

AGENDA

MANDATORY PRE-BID / SITE VISIT MEETING

January 8, 2015 – 10:00 AM

Project Number: 214001

Project Name: NTC Orlando Armory Renovation

Project Location: Orlando, Florida

1. SIGN-IN OF ALL ATTENDEES:

2. INTRODUCTIONS:

3. GENERAL PROJECT DESCRIPTION / SCOPE OF WORK (SEE BIDDING DOCUMENTS FOR COMPLETE DETAILS):

This project consists of the construction of a new stand-alone, 12,500 SF Annex Building; a new standalone 2,000 SF Unit Storage Building (that will be bid as an alternate bid item); and a partial renovation of the existing 21,336 SF Armory Building. The Annex Building will be registered with the USGC to achieve a Silver Rating for new construction and major renovations.

Additional work includes site improvements such as an upgraded vehicle parking area which includes seal coating and striping the existing asphalt parking lot, new sidewalks, landscaping, and new pole mounted lighting. Additional site improvements include new sidewalks between buildings and in the right-of-way and new storm water retention and management area. In addition, a new 5666 +/- square yards of asphalt paved motor pool area will be constructed on existing green field which includes additional pole mounted lighting and underground exfiltration trenching for onsite storm water management.

The Annex Building's foot print is 100' 0" by 125' 0" and will consist of concrete slab on grade and a pre-engineered steel building frame with reinforced CMU wall construction, a flat metal roof deck and an SBS built-up roofing and insulation system with metal gutters and downspouts. Roof eave height is 20' 0" AFF and 2nd roof eave height of 12' 6" AFF. The exterior walls will be insulated using exterior insulation and finishing systems (EIFS) and spray foam cavity insulation with expanding masonry insulation within the hollow cell of the exterior CMU walls. Interior partition consists of light gauge metal framing with painted gypsum wall board. Interior ceiling consist of a combination of suspended, painted gypsum ceiling and suspended acoustical tile ceilings. Exterior doors consist of insulated hollow metal doors and frames. Windows and storefront are fixed aluminum framed with insulated impact resistant, low-E coated glass. Various flooring finishes are specified which include polished concrete (in the Drill hall and Lobby) ceramic tile (in restrooms) and carpet (in administration areas). The Annex Building will be fully sprinklered. The building will be served by (5) energy efficient split DX, HVAC units. Lighting will consist of all new LED fixtures.

The Unit Storage Building will be bid as alternate bid item. The building's foot print is 100' 0" by 20' 0" and will consist of concrete slab on grade and a pre-engineered steel building frame with reinforced CMU wall construction on 3-sides and corrugated metal wall panels on the 4th side. The roof will consist of a standing seam metal, shed roof on steel purlins. The roof will be insulated

with pre-engineered building insulation. The interior of the Unit Storage Building will be partitioned into 10-storage bays that are separated with chain-link fencing. Each storage bay will have an individual pair of hollow metal doors to exterior. Flooring consists of sealed concrete. The building will be naturally ventilated with (2) louvers. Pendant hung, LED lights will provide lighting for each individual storage bay.

The existing Armory Building was constructed in the 1950s with additions made in the 1970s and 2004. The original building construction consists of concrete slab on grade, CMU walls and a wood framed flat roof. Later additions were slab on grade with CMU walls and metal deck flat roof, and the most recent addition consisting of slab on grade with CMU walls and wood framed shed roof. The existing Armory Building will receive a partial renovation that will include: life safety upgrades for building egress and the installation of an automatic fire sprinkler system throughout the building; a remodel to upgrade two existing unisex restrooms into separate men's and women's ADA restroom; energy code upgrades in the form of addition of insulation under the existing flat roof, wall insulation in the form of a new exterior mounted EIFS; replacement of the existing doors, windows and storefront; replacement of the existing HVAC units with new, energy efficient HVAC units, and replacement of the remaining T-12 fluorescent light fixtures with new T-8 fluorescent light fixtures. In addition the existing 2x4 acoustical ceilings and gypsum board ceilings will be replaced with 2x2 acoustical ceilings in the majority of the building areas. Also, the buildings current DATA/Telecomm equipment and cabling will be upgraded to current military specifications.

Building must meet code compliance with: 2010 Florida Building Code and current State Fire Marshall requirements as well as current requirements of the local permitting Authorities Having Jurisdiction and Area Water Management requirements, and any other permits and fees required by local municipal, county or state authorities.

Regulatory permitting to include the preparation, submittal, payment and review coordination of the Environmental Resource Permit (including permit fees), Florida Department of Environmental Protection (FDEP) Notice of Intent (including filing fees), City of Orlando / Orange County Review Permit Fee, and any other permits and fees required by other county, local or state authorities.

The Requirement of this project is to attain LEED Silver Certification. Refer to Exhibit A below for required General Contractor LEED Qualification Criteria

QUALIFICATION: Each bidder whose field is governed by Chapter 399, 455, 489, and 633 of the Florida Statutes for licensure or certification must submit qualification data of their eligibility Form FNG 5085 Contractor's Experience Questionnaire and Financial Statement **with their bid** at the time of the bid opening. DMA has been directed by NGB that all new and major renovation construction projects must be designed and built to meet LEED Silver Certification.

Exhibit A - Specific LEED Qualifications:

The sustainable initiatives of this project will be scored according to USGBC LEED. The requirement for this project is to successfully be awarded LEED Silver or better. As a result, it is imperative to have a contractor that is experienced with LEED and is committed to the successful achievement of LEED Silver. To support these goals, the following are the minimum requirements the contractor must meet in order to be qualified to bid on this project:

- Contractor must have at least one employee that is a registered LEED Accredited Professional (AP) with the USGBC (contracted LEED employees or consultants meet this requirement). This person's accreditation must be current and valid at the time of bidding. The contractor shall provide resumes for the LEED Accredited Professionals and shall designate the LEED Accredited Professional that will be responsible for this project.
- Contractor or Contractor's LEED AP designee must have experience with a minimum of two (2) projects designed to, and effectively certified at any level of LEED Certification for New Construction (NC) or Major Renovation (MR) within the previous three (3) years.

4. SITE CONDITIONS:

Examine the site for conditions under which the work is to be done before submitting your proposal. No allowance will be made for extra expense because of error or omissions. Additional site visits will be allowed. Make deviations as necessary to conform to actual locations and conditions without extra cost. Field verify locations, connections and elevations prior to commencement of work.

5. BID BOND: On projects where the total bid exceeds \$100,000, the bidder must provide with the bid, a good faith deposit in the amount of 5% of the total bid by way of a bid bond from a surety insurer authorized to do business in this State as surety or a certified check accompanying the bid.

6. PERMITS: There is a \$100,000.00 allowance against receipts for all permit fees, impact fees and/or other similar fees. All bidders shall include this \$100,000.00 allowance in your bid and listed as a line in your Schedule of Values.

a. The contractor is obligated to apply for, obtain and pay for any/all building permits required from the local authority for construction of this facility.

b. In the case of plumbing, electrical, other internal system permits and connection permits, the Contractor is obligated to obtain such permits and pay such fees.

c. The Contractor shall determine the permits and fees required by any entity having jurisdiction over any part of the project and shall include the cost of all such permits in his bid proposal.

d. The Contractor shall have delivered a copy of the Building Permit to the Project Manager before a Notice to Proceed is issued or any on-site work begins. Failure to do so will cause a Stop Work at the Contractors expense or a Termination for Cause.

7. DEADLINE FOR QUESTIONS FROM BIDDERS: January 16, 2015, 1:00 PM Local Time
Any questions from proposers concerning this solicitation shall be submitted in writing, identifying the submitter, to the contacts listed by email or fax only.

Questions submitted after this date will not be answered. All future requests for questions and clarifications related to the solicitation must be in e-mail format to CFMO, ng.fl.flarng.list.ngfl-cfmo-contracting@mail.mil. All technical questions regarding this procurement will be accepted via email ONLY to the Architect/Engineer (Zoran Aleksic ZALEKSIC@HANSON-INC.COM) and Project Manager (Mark Watkins MARK.K.WATKINS2.NFG@MAIL.MIL). All questions will be

answered in addendum form. Addenda will be published in the Vendor Bid System. All addenda must be acknowledged in your Exhibit 4 Proposal Form.

8. FINAL ADDENDUM ISSUED ON VBS: January 21, 2015 (Tentative)

9. EXHIBIT 4 – BID PROPOSAL FORM: Submit two (2) original Exhibit 4 Bid Proposal Forms on contractor letterhead. Envelopes must be clearly marked “**SEALED BID--DO NOT OPEN Project Number 214001, NTC Orlando NGA Renovations**”, delivered to: **Department of Military Affairs, Robert F. Ensslin National Guard Armory, 2305 State Road 207, St. Augustine, Florida 32086, Attention: CFMO Contract Management Department.**” All submittals are to be included in the bid package submitted. Missing documents may result in a disqualification of bidder.

10. EXHIBIT 5 – SUBCONTRACTOR LIST: Submit two (2) copies of Exhibit 5 Subcontractor form of all major subcontractors. If no subcontractors are used, write “No subs used” and include the exhibit in your packet. Only the names of the subs need to be listed, license and telephone numbers can be obtained after the bid and only from the winning bidder.

11. SUBMITTALS REQUIRED WITH BID PROPOSAL FORM (Exhibit 4):

Department of Military Affairs (DMA) requires Contractors to submit new qualifications forms for each project. We do not pre-qualify and keep on file.

Bidder Qualifications for Award of Contract:

- Florida State Contractor License (Copy Required)
- Registration in MyFloridaMarketPlace e-procurement system on MyFlorida.com
- Any/All Addenda must be acknowledged (on Exhibit 4)
- Subcontractor List (Exhibit 5)
- FNG 5085, Contractor Qualification (Exhibit 3)
- Bid Bond
- Letter of Confirmation from your bonding company stating that you can bond or have bonded with this company
- Contractor agreement to perform no less than 15% of project work itself, on company letterhead
- LEED Accreditation Certifications of personnel and certificates of projects completed to LEED

12. NON-TECHNICAL SPECIFICATIONS LEVEL 3

Bidding Conditions – Section B

Contract Conditions – Section C

NOTE: Insurance requirements Sections C1 and C2

Special Conditions – Section D

13. BID OPENING (received publicly and read aloud): February 5, 2015 Local time: 2:00 PM

14. BID OPENING LOCATION: Robert F. Ensslin Jr. Armory, 2305 State Road 207, St. Augustine, FL 32086. State approved picture I.D. is required for entry into the RFE National Guard Armory. You will be directed to the bid opening location from that point. Bids will be accepted until the time of the Bid Opening and will be date/time stamped in on the “Official Time Clock” bids must be submitted (entirely completed) on Exhibit 4 (copied onto contractors letterhead) and in full accordance with the requirements of the solicitation, bidding conditions and contractual conditions of the Non-Technical Specifications Level 3, and must be original signed documents only. Please contact Contract Management Branch at 904-823-0255 to confirm receipt of bid. Bids transmitted electronically will not be considered. Bids received at the bid opening location designated above after the exact time specified for receipt will not be considered. Bids received at any other Department of Military Affairs or Agency Representative location will not be considered.

15. PERFORMANCE BOND AND LABOR AND MATERIAL PAYMENT BONDS:

Performance and Labor and Material Bonds are required from any persons or parties entering into a formal contract with the State of Florida for contracts in total excess of \$100,000.00 for construction, additions, renovations, repairs, or demolition of any public building pursuant to Florida Statute 255.05(1)(a). These must be supplied to our office within 10 days of contract award. No work may commence, or Notice to Proceed be issued in connection with the contract until the bonds have been submitted to the CFMO-Contract Management Branch.

16. CONTRACTORS INSURANCE:

a. The contractor must provide the owner with proof of insurance within 10 days of contract award. No work may commence in connection with the contract until he has obtained all insurance as specified in the Non-Technical Specifications, Section C and such insurance has been approved by the Owner, nor shall the contractor allow any subcontractor to commence work on his subcontract until all similar insurance required of the subcontractor has been so obtained and approved by Owner.

b. All insurance policies shall be with insurers qualified and doing business in Florida through an authorized licensed Florida Resident Agent.

17. DAVIS BACON ACT: Davis Bacon Act does not apply to this solicitation. Maintenance of the payroll records are the sole responsibility of the contractor. Do not send payroll records to the Department of Military Affairs, Construction & Facility Management Office.

18. ACTUAL DAMAGES: Amount based on actual loss to government. Contract will be modified (by Change Order) to reflect actual losses to the government in lieu of daily amount (liquidated damages).

19. CONTRACT AWARD: Per Florida Administrative Code 60D-5.007, the project will be awarded to the responsive and responsible bidder that has submitted the lowest price for the base bid or base bid plus alternate bid items. NOTE: Award of this contract is contingent upon funding from the State of Florida.

20. MY FLORIDA MARKET PLACE: Registration in the MyFloridaMarketPlace (MFMP) Vendor Bid System (VBS) is a requirement for award of any state contract or purchase order. See handout (Contracting Procedures). Any solicitation/information obtained from sources other than the Vendor Bid System should not be relied on by contractors intending to bid on DMA projects. Bid solicitations received from public sources should be followed up by a check of the Vendor Bid System for the original DMA advertisement. The DMA will not be responsible for bids submitted

on forms other than our own, or for information regarding the bid provided by other than this agency.

21. PROGRESS PAYMENT REQUIREMENTS: Notarized partial lien releases will be required from all prime subcontractors and material suppliers when submitting Partial Pay Applications. Failure to include these releases with pay application submittals will be cause for refusal to accept and process the pay application.

22. ELECTRONIC FUNDS TRANSERS: An information sheet is available for Electronic Funds Transfers. The State of Florida highly promotes the use of direct deposit. Payments will be deposited directly into a contractor's account 4 to 10 days before a paper check may be received. See handout.

23. E-VERIFY SYSTEM: Unauthorized Aliens Checks Through E-Verify System

Pursuant to the State of Florida, Office of the Governor, Executive Order Number 11-02 entered on January 4, 2011, Contractor will utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of: (a) All persons employed during the term of the Contract by Contractor to perform employment duties within Florida within 3 business days after the date of hire; and (b) all persons (including sub-contractors) assigned by Contractor to perform work pursuant to the Contract with the Department within 90 calendar days after the date the Contract is executed or within 30 days after such persons are assigned to perform work pursuant to the Contract, whichever is later.

24. W-9 INFORMATION: Effective March 5, 2012, State of Florida agencies will not be permitted to place orders for goods and services or make payments to any vendor that does not have a verified Substitute W-9 on file with the Department of Financial Services. Vendors are required to register and submit a Form W-9 on the State's Vendor Website at <https://flvendor.myfloridacfo.com>. Vendors who do not have internet access may call (850) 413-5550 for assistance.

25. CFMO PROJECT MANAGER:

26. ARCHITECT / ENGINEER:

27. CONTRACTOR QUESTIONS/CONCERNS:

28. SITE VISIT:

NOTICES:

NO VERBAL STATEMENTS MADE BY ANY STATE OF FLORIDA EMPLOYEE OR AGENCY REPRESENTATIVE WILL OPERATE TO SUPERSEDE INFORMATION PUBLISHED IN THE SOLICITATION. ONLY WRITTEN ADDENDUMS ISSUED BY THE DEPARTMENT OF MILITARY AFFAIRS CONSTRUCTION AND FACILITY MANAGEMENT OFFICE OR ITS REPRESENTATIVES WILL OPERATE TO ALTER OR OTHERWISE AMEND THIS SOLICITATION.