

Meeting Minutes – RFP 17-15 Repave Existing Asphalt Driving Course

Date of Meeting: 5/29/15

Minutes Prepared By: Janice Wilder, Buyer

Minutes Approved By: Al Cordova, Project Manager
David Gray, Site Superintendent

1. Purpose of Meeting

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

2. Attendance at Meeting

*See attached sign in sheet
Attendance was mandatory.*

3. Meeting Notes, Decisions, Issues

Buyer, Janice Wilder, was late to meeting. All in attendance were requested to sign in and leave business cards. Other than the Buyer, HCSO personnel present included project manager Al Cordova, site superintendent David Gray and Range Sergeant Roland Corrales. Minutes were prepared by Ms. Wilder and approved by the project manager and site superintendent. No representative from JBM & R Engineering was present.

A. Ms. Wilder reviewed the following information from the bid documents:

- Deadline for submission is June 5, 2015, 3:00 PM. If hand delivering at last minute leave time for checking in thru Access Control Center. Submissions will be date & time stamped. Any received after 3:00 PM will be returned unopened.
- Packages must be marked on the outside of the envelope as a bid document.
- Bid opening is open to the public
- Contractor employees or subs should not talk with Trusty inmates on work site. Report any attempts of Trusty to converse to site superintendent.
- All Contractor employees will undergo a background check by HCSO.
- All official information pertaining to the RFP will be posted on the website. The Buyer, as a convenience, will email the eligible bidders as well. Amendments must be signed in acknowledgement and included with proposal response.
- All questions must be presented to the Buyer in writing (email or fax). Questions and Answers (Q & A) will be posted and shared with eligible bidders. The deadline for questions will be Wednesday 6/3/15 at 5:00 PM.
- Proposal will be evaluated as described in RFP. A cover page for each evaluation section is provided which outlines what is expected. Be detailed. Show that you understand the SOW. Back up your equipment choices and other recommendations with thorough explanation, comparison, documentation etc. We will be looking for the best overall value.

B. Mr. Gray called attention to the following points

- You may contact David Gray at 813-247-0769 to schedule additional site visit if

- necessary.
- Operational hours of the training center are 0630-1700, Monday – Friday. If work needs to be done outside of this schedule it must be pre-approved and arranged in advance by David Gray.
 - Contractor must keep a supervisor on site. HCSO personnel will not receive equipment or materials on behalf of the Contractor.
 - Contractor and employees are confined to construction area and may not converse with Trustys. Report any attempts by Trustys to make contact to site superintendent.
 - You may not carry weapons on site even with a concealed weapons permit.
 - Smoking is not allowed on HCSO property.
 - Keep the site free of trash and debris (lunch bags, soda cans etc.)
 - Contractor to provide their own drinking water and ice.
 - Contractor must also provide sanitary facilities.
 - Training will be canceled during the project and the pad barricaded.
 - Non-potable water is available on site from fire hydrant near the work site.
 - Site access, parking and staging will be primarily by the dirt road west of the driving pad. Unload equipment on gravel, not asphalt.
- C. The following issues were discussed and either answered at the time or will be presented to the Engineer for clarification or answer. This may result in Amendment of the RFP documents.
- There was discussion on the interpretation of the pricing response which requested a total project price and additional pricing for either 1) hauling off millings or 2) stockpiling millings. This split out of the cost is suggested in the Engineer specs Part 3, paragraph 3 and was structured to determine the best option for the HCSO. The price was to be separate from the total project price, which admittedly is not the TOTAL project price if some cost is not included. During the course of the site visit the issue came up several times. The stockpile area was pointed out, the need to push the stockpile up was confirmed and the possibilities of spreading the millings elsewhere on the property were discussed. The final decision is to remove the pricing option and specify that millings will be stockpiled on the property at the location noted at the pre-bid. This will include pushing up the stockpile. Any additional spreading of the millings would be a post award negotiation.
 - Cold joints. The assessment report from FGE, Exhibit C, recommends asphalt replacement be conducted using hot joints. However, this is not clearly specified in the Engineer's specs. Contractors were of the opinion that hot joints over an area this large would be difficult and expensive. They also noted on the existing pad the cracks that appear to be joints are really inverted drains. The question of whether or not hot joints are specified will be answered by the Engineer.
 - Part 3, paragraph A of the Engineer's specifications call for two (2) 1-inch lifts of FC-9.5 asphalt concrete pavement. Contractors suggest FDOT allows a sub layer of the two lifts to be SP-9.5 mix which could be either a rubber or polymer mix design. Content of polymer should be described. This question will be presented to the

Engineer.

- At the suggestion of the Contractors present, a per square yard price for scab patches will be added to the Proposal Response section of the RFP. This will result in an Amendment.
- The Project Manager Specs, Part D, Paragraph 5 call for re-grading the perimeter edges of the pad to match surrounding area and for sodding the area disturbed in the construction process. It was determined during the pre-bid that perimeter grading will not be necessary. Only areas disturbed by construction work, or at the negligence of the Contractor, will require replacement. Cost of repair of any kind to the perimeter areas and sod replacement should be included in the total project cost. This will be clarified in Amendment.
- The question regarding surface tolerance and whether there is a need for a rolling straight edge during testing will be addressed by the Engineer.

4. Action Items

Present questions and clarifications to Engineer.

Issue answers and decisions either by Q & A or Amendment, as prepared by the Buyer, which shall include the elimination of the optional milling disposal prices and the addition of the square yard base material patch cost.