



Mandatory Pre-Bid Minutes
Town of Lake Park, Florida
Bid 102-2015 Landscape Maintenance Services
Contract "A" Lake Park Community Redevelopment Agency
Downtown Landscape Maintenance
Contract "B" Lake Park Harbor Marina Landscape Maintenance
Commission Chamber, Town Hall, 535 Park Avenue

The mandatory pre-bid meeting for bid 102-2015 was conducted on Wednesday, April 29, 2015 at 11:00 a.m. Present were Public Works Director Dave Hunt, Project Manager Richard Pittman, Interim Marina Director David Urbinati, Finance Director Blake Rane, Administrative Assistant Janet Perry, and Town Clerk Vivian Mendez.

Project Manager Pittman called the meeting to order at 11:00 a.m. and explained the two contracts. He described each contract site on the detailed area maps (see bid packet). He reviewed the required qualifications for architect landscape and arborist. He explained how the contracts are outlined. He explained that a bidder does not need to submit bids for both contracts. He explained that a 5% bid bond was requirement for each contract.

Chris Dellago, of Chris Wayne and Associates asked if the bid bonds would need to be for the bid amounts or the annual amounts. Project Manager Pittman explained that it would be for the annual amounts.

Project Manager Pittman explained the approval process through the Community Redevelopment Agency (CRA) and Town Commission. He explained that once the contracts have been awarded the contractors that were not awarded the contract would have their bid bonds returned. He explained that the contract award would be on July 1, 2015, but ultimately it would be up to the CRA and Town Commission to decide when the contracts would take effect. He explained different sections of the bid, such as the insurance requirements, in-house landscape architect or arborist, the scope of work for each contract, and the licensing requirements.

Margo McQuaid, of L.V Superior Landscaping asked if the landscape architect or arborist had to be on the contractors payroll as part of the requirement. Project Manager Pittman stated "yes" the person had to be an in-house architect or arborist.

Project Manager Pittman explained the specifications for both contracts. He stated that an addendum would be released on either May 4, 2015 or May 5, 2015 with the bid opening on May 13, 2015. When asked what the CRA estimated budget was for the contact Mr. Pittman stated that it was approximately \$6,300/month. However, the scope of work has changed.

Interim Marina Director Urbinati stated that the bid specifications did not include irrigation maintenance. He suggested the language that is used in the CRA contract be used in the

Marina contract. Project Manager Pittman stated that he would include language regarding the irrigation maintenance in the addendum.

Mr. Dellago asked if a license for an irrigation technician would be necessary. Project Manager Pittman stated that he would include the language for a licensed irrigation technician as part of the addendum.

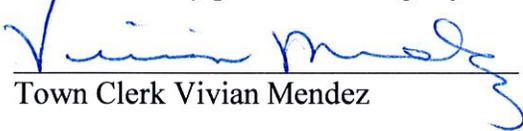
Mr. Dellago asked for clarification regarding the tree trimming in the CRA. The contract states that 1/3 of the trees are to be trimmed. Public Works Director Dave Hunt clarified that what was intended was that 1/3 of the total amount of trees in the CRA should be trimmed annually.

Public Works Director Hunt explained why an on-staff architect or arborist was required for these contracts. He explained how the itemized bid sheet should be filled out and what should be included as part of the final unit prices.

Project Manager Pittman stated that an addendum could be expected by May 5, 2015

ADJOURNMENT:

The mandatory pre-bid meeting adjourned at 11:52.


Town Clerk Vivian Mendez



BID # 102-2015

CLOSING DATE/TIME:

PROJECT:

Landscape Maintenance Services - Contracts "A" (CRA) and "B" (Lake Park Harbor Marina)

11:00 a.m., April 29, 2015

PRE-BID CONFERENCE - SIGN IN SHEET

	CONTACT NAME & COMPANY	ADDRESS	PHONE	FAX	EMAIL ADDRESS
1	Rick Giordano Precision Landscape	1365 N. Killian Dr Lake Park, FL 33407	561-718-8682	561-848-7287	Rick@precisionlandscape.com
2	Joe Baglia Terracon Services Inc.	P.O. Box #2766 Jupiter 33468	561-719-1779	561-743-1079	joeb@terraconservices.com
3	Margo McGuaid L.V. Superior Landscaping	16059 Okeechobee Blvd Foxditcher, FL 33470	561-439-8577	561-439-3701	lvsuperiorlandscaping@hotmail.com
4	CHRIS DELLAGO CHRIS WAYNE AND ASSOC. INC.	15863 97th Dr. N. JUPITER FL 33478	561-746-4225	561-746-8991	CHRIS@CHRISWAYNEINC.COM
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