MEETING SUMMARY

PROJECT: Harbor Bay Community Development Pavement Rehabilitation Pre-Proposal Meeting Minutes

DATE: June 9, 2020

LOCATION: 380 Park Place Blvd., Suite 300 Clearwater Florida 33759

SUBJECTS: Non Mandatory Pre-Proposal Meeting

Attendees:

See Attached Sign-in Sheet

The following represents our understanding of the meeting and task assignments. Should anyone’s recollection differ, please advise immediately.

Project overview

The Pavement Rehabilitation project consists of reconstruction, with full depth reclamation, of the MiraBay Welcome Center parking lot, Mann’s Harbor Drive, and the Tennis Court parking lot, and the milling and resurfacing of MiraBay Boulevard as outlined in the bid documents.

Proposal Guarantee

Each proposal shall be accompanied by a proposal guarantee in the form of a proposal bond or certified cashier’s check in an amount not less than five percent (5%) of the total bid to be retained in the event the successful proposer fails to execute a contract with the District and file the requisite Performance and Payment Bonds and insurance within fourteen (14) calendar days after the receipt of the Notice of Award.
**Ranking of Proposals**

Ranking of proposals will be made on the basis of qualifications according to the evaluation criteria contained within the Project Manual; however, please note that proposals received from firms failing to meet the following minimum qualifications/requirements will not be considered or evaluated:

1. Proposer will have constructed three (3) improvements similar in quality and scope with a minimum of $5,000,000 in total volume construction cost within the last five (5) years;

2. Proposer will have minimum bonding capacity of $500,000 from a surety company acceptable to the District;

3. Proposer is authorized to do business in Florida;

4. Proposer is registered with Hillsborough County and is a licensed contractor in the State of Florida; and

5. Proposer shall be FDOT prequalified in the work classes of drainage, flexible paving, grading, and hot plant-mixed bituminous courses.

Bidders must submit with the bid a minimum of five (5) Full Depth Reclamation (with emulsion and cement blend stabilization) project references from a City or County in the State of Florida, that have been completed within the past two years. Bidders are required to submit detailed information indicating the project date, number of square yards treated in each, and phone number of the government official in charge of each project. Contractor shall be capable of meeting all the requirements of this specification at the time of the bid. The contractor shall have in its possession at the time of bidding, three (3) or more reclamation machines as described in the equipment section of the Specifications. Staff shall have the option to inspect the Contractor’s equipment and if found deficient, it shall be the basis for rejection of Contractor’s bid.

a) The contactor is to provide a separate bid tab for each section. The Harbor Bay Community Development District has the right to accept all or individual sections.
Review of Site

- Contractors are to check in at the front office prior to visiting the project sites at 107 Manns Harbor Drive.
- Contact Doug Ivester (727) 686-8842

Contractor Responsibilities

- The contractor is to pick up all trash and maintain a clean site.
- The contractor is responsible for securing all equipment and or materials onsite. Loss or damage to materials or equipment is not the responsibility of the District.
- Contractor is to allow access to the amenity center and resident homes during construction. Contractor is to prepare a maintenance of traffic showing pedestrian access to the clubhouse as well provide for parking at the amenity center during the project.

Timeline

<table>
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<tr>
<th>DATE</th>
<th>EVENT</th>
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<tbody>
<tr>
<td>May 31, 2020</td>
<td>Notice of RFP Published &amp; Posted</td>
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<tr>
<td>May 31, 2020 at 2pm</td>
<td>RFP Available download from <a href="http://www.harborbaycdd.org">www.harborbaycdd.org</a></td>
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<tr>
<td>June 9, 2020 at 2pm</td>
<td>Pre-Proposal Meeting – Cardno Clearwater Office</td>
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<td>June 19, 2020</td>
<td>Deadline for Questions</td>
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<tr>
<td>June 26, 2020 at 2pm</td>
<td>Proposals submittal deadline and bid opening at Cardno</td>
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<tr>
<td>July 16, 2020 at 6pm</td>
<td>Board Meeting to Evaluate Proposals &amp; Award Contract</td>
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PERFORMANCE/PAYMENT AND MAINTENANCE BONDS:

The successful Proposer will be required to provide the District with a Performance and Payment Bond in compliance with section 255.05, Florida Statutes, executed in substantially the form included herein, and in an amount of One Hundred Percent (100%) of the total amount of the contract value concurrent with execution of the contract.

SUBMISSION OF PROPOSALS.

Submit one (1) original hard copy, and one (1) electronic copy of the Proposal Submission Package, and other requested attachments at the time and place indicated herein, which shall be enclosed in an opaque, sealed envelope, marked
Questions/Interpretations and Communication

Any and all questions relative to this project shall be directed in writing to Greg.Woodcock@cardno.com, with a copy to District Manager Patricia Thibault at patricia.comings-thibault@dpfg.com, no later than 2 p.m., on Friday, June 19, 2020.

No phone inquiries please. All questions, interpretations or clarifications considered necessary by the District in response to such questions will be issued by addenda e-mailed, or otherwise delivered to all parties recorded as having received the Project Manual. Only questions answered by formal written addenda will be binding. No interpretations will be given verbally. All questions and answers will be distributed to all Proposers.

Summary of contractor questions and responses during meeting;

Contractor Question 1: Due to the lane width and radius of the semi-circle located in front of the clubhouse, does it need to be reclaimed using a reclaim machine?

Response: No. Hand removal is allowed at this location only.

Contractor Question 2: Is trimming included in current project pay items?

Response: Trimming is to be included under existing pay item for milling.

Contractor Question 3: Is removal and replacement of the existing loops for the gates included?

Response: Yes. The contractor is to provide a pay item for removal and replacement of the existing loops and providing a working system when completed with the paving project.

Contractor Question 4: The brick pavers at the tennis court parking lot does not have a concrete ribbon curb. Do you want to add one as part of this project?
Response: Yes. Cardno will provide a detail for the ribbon curb. Refer to updated plans.
# SIGN-IN SHEET

**Harbor Bay Community Development District**  
**Pavement Rehabilitation Project**  
**Pre-Proposal Meeting**  
**Tuesday, June 9, 2020**  
2:00pm.  
Cardno Office Located at 380 Park Place Blvd., Suite 300, Clearwater, Florida 33759,

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<tr>
<th>Name (Please Print)</th>
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<th>Organization</th>
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<tbody>
<tr>
<td>Greg Woodcock</td>
<td>Project Manager</td>
<td>Cardno</td>
<td>352-754-1420</td>
<td></td>
<td><a href="mailto:Greg.Woodcock@Cardno.com">Greg.Woodcock@Cardno.com</a></td>
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<td>Jeremy Runkle</td>
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<td>Randy Shane</td>
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<td>Joshua Troyer</td>
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<td>Cell-513-546-6130</td>
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