



PRE-BID CONFERENCE FOR BID NO. 2014-02

**RIDGEWOOD DRIVE/6TH AVENUE DRAINAGE IMPROVEMENTS
TOWN OF WINDERMERE, FLORIDA**

The purpose of the Pre-Bid Conference is to answer any questions regarding the bidding of the projects and to make sure prospective bidders understand the project scope and objectives.

DATE: Monday, May 12, 2014
LOCATION: Town Hall, Town of Windermere
TIME: 10:00 a.m.

ATTENDEES

Name	Company	Telephone No.	Fax No.	Cell/Mobile No.	E-Mail Address
Kenneth Cox	All State Paving	(407) 277-5247			hfarajii@allstatepavingfl.com
-	Sun Road, Inc.	(407) 402-2236	(407) 359-9368		sunroadgc@gmail.com
Mike Galura	Michael Galura Engr. Con.	(407) 493-9983			mchgalu@aol.com

INTRODUCTIONS:

Mike Galura, P.E., Engineer of Record, described the project within Bid project #2014-02 RIDGEWOOD DRIVE/6TH AVENUE DRAINAGE IMPROVEMENTS.

PROJECT SCOPE:

All work for the Project shall be constructed in accordance with the Drawings and Specifications prepared by Michael Galura Engineering Consultants, LLC, Orlando, Florida, and the proposed contract will be awarded and constructed, if award is made, under these Contract Documents. Bids shall be submitted for furnishing, delivering, and installing all materials, equipment, incidentals and services, including labor, for the Work, which generally includes, but is not necessarily limited to, the following: construction of a dedicated drainage system including inlets (ditch bottom), pipe end treatment (flared end section), curb and gutter (Type F and Type F Special) and sodded retention ponds (one on 6th Avenue, two on Ridgewood Drive).

Ridgewood Drive/6th Avenue Drainage Improvements

This project involves drainage improvements within the Town rights-of-way and includes construction of two (2) stormwater retention ponds (Pond 1 and Pond 2) along Ridgewood Drive, one (1) stormwater retention pond along 6th Avenue, curb and gutter improvements along Ridgewood Drive, and curb and gutter improvements along 6th Avenue. In addition, a pond control structure (drainage inlet) is to be constructed in Pond 1 (Ridgewood Drive) and a flared end section at the outlet end of an existing 24” pipe along Ridgewood Drive.

CONTACTS:

OWNER: Town of Windermere

Address: P.O. Drawer 669
Windermere, FL 34786

Physical Address: 614 Main Street
Windermere, FL 34786

Contacts: **Robert Smith**
Town Manager

PHONE: (407) 876-2563
FAX: (407) 876-0103
CELL:
E-MAIL: rsmith@town.windermere.fl.us

David Gimm
Town Public Works Director

PHONE: (407) 876-2563
FAX: (407) 876-0103
CELL:
E-MAIL: awallenhurst@town.windermere.fl.us

John Fitzgibbon
Town Resident Project Representative (RPR)

PHONE: (407) 383-3397
FAX:
CELL:
E-MAIL: jpfds@cfl.rr.com

ENGINEER: **MGEC/Michael Galura Engineering Consultants, LLC**

Address: 3222 Corrine Drive
Suite H
Orlando, Florida 32803

Engineer-of-Record: **Michael B. Galura, P.E.**

PHONE: (407) 493-9983
FAX:
CELL: (407) 493-9983
E-MAIL: mchgalu@aol.com

Construction Administration Manager: **N/A**

PHONE:
FAX:
CELL:
E-MAIL:

Project Engineer: **N/A**

PHONE:
FAX:
E-MAIL:

Utility Engineer: **N/A**

PHONE:
FAX:
E-MAIL:

RPR: **N/A**

PHONE:
FAX:
CELL:

UTILIZATION OF SMALL, MINORITY AND WOMEN'S BUSINESS ENTERPRISES

The Contractor shall be encouraged to comply with the U.S. Environmental Protection Agency (EPA) Minority Business Enterprise/Women's Business Enterprise (MBE/WBE) "Fair Share" goals and objectives as follows:

Florida Fair Share Goals	
Construction (SRF)	9% MBE and 3% WBE
All Other Categories	15% Combined

The Contractor, to the fullest extent possible, shall agree that at least the applicable "Fair Share" objectives for supplies, construction, equipment or services are made available to organizations owned or controlled by socially and economically disadvantaged individuals, women and Historically Black Colleges and Universities. The Contractor shall also agree to include in its bid documents the applicable "Fair Share" objectives and percentages.

BID INQUIRIES:

- Bid inquiries must be in writing.
- Bid inquiries need to be submitted to Michael Galura, P.E., Michael Galura Engineering Consultants, LLC.
- Bid inquiries cut off seventy two (72) hours before bid time (May 20, 2014 at end of business day).
- A written response will be issued to all inquiries by addendum.
- Addendums will be available for downloading on the Town's website at <http://www.town.windermere.fl.us> or from Demand Star at <http://demandstar.com>.

PLAN HOLDER LIST:

A copy of the plan holder list is available upon request. Prospective bidders should check the Town's website and Demandstar.com for any postings.

BID SUBMITTAL:

Each bidder shall submit only one (1) bid for the Work. Each bidder shall submit an original and one (1) copy of its bid. The award will be made in accordance with the requirements of applicable state and federal laws and regulations and pursuant to the provisions of the Bid Documents and/or any applicable Town of Windermere purchasing rules and procedures. Each Bidder shall submit the Bid Form provided in the Project Manual in a sealed envelope with the words "**BID FOR BID #2014-02 – RIDGEWOOD DRIVE/6TH AVENUE DRAINAGE IMPROVEMENTS**" and the Bidder's name, address and Florida Contractor's License Number clearly shown on the outside thereof. Each Bidder must acknowledge receipt of all addenda in the prescribed Bid Form. An authorized representative of the Bidder must sign the Bid Form. Failure to comply with these conditions or the conditions contained in the Instructions To Bidders may be cause for bid disqualification. **Mailed bids shall be sent to the attention of the Town Clerk, Dorothy Burkhalter, Town of Windermere, 614 Main Street, Windermere, FL 34786 and shall be received before the deadline for the bid opening.**

BID OPENING:

Sealed bids, in duplicate, will be accepted at the office of the Clerk, Town of Windermere, Orange County, Florida, **not later than Friday, May 23rd, 2014 at 3:00 p.m. (local time)**. Sealed bids must be dated and time stamped at the office of the Town of Windermere, Orange County, Florida **not later than Friday, May 23rd, 2014 at 3:00 p.m. (local time)**. Sealed bids shall be hand delivered to the Office of the Town Clerk in which the bid opening is to occur. At approximately **3:15 p.m.** bids will be publicly opened and read aloud at Town Hall.

Any bids received after the above noted time will not be accepted under any circumstances. Any uncertainty regarding the time a bid is received will be resolved against the Bidder. Bids submitted after this designated time will be returned unopened.

CONTRACT TIME:

Substantial Completion: Sixty (60) consecutive calendar days from Notice to Proceed.

Final Completion: Ninety (90) consecutive calendar days from Notice to Proceed.

UTILITIES:

Duke Energy (overhead)
Century Link

Bright House Networks
Lake Apopka Natural Gas

PERMITS:

South Florida Water Management District (SFWMD) ERP
SFWMD (No-Notice Temporary Dewatering)

QUESTIONS:

No questions asked during the Pre-Bid Meeting.

Mr. Galura stated that the project will be on the Town Council agenda for approval on June 10th, 2014 at 6:00 pm at the Town's regular meeting. Bidders will be reviewed for qualifications and manpower. References will be checked.

Mr. Galura stated that two (2) addendums have been posted on the Town's website and Demandstar.com.

Mr. Galura stated that the proposed budget amount is \$114,000. Bids will be received until 3:00 pm on Friday, May 23, 2014. Bids will be opened on Friday, May 23rd, 2014 and read aloud at 3:15 pm at the Town Hall.

Mr. Galura stated that RFI's can be received by the Town until May 20th, 2014 (Tuesday) at the end of the business day (5:00 pm). This is to allow the Town to address and post any RFI's received and responses on the Town's website and DemandStar. Any addendums issued will need to be included with the bid submittal. If addendums are not included, this will be grounds for disqualification of the bid.

ADJOURNMENT

Meeting adjourned at 10:30 a.m.