



General:

The meeting/call was held virtually via MS Teams and the call was recorded for record keeping with no objections by the attendees.

Attendees:

Owner Team: Heather Lovejoy/PACE, Rey Garcia/PACE, Glenda McClendon/ PACE, Tim Knowles & Jason Novisk/Klar and Klar, Jonathan Jordan/Jacobs, Laurance Glasser/Jacobs

Contractor/Proposer Community:

Bandes Construction/ Jillian Bandes, Park & Eleazer Construction/Austin Fuoco, HalfAcre/Tammi Dodson, Z Construction/Ron Bell, Sinclair Group/Graham Clark, DeLesline Construction/John DeLesline

Introduction:

Heather introduced the Project, the Pace organization and Pace's project team to the attendees.

Laurance introduced the RFP and the agenda for today's call. Jonathan reiterated that answers to all questions will be issued formally in writing as official directions, and the Proposer's questions are required to be submitted in writing via the official RFI form. Proposers were reminded to follow written direction and not depend on verbal responses.

Laurance presented an overview of the RFP. The items reviewed were:

a) Schedule:

Schedule as outlined in the RFP will be adhered to unless revised by Pace which if such changes occur and official amendment will be issued.

Schedule of Key dates:

1. Issuance of RFP: February 5, 2024
2. Virtual Pre-Bid Conference: 10 a.m. EST Feb. 16, 2024
3. Requests for Information (RFIs) Submission Deadline: 5 p.m. EST Feb. 26, 2024
4. RFP Written Responses/Bids Submission Deadline: 5 p.m. EST March 12, 2024
5. RFP Evaluation Committee Reviews: March 13-21, 2024
6. Issuance of Shortlist: March 22, 2024
7. In-Person Meetings with Shortlisted Contractors: March 28, 2024
8. Issuance of Notice of Intent to Award April 3, 2024
9. Start of Construction: May 6th, 2024

b) Proposal Requirements

A brief overview of all requirements and topics were presented to all attendees. All proposals are to be emailed to Jonathan.jordan@jacobs.com and Laurance.Glasser@jacobs.com. They must be 16 MB or smaller in size or they will not get through. If they are larger than 16 MB, they should be sent through a File Transfer Protocol (FTP site) that can compress large files. If the company does not have an FTP site, Proposer's may use the Jacobs FTP site located at www.Jacobs.com. It was also noted that the Proposal is required to be bookmarked with the PDF submission following the outline as noted in the RFP Section 4.

c) Scoring of proposals:

The system of scoring was reviewed as outlined in the RFP without objection or comments.



- d) Interviews:
Mentioned above, in-person Interviews will be held on March 28th, 2024 with time and location to be issued by Heather Lovejoy/Pace via an addendum.
- e) Site Location, site review:
It is highly suggested that the Proposer visit the site to make their best evaluation of required site work and clearing required by the design documents and outlined in said documents. It was noted by Laurance Glasser, Jonathan Jordan and Rey Garcia that Pace had already performed some of the site demolition (primarily removal of some but not all the large trees). Proposers were requested to visit the site to determine how this demolition should be reflected in their pricing since the site plan still shows the large trees to be removed. It was noted that the proposers should not base their cost of sitework based solely on the information based in the bid documents. Thus, why a site visit as stated above is strongly recommended and encouraged.
- f) Work by Owner:
 - a. Security & Low-Voltage Systems - installations of devices, head-end equipment and wiring will be owner furnished and owner installed. The General contractor is required to provide all required infrastructure to support these systems which includes conduit & pull strings, back-boxes, pathways and required power to support these systems. Security Drawings have been issued for reference only for contractors to determine the infrastructure requirements.
- g) Tax Exemption & State taxes:
 - a. The Owner plans to take of advantage of the fact that they are exempt from Florida state sales tax and will be utilizing an Owner Direct Purchase Order process (which the Contractor will be required to participate in).
- h) Substantial Completion, & Certificate of Occupancy:
 - a. It was noted that occupancy for the project must occur prior to 7/15/2025.
- i) Other Information discussed:
 - a. The evaluation process will be based on "Best Value". L. Glasser noted the criteria and points are identified in the RFP. He also reminded the attendees that personnel qualifications are part of the criteria and that firms should bring their key personnel intended to manage the project (i.e., Project Manager, Superintendent), to the interview.
 - b. It was noted that the Project Architect is Klar & Klar, Tim Knowles – Principal.
- j) Permit Status:
 - a. It was noted that the building permit cannot be applied for until a Contractor is selected (County requirement).

Questions & Answers

At the conclusion of the RFP review, the floor was opened for questions by the attendees. It was reiterated that any future questions are to be submitted in writing for review and answers will be provided by the Pace/Owner team. Answers to said questions will be issued per the schedule, RFI and Addendum processes outlined in the RFP.



Questions asked and comments:

- a. It was asked if the information in the presentation would be available. It was pointed out that the RFP had been issued to all firms and the preproposal meeting was being recorded. It was then asked if there had been any investigation for gopher tortoises and/or if there were any wetlands involved in the project. Heather Lovejoy responded that they've requested a wildlife survey but that there is a waiting period. (60 days??). She also noted that there were no wetlands.
- b. It was asked if a bond would be required. Heather confirmed that no Bid Bond was required but Payment and Performance bonds were required (after award).
- c. It was asked if the names of all bidders will be shared, and Heather responded affirmatively.
- d. It was asked if Builder's Risk insurance was required and Heather said yes, however that Pace would compare that cost to what they can buy it for and decide whether or not to accept the contractors price and coverage.
- e. It was asked if the pricing was to include permit fees and Impact fees. Heather responded that Pace would pay those directly.

Closing:

With no other questions at this time, the meeting was concluded and brought to closure.

End of Meeting Minutes