

AGENDA

Lake City Community Redevelopment Agency Meeting May 20, 2013

6:45 p.m. at City Hall

1. Call to Order
2. Roll Call
3. Approval of Minutes-None
4. Approval of Agenda
5. Wilson Park "Multi-Use" Pavilion-Invitation to Bid
6. Other Comments
7. Schedule Next Meeting
8. Adjournment

MEETING DATE
May 20, 2013

CITY OF LAKE CITY

Report to CRA

CRA AGENDA	
SECTION	
ITEM NO.	

SUBJECT: Request to move forward with a Formal Solicitation for Bid, for the purchase and installation of an Event Pavilion in Wilson Park

DEPT / OFFICE: Community Redevelopment

Originator: Community Redevelopment Advisory Committee and Community Redevelopment Manager		
City Manager Wendell Johnson	Community Redevelopment Manager Jackie Kite	Date 5/16/13
Recommended Action: Recommendation to CRA from the Community Redevelopment Advisory Committee to move forward with the Formal Solicitation for Bid.		
Summary Explanation & Background: City Staff, at the request of the Advisory Committee, has drafted a "Scope of Work and Related Requirements", based on the ideas for an 60' X 100' Events Pavilion in Wilson Park. The plans for the Pavilion are to be used for Public Events as well as rented for Private Events. The Pavilion will house much needed restrooms that can be utilized during events, as well as a prep kitchen. Locating the Pavilion in Wilson Park utilizes one of Lake City's most under utilized asset's Lake DeSoto and creates a wonderful back drop not only for community events such as the Farmers Market, but also private events such as weddings and re-unions.		
Alternatives: Deny the request		
Source of Funds: TIF		
Financial Impact: To Be Determined		
Exhibits Attached: Copy of DRAFT "Scope of Work and Related Requirements".		

THE CITY OF LAKE CITY IS ACCEPTING PROPOSALS FOR THE PURCHASE AND INSTALLATION OF A 60' x 100' x 10' EAVE HEIGHT NEW METAL BUILDING WITH A 4-12 ROOF SLOPE.

“SCOPE OF WORK AND RELATED REQUIREMENTS”

A. GENERAL SCOPE OF WORK:

- 1. The Contractor shall purchase and install one (1) new metal building which contains a 20' X 60' enclosed area on the north end of the building. Shop drawings shall be provided and approved by the City of Lake City before manufacturing begins. The building shall comply with all State, Federal, local laws and ordinances.
- 2. The building system shall include but not be limited to: structural steel system, metal roof system, and all trim and accessories as required and foundation designs and installation. Interior and exterior walls and/or partitions shall be coordinated on design plan by City staff.
- 3. The intended use of this building is to act as a covered event pavilion.
- 4. The successful Contractor shall be responsible for providing all required engineered drawings and specifications required to obtain the appropriate building permits. Drawings and specifications shall be inclusive of electrical, plumbing, lighting, seating, restrooms, stage area and entrance. The general layout to be provided by City staff.

B. SPECIFICATIONS:

The Contractor shall provide the following:

- 1. The size of the metal building shall be approximately 100 feet long by 60 feet wide and ten feet in eave height.
- 2. A rustic wood finish to hide all metal posts, poles and walls is desired to be included in the design and construction.
- 3. Restrooms and Prep-Kitchen are required to be handicap accessible with metal framing and doors.
 - a. The women’s restroom shall contain four stalls, four sinks, mirrors, hand dryer and changing station.
 - b. The men’s restroom shall contain one urinal, three stalls, four sinks, mirrors hand dryer and changing station.
 - c. The prep kitchen shall contain a 20’ long x 30” wide, stainless steel counter with a three section sink; a separate hand washing sink; and a 12’ heavy duty countertop. (See attached exhibit for sample drawing)

4. Electrical outlets and florescent lighting to be specified by City Staff.
5. Stained concrete flooring with a light broom finish for skid proofing is required.
6. The Contractor shall provide erosion control measures and establish final floor elevations and drainage details.
7. Site prep and final exterior grading shall be provided by the Contractor.
8. The building shall be designed and constructed to meet 120 MPH wind load and shall meet current Florida Building Codes.
9. Foundation and floor plans shall be designed by engineer and sealed with consideration for approved metal building.
10. All framing; eave and rake trim, and downspouts shall be steel, but the support beams and trusses only need primer. Rain gutters to be a minimum of 6 inches .040 aluminum.
11. The roof panels shall be PBR 24-guage R-panels fastened with premium stainless steel screws.
12. All stainless steel screws must contain an integral rubber washer.
13. The roof pitch shall be designed as gable type system with minimum 4-12 pitch, with the gutters and downspouts ensuring any runoff are directed away from the building. Roof metal shall be a minimum 24 gauge metal.
14. The color of the building metals shall be selected by City staff.
15. Contractor shall be responsible for fencing of project area and maintaining secure entry points during project times. Fencing shall be a minimum six (6) foot high with openings not greater than six (6) inches in any one direction. Access openings shall be securable and locked during non-construction times.

C. CODES AND STANDARDS:

The building must comply with all State, Federal and local laws and ordinances.

D. PERMITTING:

The successful contractor shall be responsible for providing all required drawings and specifications required to obtain the appropriate building permits.

E. INSTALLATION:

Installation shall be the responsibility of the Contractor.

F. PROTECTION OF PROPERTY/PROPERTY CONDITIONS:

1. If property is damaged performing work specified or is removed for the convenience of the work, it shall be repaired or replaced at the expense of the contractor in a manner acceptable to the City of Lake City.

2. Contractor shall notify the City of the work site having pre-existing damage before beginning the work. Failure to do so shall obligate the contractor to make repairs.
3. Contractor shall be responsible for fencing of project area and maintaining secure entry points during project times. Fencing shall be a minimum six (6) foot high with openings not greater than six (6) inches in any one direction. Access openings shall be securable and locked during non-construction times.

G. SAFETY:

Contractor shall be responsible for the safe conduct of his/her personnel during the execution of the work detailed herein. The Contractor shall meet or exceed the standards set for by the Occupational Safety and Health Administration (OSHA) and requirements established by the Federal, State, and local agencies. Should an unsafe condition be identified during the execution of this work, the Contractor will immediately suspend such activity until a safe method can be employed.

H. EMPLOYEES:

1. Contractor shall be responsible for the appearance of all working personnel assigned to the project. Personnel shall be clean and appropriately dressed at all times. Personnel must wear proper identification at all times (company shirts, ID badge, etc.)
2. All personnel of the Contractor shall be considered to be, at all times, the sole employees of the Contractor, under the Contractor's sole direction, and not an employee or agent of the City of Lake City. The Contractor shall supply competent and physically capable employees and the City of Lake City may require the Contractor to remove any employee it deems careless, incompetent, insubordinate or otherwise objectionable and whose presence on city property is not in the best interest of the City of Lake City. The City of Lake City shall not have any duty to implement or enforce such requirements.
3. Contractor shall assign an "on-duty" supervisor who speaks and reads English.
4. Contractor shall have its employees refrain from smoking in the City's buildings.
5. Contractor shall be solely responsible for receiving all materials and equipment at site.

I. STORAGE OF MATERIALS:

Contractor shall discuss material and/or equipment storage areas with City staff.

J. DISPOSAL OF WASTE:

The successful Contractor shall be responsible for the daily disposal of all waste materials, debris, and any and all excess materials, containers, etc. at an off-site location in accordance with local, state and federal regulations. The City dumpsters are not to be used by the Contractor. Disposal of waste materials shall

be in a proper manner in accordance with all environmental guidelines and regulations. The rental of roll-offs and/or dumpsters for use within the city limits must be coordinated through the current franchisee.

K. TRAFFIC CONTROL:

Streets and travel ways shall be maintained operational at all times. If vehicle or pedestrian traffic shall be required to detour, a Maintenance of Traffic Plan (MOTP) shall be provided and approved by appropriate City staff.

L. WARRANTY:

1. The Contractor agrees that the goods furnished under any award resulting from this solicitation shall be covered by the most favorable commercial warranties the Contractor gives any customer for such goods and that the rights and remedies provided therein are in addition to and do not limit those available to the City of Lake City by any other clause of this solicitation. **A copy of this warranty shall be furnished with the bid.** At a minimum, all work shall be guaranteed by the Contractor against defects resulting from the use of inferior materials, equipment or workmanship for one (1) year from the date of final acceptance of the entire project by the City of Lake City in writing.
2. The Contractor warrants that, unless otherwise specified, all materials and equipment incorporated in this solicitation and under the contract shall be new, in first class condition, and in accordance with the ITB documents. The Contractor further warrants that all workmanship shall be of the highest quality and in accordance with contract documents and shall be performed by persons qualified at their respective trades. Defects discovered during the warranty period shall be corrected by the Contractor to the City of Lake City's satisfaction.

M. DELIVERY:

All materials must be delivered FOB destination. Contractor shall be represented on-site at time of delivery for material/equipment acceptance. If the park site is used for storage of construction materials, the contractor shall be responsible for the security of the site. The City will allow the delivery of the materials to the contractor's secured site. Transportation costs to the project location will be at the expense of the contractor.

“TERMS AND CONDITIONS”

A. LICENSES/QUALIFICATIONS:

All Contractor's must be qualified and licensed under the laws, rules and regulations of the State of Florida and the City of Lake City, Florida to perform the work required by these contract documents. Contractor's qualifications

including equipment to be used for this project will be subject to review and approval by the City prior to award.

B. INSURANCE:

1. Without limiting Contractor's indemnification, it is agreed that the successful Contractor will purchase at their expense and maintain in force at all times during the performance of services under this agreement the following insurance. Where specific limits are shown, it is understood that they must be the minimum acceptable limits. If successful Contractor's policy contains higher limits, the City of Lake City will be entitled to coverage to the extent of such higher limits. Certificates of Insurance must be furnished to the City naming the City of Lake City as additional insured. These certificates must provide a ten (10) calendar day notice to the City in the event of cancellation, non-renewal or a material change in the policy.
2. Statutory Workers Compensation insurance as required by the State of Florida.
3. Commercial General Liability insurance to provide coverage of not less than \$1,000,000.00 combined single limit per occurrence and annual aggregates where generally applicable and must include premises-operations, independent contractors, products/completed operations, broad form property damage, blanket contractual and personal injury endorsements.
4. Comprehensive Automobile Liability Insurance covering all owned, hired and non-owned vehicles with coverage limits not less than \$100,000.00 per person, \$300,000.00 per occurrence and \$100,000.00 property damage.

C. INDEMNITY:

Successful contractor will indemnify and hold Owner and Owner's agents harmless from any loss, cost, damage or injury sustained by any persons (s) as a result of the actions of employees or officers of the Contractor, subcontractors or suppliers.

D. LIQUIDATED DAMAGES:

In the event the contractor fails to complete the work within the time limit or extended time limit agreed upon, liquidated damages will be paid to the City of Lake City at the sum of actual damages per day for all work awarded under the contract until the work has been satisfactorily completed and accepted by the City.

E. ADDITIONAL TIME FOR COMPLETION:

1. Extended time may be allowed for the completion of this project due to inclement weather.
2. Decisions to allow days added to the contract due to inclement weather will be based upon weather records as recorded with the State of Florida, Division of Forestry located in Lake City, Florida and approved by the City of Lake City Project Manager.

3. In the event additional days are awarded the contractor must notify the City of Lake City Procurement department at the beginning of work stoppage and each succeeding day until work can be safely resumed.

F. CONTRACT:

The successful Contractor must execute and return the contracts within ten (10) calendar days of issuance of Notice of Award.

G. SCHEDULE:

1. Upon receipt of all required documents a Notice to Proceed will be issued.
2. The successful Contractor must complete all work within (90) ninety calendar days after delivery of equipment.

H. PAYMENT:

Payment will be based on: (a) City's acceptance of work, and (b) submitted evidence, if requested by the City, that all payrolls, materials, bills, and indebtedness connected with the work have been paid. The City may withhold an amount as may be necessary to pay such claims for labor and services rendered and materials involved with the work. Payment to Contractor will be made within thirty (30) calendar days of receipt of invoice, assuming there are no contested amounts with the invoice.

I. REFERENCES:

Bidders must provide with their proposal material for evaluating the ability of the potential Bidder to execute a project of this type. Therefore, the Bidder is required to provide a minimum of (3) three references, which will be verified. The list of references must be attached with the bid proposal on the form provided within these specifications. All reference materials provided become the property of the City of Lake City and also become public record.

J. CHANGE ORDERS AND ADDITIONAL WORK:

1. Notify the City of Lake City of any conditions in the project area that are not addressed within the specifications that may require a change order.
2. Change orders to the scope of work or additional work requested by the City of Lake City must be in written form and initiated by the Contractor.
3. All changes or additions will be approved by the City of Lake City prior to work being initiated.

K. ADDENDUM:

It will be the sole responsibility of the Bidder to contact the Procurement Department prior to submitting a bid to determine if any addenda have been issued, to obtain such addenda, and to acknowledge addenda with their bid.

L. REQUIRED DOCUMENTS:

The enclosed documents must be executed and returned with bid proposal or the proposal may be considered non-responsive. (Conflict of Interest Statement, Disputes Disclosure Form, Drug Free Workplace Certificate, Non-Collusion Affidavit of Proposer, Reference, Public Entity Crime Statement and E-Verify.)

M. PAYMENT AND PERFORMANCE BONDS:

Payment and performance bonds are a requirement of this bid. No exceptions or substitutions will be accepted. The successful Bidder must submit the Payment and Performance bonds with the executed contract. Upon receipt of all required documents, the Notice to Proceed will be issued.

N. ADDITIONAL INFORMATION:

The City of Lake City reserves the right to request any additional information needed for clarification from any bidder for evaluation purposes.

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