

# Michele M. Agee, P.E., P.A. (fbo Florida Department of Military Affairs)

## Meeting Minutes

5 February 2020

Present: See attached Sign-in Sheet

### **1. Introductions by Fred Levinson, CFMO**

Mr. Levinson introduced the owner's team and noted that minutes from the meeting would be provided by the A/E of Record.

A sign-in sheet (Attachment 1) was circulated; Mr. Levinson noted that the pre-bid meeting was mandatory making it imperative that all prospective bidders sign-in as proof of attendance.

### **2. Safety Briefing by CW3 Bustamante (AASF#1 Safety Officer)**

CW3 Bustamante provided a safety briefing and emphasized the possible unearthing of Unexploded Ordinance (UXO).

### **3. Pre-Bid Site Visit Meeting Agenda**

Mr. Levinson provided a briefing on the items listed in the Pre-Bid Site Visit Meeting Agenda (Attachment 2). Mr. Levinson noted and re-iterated that the contractor is responsible for any and all permits required to complete the project. The cost of permitting should be in the contractor's bid.

Mr. Kelly Maynard (AASF#1 Facilities) gave a quick synopsis of the requirements of the "dig" permits from JAA.

Mr. Levinson noted that there were no Additional Bid Items (ABI's) in the project.

Mr. Cannon Gaston, CGC, Inc. asked why the project was being re-bid. Mr. Levinson responded that the previous bid was over budget. Mr. Levinson also noted that this project was expected to be funded.

Mr. Bill Hay, Bill Hay Excavating, asked where the plans could be obtained. Mr. Levinson responded that the plans were available on the Vendor Bid System (VBS).

Mr. Todd Anderson, CFMO Project Manager, stated that a second site visit would be afforded to all prospective bidders on 11 February 2020. Mr. Anderson requested that any bidders who plan to conduct a second site visit notify him to confirm attendance.

#### **4. Construction & Facility Management Office Vendor Information**

Mr. Levinson provided a briefing on the items listed in the Construction & Facility Management Vendor Information package (Attachment 3).

#### **5. Briefing by Engineer of Record, Michele Agee**

Ms. Agee briefed that the plans and specifications had not changed from the first bid. She noted that a plan sheet was missing from the current set of plans on VBS and that she would provide CFMO with the missing sheet to upload to VBS.

#### **6. Site Access Briefing by CW3 Bustamante**

CW3 Bustamante briefed that site access would need to be coordinated to ensure the contractor would not be impeded, particularly during military drill weekends.

#### **7. Closing remarks by Mr. Levinson**

In closing, Mr. Levinson noted the following:

- a. Bid the plans and specifications as issued
- b. The contract will be awarded contingent on funding
- c. Bid competitively
- d. Last day for questions is 18 February 2020
- e. There will be a minimum of one (1) addendum
- f. Submit plans to the address noted in item 8 of the Pre-Bid Site Visit Meeting Agenda
- g. Submit any questions to the CFMO email noted in Step #4 of the Vendor Information package (Attachment 3).
- h. Mr. Levinson read, verbatim, the following instructions from the Pre-bid Site Visit Meeting:

“No verbal statements made by any state of Florida employee or agency representative will supersede information published in the solicitation. Only written addenda issued by the Department of Military Affairs Construction and Facility Management Office will amend this solicitation.”

#### **8. Meeting adjournment and Job-site visit**

The meeting was adjourned at approximately 1100 hours at which time the prospective bidders were given the opportunity to visit the job site.