



**Pre-Bid Meeting Minutes**  
Town of Lake Park, Florida  
Bid No. 101-2012

**Bert Bostrom Park Restroom-Storage Building (Design-Build)**  
**Mandatory Pre-Bid Meeting**  
Wednesday, December 21, 2011 at 11:00 a.m.  
Commission Chamber, Town Hall, 535 Park Avenue

The mandatory pre-bid meeting for the Bert Bostrom Park Restroom-Storage (Design-Build), Bid No. 101-2012 was conducted on Wednesday, December 21, 2011 at 11:00 a.m. Present were Richard Pittman, CRA Project Manager, Shari Canada, Deputy Town Clerk, and Vivian Lemley, Town Clerk.

Richard Pittman asked that everyone sign the sign-in sheet and include the firm that they represent. He explained that this is a design-build project, which follows F.S. 287.055 (2)(h) (The Consultants' Competitive Negotiation Act), which defines a "design-build firm". He explained that the project is being funded by a Community Development Block Grant and that the project follows Davis-Bacon requirements. He explained the wage rates and posters must be posted at the job site, and that there is a lot of paperwork that goes into accepting this type of project. He stated that Palm Beach County would be visiting the project site regularly and interview employees.

He explained that the project consists of preparing construction plans suitable for construction permitting purposes and constructing an approximate 20'-6" x 25' CBS ADA compliant restroom/storage building based on criteria provided in the bid documents. He stated that the budget for this project was \$53,000. The Town will be demolishing the existing building and that stub outs will remain for the electrical, water, and sewer.

He referred to page 9, fifth bullet, where the wording is incorrect. The wording "pre-bid" should be changed to pre-construction. The successful bidder will need to meet with Palm Beach County Department of Housing and Community Development to review procedures and payroll report requirements to meet Davis-Bacon grant requirements. He stated that any sub-contractors on the project would also find it helpful to attend the pre-bid meeting.

He stated that there was a possibility for an addendum for this project. Later stated that an addendum would be issued.

He referred to page 10, Bidder's Understanding, which references the Florida State Statute for qualifications of "design-build" firms.

He referred to page 29, Clarifications/Exceptions. He stated that any modifications to the project must be noted in this section. He clarified that the plans should be submitted as close to what was provided as possible, but if there were any changes that they needed to be listed.

He stated that all contractors that submit must be sure to fill out all the of the information listed on page 27 and the subsequent pages.

He stated that the Housing and Urban Development (HUD) encourages low income and small business to bid on the project.

He referred to Palm Beach County page 2 of 6 for the wage rates and other wage information.

He referred to page 25 for the Scope of Work.

He referred to page 4 of the plans and the note associated with the existing electrical conduit serving the existing building. "The conduit would be replaced by the Town if determined to be unusable when the existing building is demolished."

He referred to page 3 of the plans and stated that the note explains the floor to ceiling height of 9 feet.

He opened the floor to questions.

- 1) A contractor asked about the GEO test of the soil. Richard Pittman explained that the Town will provide the fill, but the contractor must compact it and treat it for termites.
- 2) A contractor asked if the minority requirements were a goal or mandatory. Richard Pittman explained that it was a goal of the County.
- 3) A contractor asked about the minority workforce per trade. Richard Pittman stated that he would ask Palm Beach County for clarification.
- 4) A contractor asked about the completion timeframe if design and permitting was included in the 90 days. Richard Pittman stated that there is a 90 calendar day deadline. He stated that the goal was to finish by April, but it can be completed later with Palm Beach County approval. He stated that he would address this in an addendum.
- 5) A contractor asked how questions would be handled from this point forward. Richard Pittman explained that all questions should be directed through the Town Clerk and that the Clerk would then make sure that everyone has received the question and the response. He stated that the deadline for questions would be December 29, 2011 and that the addendum would be issued on January 3, 2012.

He thanked everyone for attending and stated that he would be at the location site after the pre-bid meeting had concluded.

**ADJOURNMENT:**

With no other business to discuss, the mandatory pre-bid meeting of Bid No. 101-2012 was closed at 11:35 a.m.

  
TOWN OF LAKE PARK  
Vivian Lemley, Town Clerk, CMC  
SEAL  
FLORIDA