

**HILLSBOROUGH COUNTY SHERIFF'S OFFICE
FINANCIAL SERVICES DIVISION
PURCHASING UNIT
PRE-PROPOSAL CONFERENCE MEETING MINUTES
RFP NO. 4-18 Tactical Building March 23, 2018 10:00 PM**

Meeting Minutes – RFP 4-18, Tactical Building

Date of Meeting: 3/23/18

Minutes Prepared By: Colleen Hensley, Buyer

1. Purpose of Meeting

- Review bid process & specifications with potential bidders.
- Allow potential bidders to inspect the site.

2. Attendance at Meeting

See attached sign in sheet. Attendance was mandatory

3. Meeting Notes, Decisions, Issues

Meeting was attended by Hillsborough County Sheriff's Office (HCSO) Purchasing personnel Buyer, Colleen Hensley and Senior Procurement Analyst, Dave Janney. Also in attendance were Al Cordova, Special Projects Manager; Arnold Trueba, General Manager I; Dave Gray, Trades Maintenance Supervisor; Master Sergeant Roland Corrales; and Mr. David Tusio of Tactical Training Systems (TTS). All present were asked to sign the attendance log. The following information was reviewed or discussed.

- Deadline for submitting bids is **April 6, 2018 at 3:00pm**.
- Proposals are to be delivered to the Sheriff's Operations Center located at 2008 E. 8th Avenue Tampa, Florida 33605. If hand delivering, leave time for checking in through the Access Control Center.
- Bidders are welcome to attend the bid opening where Bidder names will be read and unit prices read if requested. Award however will be dependent upon the determination that Bidders are both responsive and responsible and any other evaluation criteria stated in the Bid document.
- Deadline for questions will be **12:00 PM Wednesday 3/28/18**. All questions should be directed in writing via email to the Senior Procurement Analyst at: purchasing@hcsotampa.fl.us. *Amendment to follow.
- Official communications (e.g. amendments, Q & A etc.) will be via the HCSO website postings. However, the Senior Procurement Analyst will also email those on the pre-bid attendance log as a courtesy.
- Additional site visits can be arranged through the Senior Procurement Analyst, Dave Janney 813-247-8053, or purchasing@hcsotampa.fl.us. Walter C. Heinrich Practical Training Site (WCHPTS) personnel need 24 hours' notice.
- Background checks for contractors, if necessary, will be completed at the HCSO's expense.
- Working hours at the WCHPTS are 6:30 AM to 5:00 pm. Any work outside of those hours will need to be cleared by the Trades Maintenance Supervisor a minimum of three (3) days in advance.
- WCHPTS will be operating during this project so follow roads and stay on construction site for safety purposes. The speed limit on the main road is 35 mph. Please slow for runners and other personnel on site.
- The Contractor or subcontractors will not have any form of contact with the inmate trustees working on-site. Trustees are identified by wearing orange uniforms. Any incidental contact with the inmate trustees will be reported to the Site Superintendent for HCSO.
- Contractor to provide their own potable water, ice, dumpsters and sanitation.
- Contractor will provide their own fill dirt; however, if there is excess dirt from the excavation, the HCSO will provide an on-site location to dump it.
- HCSO will provide non-potable water (in agricultural area) and electric (only 1 outlet available). It is recommended that you bring a portable generator.

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- HCSO is a tax-exempt organization.
- HCSO will not be purchasing any materials other than the building.
- Building is estimated to be delivered between April 27-30, 2018.
- TTS estimates 6-8 weeks to erect and will have personnel on site throughout the process.
- Building will not require electrical, plumbing, and exit signs.
- Tyvek will be required per the RFP due the possibility of insulating the building at a later date.
- The building has interior movable partitions. Materials are provided with the building but the track systems must be installed in the ceilings.
- Plans indicate that the concrete is sloped towards the doorways of the building.
- Contractor will be required to have a site supervisor on site while work is being performed. HCSO employees will not be available to receive or stage, equipment or supplies.
- Staging will be in the field next to the potable water container. Parking will be at the agricultural building. There will be no unloading onto asphalt.

4. Action Items

- HCSO will email/post construction drawings.
- HCSO will verify where building will be unloaded and if it will be stored indoors or outdoors.
- HCSO will provide information on existing soil borings and if it is not relevant, get new soil borings done.
- HCSO will reevaluate permitting requirements.
- TTS will provide specs for waterproofing/membrane.
- HCSO will research any requirements/need for adding railings on the top level.
- HCSO will work with TTS to determine if it is recommended that Contractors pour concrete for each floor during the build or as a whole at the end of the build.
- RFP says landscaping by others; however, plans indicate resod. HCSO will determine requirements.
- If any determinations above change the existing RFP, an amendment (s) will be published.