



LAKE COUNTY

FLORIDA

Request for Proposals (RFP) 14-0604

Road, Drainage and Sidewalk Construction Job Order Contract (Projects up to \$100,000)

PRE-PROPOSAL SUMMARY

The **mandatory** pre-proposal conference was held at 10:00 a.m. on October 28, 2013. Attendance at this conference was mandatory to submit a proposal for this project. The attendance roster is available for viewing at the Lake County website (www.lakecountyfl.gov) in conjunction with the RFP documents and following this summary. A copy of the pre-proposal agenda also follows.

Pre-proposal Discussion:

- Lake County staff introduced themselves

- Procurement Representative noted the following:
 - Conference was being recorded
 - Conference attendance is mandatory and advised all to sign in
 - Attendance roster would be posted to Lake County website in conjunction with the RFP documents
 - Proposals are due November 6, 2013 by 3:00 p.m. – Details regarding delivery information in Section 1.13 – submit one original and four complete copies
 - No addenda issued to date
 - Questions are due **in writing** five (5) working days prior to due date for proposals (Oct. 30)
 - Contract term will be for 12 months, with four (4) renewal options possible (each for one year)
 - Section 1.3 includes the criteria to be considered in evaluating the proposals – note that pricing is to be submitted for the three sample projects included within the RFP – these are sample projects only and will be used to evaluate the firm’s understanding of the FDOT Pay Item Unit Cost costing method, which will be used for tasks to be performed under the contract
 - Insurance – Section 1.8 (pg. 4) – read carefully – will be required to submit exactly as specified
 - Bonds – Section 1.9 (pg. 6) - No bid surety/bond – Performance/payment bond may be required for a specific task under the contract at discretion of department
 - Certifications/Licenses – Section 1.18 (pg. 14) – include copies of certifications/licenses in proposal under Tab D, with other forms

- Proposal Format – Section 1.14 (pg. 11) – organize response as noted in 1.14.1 and be sure to complete and sign the top box on page 42 of Section 4
 - RFP Sections: Section 1 is special terms & conditions; Section 2 is the scope of services (**to be discussed by Department personnel**); Section 3 is the procurement general terms and conditions; Section 4 is the pricing and contract section of the document – pricing is for three sample projects (**to be discussed by Department personnel**); Section 5 is the attachments – complete and submit the first three which are forms to be completed; the others are drawing copies (not to scale) – scaled drawings are available online as separate RFP documents
- Department personnel discussed the following:
- Contractors are to include a list of five (5) similar Public Works projects in Tab D of the RFP response (see Section 1.14.1, Tab D, Number 4 on page 13 of RFP)
 - Scope of services
 - Contract requirements
 - Process to be followed for individual task orders under the contract(s)
 - Pricing section of RFP and what is expected
 - Sample projects to be priced in RFP response
- Questions from contractors:
- Q: There is no separate FDOT pay item for testing or bonding – how will these two items be handled? A: Testing services and bonding will be on a case by case basis and the County will work with the awarded contractor(s) on these two items as needed.
 - Q: Will we be using the annual averages or six month averages when costing projects? A: Contractor(s) will use the annual averages from the FDOT site.

End of Summary

LAKE COUNTY OFFICE OF PROCUREMENT SERVICES
SIGN-IN SHEET

Project Title: Road, Drainage, and Sidewalk Construction Job Order Contract

Proposals Due: Nov. 6, 2013

Project Number: RFP 14-0604

Today's Date: Oct. 28, 2013

Purpose of Meeting: Pre-proposal Conference

C.O.: D. Villinis

PRINTED NAME / SIGNATURE	COMPANY NAME	EMAIL	FAX
Donna Villinis <i>Donna Villinis</i>	LCBCC - Procurement	dvillinis@lakecountyfl.gov	352-343-9473
<i>Johnny Morris / Johnny Morris</i>	ESTEP CONSTRUCTION INC	Jesse @ estepconstruction.com	407-884-6904
KATHRYN BARNES	DAB Constructors	Kathryn@dabcon.com	352-447-5488
Joel Adirim <i>Joel Adirim</i>	GEL CORP.	JAdirim@GelRecycling.com	386-775-0355
Ross Pluta <i>Ross Pluta</i>	LC Public works	rpluta@lakecountyfl.gov	407-9061
Donald Blaukenship <i>Donald Blaukenship</i>	Blaukenship Inc of Maine	DocKmedik @ aol.com	352-750-0924
Brenda Press <i>Brenda Press</i>	LCBCC		
Terry Scott <i>Terry Scott</i>	"		

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PRINTED NAME / SIGNATURE	COMPANY NAME	EMAIL	FAX
Jeff Johnson	LCBCC		
Seth Lynch	LCPW		
Nick Meray	LC PW	Meray @ Lake County IL.gov	
Chris O'Neil	Boylein	BoyleinConstruction@aol.com	352-394-8456



LAKE COUNTY
FLORIDA

Request for Proposals (RFP) 14-0604

**Road, Drainage and Sidewalk Construction Job Order
Contract (Projects up to \$100,000)**

**Pre-proposal Conference
October 28, 2013 – 10:00 a.m.**

- Welcome
- Mandatory Pre-proposal Conference - be sure to sign the sign-in form
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- No addenda to date
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RFP 14-0604
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- **Department personnel discuss the scope of services/requirements and sample projects and pricing**

- Questions?

- Thank you for attending – remember proposals are due by 3:00 on November 6th