

Meeting Minutes – RFP 6-16 Indoor Gun Range

Date of Meeting: 3/25/16

Minutes Prepared By: Dave Janney, Buyer

1. Purpose of Meeting

- Review specifications and potential hurdles.
- Allow potential bidders to ask questions.

2. Attendance at Meeting

See attached sign in sheet. Attendance was mandatory

3. Meeting Notes, Decisions, Issues

Buyer, Dave Janney introduced himself and each person at HCSO introduced themselves. We had Jan Wilder, Sr. Procurement Analyst, Al Cordova, Special Projects Manager, Sergeant Roland Corrales, and Architect, John Thompson of Wilder Architecture Inc. All present were asked to sign the attendance log and teleconference participants provided the Letter of Intent from the RFP and matched with those on the phone. The following information was reviewed or discussed.

- Deadline for submitting bids is **April 8, 2016 at 3:00pm**.
- All questions should be directed in writing (email) to the Buyer – purchasing@hcsotampa.fl.us.
- Official communications e.g. amendments, Q & A etc. will be via the HCSO website postings. However, the Buyer will also email those on the pre-bid attendance log.
- It was mentioned to make sure warranty commencement options are discussed in the proposal response.
- General lead time guidelines were given by the participants, ~90 days for the equipment, ~10-12 weeks for acoustics, and ~14-16 weeks for the HVAC.
- Range must meet all federal, state local, and OSHA requirements.
- Following discussion on different shell materials and construction methods the project manager determined all proposals to be based on the shell design and material provided in the RFP.
- The hollow wall design will provide a mezzanine area above the shell to support the interior rated HVAC equipment.
- It was recommended to place the HEPA filter system outdoors. Approximate dimensions 26'x11'x9'
- Electrical drawings from equipment vendor will be provided for shell GC.
- The shell drawing is a conceptual drawing to give a general idea of size and shape. Any items, such as light fixtures, shown do not necessarily indicate the quantity or location necessary for its intended purpose.
- Since there are several options for the type of HVAC it was left for the vendor to provide recommendations. The shell will need cooling at the very least.
- Noise exposure limits can be found in OSHA CFR29.
- Site visits can be arranged through the Buyer, Dave Janney 813-247-8053, or purchasing@hcsotampa.fl.us.

4. Action Items

- What is the current voltage availability?
- Drawings