

Meeting Minutes – RFP 18-16 Marine Unit Boat Garage

Date of Meeting: 5/10/16

Minutes Prepared By: Janice Wilder, Buyer

1. Purpose of Meeting

- Review bid process & specifications with potential bidders and answer questions.
- Escort potential bidders on site visit.

2. Attendance at Meeting

*See attached sign in sheet
Attendance was mandatory.*

3. Meeting Notes, Decisions, Issues

Meeting was brought to order by Janice Wilder, HCSO Buyer who introduced Al Cordova, Project Manager and David Janney, Buyer. The bid submission process was reviewed. Deadline for submission of proposals is Tuesday May 17, 2016 at 3:00 pm at 2008 E. 8th Ave in Ybor City. This is a secure facility. If delivering a package at the last minute allow time for check in thru access control. Packages must be marked on the outside as a bid package.

Questions will be received thru 3:00pm Friday May 13, 2016. Send all questions through the Buyer so the answers may be shared (purchasing@hcsso.tampa.fl.us). Q & A, Amendments and all other communications will be posted to the website as the official method of communicating even though the Buyer will email information directly to the eligible bidders...those attending today's mandatory pre-bid. Contractors were also reminded that the HCSO and the Port Authority will run background check on all personnel working on site.

One of the first questions asked was in regard to how locked in is the August 31, 2016 completion deadline, to which Mr. Cordova responded we do not have much if any time to extend beyond that date. Related to the issue of a tight time schedule was a question regarding penalties and incentives. There are no incentives and though our contract includes a liquidated damage clause it is there for the purpose of protecting the HCSO from a Contractor ignoring the Work, not to punish a Contractor doing their best to stay on schedule, which is communicating and working with us. We expect some formalities to be expedited or foregone in order to attack and control the time constraints.

Permitting for SWFWMD was completed in Phase One. Best management practices such as silt fencing are required as part of the original permit conditions. More clarifications on the original site development permitting are forthcoming.

Following are clarifications of other issues and questions raised:

1. The Owner will cover impact fees, if any apply.
2. Provide the Kynar 500 coating called for in Exhibit A Specifications regardless of the impact the building location will have on the coating warranty.

3. Roof and wall insulation will be changed from current 8" batt (R-30) and 6" batt (R-19) to R-11 in both roof and walls (included in Amendment 1).
4. Roof is to be screw down only, exposed fastener. No standing seam.
5. Lighting fixtures to be added: 12 LED (200 watt equivalent) high bay, two per bay at 20 feet on center north to south (included in Amendment 1).
6. Skylights or translucent panels will not be required.
7. Manufacturers not on the list may be submitted for pre-approval prior to bid submission.
8. Electrical sub-panel may be placed at the discretion of the contractor. The NW corner of the building is in proximity to the existing panel.
9. Since the pre-bid it has been decided to add two hose bibs, one at each corner (SE and SW) of the building (included in Amendment 1).
10. Roof is gable not single slope.
11. Question regarding clearance necessary for future roll-up door squirrel cages called possibility of raising building height by two (2) feet. In response to this issue the eave height is being raised from 28 feet to 30 feet (included in Amendment 1).
12. Additional five feet added to building depth from the Phase One drawing is intended to encroach upon the asphalt pavement to the south. Provide transition between the foundation and the pavement if necessary by grade elevations and/or transition to existing asphalt. (Refer to Specifications (Part C), Concrete Slab/Foundation (C), South Elevation (d).
13. Questions were raised about adding to the north side of the prepped area if foundation design requires additional space or to place excavated material. The answer is yes, some material will be allowed to be placed along the north sloped area. Answer pending.
14. No borings of the prepped site area were taken in Phase One. Use minimum allowed soil pressure.
15. The staging area will be on the asphalt south of the building site along the line where attendees parked, but not so far south as to interfere with normal ingress and egress.

4. Action Items

Project Manager's responses to issues raised during the pre-bid are answered in the above comments. Further clarification is pending on permitting questions. Amendment #1 is to be issued addressing changes in the Scope of Work regarding insulation, lighting, eave height and water supply.