

PRE-BID MEETING AGENDA

CITY OF WINTER GARDEN LIFT STATION NO. 41 UPGRADES PROJECT NUMBER 16015

August 8, 2017

- 1) **SIGN-IN SHEET** (This is a mandatory meeting so make sure you sign in – Contact and Company name required. By signing in, you are acknowledging you have attended this meeting, have read and understand this agenda, and have had an opportunity to ask questions concerning the project.)

OWNER: City of Winter Garden

ENGINEER: Reiss Engineering, Inc.

TESTING COMPANY: To be determined by City

- 2) **PROJECT DESCRIPTION:** Work shall include, but may not be limited to, the following: bypass pumping to allow work to be completed within the wet well; remove and replace pumps, onsite discharge piping, wet well piping, base plates, pump bases, riser pipes, check valves, plug valves, pressure gauges and pump out connection; install new liner in wet well and effluent force main valve vault; remove control panel, power panel; furnish and install control panel, power panel, and emergency generator with belly tank, concrete pad and ATS; provide associated electrical and instrumentation work.
- 3) **SCHEDULE:** This project is anticipated to start within 30 days of the bid date. Substantial Completion is 180 days from Notice to Proceed, with Final Completion 20 days later (200 days after NTP). Liquidated damages are \$1,000.00 per day per the Agreement.
- 4) **QUALIFICATIONS:** Bidders must provide qualifications for the type of work that is shown as specified in the Instructions to Bidders and Bid Form. This includes necessary licensing and at least 50% of work by own forces (no more than 50% performed by subcontractors). Provide copies of licenses and similar projects within past 5 years. As shown on the Bid Form, BIDDER shall include copies of all appropriate licenses required for the type of work involved (i.e. Certified General Contractor; Certified Underground Utility & Excavation Contractor; etc.); list of personnel who will be assigned to the project, with resumes; list of equipment necessary for the project and whether it is owned by the Bidder or will be leased for this project.
- 5) **Payment and Performance Bond:** In accordance with Section 255.05, Florida Statutes, the successful BIDDER will be required to furnish a payment and performance bond, executed by a surety company duly authorized to do business in the State of Florida, and on the approved U.S. Treasury List of Bonding Companies, in an amount at least equal to **120%** of the contract price, as security for the faithful performance of this contract and as security for the payment of all persons performing labor and furnishing materials in connection with this contract. In case of default on the part of the Contractor, all expenses incident to ascertaining and collecting losses under the bond, including both City costs, shall lie against the bond. Performance and payment bonds shall be written on the Public Construction Payment and Performance Bond form included in the bid documents for which the contract was procured (see attached). When the BIDDER to whom the contract is awarded delivers the executed contract it shall be accompanied by the required Public Construction Payment and Performance Bond, which shall be recorded by the successful BIDDER in the Public Records of Orange County, Florida,

and a certified copy of the recorded version of the same delivered to the City prior to commencing the work.

- 6) **UTILITIES:** The Contractor is responsible for verifying and locating all utilities within the project. The Contractor is responsible for contacting Sunshine 811. The Owner will not be responsible for delays and costs incurred by the Contractor due to third party utility owners. The Contractor shall contact each utility company and coordinate all matters. Information shown on the drawings as to the location of existing utilities has been prepared from the most reliable data made available to the Engineer. This information is not guaranteed, however and it shall be the Contractor's responsibility to determine the location, character and depth of any existing utilities. Contractor will be responsible for seeking reimbursement of costs for delays directly from the utility owner.
- 7) **PERMITS:**
 - a) FDEP – Provided by City
- 8) **STORMWATER POLLUTION PREVENTION PLAN:** Contractor to prepare and maintain SWPPP that complies with the FDEP Generic Permit for Stormwater Discharge from Large and Small Construction Activities. Maintain erosion & sediment control through completion of construction. Citations will be issued for noncompliance.
- 9) **WATER:**
 - a) Temporary water meters will be required for all water use.
- 10) **MATERIALS, ETC.:** The Contractor will be responsible for the purchase and installation of all materials required for this project.
- 11) **INSPECTIONS:** "Regular Working Hours" shall be between 7:00 a.m. and 5:00 p.m., Monday through Friday, excluding City holidays.
 - a) Fees will be charged for overtime inspections and re-inspections. Inspections and testing require at least 24-hour notice.
 - b) Work on weekends shall be charged at least a four (4) hour minimum. (\$70 per hour, 4 hour minimum is \$280).
 - c) All test delays and retests due to failed tests will be billed to the Contractor.
 - d) The Contractor shall give suitable and timely notification: not less than 72 hours for major inspections, nor less than 24 hours for minor inspections, and not less than one full week's notification for the Substantial Completion inspection to all who should be a part of, or be in attendance at such inspections
- 12) **ENGINEERING ISSUES:**
 - a) 98% Density on all compaction.
 - b) Clean fill (with less than 5% passing #200) required in all utility/storm trenches and 18 inches under subgrade.
 - c) Provide at least 72 hour notice to City prior to inspection so that City Inspector may be present. It is imperative that access to all residences and/or businesses along, or adjacent to, the project be maintained at all times for access of emergency vehicles, solid waste trucks, mail delivery, and general accessibility.
 - d) Where sodding will adjoin private lawns, the type of sod used shall match the adjacent type and shall meet the approval of the adjacent homeowners affected. Sods other than St. Augustine or Bahia grass will be permitted, provided they are available and approved in advance by the City.
 - e) Note that the City's Record Drawing requirements have been updated in Section 01 72 00 of the Specifications.

- 13) The Contractor will be responsible for providing areas for storage and staging of construction materials and equipment. The location and extent of the areas used must be approved by the Owner. Any damaged areas to the original condition upon completion of the work, including grassing shall be restored by the Contractor.
- 14) BI-WEEKLY PROGRESS MEETINGS: The Contractor will be required to attend a biweekly progress meeting to be conducted by the Owner and/or Engineer. Meetings will be held either at City offices or on-site.
- 15) No time extensions will be granted to the Contractor on account of the extra time it took, during the contract period, to accomplish favorable inspection and testing results to overcome reports requiring defective work to be corrected.
- 16) Weather Delays - Refer to Article 6.2 of the Supplementary Conditions.

4.03C.2 Weather delays shall only be granted for "abnormal weather conditions" defined as follows: Rainfall - Monthly rainfall exceeding the published NOAA monthly average for the Orlando area. In the event work cannot be performed during regular working hours/days due to rain, the monthly average rainfall for that month must be exceeded before a delay can be claimed. Rainfall occurring on weekends or holidays will not be considered for a time extension.

Tropical Storms/Hurricanes -NOAA-named storms whose center of circulation is within 75 miles of the project site or whose winds exceed 40 miles per hour at the project site. Tropical storms or hurricanes occurring on weekends or holidays will not be considered for a time extension.

Only actual work days (see regular working hours) meeting the above requirements will be considered for delays due to abnormal weather conditions. It shall be the Contractor's responsibility to provide the necessary information to justify any delays due to abnormal weather conditions.

- 17) Examination of Drawings, Specifications and Site of Work: The BIDDER is required, before submitting a bid, to visit the site of the proposed work and to become familiar with the nature and extent of the work, any local conditions that may affect the work, and the equipment, materials, quantities of materials, and labor required. The BIDDER is also required to examine carefully the drawings, and specifications, the Form of Agreement, insurance and bonding requirements, and to become accurately informed of conditions and requirements contained herein that may affect the work to be performed. Neither the ENGINEER nor OWNER will assume any responsibility for bidding errors and omissions caused by failure of the CONTRACTOR or any subcontractors to fully comply with these requirements. Complete sets of drawings, specifications and other documents relating to this contract are available for purchase and inspection. Failure by the BIDDER to purchase a bid package from the office of the OWNER prior to bid submittal shall be deemed a failure by the BIDDER to sufficiently familiarize itself with the details of the project and shall result in disqualification of the BIDDER.
- 18) ADHERANCE TO CITY STANDARDS & SPECIFICATIONS: The BIDDER is required to examine carefully the City of Winter Garden Standards and Specifications as shown on the drawings or otherwise available on the City's website. Use of materials that have not been approved in advance by the City will not be allowed. Neither the ENGINEER nor OWNER will assume any responsibility for bidding errors and omissions caused by failure of the CONTRACTOR or any subcontractors to fully comply with these requirements.

- 19)** The City of Winter Garden, Florida, is accepting sealed bids at the Winter Garden City Hall, 300 West Plant Street, Winter Garden, Florida, 34787, until 2:00 PM (local time) on TUESDAY, AUGUST 22, 2017, at which time all bids will be opened and publicly read aloud.
- 20)** Bids will be based on a unit price method with quantities provided on the bid form and unit prices as determined by the Contractor and provided as a part of the bid.
- 21)** Bidders shall carefully review the Instructions to Bidders, Bid Form, Agreement, Performance & Payment Bond, and all Contract Documents in the bid package. Procurement will be as specified in the City's Purchasing Manual.
- 22)** Technical questions need to be submitted in writing to the Engineer no less than 5 days prior to the bid date to allow for review and answer (BY 5:00 PM, THURSDAY, AUGUST 17, 2017). Questions/Answers determined by the Engineer to be pertinent to the bid will be answered by addendum.
- 23)** Addenda: Revised bid form and plans may be sent out. Street address, phone number, fax number and e-mail address shall be provided to the City for notification.
- 24)** REMINDER: Purchase of plans and attendance at this pre-bid meeting is mandatory.
- 25)** Estimated construction cost: \$443,000.00. The sign-in sheet will be posted on the City's website.