

PROJECT SCOPE:

Marina Bay Underdrain Improvements

The project involves the clearing of vegetation of the existing stormwater pond bottom and the construction of 6-inch underdrains with cleanouts and a 12-inch header pipe connected to the existing pond outfall control structure. The underdrain trench will be backfilled with clean sand and the pond bottom sodded.

The number of consecutive calendar days within which, or the date by which, the Work is to be completed (the Contract Time) is set forth in the Agreement (Section 0520).

OWNER: Town of Windermere

Address: 614 Main Street
Windermere, FL 34786

Contacts: **Robert Smith**
Town Manager

PHONE: (407) 876-2563 Ext. 24
FAX: (407) 876-0103
CELL:
E-MAIL: rsmith@town.windermere.fl.us

Scott Brown
Public Works Director

PHONE: (407) 876-2563 Ext. 25
FAX: (407) 876-0103
CELL:
E-MAIL: sbrown@town.windermere.fl.us

PHONE:
FAX:
CELL:
E-MAIL:

ENGINEER: **MGEC/Michael Galura Engineering Consultants, Inc.**

Address: 3222 Corrine Drive
Suite H
Orlando, Florida 32803
<http://www.mgaluraengineeringconsult.com>

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: **John Fitzgibbon, Town of Windermere**

PHONE: (407) 876-6480
FAX:
CELL:
E-MAIL: jpfds@cfl.rr.com

CONTRACTOR'S QUALITY CONTROL CONSULTANT: TBD

PHONE:
FAX:
CELL:

OWNER'S QUALITY CONTROL CONSULTANT (GEC)

Owner will employ and pay for the services of an independent testing laboratory to perform testing specifically indicated in the Contract Documents, if required, and may at any other time elect to have materials and equipment tested for conformity with the Contract Documents.

If the test results indicate the material or equipment complies with the Contract Documents, the Owner shall pay for the cost of the testing laboratory. If the tests and any subsequent retests indicate the materials and equipment fail to meet the requirements of the Contract Documents, the Contractor shall pay laboratory costs of such failed tests. Contractor shall coordinate testing as required by Contract Documents directly with the Owner's Quality Control Consultant.

Copies of Test Reports to be provided to:

- 1. Owner Attn: Robert Smith, Town Manager
- 2. MGEC Attn: Michael Galura, P.E.

CONTRACTOR:

Project Manager: TBD	PHONE:
	FAX:
	CELL:
	E-MAIL:

Project Supervisor: TBD	PHONE:
	FAX:
	CELL:
	E-MAIL:

General Superintendent: TBD	PHONE:
	FAX:
	CELL:
	E-MAIL:

Quality Control Representative: TBD

Safety Representative: TBD

Traffic Control Representative: TBD

Erosion Control Representative: TBD

EMERGENCY PHONE: TBD

PROJECT SITE PHONE: TBD	PHONE: N/A
	FAX: N/A

Subcontractors, Suppliers or Other Person or Organization:

Subcontractors

- 1. TBD
- 2.
- 3.
- 4.
- 5.

Suppliers

- 1. TBD
- 2.
- 3.
- 4.
- 5.
- 6.

Other Discussion:

Requests for Information (RFI) must be submitted in writing to Mike Galura no less than 72-hours prior to Bid Opening.

General discussion regarding staging locations (see below).

Contract time (120-days) will be from official Notice to Proceed (NTP) date.

Detail on Sheet 9 of 9 HEADER PIE CLEANOUT to show 12" to be solid. Plan revisions to be shown on CONFORMED drawing and will be part of ISSUED FOR CONSTRUCTION plans.

If dewatering is required, Contractor shall utilize the SFWMD's No Notice General Permit for temporary dewatering to the extent practicable. Discharge through existing 4" bleed-down orifice at control structure is permitted. Turbidity barriers at the Lake Down canal shall be required as part of the pollution control requirements for the project.

The existing parking area adjacent to the stormwater pond is acceptable to be used as the laydown area for materials and equipment.

The existing concrete pad at the existing 4" bleed-down orifice can be moved (if it can be maintained as its single integral slab) in lieu of removal and re-pouring of the concrete pad per the contract plan document.

The Town is flexible regarding the project start time due to the wet weather conditions in the summer.

Recommendation for awarding of bid will be approved at the August Town Council meeting (2nd Tuesday of each month).

CONTRACT DATA

Effective Date of Notice to Proceed: **TBD**

Contract Time: **120 Calendar Days**

Substantial Completion Date: **(90 Calendar Days)**

Final Completion Date **(120 Calendar Days):**

Total Contract Amount: **TBD**

Liquidated Damages per Day: **\$500.00**

COORDINATION

Contractor is responsible for coordinating all work with all utility companies. Sunshine One shall be contacted prior to any excavation. No utilities are expected within the existing stormwater pond.

UTILITY:

WATER: **Orange County Utilities**

PHONE: (407) 254-9900
FAX:
CELL:
PAGER:
E-MAIL:

Wastewater: **None**

PHONE:
FAX:
CELL:
PAGER:
E-MAIL:

CABLE: **Spectrum**

PHONE: (407) 656-1162
FAX:

POWER: **Duke Energy**

PHONE: (407) 942-9202
FAX:

GAS: **Lake Apopka Natural Gas District**

PHONE: (407) 656-2734, Ext. 116
FAX: (407) 877-3893

COMMUNICATIONS: **Century Link**

PHONE: (407) 814-5344
FAX: (407) 814-5320

OTHER:

- POLICE:** Chief David Ogden
PHONE: (407) 876-3757
FAX: (407) 876-0103
- FIRE:** City of Ocoee (Fire Station #3)
PHONE: (407) 905-3140
FAX: (407) 905-3129
- PUBLIC WORKS:** Scott Brown, Public Works Director
PHONE: (407) 876-1960
FAX: (407) 876-0103

SCHOOLS: N/A

OTHER DISCUSSIONS:

RESPONSIBILITIES OF CONTRACTOR

The following numbers refer to paragraphs of the General Conditions (GC) or the General Requirements (GR) or Measurement and Payment (MP) or Supplementary Conditions (SC).

1. 6.1 Supervision: (GC)

Contractor shall supervise and direct the work efficiency and with his best skill and attention. He shall be solely responsible for the means, methods, techniques, sequences, and procedures of construction.

2. 6.20 Safety: (GC)

Contractor fully responsible for safety.

3. 6.3.1 Normal Working Hours: (SC)

"Regular Working Hours" shall be between 7:00 a.m. and 7:00 p.m. and shall be established by the CONTRACTOR at the Preconstruction Meeting and shall not exceed 8 hours per day and 40 hours per week.

Working Hours: Typical Monday through Friday 7:00 am – 7:00 pm. Night work will require advance notice.

4. 1.03 Application for Payment: (MP)

Town provided listing of dates required for application submittal so that same can be in place for Town council approval.

5. 1.05.C. Permit Compliance: (GR)

Contractor is responsible to perform work in compliance with all permits, and obtain all construction permits. Confirm that the Town of Windermere has been copied with all permits. Project has been issued a permit exemption by the SJRWMD (maintenance exemption).

6. **1.06 Site Clean Up: (GR)**
Daily site cleanup required.
7. **1.07.A. M.O.T.: (GR)**
Refer to SECTION 01558 – Traffic Control in the Contract document.
8. **1.07.D. Dust Control: (GR)**
Contractor to prevent dust nuisance from his operations or from traffic.
9. **1.07.D. Noise Suppression: (GR)**
Contractor to strictly observe all local regulations and ordinances covering noise control.
10. **1.07.D Erosion and Sedimentation Control: (GR)**
Contractor to provide effective temporary erosion and sediment control measures during construction or until final controls become effective. Contractor to provide erosion and sediment control plan in accordance with FDOT Standard Specifications (latest edition) Section 104-6.4.
11. **1.07.E. Engineering Survey: (GR)**
Contractor responsible for construction surveys.
12. **1.10 Construction Schedule: (GR)**
Update/revised construction scheduled to be submitted with each month's Application for Payment. Work plan to be submitted at each weekly meeting.
13. **1.11 Shop Drawings: (GR)**
Submit minimum three (3), maximum five (5) sets to Engineer.
14. **1.12 Record Drawings: (GR)**
Keep one (1) copy of documentation of all specifications, drawings addenda, modifications, and shop drawings at the site, in good order and annotated. Deliver the same number of record drawings and documentation to the Engineer upon project completion.

As-builts required for submittal with all utility clearance requests.

Other Discussion:

RESPONSIBILITIES OF OWNER

15. **10.1 Change Orders: (GC)**
AUTHORIZED CHANGE ORDERS will be used to authorize additions, deletions, or revisions in the work. All Change Orders must be in writing and approved by the Town Council.
16. **14.4 Payments: (SC)**
(See Item 4. above).

Other Discussion:

RESPONSIBILITIES OF ENGINEER

17. **9.2& 9.3 Construction Observation during the construction period. (GC)**

18. **9.4 Clarification and interpretation of documents. (GC)**

All RFI's must be in writing.

RFI's to: MGEC/Michael Galura Engineering Consultants, Inc.
3222 Corrine Drive, Suite H
Orlando, FL 32803
Attn: Michael B. Galura, P.E.
(407) 493-9983
mchgalu@aol.com

19. **1.11 Review and approve Shop Drawings. (GC)**

Engineer shall review and return shop drawings submittals within 30-calender days of receipt. 30-day limit set by contract, typical shop drawing turn-a-round 10 working days.

20. **Conformed Documents:** Town of Windermere will provide electronic copy of plans and specifications.

21. **Contractor's Daily Reports:** Contractor and all Subcontractors to submit reports for each day on which work was performed.

22. **Subcontractors:** Contractor to provide listing of all project subcontractors.

23. **Principal Suppliers:** Contractor to provide listing of all project material suppliers.

24. **Construction Photos:** None required.

25. **Owner/Engineer Office:** None required.

26. **Staging:** Location for storage of material and equipment to be provided by Contractor to Owner/Engineer at the preconstruction conference. Need letter of Agreement from private owner on which materials will be stored, if outside of Town owned property or right-of-ay.

Other Discussion:

GENERAL DISCUSSION

1. **Alternate Bids:**

No Alternate Bids.

2. **Any Special Local, State or Federal Governmental Requirements:**

None. Town does encourage utilization of Disadvantaged Business Enterprises (DBE).

3. **Status of Permits - Distribute Copies:**

All copies of permits are included within Contract Document. Copies of permits shall be on construction site at all times. No Town Building Permits required. Copy of SFWMD permit exemption required onsite at all times.

4. **Contractor's Daily Reports:**

Contractor and all subcontractors to submit reports for each day on which work was performed.

5. **Ask Contractor if there is any notice of errors, omissions, or claims at this time:** No questions.

6. **Sub Contractors:** TBD

Contractor to provide listing of all project subcontractors.

7. Principal Suppliers:

Contractor to provide listing of all project material suppliers.

8. Construction photos:

Not required.

9. Owner/Engineer Office: None required

10. Staging: Location for storage of material and equipment to be provided by Contractor to Owner/Engineer at the preconstruction conference. Need letter of Agreement from private owner on which materials will be stored, if outside of Town owned property or right-of-way.

Conference Ended at : 10:40 am