

MANDATORY PRE-BID MEETING

MAY 23, 2019

ITB #19-05-380

SILVER LAKES DRAINAGE IMPROVEMENTS

MINUTES

A mandatory pre-bid meeting for ITB #19-05-380 for the Silver Lakes Drainage Improvements was held at City Hall 1st Floor Conference Room, 701 SW 71 Avenue, North Lauderdale at 10:00 am.

ATTENDING:

City Staff:

Susan Nabors, Finance Director
George Krawczyk, Public Works/Utilities Director
Katherine Randall, Assistant Community Development Director.
Kanya Olivier, Project Manager
Patricia Vancheri, City Clerk

Also present:

Yvette Lopez, Broward County Housing & Finance Community Dev. Director
Glen Edwards, Broward County Housing Program Coordinator

POTENTIAL BIDDERS: As indicated from the copy of the Sign in Sheet attached to these Minutes.

1. Michael Iacobelli – Man Con Inc.
2. Amanda Caceres – Miguel Lopez Jr. Inc.
3. *Indistinguishable initials*
4. Rudy Polselli – Heavy Civil Inc.
5. Justin Robaina – V-Engineering & Consulting Corp.
6. Javier Gonzalez – West Wind Contracting
7. Joe D-Alessandro Jr. – Danz Contracting
8. Raul Cabrera – Florida Engineering & Dev.
9. Donatella Derival – Johnson-Davis Inc.
10. Juan Quiroz – Marcdan Inc.
11. Jake Watterworth – DBF Construction LLC
12. Fred Asbaghi – Sun Up Enterprises
13. Bill Schelts – Hinterland Group Inc.
14. Freddy Perez – Elite Engineering and Construction

DISCUSSION

Susan Nabors opened the Mandatory Pre-bid meeting at 10:00 am, indicating that the purpose of this meeting is to allow all interested bidders the opportunity to obtain additional information as it pertains to this bid. She reiterated to make sure to sign the sheet as attendance is mandatory.

George Krawczyk, Public Works Director, went over the general scope, indicating it is for two streets which are not high traffic that need drainage improvements. There is existing drainage, but this project will inter-connect the existing system. The pipe will be up-sized either to 12"; 15"; 18" or 24"; one section will be 36". He indicated that this is a CDBG funded project which requires certain criteria with regard to wage rates, inspections by County and signage. These are HUD grant funds and this meeting is so everyone acknowledges this type of project. Overall the scope is simple the drainage is on one side of the road. Mr. Krawczyk stated they did their best in the line items to include pipe sizes; structures and asphalt and sidewalk restoration. He said there was a question in regards to the curbing and stated if it is damaged they need to repair it. If there are additional questions, submit them by email through Susan Nabors. Question due date is Wednesday, May 29th and responses will be posted on DemandStar and City's website by June 4th at 3:00 pm. Krawczyk advised to check for addendums and also make sure to acknowledge the addendums; an addendum acknowledgement Page is available. If an addendum is not acknowledged, a bid will be deemed non-responsive. The Minutes of this meeting will be posted as well and any questions after this meeting must be submitted to Susan Nabors. Work hours are on Page 12, typically Monday through Friday 7:00-7:00; Saturday work is okay but must be approved through the Project Manager, but Sunday is discouraged. Page 13 and other Pages indicate the project is 120 days; past that date the liquidated damages are \$250.00 a day. On Page 16 there is a check-list of items to be turned in for the bid. There is a requirement for performance bond and bid bond. Thursday, June 13 by 10:00 am is the deadline for bid submittals; no late bids will be received. Bids must be submitted to City Clerk's office on the second floor and will be date stamped. Bid opening will be promptly at 10:05 am and prices will be read into the record. Staff intends to take the item to Commission on June 25th; if there are any discrepancies or extensions, it will be the July meeting. As soon as the item goes to Commission for approval and documents are in order they will green light the project to start. Since it will be hurricane season, staff will be under watch for storms to make sure things are contained and the Project Manager and Inspector would make sure the site is safe. Mr. Krawczyk further advised that since this is a CDBG project, there will be inspections. Katherine Randall, Assistant Community Development Director, asked if potential bidders were familiar with CDBG federally funded projects and Davis-Bacon [federal wage rates] regulations guidelines. She advised that quarterly inspections will be done for quarterly reporting and the first report is already due. Ms. Randall said inspections can be done at any time and time sheets and boiler plate are included in the Davis-Bacon requirements, and this whole process is done by the County, and it is very important to be familiar with it. Mr. Krawczyk interjected that the CDBG documentation is Exhibit "A". Glen Edward, Broward County Housing Program Coordinator, stated in Exhibit "A" are the wages that apply to the project and will help to do the pricing for the job. He said where necessary they have to pay the wages and the fringes. Mr. Edwards stated that along with the Davis-Bacon there are a couple other things that apply, and this is a guideline for employment and rules. HUD particularly looks at Sec. 3 for job opportunity preference to low income persons, businesses or suppliers. Mr. Edwards said [potential bidders] should have a Sec. 3 plan. On Page 12 of the boiler plate is the Sec. 3 goals and this Page must be completed and signed. Very important is Page 16 and Page 17 which has to relate to whatever is put on Page 12; either availability of jobs or non-availability whichever one applies to submit with the bid. Mr. Edwards emphasized that if these pages are not submitted the bid will not be counted. An unidentified attendee asked if there were goals

established for hiring disadvantaged businesses. Ms. Lopez, Broward County Housing & Finance Community Dev. Director, replied it is encouraged but not required. The same attendee asked if the same holds true for employees if they are new hires. The response was yes for new hires. Mr. Edwards said sometimes low income employees are already on payroll and the idea behind Sec. 3 is to assist the community in which the work is being done. Further, Mr. Edwards advised that the Davis-Bacon payroll classifications should be closely adhered to. You cannot have laborers for everything; if a classification is pipe-layer or backhoe driver it needs to be listed. A laborer has to be identified as to what proper identification of trade it is. Mr. Edwards stated that payroll is weekly; Davis-Bacon does not accept bi-weekly so he will need to get weekly payrolls with the certification page completed. Payroll starts with the date of Notice to Proceed. Ms. Randall asked if Mr. Edwards would be picking up payroll. Mr. Edwards said he can be sent an electronic payroll, but must have originals as well. Ms. Randall asked Mr. Edwards if he would be going out on the inspections; Mr. Edwards replied he does do the site inspections. He will ask for a work schedule so he knows when they are on site; will make an inspection and interview employees at random to justify payroll wages. He advised if someone is going to do two jobs, a record must be kept of how many hours done for each job for payroll, otherwise you have to pay the highest wage. Mr. Edwards advised that this project will require a sign and the specs for that are in the boiler plate on Page 36; it is a six-sided sign and the cost should be included in the estimates. Mr. Krawczyk indicated that it is not on the bid tab but he will add it as a line item, but on Page 36 there is an example of the expected signage per grant requirements. Mr. Edwards added that overtime is required for over 40 hours. Ms. Lopez interjected that the signage posted should be visible and in an area where people congregate so they can see what they should be paid, and if not up work will be stopped. She also stated they should have some sort of Sec. 3 plan and can check with subs to make sure of their Sec. 3 employees and vendors and they can also ask Mr. Edwards if they have questions. An unidentified attendee asked if there was a Sec. 3 template in the boiler plate. The response was no, but there are guidelines and efforts to comply with Sec. 3 must be documented. Mr. Krawczyk advised that this project area is residential with a lot of duplexes, with parking on the other side, so residents must be notified while work is being done. Project Manager will work with the project superintendent or manager of the contractor on door hangers so residents don't get blocked in while the digging and drainage work is being done. For staging area, there are swales, but no empty lots or City locations near there for materials or deliveries. If swales are damaged they must be restored. It is a City right of way so there will be no permits done. Project Manager will be issuing a Notice to Proceed and will review pay requests; City typically follows the AIE format. The City will hold back 10% as indicated, but does pay monthly pending the requirements of the County. Point of contact will be the Project Manager and the Inspector. Mr. Edwards reiterated the importance of submitting Pages 12 – Bidders Initial Section 3 Goals; Page 16 – Eligible Jobs Availability Form or Page 17 – Unavailability Certification. Ms. Nabors commented that this is on the bottom of the checklist as well. An unidentified attendee asked again if there were no permit fees and Mr. Krawczyk replied correct; he also asked about a lump sum v. unit price and asked if the quantities will be measured for the purpose of payment. Ms. Nabors replied it is a lump sum bid. Krawczyk stated it is a \$500,000 budget. Attendee asked will they be paid based upon the field measure quantities of the work times the extended units. Mr. Krawczyk replied yes. Attendee said then this is not a lump sum bid for the total price of the bid. Another attendee stated that's a unit price contract if you are paying units and if you are paying lump sum, its the bid is and you pay the contractor that much period. Ms. Nabors stated

that is what the total calculation sheet is on here for the purposes of adding it all up, but the line for the written amount is the total we intend to pay. The attendee said then if Line Item #1 instead of 8, there are actually 9 or 10, then they won't get paid for the additional one or two that will be installed. The attendee said they will have to check to see if the numbers are accurate and that's what they will be paid. Mr. Krawczyk replied yes, unless there is a change order. Another unidentified attendee asked about patching asphalt. Mr. Krawczyk replied that they put the drainage in an asphalted swale area, so that piece will need replaced, so when you do the measurements for the quantities, it is a square yardage in the swale or driveway area. Attendee asked about surfacing. Mr. Krawczyk for this scope of work it is only repair of the asphalt interrupted for this project. Entire street milling and surfacing is later as a separate project. Mr. Krawczyk said they would put lime rock across the driveways until paving at end at one time. Attendee commented on Catch Basin #5 does not accommodate 24" pipe. Mr. Krawczyk said they will look into that with the engineer and respond back to if there are any changes. Ms. Nabors stated that there is a cone of silence on the project, so if there are any questions contact her (snabors@nlauderdale.org) by the due date, May 29th by 5:00, as everything will be in writing in an addenda and posted on DemandStar and the City's website. A first addendum has already been issued and today's questions may or may not require additional addenda.

ADJOURNMENT: No further discussion; the meeting adjourned at 10:36 a.m.

**Respectfully submitted,
Patricia Vancheri, City Clerk**

RFQ #19-05-380

SILVER LAKES DRAINAGE IMPROVEMENTS
MANDATORY PRE-BID MEETING - SIGN-IN SHEET

THURSDAY, MAY 23, 2019

10:00 AM EST

NAME	COMPANY / TITLE	EMAIL ADDRESS	SIGNATURE
Patti Vancheri	CNL / City Clerk	pvancheri@nlauderdale.org	<i>Patti Vancheri</i>
George Krawczyk	CNL / Public Works Director	gkrawczyk@nlauderdale.org	<i>George Krawczyk</i>
Susan Nabors	CNL / Finance Director	snabors@nlauderdale.org	<i>Susan Nabors</i>
Katherine Randall	CNL / Assistant Community Development Director	krandall@nlauderdale.org	<i>Katherine Randall</i>
Kanya Oliver	CNL / Project Manager - Public Works	koliver@nlauderdale.org	<i>Kanya Oliver</i>
Glen Edwards	Broward County	gleedwards@broward.org	<i>Glen Edwards</i>
Yvette Lopez	Broward County	ylopez@broward.org	<i>Yvette Lopez</i>
Michelle Jacobsen	Mad Cap, Inc	Michelle.Mansan@ws	<i>Michelle Jacobsen</i>
Amanda Caceres	Miguel Lopez Jr Inc	Osvaldop@lopezinc.com	<i>Amanda Caceres</i>
Budy Polzelli	Henry Civil Inc	Budy@HenryCivil.com	<i>Budy Polzelli</i>
Justin Robaina	V-Eng.ineering & Consulting	justin@veccorp.net	<i>Justin Robaina</i>
Javier Gonzalez	WestWind Contracting	Javier Gonzalez@westwindcontracting.com	<i>Javier Gonzalez</i>
Joe D'Alessandro Sr	Danz Contracting	est@DanzContracting.com	<i>Joe D'Alessandro Sr</i>
RAUL CABRERA	Florida Engineering & Dev.	raul@floridaengineering.net	<i>Raul Cabrera</i>
Donatella Derival	Johnson-Davis Inc./Estimator	dderival@johnsondavis.com	<i>Donatella Derival</i>
Juan Quiroz	Marcadan Inc.	info@marcdan.com	<i>Juan Quiroz</i>
Talke Waterworth	DRF construction LLC	Talke@drfconst.com	<i>Talke Waterworth</i>
FRED ASBATH	SUNUP ENTERPRISES	FRESUNUP@comcast.net	<i>Fred Asbath</i>

