



MINUTES
THE TOWN OF INDIAN RIVER SHORES
6001 North Highway A1A, Indian River Shores, FL 32963

OLD WINTER BEACH ROAD IMPROVEMENTS
PRE-BID MEETING

Friday, January 26, 2018

10:30 a.m.

PRESENT: John Korswold, Assistant Estimator, Dickerson Florida, Inc.
Rob Beatty, Vice President, JoBear Contracting
Tim Rose, Owner, Timothy Rose Contracting, Inc.
Warren Patten, Vice President, WP Underground
Trey Hue, Contractor, JoBear Contracting

STAFF PRESENT: Robert Stabe, Town Manager
Heather Christmas, Treasurer
David Knight, Engineer of Record
Michelle Fentress, Executive Assistant
Amy Adams, Grant Manager
Frank Watanabe, Project Manager

OTHERS PRESENT: RESIDENTS: Bob Tepe – The Shores & Bill Driscoll – The Shores

1. Introductions

a. Roll Call – Mr. Stabe

The meeting was called to order by Mr. Stabe at 10:30 a.m. He introduced the Town staff.

2. Presentation of Project Scope. (2:59)

a. David Knight gave an overview of the project as follows: The Eastern half of Old Winter Beach Road will be milled and resurfaced, and the western half will be relocated and reconstructed varying from 1 to almost 20 feet south of where it lays today. In addition, starting at about the Shores entrance, the elevation of the road will be reconstructed and start rising from A1A west to Jungle Trail, such that by the time reach Jungle Trail it will be almost 2 feet higher than it's current height. We are elevating the road and moving it into the center of the right-of-way and establishing swales on both sides. Currently there is no drainage. An interconnected pipe between the two sides of the road will be constructed and elevated gross debris baskets in those catch basins to remove pollutant before entering the Lagoon. Some of the more difficult areas will require a 16' dry reuse water line that will be run parallel to the right-of-way line for the entire project length. That will ultimately be a County water line. We have to maintain construction of the Shores, the River Club and Jungle Trail. The road cannot be shut down, therefore we need traffic to be maintained a minimum of one lane for emergency services at all times. There is 70 feet of road right-of-way width to work within, so we have pretty significant width of right-of-way to conduct our work. We will need to maintain coordination with residents, primarily at The Shores on the south side due to entrance closures. They have brick paver entrances (two of them), main entrance and a delivery entrance. Since we will be reconstructing those areas, we will be removing, storing and putting back the same brick pavers. There will be some coordination there with some landscaping and some irrigation materials that are along their side of the road. The revised project plans and addenda include landscaping materials and plans that weren't available on the original plans. Those revisions will be posted for download on Demand Star and the Town's website. Before we had a budget line item number for landscaping, now we have an actual plan to help stay within that budget for contractors to use.

Here are some items that should be considered when submitting a bid.

- The ground is pretty high and the road is pretty low. The river sits at about elevation 0 an ADV and the road there is about 2 feet or even less than 2. Therefore, you are in the water immediately with you machinery to complete some of the pipe work and there is a lot of fill to be brought in.
- Silt fence control for construction – everything goes downhill directly into the Lagoon, so silt fencing is mandatory.
- Maintenance of Traffic – This is not a brand-new subdivision in the middle of nowhere. We have to keep people driving around and maintain traffic flow.
- Exfiltration Trench – This is not typically an item seen in St. Johns River Water Management District because the trenches were built in the ground water or right at the ground water. Typically, we have to be 1 foot above ground water. Keep this in mind.

- Dewatering Plan – This will be discussed with the selected contractor. There will be a schedule for a dewatering plan, erosion control plan, and maintenance of traffic plan. There will be communication with adjacent Shores development and River Club development, and the Town of Indian River Shores. All need to be apprised about what’s going on. People use this road and depend on this road. The schedule will be distributed through the Town to the property owners that need to stay informed.

There is a small wetland mitigation area associated with this project that may not be clear unless you search for the Notes on the plans. There are approximately 12 Australian pine trees (not greater than 6 inches in diameter) that exist on the Old Winter Beach Road Extension. At the western end of the job, if you take a left and travel down to the park, the Australian pines are on the left. Those pines will be removed as part of this project mitigation for filling in some of the wetland swales along the edge of this project towards the west. The wetlands are located in an isolated ditch. They will not be difficult to address for the contractor.

We need to take care of the adjacent property owners the best that we can. The new subdivision located on the site’s north side is just now putting in landscaping and building houses. Not too many people living on that side, but just have to be aware of the new planting materials put in by the Shores. All the Shores residents will be using this road to access their main entrance. So we want to be particularly keen how we take care of them.

Question from Trey Hue: Are we bidding these quantities only and final compensation is going to be based on measured quantities? (10:40)

Answer from David Knight: We would like for you to bid the quantities listed on the bid form and if you have a discrepancy with these quantities, to make note of them with your bid.

Question from Trey Hue: One item I came up with that was considerably different was your import fill. I came up with about half of that volume. That is why I wanted to double check.

Answer from Amy Adams: There will be allowances for change orders. When you get into the field, if you see that you need more or less fill, we can do a change order to reduce or increase your payment amounts. The Town will not stop the project. It will simply do a change order with the contractor to move forward. The Contractor’s inspector and the Town’s inspector will address the concern together, discuss the adjustment in the field, and negotiate with the contractor to settle it and continue moving forward. (11:15)

Clarification from Frank Watanabe: We revised the Bid Form. Please look for it and download it before you submit your bid. The latest Form has on the 2nd page, a list of added bid items. Based on your comments, we corrected some of the information and added the new items.

Clarification from Amy Adams: In order to have everyone bidding the same thing, please use the revised Bid Form. Once contractor selection is complete, we can go back and readdress the landscaping and fill issue later.

Question from Rob Beatty: You mentioned an attached landscape plan. Were there new plans being issued online? (12:19)

Answer from David: We did prepare a landscape plan that will be uploaded to the website.

Question from Rob Beatty: My last point of clarification was the licensing that was required. It says the selected contractor must have a General Contractors License. So my question is does a General Contractors License include An “Excavation and Utility” Contractors License? Does it mean that license can perform all of this work?

Answer from Amy Adams: Yes, it can, as stated in Addendum 1. According to DOT, that is one of the items in the state statute.

Clarification from Robert Stabe: The mentioned plans will be posted after this meeting on Monday.

Question from Trey Hue: Regarding the Note on borings is it safe to assume that there are probably some unsuitable materials around there? What are we going to do if there is a soils exchange needed for backing up or patching up the work if we stumble across some rock or metals? (13:30)

Answer from David Knight: We do have some soil borings that were taken last week. I haven't received the results in hand yet. But I hope to get those to you as soon as possible.

Answer from Amy Adams: Again, when you are bidding this, use that revised Bid Form and we will renegotiate it as needed to move forward. We have hit this same issue with many bids around the state. Contractors hit rock ledge, and everything stops. We are not going to stop, hold the project up for 6 months while we find more funding to complete the project. We will address the issue in a timely manner and move forward. We will do a change order if necessary.

3. Presentation of Project Procurement (14:53)

David Knight spoke about schedule and that the schedule include the fact that on the 4th Thursday of February, the Town will be submitting its recommendations for a selected contractor to the Town's Council for this job. We need the contractor to get started within 10 days. We have grant money that is time sensitive and need to spend funding quickly over the next four month with a large portion being spent by June 30th. If we do not spend those funds, we will to give it back to the agency. Since we are working on an aggressive schedule, we will need to sit down with the contractor as soon as possible to spend this funding before time runs out.

Amy Adams stated that the most important thing to remember with the schedule is that you understand this is not an easy job, it's not an enormous job, but it is 2,400 linear feet. It does not come in phases. We are moving forward with the entire job in one shot. We anticipate that the bids will come in on Feb 5th. The evaluators will make a decision with their first choice for a selected contractor on Feb 9th that will include one alternate, should the selected contractor decline the offer or not meet the requirements. From there, we will contact the selected contractor and move through all of the identified items that are needed for the contract. If there is an issue and we can't secure all of those items, we will certainly work with that contractor the best that we can, but if there are issues and that person needs to drop out, then we will move to the alternate. This will all occur before Jan 4th. On the 20th, the Town will bring its decision of contractor selection for contract to the Council. At that point the selected contractor will be notified that they are the organization selected for the project by the Town. The Council's decision will allow the Town to sign a contract with the Contractor. From there the Town would like to schedule a pre-construction meeting within 5-7 days following the Council's Feb 20th meeting. (17:00)

This project is funded through two grant awards from the State of Florida. The first grant is a Line Item Appropriation from DEM. The other grant is a competitive grant award from DEP. The DEM grant follows procurement and construction requirements set by FDOT. There are certain items DOT requires and others it prefers, like the selection of a certified FDOT contractor. If you are an FDOT certified contractor or are collaborating in a group, which includes a certified FDOT contractor, you should certainly include that in your qualifications. Other items to include are status as a Minority vendor or a Women Business Enterprise, etc. This information will be recorded on your Bid Qualifications Form. All of the funding for this project is allocated from state funds. None of the funding is federal, therefore we don't need to meet Davis-Bacon Act requirements, which requires contractors to use the federal wage pay scale for their employees and turn in wage pay records monthly. Everything is using your usual state pay schedule. Because we are moving aggressively, the Department of Emergency Management, which is DOT funding, needs to be spent first. The amount of that award is \$637,500. So we should essentially spend that money first, from contract signing through to June 30th when it expires. This is why we want to move as quickly as possible and essentially be on the site by March 1st. We anticipate that some of those larger invoices will come in the beginning just because you are moving earth and mobilizing. What we need to see in your bids to us is that you can meet this aggressive schedule. We project this is a 9-month project including maintenance of traffic and no unforeseen issues. Even if we have a hurricane, you should be back out there within a couple weeks. We will give you a two-week grace period to get back to the project. There are no buildings on this site, traffic signals or significant utilities on this site. You'll find it is sidewalks and a roadway. The State of Florida will allow a two-week delay that can be converted to add to the end of the contract in case there are unavoidable issues. After that two-week period, a per-day penalty will begin. Because we have two state

agencies that are involved, Amy Adams and Heather Christmas' role will be looking at all of your transactions. This is a lump sum contract that will be paid out in 30-day payments. You will give the Town a pay application that will be your invoice. The Town will then certify and notarize it for payment. After a few days to review all the payable costs, the Town will issue a check to the Contractor for payment. Once the check is issued, the Town will send the check information with the certified invoice to the State agencies in a Disbursement Request that will essentially reimburse the Town for your invoice. The entire process from the Contractor's submittal of an invoice to the Town receiving its reimbursement check runs about 7-8 days, unless the town opts for an electronic transfer payment, which would trim off 1-2 days.

Question from Trey Hue: If it is a 9-month project and it's a lump sum, is that just 9 equal payments?

Answer from Amy Adams: Not necessarily. You will be working from your bid schedule. If you have only mobilized 30% of your line item's cost because you are saving some of the budget for mobilization at the end, you will only invoice 30%. The Bid Form lists the project's work items chronologically.

Question from Trey Hue: We are being paid on unit prices, but it is a lump sum project?

Answer from Amy Adams: Yes. The Town is agreeing on a lump sum available to complete all the items on the Bid Form. They are not Tasks. They are line items that the Contractor is completing. This is done in a time line sequence. There will be retainage, which is clearly addressed in the bid packet and addressed in Addendum 2.

When putting your bid proposal together, please make sure that you include the items listed on the bottom including your qualifications. When you do your qualifications, you will be including examples of your successful projects you've completed, certificate of corporate principles and so forth. If you are doing any subletting work, you will provide that information when we move to a finalized contract. If selected, the Contractor will share information about sub letters and have them attend the pre-construction meeting.

Robert Stabe echoed that Amy Adams provided a lot of information. He would like to stress the importance of whomever is going to bid on this project, the Town needs the assurance that the contractor at least have the work done to spend that initial grant money from DEM by June 30th. It would be disastrous consequences to the Town to proceed with the project without the spending of that funding. (27:04)

Question from Trey Hue: Is there specific tasks that are tied to those funds? (27:44)

Amy Adams stated that yes there are. The DEM contract in the bid packet itemizes all of the payable items, which are any construction items relating to road construction. The amount again of the DEM award is \$637,500. DEM funding pays for road construction specifically. But realize not all of the road construction will be done with that money. But they want their funding to pay for construction, not necessary education. The Town will have to complete other Tasks with grant funding, like water quality monitoring and educating residents. The awards were gained because the State wants to rebuild and elevate the roadway because the Town had such a flooding problem with hurricane evacuation on the road with 24-36 inches of water.

Question from Tim Rose: So, they are not paying for storm drainage? (29:03)

Amy Adams responded that DEM is not paying for drainage. Instead, DEP is providing funding for stormwater pollution treatment. DEP is a separate source providing \$550,000 for stormwater treatment, education, water quality monitoring, etc. The RFB states how much funding comes from each award.

Question from John Korswold: Is there an Engineer estimate we can have? (29:38)

Amy responded that there is, but that information is not being released with these documents. The numbers that you will see in the grant workplans identifies the full estimated cost of construction, with a project total estimate including education and monitoring at \$1,000,000. Understand that the Town put additional funds into the project already for drafting plans, permits, procurement, etc. in order to get the project ready to go to construction.

Robert Stabe stated the Town has a Road/Bridge and Drainage Fund that will pay for items that are not covered by the grants.

Amy Adams added that in the proposal under qualifications please describe your staffing. The Town needs to be convinced the selected contractor is able to do the job that they will be with the Town on the job, that when the Contractor receives the Notice to Proceed it is on the job immediately, not in 3 months. The Town cannot wait. The contractor needs to commit to the schedule of moving forward immediately. This is an immediate project. There is no delay in starting.

David Knight referenced an earlier comment from a bidder about the estimates for fill in excess from what their own computation estimates are, may not be including the fill needed for the ditch noted on the plans. He suggested if bidders drive down Old Winter Beach Road, they would see the small swale immediately to the south side of the existing road. When you walk within that swale, you are still in the right-of-way and you will see a deep ditch behind that is disconnected from everything. Part of this project is to fill that ditch because we will be putting up a sidewalk through there and landscaping. There is a double ditch that we will be filling.

Question: Are the grades reflecting that?

David Knight responded that the grades are there on the plan and contractors will see them. However, it may appear that it is outside of the section of the roadwork that it is actually getting filled and landscape. It is a non-structural portion of the roadway. It is not even part of the future swale area, but it is being filled.

This road was from the late 1800s. It was used for harvesting groves. It was a dirt road and it really hasn't changed much from that dirt road. It is low-lying. The construction of adjacent properties raised some 2 feet above the road's height, have turned the road into a river during rainstorms. The idea is to elevate the road occurred when 24 to 36 inches of standing water flooded the road during Hurricanes Matthew and Irma and people were not able to evacuate. In 36 inches of water a car can be swept away. In 24 inches of water, a person can be swept away. That is why we are elevating it to the level on both sides.

David Knight added that the roadwork would occur from the north side all the way to the fence line at the Shores property. There is already an existing fence so the clearing, grading and landscaping will be completed to that fence.

4. Optional Project Walk-Through

Questions and Answers recorded during the project site Walk-Through were provided as Addendum 2 for RFB 2018-001.

5. Adjourn Conference