



THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3883

ADDENDUM NO. 1

FREDERICK DOUGLASS GYM RENOVATIONS / ITB 022-16

This addendum is issued as supplemental information to the bid package for clarification of certain matters of both a general and a technical nature. The referenced Invitation to Bid (ITB) package is hereby addended in accordance with the following items:

MEETING MINUTES AND SIGN IN SHEET

FREDERICK DOUGLAS GYM ITB MILESTONE SCHEDULE

MANDATORY SITE VISIT, 2:00 APRIL 19TH, 2016

EXTENDED BID DATE, 3:00 MAY 11, 2016

All Bidders shall acknowledge receipt and acceptance of this Addendum No. 1 with Attachment by submitting the addendum with their proposal. Proposals submitted without acknowledgement or without this Addendum may be considered non-responsive.

Signature

Name of Business



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Renovation of Frederick Douglas Gym ITB 022-16
Pre-Bid Meeting – April 12, 2016
Minutes and Sign-In Sheet

1. Introductions and Sign in: See attached Sign In Sheet

- Andy Hayes – Architect of Record
- Kreed Howell – City Senior Construction Manager
- Jim Bouquet – Director of Engineering

2. Project Scope Overview

- Renovation/Repair to the Gym portion of the Frederick Douglas Community Center – Andy Hayes
 - Discussed the separation of the clinic relative to the construction area via non-structural wall to be added to base bid via addendum
 - Electrical feeds the entire complex, including the clinic from the construction side
 - Basic discussion regarding selective demolition of beams and columns
 - Overview of why the new wall and filters was not included in the Bid Documents
- Construction Documents – Drawings and Technical Specifications – Andy Hayes
 - Used smart board in conference room to highlight parts

3. Project Schedule

- Bid Opening Date – Wednesday, April 27, 2016 at 3:00 PM
 - Revised to 11 May 2016, 3:00 pm
- City Commission approval - May 17, 2016
 - Revised to 7 June 2016
- Notice of Award – May 24, 2016
 - Revised to 14 June 2016
- Construction Contract Notice to Proceed Issuance– Estimated June 2016
 - Revised to July 2016
- Construction Contract Completion – March 2017 (305 calendar days)
 - Will remain March 2017

4. Bid Consideration Topics

- Bid Preparation requires submitting proposals per the Invitation to Bid and Instructions to Bidder stipulations
- Additive Alternates – Andy Hayes
 - Fiberglass Sandwich Panel Assemblies and Health Department Barrier/Negative Air Filters
 - AH stated that if a different panel system was used other than the one specified it would need to be an exact visual match per the HARC Committee approval
 - Installation of HEPA air filters in the clinic and the defined work area.



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- Bid Preparation Questions must be submitted only in writing at a minimum of 10 days prior to bid opening date; therefore, deadline for submitting written questions is Sunday, April 17, 2016. Answers to written questions will be provided by Addendum (refer to Cone of Silence)
 - *The deadline for questions has now been revised to April 26th, 2016*
- A Schedule of Values by Technical Specification Division of the Base Bid shall be provided with Proposal
- Bid Security at 5% of Base Bid pricing shall be provided with Proposal
- Contract Award Owner has 60 days to award contract
- Contract Award will be based on a Lump Sum basis of a combination of Base Bid plus Owner Selected Bid Alternates
- Contract Bonds such as; Performance and Payment Bonds are a Contract Requirement
- Notice to Proceed issuance - Requires submittal of all required documentation
- Cone of Silence
 - *Contractors informed, verbal questions may be asked during pre-bid but not formally answered until received in writing to the City. All answers will be provided by the City via Addendum*

5. Project Special Considerations

- Health Center Operations – barrier, access, parking, project sensitivity
 - *Designated parking at the free parking lot on Fort Street will further clarified at Pre-Construction meeting*
 - *Material laydown area available at the end of Fort Street and further*
 - *Discussed the political sensitivity of the project and what to do if approached with questions, refer individual to City Project manager*
- Work Hours – City Noise Ordinance / No Work Days
 - *Monday through Friday 8:00 – 7:00*
 - *Saturday 9:00 – 4:00*
 - *Sunday 9:00 – 4:00 NO NOISE*

6. Site Walk

- *Contractors arrived on site at 1:45*
 - *Started off in the Clinic Waiting room outlining the area where the “barrier wall” will be constructed*
 - *Proceeded to the gym to visually inspect the primary area of renovation*
 - *Visually inspected the main Electrical Panel and its proximity to the non-construction side.*

Key to the Caribbean – average yearly temperature 77 ° Fahrenheit.

SCHEDULE
FREDERICK DOUGLASS GYM

7/13/2015

Milestone	Days	Date	Rev 1	Rev 2
50% CDs	-	3/2/2015		
50% Review	-	3/18/2015		
DRC	-	3/19/2015		
Tree Commission	52	5/12/2015		
HARC	14	6/23/2015		
90% CDs	43	8/5/2015		
Tree Commission Final	6	8/11/2015		
90% CD Sign-off	8	8/19/2015		
Bid Documents—Final	21	9/9/2015	03/28/16	
Advertise-	12	9/21/2015	04/03/16	
Pre-bid Meeting	14	10/5/2015	04/12/16	
Mandatory Site Visit	1	4/19/2016	04/19/16	4/19/2016
Deadline for Contractor Questions	1	4/26/2016	04/26/16	4/26/2016
Bids Due	21	10/26/2015	04/27/16	5/11/2016
City Commission	8	11/3/2015	05/17/17	6/7/2016
NOA	1	12/4/2015	06/01/16	6/14/2016
NTP	14	12/18/2015	07/01/16	7/8/2016
Pre-Construction	1	7/8/2016	07/08/16	7/8/2016
Substantial Completion	275	9/19/2016	03/01/17	3/9/2017
Construction Complete	28	10/16/2016	04/01/17	4/9/2017