



ADDENDUM# 3

**TITLE: CITY OF BELLE GLADE AIRPORT
PARK RENOVATIONS**

BID NO: 02-2023

**BID OPENING DATE: WEDNESDAY, APRIL 26TH,
AT 3:00PM**

DATE: APRIL 12TH, 2023

NUMBER OF PAGES: 8

This Addendum to the drawings, specifications and contract documents is issued to provide additional information and clarification to the original bid specifications and ITB form and is hereby declared a part of the original drawings, specifications and contract documents. In case of conflict, this Addendum shall govern.

Bidders shall acknowledge receipt of this Addendum by inserting this Addendum in the attachment section of the Bid Form.

DESCRIPTION:

1. Addendum cover page
2. Pre-bid conference meeting minutes
3. Sign-in sheets.

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CITY OF BELLE GLADE

A blue ink signature of Neil Appel, consisting of a stylized 'N' and 'A'.

**Neil Appel, C.P.M.
Purchasing Manager**

BIDDER

Signature

Printed, Title

COMPANY



Pre-Bid Conference Meeting Minutes

Bid # 02-2023	Name: City Of Belle Glade Airport Park Renovations
	Date: 4/12/2023 Time: 10:00AM

Attendees:

Contractors:

See attached attendance sheet

City :

Roger Davis	RD	Facilities Coordinator
Aundra Lowe	AL	Community Development Project Coordinator, Dept of Housing and Economic Development Palm Beach County
Ralph Butts	RB	Director Planning & Zoning
Charles Michelson	CM	Saltz Michelson Architects
Keith Schreiner	KS	City Engineer, Craig A. Smith & Associates
Kirk Patrick	KP	Director of Parks and Recreation
Neil Appel	NA	Purchasing Manager

The meeting commenced at 10:10AM.

	1.	Introductions
NA	1.1	City Staff, bidders, and consultants introduced themselves.
	1.2	This is a Community Development Block Grant Project Federally funded from U.S. HUD (Secretary of Urban Development) and administered through the Palm Beach County Department of Housing and Economic Davis-Bacon & Related Acts, including wage rates, will apply to all construction work performed on this project. Palm Beach County requires the use of an online Labor Compliance Reporting System for all contractors and subcontractors. All attendees were cautioned that undocumented oral statements made during the meeting shall not be binding. Only those oral statements recorded in the meeting minutes shall be considered a part of the meeting and shall be binding in the context of their meaning.
NA	2	Bid Announced Opening Date and Time:
NA	2.1	Date: April 26 th ,
NA	2.2	Time: 3:00PM
NA	2.3	Last day for questions: April 13 th , 2023 @ 3:00PM.
NA	2.4	Schedule: 25% of the total spend must occur on or prior to July 15th, 2023
NA	2.5	Bidders were informed that they must submit (1) original, three (3) copies and one flash drive of their bid submittals.



	3.	Instructions to Bidders	
NA		3.1	Meeting Status: This is a non-mandatory pre-bid conference.
NA		3.2	Communications: The point of contact is <u>Neil Appel, Purchasing Manager</u> for the bid process. All communications are to be written and or emailed to nappel@belleglade-fl.com attention Neil Appel, Purchasing Manager. He will distribute to appropriate staff and upload all addendums to the City website. For this meeting NA will review the contractual issues, CDBG staff will review the grant requirements and the City Engineer and Architect will review the plans and specifications.
NA		3.3	Addendums: All addenda shall be issued through the City website. Questions received by the City less than five (5) calendar days prior to the bid opening may not be answered. The City shall endeavor to not issue addenda within five (5) calendar days of the bid opening

	4.	Scope of Work Review	
KS,CM		4.1	Reviewed the Scope of Work with all attendees.

	5	Bid /Contract Security	
NA		5.1	Bidder must submit a bid bond in the amount of 5% of the bid price using the enclosed City forms
NA		5.2	Not submitting a bid bond with the Bid submittal package will cause the bid to be rejected as non-conforming and non-responsive.
NA		5.3	A 100% Performance and Payment Bond is required from the awarded bidder, to be submitted with the executed agreement prior to Commission award.
NA		5.4	A letter from the bidder's Surety guarantying that the Surety will issue Performance and Payment for the bidder should be submitted with the bid.
NA		5.5	The Surety must be listed on the Federal List of Certified Companies or the bond and the bid will be rejected as non-responsive.

	6	Safety	
NA		6.1	It is the contractor's responsibility to secure the construction site to prevent injury or theft.

	7	Bid Rejection; The following shall result in automatic bid rejection:	
NA		7.1	Not signing your bid.
NA		7.2	Not attending the mandatory pre-bid conference.
NA		7.3	Not submitting a bid bond on the City form with Affidavit for Bond and Bond Power of Attorney.
NA		7.4	Submitting an unbalanced bid.
NA		7.5	See article 24.1 for additional requirements.

	8	Work Hours	
NA		8.1	The work hours are 7:00AM to 7:00PM.
NA		8.2	Changes require contacting the City Engineer for approval.



	9.		Bid Submittal Forms
NA		9.1	All bidders were reminded to review the checklist to submit all required forms.
NA		9.2	Bonds
NA		9.3	All bidders must submit using the City forms.
NA		9.4	Bidders were reminded to submit their licenses.
NA		9.5	Bidders must list their first tier/ major subcontractors on the subcontractor list.
NA		9.6	Bidders were reminded that any forms needed were included in the forms section in the bid form.

	10		Utility Locations
NA		10.1	Contractor must verify all utility locations with Palm Beach County.

	11		Project Meetings
NA		11.1	Project meetings schedules and sites to be determined by the City Project Manager.

	12		Invoicing
		12.1	Reviewed Invoicing procedure with emphasis on the following:
KS		12.2	Progress payments shall be made on a monthly basis.
KS		12.3	A Schedule of Values and updated project schedule must be included with every payment request detailing:
KS		12.4	A preliminary payment request shall be submitted to the City for review prior to the actual payment request being submitted. This will speed up the payment process.
KS		12.5	Contractor shall submit one (1) original plus (3) copies of their pay applications to the City project manager or electronically.

	13		Pricing
NA		13.1	Davis Bacon Wage are not included in this Invitation to Bid.
NA,KS		13.2	Pricing is lump sum per line item.
NA		13.3	Contractor must pull City permits but all City permit fees will be waived.

	14		Miscellaneous
NA		14.1	This is a CDBG funded project. Please review the CDBG requirements included in the bid documents.
NA		14.2	If a staging area is needed the awarded bidder shall contact the City Project Manager with details. The City will then approve or suggest an alternate site.
NA		14.3	Substantial completion shall be 120 calendar days. Final completion shall be 150 calendar days.
NA		14.4	Maintenance of traffic (MOT) shall be decided at the pre-construction meeting.
NA, KS		14.5	The City reserves the right to reduce or eliminate bid items by full section, not line items prior to and after the award.

	15		Execution of Contract
NA		15.1	A Notice of Intent to Award will be sent to the successful bidder with the contracts to



			execute.
NA		15.2	The successful bidder must execute and return the Notice of Intent to Award, the executed Contracts, Performance and Payment Bonds, Insurance forms and Schedule of Values to the Purchasing Department within 10 days of receipt from the City.

SPECIAL CONDITIONS

	16		Insurance
NA		16.1	The City is to be the named insured
NA			5.2 Page 34, Insurance Additional Insured Endorsement: The Commercial General Liability policy shall be endorsed to include "Palm Beach County Board of County Commissioners, a Political Subdivision of the State of Florida, its Officers, Employees, and Agents" as an Additional Insured. A copy of the endorsement shall be provided to County upon request.

	17		Local Preference
		17.1	There is no Local Preference for this Invitation to Bid
	18		PRODUCT SUBSTITUTIONS:
NA		18.1	18.1 If a contractor wishes to substitute an alternate for a brand name product the contractor must follow the procedure per general conditions paragraph 6.4.5.
NA			18.2 Any specific brand name items in the plans and specifications represent the basis of design. City staff will review any alternate products of equal or improved quality as possible substitutes. Use submittal form included in the bid documents. See design drawings and specifications for confirmation.
			ADDITIONAL
AL			Reviewed the CDBG requirements and reiterated the fact that he is available to help the awarded firm navigate the CDBG system requirements.

QUESTIONS

1. What is the budget?
 - a. \$348,000 with the provision that the City may add funding if necessary.
2. Who pays for testing?
 - a. The contractor pays for testing.

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TECHNICAL SPECIFICATION REVIEW

Site A – Section 1: Building Renovations Reviewed by CM

The proposed project shall include the renovations of the existing concession stand/bathroom facilities building and baseball field dugouts. Construction includes, but is not limited to, replacement of the existing roofs for the concession stand/bathroom facilities building and four (4) baseball field dugouts with new standing seam metal roofing system, rehabilitation of the existing men's, women's, and unisex/ADA restrooms (replacement of toilet fixtures, partitions, accessories, exterior louvers, and flooring and base), rehabilitation of the existing concession stand (replacement of base and upper cabinets, concession window, 3-compartment sink, hand sink, and flooring and base). Additional renovations include the replacement of exterior doors and hardware (including an overhead garage door, rolling doors, swing doors, and rolling counter shutter), replacement of exterior and interior light fixtures, replacement of electric outlets and switches; as well as repainting the exterior (including walls, soffits, fascia's, and new doors) and interior (all finishes including plywood ceilings) of the building.

Site B – Section 2: Asphalt Exercise Trail Reviewed by KS

The proposed project shall include the construction of a new 2,732-LF, 8'-0" wide asphalt exercise trail. Construction includes, but is not limited to, the installation of 8-inches of baserock material, compacted in 6-inch maximum lifts to 98% maximum dry density as well as 2-inches of SP-9.5 asphaltic concrete installed in 1-inch maximum lifts with prime and tact coats. Contractor shall provide progress as-built's during construction to confirm excavation and baserock quantities as well as final as-built's to confirm compliance with ADA requirements. Existing material removed from the trench belongs to the Owner and shall be delivered to the City's Public Works Department to an on-site location as directed by that department's Director.

Site C – Section 3: Basketball Court Renovations Reviewed by KS

The proposed project shall include the renovation of the park's existing basketball court. Construction includes, but is not limited to, milling 2-inches minimum of existing asphalt, installation of leveling courses (as necessary), and a 2-inch minimum SP-9.5 asphaltic concrete overlay (installed in 1-inch maximum lifts with prime and tact coats). Installation of miscellaneous baserock material (estimated at 2'-0" wide, 12-inches thick) around the existing asphalt pad to adjust grades as necessary as well as the installation of 140-LF, 10'-0" high and 200-LF, 4'-0" high black vinyl coated chain-link fencing. Contractor shall also provide acrylic surface treatment/coloring and court striping per NCAA youth regulations.

The meeting moved to Airport Park for voluntary site visits. The meeting adjourned at 11:35 AM.

Respectfully submitted,

A handwritten signature in blue ink, appearing to be "Neil Appel", written over a horizontal line.

Neil Appel, C.P.M.
Purchasing Manager

If we do not receive correspondence regarding the accuracy of these minutes within 24 hours, we will assume they have been accepted as correct.

PRE-BID CONFERENCE SIGN-IN SHEET

PROJECT #: 02-2023 PROJECT NAME: AIRPORT PARK RENOVATIONS DATE: 4/12/23

	Representative	Company	Address	Phone/Fax	Email
1	Charles Michelson	SMA	3501 Coliffen Rd SE Law	954-266-2700	cmichelson@saltz michelson.com
2	ROGER DAVIS	CITY OF BELLE GLADE			
3	Ralph Butts	city of Belle Glade	110 Dr. Alk Jr. Blvd W	561-992-1630	rbutts@belleglade-fl.com
4	Neil Appel	CORC			neil@belleglade-fl.com
5	Keith Schriener	CAS	21045 Commercial Trail 33486	954-618-9978	kschriener@creigasmill.com
6	Karen Patanku	CBC	Same	561-983-3930	Kpatanku@belleglade-fl.com
7	Auncherhove	PBC		561-233-3614	alouse@pbcgov.org
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PRE-BID CONFERENCE SIGN-IN SHEET

PROJECT #: 02-2023 PROJECT NAME: AIRPORT PARK RENOVATIONS

DATE: 4/12/23

Representative	Company	Address	Phone/Fax	Email
1 Fabio Vargas	DAV ENTERPRISES TEAM, LLC	Perchmark Pines	954 536 5429	SA/EL1@DAVENTERPRISESTEAM.COM
2 HEATH NORMAN	EDENS BENTON	SOUTH BAY	561-996-6822	HJORMAN@EDENS BENTON.COM
3 Shane Turner	Edens Benton	South Bay	727 423 1236	Sturner@edensbenton.com
4 Julio Mendez	Rosso Site Development	Lake Worth	561-758-6019	bsimpson@rossositeDeve.com
5 MARK SIACHSO	RSD - BAK	12773 Forest Hill Wellington	561-791-9721	mark@rsd-bak.com
6 SEBASTIAN FONSECA	LEBOLD	200 CORAL REE DRIVE, SUITE 1800 JUPITER, FL 33458	561-6324894	sebnegra@lebold.com
7 MARK BURD	Green Building Const.	2885 Jupiter Park Dr. 1800 JUPITER, FL 33458	561-747-9433	MBURD mburdgbco@aol.com
8 Chris Mujica	Close Construction Services, LLC	305 NW 4th Ave Ocoee FL 34972	863 - 467-0831	Chris.Rossi@closeconstructionllc.com
9 JAVIER GOMEZ JR	Waypoint Contracting		786-6081406	JGomez@waypointci.com
10	↓ Site Inspection Only			
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