

PRE-BID MEETING AGENDA/MINUTES

January 25, 2022, 10:00am

North Florida Innovation Labs

EDA Investment No. 04-79-07447

ALW Project No. 21414

- Introductions
- Meeting Sign-in Sheet
 - All information pertinent to bid process will be posted to the Authority's website as well as emailed to anyone that has requested documents or attended the pre-bid conference. Virtual attendees are encouraged to email their contact information to the contact information provided in the instruction to bidders if you want to receive email updates.
- Scope of work: +/- 40,000 GSF two-story high-tech business incubator building and associated site work.
- Site conditions
 - Accommodations will be made to provide construction parking and staging on an adjacent parcel, north of the project site on Van Ness Court.
 - The successful bidder will be responsible for returning the provided site to its original condition at completion of the project.
 - At this time, there are no known limitations to the use of the site for the purpose of construction.
- Schedule remains unchanged as described in the instruction to bidders.
 - March 17, 2022 NTP
 - Maximum of 600 days to substantial completion
 - Maximum of 90 days for final completion
- Construction Documents have been submitted for City of Tallahassee Building Code review. We are awaiting comments.

- Bids will be opened on 2pm, February 15, 2022, at 2051 E. Paul Dirac Drive, Tallahassee, FL as outlined in the Instruction to Bidders.
 - No bids will be accepted after 2pm.
 - 5% bid bond made payable to the Owner must accompany the bid.
- Questions regarding the project are to be submitted in writing no less than 7 days before bid date. The cut-off for questions is the close of business on Feb 8, 2022.
- Product substitution requests are due 10 days prior to bid using the prescribed process in the Instruction to Bidders. The cut-off date for substitution requests is February 5, 2022.
- A final addendum will be issued by the close of business on February 11, 2022.
- It's each individual bidder's responsibility to visit project site and review contract documents before bidding project.
- The project will be partially funded with Federal funds from the US Department of Commerce, Economic Development Administration and it therefore subject to the Federal laws and regulations associated with that program. The applicable requirements are documented in the project manual.
- The Construction Documents and Addendum No. 1 were issued on January 11, 2022. Addendum No. 2. was issued this morning addressing the appeal process.
- Separate work items and/or contracts:
 - Audio-visual equipment wiring and installation
 - Loose furnishings
- Liquidated damages are set at \$1,000 per calendar day
- Retainage on progress payments is 5% through substantial completion
- Nothing stated at the pre-bid conference will be considered a change to the Construction Documents unless it is issued in writing in the form of a subsequent addendum.
- Questions: None were asked.