



**PRE-BID MEETING MINUTES  
MAY 17, 2016**

**ITB 16-028**

**Lake Josephine Drive Improvements; Highlands County Project No. 13008; FDOT Financial Management  
No. 430107 1 5801**

Meeting called to order at 1:00 P.M.

In attendance: All individuals in attendance are noted on the attached sign-in sheet.

Announcement Sheet: The Announcement Sheet was read by the County's Purchasing Manager.

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1. Announcement
2. Introduction of Attendees
3. SIGN IN
4. Olimpia Lonsdale:
  - a. BID OPENING: As of right now, the bid opening meeting is scheduled for 2 PM on 5/26/16 at the County's Purchasing Department located at 4320 George Blvd., Sebring, FL 33875. Responses received after this date and time, or at a different location will be rejected.
  - b. SUBMITTAL: Submit 1 original, and 1 copy of your bid. The primary bidder's name and bid # must be marked on the envelope. Ensure, that the electronic copy is the exact copy of the paper submittal as one file. Faxed or e-mailed submittals will not be accepted.
  - c. REQUEST FOR INFORMATION: Please send all bid related questions by or prior to 5 P.M. on 5/23/16 in writing to the contact listed in the bid document.
  - d. LOCAL PREFERENCE: will not apply to this solicitation. FDOT funds will be used
  - e. REQUIRED DOCUMENTS: In order to be considered responsive, your submittal must include:
    - Bid form
    - Proof of enrollment in E-Verify
    - Bid Bond for bids over \$100,000
    - Copy of Acord Liability Insurance Certificate
    - Drug Free Workplace statement
    - List of equipment available for use on this Project

- Supervisory and staffing capabilities with resumes of supervisory personnel planned for the Work and the number and classification of personnel required per shift.
  - A list of a minimum of five (5) jobs that the Bidder has performed within the past three (3) years which are of equal magnitude and complexity as the type of work to be done
  - Copy of GC License
  - A listing of all Subcontractors where the subcontract value exceeds 10% of the total contract amount. Provide experience statements for these Subcontractors.
  - List of present commitments (workload), including name of project, location, and value of contract.
- f. PUBLIC CONSTRUCTION BOND: Public Construction Bond will be required for construction projects over \$200,000.
- g. ADDENDUMS: Addendums, if any, will be posted to Vendorregistry.com. You must be signed up to receive an email notification of an Addendum.  
<https://vrapp.vendorregistry.com/Vendor/Register/Index/highlands-county-fl-vendor-registration>. Receipt of Addendum(s) must be acknowledged on the bid form in order to be considered responsive.
5. Comments from the Project Manager, Kenya Anderson:  
 Brief overview: reconstruct approx. 1.8 miles of Lake Josephine Drive, starting 1.8 miles west of US 27 coming up to US 27. The bid includes three alternates which may or may not be accepted. This is a lump-sum bid. 150 calendar days are allowed for substantial completion and 180 calendar days to complete construction. There will be an addendum, the plan and the bid form will be updated. Contractor must notify the Project Manager of any errors or omissions before proceeding. Two business notifications are required, for the convenience store and the church right by where US 27 and Lake Josephine Dr. intersect. Any quality control testing must be coordinated with the Project Manager. There will be several driveway re-construction that has to be coordinated with the property owners. Utility relocation must be coordinated with each Utility Company. There are 12 properties with landscaping, in the way. Letters were sent to the homeowners that they can remove it, or the Contractor can. So far there are two requests for the Contractor to remove the landscaping. If there is any fencing in the way, they are required to remove it. MDES permit will be requested by the County. MOT plan is required prior to construction. Removed traffic signs are to be delivered to the County sign shop.
6. Debbie Carnahan: can provide contact to Utility Companies. Information will be added to the cover sheet of the revised plan.
7. Ralph Whisler: survey control will be added to the plan.
8. Tal Rancourt: the bid is to reconstruct, correct?  
 Elius Nortelus: Yes  
 Tal Rancourt: alternate two is to add sidewalk and three is deductive if County asphalt is used.  
 Elius Nortelus: yes
9. Elius Nortelus: the utilities company's representatives were notified and no one showed up, probably because there are no conflicts.  
 Debbie Carnahan: certain there are conflicts.
10. Mark Rohrbach: green cable boxes seem to be in the right-of-way.

Debbie Carnahan: she has to be notified, and she will coordinate about moving them back to the right-of-way.

11. Tal Rancourt: it appears that the intersections have been re-aligned.

Elius Nortelus: yes, some were re-aligned for safety reasons.

12. Randall James: no comments

13. Danielle Gilbert: addendum will be sent out as soon as possible.

The meeting was adjourned at 1:13 P.M.






**HIGHLANDS COUNTY**  
 BOARD OF COUNTY COMMISSIONERS  
 Purchasing Department

**SIGN-IN SHEET**

BID #: ITB 16-028  
 TITLE: Lake Josephine Drive Improvements; Highlands County Project No. 13008; FDOT Financial Management No. 430107 1 5801  
 TYPE: Pre-bid meeting [NON-MANDATORY]  
 DATE: Tuesday, May 17, 2016  
 TIME: 1:00 PM  
 LOCATION: HCBCC Engineering Dept.

	PRINTED NAME / COMPANY <small>(Representatives MUST indicate name of PRIMARY BIDDER)</small>	PHONE NUMBER	EMAIL ADDRESS	SIGNATURE
1	Danielle Gilbert HCBCC, Purchasing Manager	863-402-6524	dgilbert@hcbcc.org	<i>[Signature]</i>
2	Olimpia Lonsdale HCBCC, Purchasing Analyst	863-402-6525	olonsdal@hcbcc.org	<i>[Signature]</i>
3	Kenya Anderson HCBCC, Engineering Project Manager	863-402-6877	kanderso@hcbcc.org	<i>[Signature]</i>
4	Elius Nortelus HCBCC, Asst. County Engineer	863-402-6759	enortelu@hcbcc.org	<i>[Signature]</i>
5	Deborah Carnahan HCBCC, Engineering	863-402-6877	dcarnaha@hcbcc.org	<i>[Signature]</i>
6	Kyle Green HCBCC, Road and Bridge Superintendent	863-402-6529	kgreen@hcbcc.org	<i>[Signature]</i>
7	Ralph Whisler HCBCC, County Surveyor	863-402-6877	rwhisler@hcbcc.org	<i>[Signature]</i>
8	Keith Baker HCBCC, Engineering Project Manager	863-402-6877	kjbaker@hcbcc.org	<i>[Signature]</i>
9	Eddie Cardona HCBCC, Traffic Operations Supervisor	863-402-6536	ecardona@hcbcc.org	_____
10	Tasha Morgan HCBCC, Business Services Director	863-402-6842	tmorgan@hcbcc.org	_____
11	<i>Henry High</i>	<i>863-402-6529</i>	<i>HHIGH@HCBCC.ORG</i>	<i>[Signature]</i>

	PRINTED NAME / COMPANY <small>(Representatives MUST indicate name of PRIMARY BIDDER)</small>	PHONE NUMBER	EMAIL ADDRESS	SIGNATURE
12	Name: <u>TAL SANCONY</u> Firm: <u>Excavation Point Inc</u> Primary Bidder (if different than above):	863 471 1997	<del>Excavation Point</del> MAIL@EXCAVATION POINT.COM	
13	Name: <u>MARK ROTHBACH</u> Firm: <u>ASPHALT PAVING SYSTEMS, INC.</u> Primary Bidder (if different than above):	813-455- 2471	ponderosamark@ hotmail.com	
14	Name: <u>Randall James</u> Firm: <u>FDOT</u> Primary Bidder (if different than above):	863-386- 0112	randall.james@dot. state.fl.us	
15	Name: _____ Firm: _____ Primary Bidder (if different than above):			
16	Name: _____ Firm: _____ Primary Bidder (if different than above):			
17	Name: _____ Firm: _____ Primary Bidder (if different than above):			