

Lake County Office of Procurement Services
ITB 23-901 East Lake Library Design Services
Mandatory Pre-Bid Meeting Minutes

August 30, 2022

Location: 31340 County Road 437, Sorrento, FL 32776

Begin Time: 9:00AM

End Time: 9:30AM

September 2, 2022

Location: 31340 County Road 437, Sorrento, FL 32776

Begin Time: 9:00AM

End Time: 9:30AM

Owners Representatives:

Office of Facilities Management

Ivan Lespier, Construction Program Manager

Office of Procurement Services

Sandra Rogers, Senior Contracting Officer, (August 30, 2022)

Bill Ponko, Senior Contracting Officer, (September 2, 2022)

Vendors in Attendance:

August 30, 2022

Powell Studio Architecture, LLC

Rhodes + Brito Architects, Inc.

Setty & Associates

Song + Associates, Inc.

KTH Architects, Inc.

September 2, 2022

Borelli + Partners

Hammond and Associates

Matern Professional Engineering PA

❖ Office of Procurement Services:

- Welcomed attendees pass around sign-in sheet
- Led vendors to job site located at 24809 Wallick Drive, Sorrento FL.
- Stated that this is a Mandatory meeting
- Stated that only vendors that attended either the August 30th or September 2nd pre-bid meetings are eligible to bid on this project
- Stated that this solicitation is a RSQ to be awarded in accordance with the scoring located in section 5.0 (pages 3 – 6) of the solicitation documents

- Stated that the pre-proposal minutes and the attendee listing would be issued to all attendees of the meeting and posted online
- Noted the Solicitation Due: Tuesday, September 21, 2022 - 3:00 PM (EST)
- Stated that bidders should familiarize themselves with the electronic submittal procedure and due time for bids
- Stated that the official bid clock shall be through in the Submission Portal used by the County's Procurement Services Office and no other time keeping will be used.
- All submittals submitted in response to this RSQ, conference attendance travel and site visits must be at the sole expense of the firm, whether any agreement is signed as a result of this bid

- Stated that Thursday September 8, 2022, would be the last day for questions to be submitted. Addenda will be issued as quickly as possible after final questions deadline.
- Stated that submitters shall furnish any and all questions in writing (preferably emailed) to the Office of Procurement Services so that responses in the form of an Addendum can be issued.
- Stated that while it is the intention to keep the upcoming number of addenda to a minimum, more than one (1) addenda item may be released after the deadline for questions.
- Stated that the County will only accept questions regarding the RSQ documents from primary contractors. Any subcontractors should forward questions through primary contractors.

- Identified the project and RSQ exhibits, to help provide information to vendors
 - Exhibit A – Scope of Work
 - Exhibit B – Insurance Requirements
 - Exhibit C – General Terms and Conditions for Lake County Florida
 - Exhibit D – Library Site Area Calculations
 - Exhibit E – Boundary & Topographic Survey
 - Exhibit F – Area Map and Coordinates
 - Exhibit G – Conduit (2-54 inch) Mark Locations

- Noted that only the properly executed RSQ forms will be considered as a valid submittal.

- Note requirements of the RSQ forms, to be included in vendor submittals.
 - Completed Attachment 1 – Solicitation Submittal Form.
 - Completed Attachment 2 – Reference Form.
 - Completed Attachment 3 – Team Composition Form
 - Completed Attachment 4 – Location & Percentage of Work to be Completed
 - All completed Addenda issued after the release of this solicitation must be signed and returned with the firm's submittal. Failure to return signed addenda may be cause for submittal to be considered non-responsive.
 - Include a completed W-9 form.

- Proof of insurance or evidence of insurability at levels in Exhibit B – Insurance Requirements.
 - SunBiz certificate – Please have all submittals sign off by an officer of the company
 - Provide any state and locally required licenses.
- A written Notice to Proceed would be issued upon award approval by the Board of County Commissioners.
- ❖ Office of Facilities Management:
- Provided access of the job area for vendors to perform and site survey.
- ❖ Meeting Adjourn