

Meeting Minutes – RFP 1-11 Build Out

Date of Meeting: 4/21/11

Minutes Prepared By: Janice Wilder, Buyer

1. Purpose of Meeting

- Review bid process & specifications with potential bidders.
- Escort potential bidders on site visit.

2. Attendance at Meeting

*See attached sign in sheet
Attendance was mandatory.*

3. Meeting Notes, Decisions, Issues

The following information from the bid documents was reviewed:

- Deadline for questions will be April 26 at 400 PM. All questions are to be routed thru the Buyer, Janice Wilder. All Q & A will be posted to the website.
- Deadline for submitting bids is April 29, 2011 at 3:00 PM (if hand delivering please allow time to gain security access to the building)
- No dollar amounts will be read at bid opening, only names of Proposers.
- All pricing should include applicable sales tax.
- Proposals should be submitted in quadruplicate – (1) original & (3) copies. No binding.
- Include W9, Workers Comp & Liability Insurance certificates
- Acknowledge all Addendums / Amendments and include with proposal
- Submit a complete & organized package.

Also brought to the attention of proposers:

- The Owner's concerns about damage to the asphalt was discussed and clarified as pre-cautionary. We request the contractor be mindful of existing asphalt in placing and moving equipment and repair by patching any unavoidable damage. Use gravel roads & open areas where possible.
- Trenching existing asphalt will be required for gas station canopy electric run. Conduit is in place for other runs.
- Discussion of the requirement to provide engineering for alternate EIFS or stucco: Provide evidence that system will meet deflection limits – L/360 for Non-flexible system, L/240 for flexible system. Patching asphalt where trenched is required.
- Project Manager will inquire and report on agency's status regarding impact fees.
- Discussion on Costing Proposal Response page: Separated items are basically deduct alternates or add ons. Total cost should reflect everything including alternates.
- Windows are to be furnished and installed.
- Roof is screw down PBR panel.

- Must include breaker for School. Breakers for bank & gas station are existing.
- There are two power outlets on site for Contractor use.
- Temporary fencing is not required. Please protect culverts adjacent to work area if not already in place for other ongoing projects. Straw bales or silt fencing.
- Bank drive thru window is to be a storefront window only to simulate the appearance.
- The size of the gas station canopy and specs for the pump island will be addressed in additional drawings.
- Drywall is to be 5/8.
- Revised Engineering drawings to be posted as soon as possible (4/22?).
- Drawings will be revised to show if existing asphalt must be cut for slab.
- Will need to scrape & compact for slab foundation. Vibratory compaction roller to be used. Fill dirt is available from at least two areas on site. 95% compaction rate required.
- Only General Contractor must be bonded.
- Show electrical panel specs. Preference is Square D bolt in.
- Hollow metal exterior doors should be provided by building manufacturer.
- For additional site visits contact Site Superintendent, Dave Gray, please give 24 hr hours notice.

4. Action Items

Project Manager to inquire and report on impact fees.

Engineer to provide updated drawings

ATTENDANCE SHEET
Pre-proposal Conference
RFP NO. 1-11

April 21, 2011 10:00 AM

	<u>YOUR NAME</u> Phone Number	<u>COMPANY NAME</u> Email Address
1.	Kevin Streets 863-687-2730	Peachee Construction kstreets@peacheeconstruction.com
2.	RICK BALDWIN 813.752.2959	CONSTRUCTION TECHNOLOGY GROUP, INC rl@ctg-inc.com
3.	DAVID FLORES 813 980 7464	FLORES + HARPER CONSTRUCTION DAVID@FLORESHARPER.COM
4.	Mitch Burley 813 689-2015	Mitch Burley Const Inc mburley@tampabay-fl.com
5.	PAUL E. LOCKE SR 963-533-7193	J. STURGIS @ SENCEO . CO
6.	Erik Raymond 813-977-0616	Britton Air erik@brittonair.com
7.	MIKKEY WILLIAMS (813) 251-8051	R.M. WILLIAMS CONSTRUCTION, INC MIKKEY@RMWILLIAMS.CONSTRUCTION.COM
8.	Ralph Remmert 813-598-4643	JBR & R Eng. RREMMERT@JBR-ENG.COM
9.	JOSHUA MANAUGH 813.363.3076	BOWENBACK BUILDERS INC joshua@bollenbackbuilders.com
10.	David Gray 813-247-0769	HCSO dgray@hcsos.tamp.fl.us

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April 21, 2011 10:00 AM

	YOUR NAME Phone Number	COMPANY NAME Email Address
11.	<i>Janice Wilder</i> <i>813-247-8029</i>	<i>HCSO</i> <i>jjwilder@hcsos.tampa.fl.us</i>
12.	<i>AL CORDOVA</i> <i>813-247-8182</i>	<i>HCSO</i> <i>acordova@hcsos.tampa.fl.us</i>
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