



MEETING MINUTES

**Pre-Bid Conference
for
2018 Airfield Improvements
Widen Taxiways F and P4 Fillets - Schedule A Base Bid
Relocate Connector Taxiway B - Schedule B Base Bid
Replace Runway 5-23 PAPI Equipment - Schedule C Base Bid
Rejuvenate and Remark Runway 5-23 - Schedule D Base Bid
Relocate Connector Taxiway C - Additive Bid 1
Rejuvenate and Remark Taxiway P and Connectors - Additive Bid 2
at
Boca Raton Airport

Task 55 and 56**

PROJECT FUNDED BY:

Federal Aviation Administration
Florida Department of Transportation
and
Boca Raton Airport Authority

**Wednesday, June 20, 2018
11:00 AM
Boca Raton Airport**

The meeting was started at 11:05 am. The Agenda was reviewed. See Sign In Sheet for list of attendee's.

1. INTRODUCTIONS

2. OWNER OF PROJECT

Boca Raton Airport Authority (BRAA)

Boca Raton Airport Authority
Boca Raton, Florida 33431
Phone: (561) 391-2202
Fax: (561) 391-2238

Executive Director
Deputy Director

Clara Bennett
Scott Kohut

3. AIRPORT'S GENERAL CONSULTANT

Ricondo & Associates, Inc.
1000 NW 57th Court, Suite 920
Miami, FL 33126-3511
Phone: (305) 260-2727
Fax: (305) 260-2728

Project Manager George Garcia (ggarcia@ricondo.com)

4. DESIGN TEAM

AIRFIELD CIVIL ENGINEER

American Infrastructure Development (AID)
37 North Orange Avenue, Ste. 500
Orlando, Florida 32801
Tel: 407-906-6611
Mark Jansen (mjansen@aidinc.us)
Eric Bain (ebain@aidinc.us)

AIRFIELD ELECTRICAL ENGINEER

Hillers Electrical Engineering, Inc.
23257 State Road 7, Ste. 100
Boca Raton, FL 33428
Tel: 561-451-9165
Fax: 561-451-4886

Amy Champagne (achampagne@hillersee.com)
James Kappes (jkappes@hillersee.com)

5. SUBMITTAL DATE

Friday, July 6, 2018 at 2:00 pm, Local Time
Boca Raton Airport (BCT)
903 NW 35th Street
Boca Raton, Florida 33431
Attn: Travis Bryan, Operations Manager
Phone: (561) 391-2202 x210

Bid proposals must be submitted on the forms provided by BRAA and accompanied by a bid security in the form of a certified check, cashier's check, money order or a bid bond, submitted on the form provided, in favor of BRAA in the amount of not less than five percent (5%) of the bid price. Bidders are required to submit three (3) sealed copies of their Bid with all required documentation, complete.

6. BID DOCUMENTS - Information regarding the RFP will be available on the Boca Raton Airport website www.bocaaairport.com/allbids. To request electronic copies of the Construction Documents, email Travis Bryan at the email address above.

- Project Manual (Invitation to Bid, Instruction to Bidders, Bid Documents, Contract Documents and Technical Specifications)
- Drawings (69 Sheet Set)

7. PROJECT DATA

If all Schedules are authorized, the project includes:

- 2,075 SY of Airfield Pavement Demolition,
- 570 SY of 2" Asphalt Milling,
- Demolition of 17 Airfield Signs and 67 Taxiway Edge Lights,
- 4,600 CY of P-152 Unclassified Excavation,
- 4,820 SY of 12" Thick P-211 Limerock Base Course,
- Installation of 17 new L-125 Airfield Signs,
- 14 New Panels in Existing Airfield Signs,
- 79 new LED Elevated Taxiway Edge Light with Base Cans in Earth,
- 1,200 Tons of P-401 Asphalt,
- 152,230 SY of P-608 Sealcoating,
- 273,670 SF of P-620 Pavement Marking,
- 1,630 CY of Topsoil, 11,695 SY of Sod,
- Remove 2 existing PAPI Equipment and Pedestal and Install 2 New LED PAPI System Installed on Existing Base and New Maintenance Pad.

7.1. Bid Form

The project Bid Form is comprised of six (6) separate schedules. Each Schedule is comprised of lump sum and unit price line items.

- Widening Taxiways F and P-4 Fillets (Schedule A Base Bid),
- Relocating Connector Taxiways B (Schedule B Base Bid),
- Replacing Runway 5-23 PAPI Equipment with new LED Equipment (Schedule C Base Bid)
- Rejuvenating and Remarketing Runway 5-23 (Schedule D Base Bid).
- Relocating Connector Taxiways C (Additive Bid 1)
- Rejuvenate and Remark Taxiway P and Connectors (Additive Bid 2).

Mobilization

- No Specific Mobilization Period is provided.
- All Mobilization activities including Shop Drawing Submittal to the Engineer on Long Lead Items like Airfield, Lights, Airfield Signs and PAPI Equipment shall be addressed within the Contract Time allotted. No additional time will be given. Failure to complete the project within the time frame given due to materials not being manufactured and arriving on site in time, will not be grounds to relieve the Contractor of Liquidated Damages.

Allowance Accounts

- Schedule A: L-125-5.7- Allowance Account: Modify Existing Airfield Lighting Control System, Complete (\$15,000).
- Schedule A: L-126-5.7- Allowance Account: New Lumacurve Sign Panels For Existing Lumacurve Signs Per Sign (\$15,000).
- Schedule C: L-125-5.7- Allowance Account: Two New Runway 4 Box L-880(L), Style A, PAPI LED System (Voltage Driven), Complete (\$40,000).

The Bid Form Schedules are found on sheets BF5.1 to BF5.10 of the Bid Form documents.

The Basis for Award will be determined as described on the Bid Form documents:

The Basis of Award will be the lowest responsive and responsible bid for Schedules chosen by BRAA based on available funding. BRAA at a minimum, intends to authorize Schedule A Base Bid, Schedule B Base Bid, Schedule C Base Bid and Schedule D Base Bid. However, this intended minimum is not guaranteed and BRAA reserves the right to select any combination of schedules for award.

7.2. **SAFETY AND SECURITY** – Security badges are required to operate on the Airport Operations Area (AOA). Cost per badge is \$25 dollars per badge and shall be considered incidental to the work bid.

7.3. **GENERAL NOTES** – REVIEW ALL NOTES. THE FOLLOWING ARE FROM SHEET G002
2. THE CONTRACTOR IS RESPONSIBLE FOR STAKING THE CONSTRUCTION SITE PRIOR TO START OF CONSTRUCTION. CONTRACTOR SHALL IMMEDIATELY NOTIFY THE OWNER OF ANY DISCREPANCY BETWEEN THE DESIGN DRAWINGS AND FIELD CONDITIONS. COST OF CONSTRUCTION STAKING AND MEASUREMENTS SHALL BE INCLUDED IN THE UNIT PRICE FOR MOBILIZATION.
3. THE QUANTITIES SHOWN ON THE BID DOCUMENTS ARE APPROXIMATE AND ARE FOR THE SOLE PURPOSE OF COMPARING BIDS. THE CONTRACTOR SHALL BE PAID FOR ACTUAL QUANTITIES MEASURED IN THE FIELD AND APPROVED BY THE OWNER.
4. THE CONTRACTOR SHALL PERFORM HIS/HER OWN QUANTITY TAKE OFF PRIOR TO ORDERING MATERIALS. ANY DISCREPANCY BETWEEN BID QUANTITY AND MEASURED QUANTITY SHALL BE IDENTIFIED TO THE RESIDENT PROJECT REPRESENTATIVE, IMMEDIATELY. ORDERING INSUFFICIENT MATERIALS SHALL NOT BE SUFFICIENT GROUNDS FOR EXTENDING THE CONTRACT TIME TO AVOID LIQUIDATED DAMAGES. THE CONTRACTOR SHALL NOT BE REIMBURSED FOR OVER ORDERING OF MATERIALS BASED ON BID SCHEDULE QUANTITIES.

8. **CONTRACT TERM AND SCHEDULE**

8.1 Construction Schedule

Administrative Activities Period	0	Calendar Days
Notice to Proceed – NTP (Start of Construction Work)	0	Calendar Days
Phase 1 to 6	120	Calendar Days
<u>Substantial to Final Completion</u>	<u>10</u>	<u>Calendar Days</u>
Total (Calendar Days are Cumulative)	130	Calendar Days

Administrative Activities Period (Included in allotted time)

- Quality Control Plan
- Safety Plan
- **Submittals for Long Lead Items**
- Detailed CPM Schedule with Critical Milestones

Contractor Schedule Milestone Requirements (include but not limited to)

- Complete Phases/Schedules 1 to 6 in 120 Calendar Days
- Complete Punch Lists and Demobilize within 10 Calendar Days

8.2 Liquidated Damages

LIQUIDATED DAMAGES:

COMPLETION TYPE	CALENDAR DAYS	LIQUIDATED DAMAGES FOR DELAY
Administrative Period	20 days from issuance of Administrative Notice To Proceed	
	Daily Taxiway Opening	\$500 per hour
	Daily Runway Opening*	\$500 every 15 minutes or portion thereof thereafter
	Reschedule FAA PAPI Flight Check due to New Equipment Failure	\$25,000 per occurrence
Substantial Completion**	120 days from issuance of the Construction Notice to Proceed	\$500 per day
Final Completion	10 days from achievement of Substantial Completion	\$250 per day

* Example Daily Runway Opening Liquidated Damages: 18-minute delay in opening will result in \$1,000 in Liquidated Damages being assessed. Delays will be measured using an Owner/ Resident Project Representative provided clock. Contractor may inspect the clock at the beginning of each work period for accuracy. The Contractor shall accept the time provided by the clock regardless of Contractors inspection.

** Substantial Completion shall be the Completion of all work except final pavement markings.

9. DBE AND FEDERAL REQUIREMENTS

- DBE Goal: 24.67%
- Federal Contract Provisions
 - Goals for minority participation for each trade: 22.4%
 - Goals for female participation in each trade: 6.9%
- Davis Bacon Wage Rates

10. CONTRACTOR STAGING AREA

1. A Contractor Equipment Storage Area is provided for inside Gate 1. This is area is subject to Jet Blast.
2. A Contractor Material and Stockpile Area will be available provided at the project site, outside Gate 1. Boca Raton Airport Authority (BRAA) assumes no responsibility for security of areas used for daily contractor employee parking and material storage outside of the Airport Operations Area (AOA).

11. PERMIT FEES

Contractor shall file Notice of Intent to Florida Department of Environmental Protection (FDPE) for ALL Permits and Licenses required for the Construction Work (SWPPP).

12. PROJECT SPECIFIC ISSUES AND ITEMS OF WORK:

- All work at night
- No drop off's to be left in work zone as Runway and Taxiways will be active during Contractor non-work hours.
- Burrowing Owl Mitigation: Schedule, Coordination, and Remediation

13. CLARIFICATIONS/REQUESTS FOR INFORMATION

All questions pertaining to design and construction must be in writing. E-mail all questions to: Boca Raton Airport Authority (BRAA), Travis Bryan, Operations Manager at travis@bocaairport.com (cc: Scott Kohut, Deputy Director scott@bocaairport.com). **Last date to submit questions is Wednesday June 27, 2018, 5:00 PM EST.**

14. ADDENDA:

- Last Day for Contractor Clarifications/Questions: Wednesday June 27, 2018, 5:00 PM
- Issue Final Addenda: Friday June 29, 2018, 5:00 PM

15. PROJECT PRESENTATION

Airfield Civil Development – Eric Bain, American Infrastructure Development

- Phasing Plan
 - Mr. Bain reviewed the Phasing Plans. The following Items were discussed:
 - Sheet G100- Noted the Staging and Stockpile areas, nightly placement and end of work shift removal of low-profile barricades and general Project Schedule.
 - Sheet G101 to G105- Phasing for each of the six (6) work schedules was noted. The placement of low-profile barricades and taxiway closure designation X's to remain in-place during daytime operations/non-work hours was addressed. Contractor work hours are at night from 9 pm to 7 am when the airport is closed. The placement of lighted runway X's was also discussed. The Contractor will be responsible for providing its own lighted X's and for all maintenance (light bulb replacement, fueling and other maintenance) during construction.
 - Sheet G106- No more than a 3 inch drop-off is allowed in the work zone during non-work hours. The Contractor shall provide a 5% max grade within the work zone.
 - Tom Sims with H.L. Pruitt requested clarification on the shop drawing process. He expressed concern that the electrical materials (base cans, lights, PAPI's etc.) would take 8 to 12 weeks to get shop drawings approved, materials ordered and delivered. Mr. Garcia noted that the Contractor could install conduit and duct banks ahead of light cans, etc.

Site Electrical – Amy Champagne, Hillers Electrical Engineering

- Mr. Sims asked who will be responsible for the FAA Flight check of the PAPIs. Mr. Bain explained that BRAA will arrange and pay for the initial FAA Flight Check. However, if the PAPIs fail the flight check due to installation issues, there is a \$25,000 liquidated damage to be charge to the Contractor for rescheduling the flight check.

16. OPEN DISCUSSION

- Jason Corby with Axtells Inc. asked whether the seal coating of the runway and taxiways could be done simultaneously. Mr. Bryan responded that as long the Contractor paced its work to be completed (including cure time/ready for aircraft traffic) by 6 am and open the airport by 7 amno exceptions were taken.
- Mr. Garcia stated that not all markings needed to be installed as temporary markings prior to opening. The runway designation and threshold should be installed at a minimum. Other marking (runway edge and centerline) could be NOTAMed out for a day or two. During construction, the final determination of necessary temporary markings will be determined by BRAA prior to the start of marking and seal coating operations.

- Mr. Bryan stated that there are fire hydrants along Airport Road that the Contractor could rent a meter from the City and connect to for water.

The meeting was closed at 12:05 pm. Some attendees were take on site visit.

Date: June 20, 2018 at 11 am

[illegible]

BRAA 2018 Airfield Improvements Addendum 1

This document contains all questions submitted during the clarification period, all Authority responses are in bold. Please note that a revised RFP has been posted with a clarification of financial terms.

1. Was there a previous rejuvenation treatment to the runway and if so when?

The runway was milled and overlaid in late 2009 and has not had a sealer product since.