



Meeting Minutes

To:	Florida National Guard	Date:	6/10/2019
Attention:	Greg Dorson	Project:	FTL Armory Roof Replacement
From:	Robert Castrovinci	Project #:	217076
Re:	Pre-Bid Meeting Minutes	CC:	File

**Florida Army National Guard
Construction & Facility Management Office**

PRE-BID SITE VISIT MEETING MINUTES

Date	June 4, 2019 (11:00 AM)
Project Number and Name	217076 Ft. Lauderdale Roof Replacement
Project Location	Ft. Lauderdale NGA, Ft. Lauderdale, Florida
Last Day for Questions	June 25, 2019 (4:00 PM)
Date for Final Addendum	July 2, 2019 (tentative)
Bid Opening Date	July 11, 2019 (2:00 PM)

1. SIGN IN OF ATTENDEES.

- ❖ See attached sign in sheet, and note this is a Mandatory Pre-Bid Meeting. Only Companies who have attended and signed into via the Florida Army National Guard Sign-In Sheet shall be allowed to proceed with Bid Submission.

2. INTRODUCTIONS.

- ❖ Introductions were made with overall descriptions of roles by individuals:
 - ❖ Mr. Fred Levinson, CPM (Contract Project Manager) is with the Department of Military Affairs, Construction & Facility Management Office providing administrative controls over the contract of awarded projects.
 - ❖ Mr. Gregory Dorson, NFG (National Florida Guard) is with the Department of Military Affairs, Construction & Facility

Management Office providing operational controls over all facets of the project, from NTP to Final completion.

- ❖ Mr. Robert Castrovinci, Project Architect with Song + Associates
- ❖ Ms. Annmarie Mia Lonergan, with Song + Associates - manages all architectural administration of construction to project.

3. BRIEF PROJECT DESCRIPTION (see bid documents for complete details).
4. SITE CONDITIONS. Prospective bidders shall examine the site for conditions under which the work is to be done before submitting their bid package. No allowance will be made for extra expenses incurred due to noncompliance with this section.
 - ❖ Immediately following the pre-bid meeting sit-down, All Attendees were provided an escorted tour of the Site for Field Observations, ladders were provided and time for walk through of both the interior and exterior areas under Scope of Work.
 - ❖ A Second date for Site Conditions walk through was provided and confirmed for June 18, 2019 from 11:00 AM until 12:00 Noon. There will be no need to call or email ahead in advance. This date is not mandatory.
5. BID BOND. For bids in excess of \$100,000.00, including base bid and alternate bid items, the bidder MUST provide a good faith deposit in the amount of 5% of the bid by way of a bid bond from a surety insurer authorized to do business in the state of Florida, a certified check, or cashier's check with their bid package.
 - ❖ Discussed and All Attendees directed to provide all questions in writing as noted in Agenda item No. 7.
 - ❖ Project is anticipated to exceed the amount shown above and Bidders should anticipate Bid Bond requirement for this Project.
6. PERMITS. The contractor shall obtain all required permits necessary for completion of this project from all authorities having jurisdiction; and shall include the cost of all such permits in their bid package.
 - ❖ Reviewed, and recommended All Attendees contact Authority Having Jurisdiction to confirm permit requirements.
7. QUESTIONS FROM BIDDERS. All questions and requests for clarifications related to this solicitation must be submitted in writing to the CFMO at

ng.fl.flarng.list.cfmo-contracting@mail.mil in accordance with the timeframe shown above. All questions will be answered in an addendum and posted in the same manner as the ITB.

- ❖ The vendor bid system is the only source for information.
- ❖ Reiterated to submit all questions in writing only, and to remit as soon as possible to meet Last Day for Questions, June 25, 2019 at 4PM.
- ❖ The Web site should be checked daily for all information and issuance of Addenda.

8. REQUIRED BID PACKAGE DOCUMENTS (in this order).

- Exhibit 4 – Bid Proposal Form (include acknowledgement of Addenda)
 - Exhibit 5 – Subcontractor List (indicate if “N/A”)
 - Bid Bond
 - Exhibit 3 – Contractor Qualification (FNG 5085)
 - Letter of confirmation from bonding company
 - Contractor agreement to perform at least 15% of project work
 - Florida State contractor license
- ❖ All Bidders are strongly encouraged to read and become familiar with FNG 5085.
 - ❖ All Bidders should check the CFMO web site daily for updates, and only look to the Florida Army National Guard web site for any and all project information.

9. BID SUBMISSION AND BID OPENING. Envelopes containing bid submission must be clearly marked:

“SEALED BID – 217076 Ft. Lauderdale Roof Replacement ATTN: CFMO Contract Management Branch”

and submitted to:

Robert F. Ensslin, Jr. Armory
2305 State Route 207
Saint Augustine, FL 32086

In order to be considered, bids must:

- be submitted on DMA forms
- not be submitted electronically
- not be received after the exact time specified for receipt
- not be received at any location other than specified in the ITB

Bids must be submitted in full accordance with the requirements of this solicitation. Please contact the CFMO Contract Management Office at 904-823-0255 to confirm receipt of bid.

Federal or State picture ID is required for entry into the Robert F. Ensslin, Jr. National Guard Armory. Bids will be accepted until the time of the Bid Opening.

- ❖ Three (3) hard copies are required for submission. Do not send electronic copies or CDs or flash drives they will not be accepted.
- ❖ Clearly mark outside envelope with both the title of the Bid Project and Number of the Bid Project.
- ❖ All Submissions must be stamped and received by the time and date posted. **July 11, 2019 at 2:00 PM.**
- ❖ Federal Express and UPS deliveries are acceptable and All Bidders may call and or email confirmation of delivery prior to due time for assurance of receipt.
- ❖ Only Bidders who have signed into the Mandatory Pre-Bid Meeting are allowed to submit Bid.
- ❖ All Bids must be delivered to the Office address discussed above
- ❖ All Bidders may attend Bid Opening, to enter location of Bid opening see mandatory guidelines above.

10. NON-TECHNICAL SPECIFICATIONS. The Non-Technical Specifications included with the ITB are incorporated into the forthcoming contract by reference.

11. BONDS AND INSURANCE. 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). The price for these bonds and their recording fees must be included with each bid package.

The contractor will provide the owner with proof of insurance within 10 days of contract award; the price of all required insurance policies must be included in each bid package. All insurance policies shall be with insurers qualified and doing business in Florida through an authorized license Florida Resident Agent.

- ❖ Mr. Fred Levinson will oversee Contract Award and processes of the Contract.
- ❖ Note, the Contract issuance follows CFMO protocols and is extensive.

12. DAVIS BACON ACT. Davis Bacon Act does not apply to this solicitation.

- ❖ Certified payroll is not required, Davis Bacon Act is not required for this Project.

13. DAMAGES. Damages will be assessed in accordance with the Non-Technical Specifications.

- ❖ Yes, damages will be assessed and enforced within the guidelines of the Non-Technical Specifications.

2. CONTRACT AWARD. Per Florida Administrative Code 60D-5.004, 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 item.

NOTE: Award of this contract is contingent upon funding from the State of Florida.

- ❖ All Bidders should be aware that the contract process takes a period of time and follows the Department issuance operating protocols.
- ❖ Each step of the process must be adhered to for final award of contract.
- ❖ All contractual questions may be directed in writing to the same

site and/or phone number shown above.

3. MY FLORIDA MARKETPLACE VENDOR BID SYSTEM. The MFMP VBS is the primary source of information relating to this solicitation. Any solicitation information obtained from sources other than the Vendor Bid System should not be relied on by prospective bidders. Bid solicitations received from other sources should be validated with the official solicitation on the Vendor Bid System.
 - ❖ Bidders should follow the Bid instructions and all other information provided by the MFMP as the authorized source for Bid information. All specific questions and responses for Bid are provided by National Florida Guard web site, regardless of other bid sites that may have the same information or publication of Bid.
 - ❖ The project duration is 183 days for the entire project, this duration includes holidays, alternate works days due to personnel deployment, and the days required to secure the permits by Bidder.
 - ❖ Anticipated Notice to Proceed is September 2019.
 - ❖ This Statement was made and clarified
 - 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.

4. UNAUTHORIZED ALIENS. The Department shall consider the employment by any contractor of unauthorized aliens a violation of Act 274A of the Immigration and Nationalization Act. Such violation shall be cause for unilateral cancellation of this contract.
 - ❖ Unauthorized Aliens are not allowed, see above.
 - ❖ Bidder's employees are not required to be badged, it is a good idea but not required.
 - ❖ The Commanding Unit C.O. has the right and authority to bar and/or remove any person from the premises at any time for any reason and the decision remains solely with the Commanding Unit C.O.

5. CONTRACTOR QUESTIONS / CONCERNS.

- ❖ Hours of work: 7:00 AM to 4:00 PM
- ❖ Asbestos testing has not been done and is not anticipated.
- ❖ The lightning protection system shall be certified.
- ❖ Obtaining Bid Drawings and Specifications. There is a correction to be made to the statements made at the pre-bid meeting. Instructions for obtaining these documents are per the bid advertisement.

FULL SETS of drawings and specifications may be obtained as PDF file format by email only at no cost. The subject line of your email request shall contain: 217076 FTL Readiness Center Roof Replacement. Printing of any sets will be the responsibility of the Contractor.

Note:

1. *Only Full Sets of documents will be issued in electronic format.*
2. *Shipping Costs for Documents is not available*
3. *The Owner and Architect are not responsible for other sources of document distribution. Contractor shall be responsible that all subcontractors and material supplier bidders have complete information, including but not limited to drawings, specification and addenda.*

End of Minutes



Florida Army National Guard
Construction & Facility Management Office



SIGN IN SHEET

Meeting Subject Pre-Bid Meeting
 Project Number and Name 217076 Ft. Lauderdale Roof Replacement
 Date and Time June 4, 2019 (11:00 AM)

Name	Firm / Directorate	Email Address	Phone
<i>FRED</i> LEVINSON	<i>JMA CFM CONTRACTING</i> TIG CONSTRUCTORS dba Bowhead Roofing	<i>FRED.E.LEVINSON@JMA-CFM.COM</i>	<i>904-823-0255</i> 784 803-3462
Rafael SILVA	waypoint contracting	<i>rsilva@bowheadroofing.com</i> <i>kgonzalez@waypointci.com</i>	786-608-1406
MARIA ALVAREZ	A-1 PROPERTY SERVICES	<i>MARIA@A1EIS.COM</i>	786-457-0728
RICHARD MCCALLA	TRUSTED CONSTRUCTION INC	<i>RICHARD@TRUSTEDCONSTRUCTION.COM</i>	631-831-2797
Shane Costelloe	Advanced Roofing	<i>debbieg@advancedroofing.com</i>	954 647 6642
<i>Luís Delafuente</i>	<i>Tabeos Engineering LLC</i>	<i>Luís@tabeosengineering.com</i>	305-903-8816
Hugh Morris	GM Hill Eng.	<i>HUGH.MORRIS@GMHILLENGINEERING.COM</i>	904-280-8244
Bill Ward	Roof USA/SSI	<i>bill@reafusa.com</i>	931-384-8230
<i>Robert M...</i>	<i>SONG AND ASSOCIATES</i>	<i>RMAR@SONGANDASSOCIATES.COM</i>	305-807-2140
<i>ROBERT CASTROVINE</i>	<i>SONG + ASSOC</i>	<i>RASTROVINC@SONGANDASSOCIATES.COM</i>	561-655-2423

