

Agenda for Non-Mandatory Pre-Bid Meeting
Pahokee Marina Re-Configuration and Fisheries Enhancement
Project No.: 2016ERM02

September 8, 2016 @ 1:00 PM
Vista Center, Conference Room 1E-60

- I. Welcome**
 - A. Sign-In
 - B. Recording
 - C. Introductions

- II. ERM and its projects**
 - A. ERM's construction contractors and environmental issues
 - B. ERM website: <http://www.pbcgov.com/erm/>

- III. Bid and Contract Requirements**
 - A. Bid deadline & opening: Tuesday, September 27, 2016 at 2 pm, ERM office (Vista Center, 4th Floor)
 - B. Contract Documents
 - i. Are available free of charge from ERM's website: <http://www.pbcgov.com/erm/contracts/>. Documents may also be purchased from ERM - book (\$85).
 - C. Bidder Questions
 - i. In writing to erm-bidding@pbcgov.org or faxed to 561/233-2414
 - ii. Submission deadline: Tuesday, September 20, 2016 at 2:00 PM
 - D. Addenda
 - i. All Bidding Documents changes & clarifications
 - ii. Issued via ERM's website, so please check it often
 - E. Award
 - i. Lowest responsive, responsible Bidder (Base Bid/Alternative Bid)
 - F. Contract Time, including Milestone Deadlines
 - i. One hundred and eighty-five (185) calendar days for Substantial Completion
 - ii. 2 milestones
 - a. One hundred fifty-four (154) calendar days for Substantial Completion of breakwater demolition and construction by May 1, 2017
 - b. Final Completion of and submit the final invoice to the County for the breakwater demolition and construction by June 1, 2017
 - G. Liquidated Damages: \$700/day for each Milestone, Substantial and Final Completion
 - H. Inspector General Ordinance: Access to contractor records
 - I. Living Wage Ordinance & Certification: \$11.98/hour (10/1/15-9/30/16) and \$11.93/hour (10/1/16-9/30/17)
 - J. Bid Form
 - i. Checklist
 - ii. Bid Schedule:

- a. Two (2) items on Base Bid
 - b. Two (2) items on Alternate Bid Schedule
 - c. No blanks allowed
 - d. If math errors found, unit costs will prevail
 - iii. Bid Bond: 5% of Base Bid
 - iv. List of Subcontractors (subcontractors and subconsultants)
 - v. Related Work Experience: 5 requirements
 - vi. Certificate (Attachment 7): use 1 appropriate for your organization
 - vii. Top Ten Bidder's Mistakes
- K. Public Construction Bond, Guarantee, Insurance and Non-Discrimination Policy/Statement Due at Contract signing (2 weeks after notice)
- L. General Conditions
 - i. New Mobilization payout schedule
 - ii. No sub shopping
 - iii. Contract changes
 - iv. Schedule
 - v. New requirement to record Bond prior to Work Start
 - vi. Monthly & final payments with SBE documentation
- M. Supplemental General Conditions:
 - i. 3 pages revising General Conditions
 - ii. Perform at least 51% of net Work
 - iii. Additional Insured and Indemnitees
 - iv. E-Verify
 - v. No Local Preference, Glades Local Preference, Glades Resident (Glades Employee) Incentive or Small Business Enterprise (SBE) Program

IV. Technical Specifications

V. Non-Mandatory Escorted Site Visit

- A. Immediately following this meeting
- B. Sign-In at location
- C. NOTE: Each Bidder must visit site, either escorted or unescorted, prior to Bid submission (#1.1 of Bid Form)

TOP TEN BIDDER'S MISTAKES ON BID

1. No written or numeric bid amounts (Base Bid and Alternate Bid) on page Bid Form - 2
2. Not acknowledging receipt of Addenda on page Bid Form - 3
3. Not answering the County Government Committee membership questions or Statement of Legal Proceedings Disclosure on page Bid Form – 4
4. Math errors or blanks in Bid Schedule page Bid Form – 6
5. Not Following Instructions to Bidders #16.8 or Bid Schedule's Footnotes
6. Using "Wite-Out" to change entries and not initial and date corrections

ATTACHMENT NO. 1 – BID BOND

7. Bond not submitted on County form, incomplete and/or not executed by an Attorney licensed to do business in Florida
8. Omitting the Surety's Power of Attorney

ATTACHMENT NO. 2 – LIST OF SUBCONTRACTORS

9. Incomplete list, listed subcontractors not licensed by State of Florida or PBC as required and/or not licensed for the work listed (don't list suppliers, do list subcontractors and subconsultants)

10. **ATTACHMENT NO. 3 – TRENCH SAFETY AND**
ATTACHMENT NO. 5 – LIST OF RELATED WORK EXPERIENCE
Incomplete Forms and attachments

**THESE MISTAKES MAY CAUSE YOUR BID TO BE REJECTED AS NON-RESPONSIVE.
DON'T LET THIS HAPPEN TO YOU! DOUBLE CHECK YOUR BID!**

ENVIRONMENTAL RESOURCES MANAGEMENT