

CITY OF NAPLES AIRPORT AUTHORITY (NAA)
NAPLES MUNICIPAL AIRPORT (APF)
GA TERMINAL HVAC SYSTEM REPLACEMENT
Hanson Project No. 16A0129

ADDENDUM NUMBER ONE
July 3, 2017

The following Addendum is hereby made a part of the Plans and Specifications and shall be included with all Contract Documents:

GENERAL

A pre-bid meeting was held June 29, 2017 at 2:30 p.m. The Pre-Bid Meeting Agenda, Sign-In Sheet, and Meeting Minutes are attached for incorporation into this addendum.

SPECIFICATIONS

Section No. **CHANGE**

No changes to the specifications in this addendum.

BID FORMS

CHANGE

No changes to the bid forms in this addendum.

PLAN SHEETS

Sheet No. **CHANGE**

No change to the plan sheets in this addendum.



PRE-BID MEETING AGENDA
6/29/2017 2:30 PM
NAPLES MUNICIPAL AIRPORT
GA TERMINAL HVAC SYSTEM REPLACEMENT
160 Aviation Drive North
Larson Conference Room

Please sign-in on sign-in sheet.

- 1. INTRODUCTIONS**
 - 2. GENERAL PROJECT DESCRIPTION**
 - 3. ADMINISTRATIVE ITEMS**
 - Invitation to Bid

 - Coordination of Contract Plans and Specifications

 - Permits

 - Contract Time and Liquidated Damages

 - Scope of Payment
 - 5. OTHER REQUIRED CONTRACT PROVISIONS**
 - 6. CONTRACT DOCUMENTS/FORMS/BIDDERS CHECKLIST**
 - 7. PHASING PLAN**
 - 8. TECHNICAL SPECIFICATIONS**
 - 9. ADDENDA AND QUESTIONS**
 - 10. BID OPENING**
 - 11. AWARD**
 - 12. QUESTIONS**
 - 13. SITE VISIT**
- END OF MEETING**



SIGN-IN SHEET
 NAPLES MUNICIPAL AIRPORT
 GA TERMINAL HVAC SYSTEM REPLACEMENT
 PRE-BID MEETING
 THURSDAY, JUNE 29, 2017 - 2:30 P.M.



Name and Company	Initials	Address	Telephone	Email
Kerry Keith Naples Airport Authority	kk	160 Aviation Drive North Naples, FL 34104-3568	(239) 643-1827 (O) (239) 253-4137 (M)	kkeith@flynaples.com
Ute Vandersluis Naples Airport Authority	uv	160 Aviation Drive North Naples, FL 34104-3568	(239) 643-0733 (O)	uvandersluis@flynaples.com
Mike Harris Hanson Professional Services	MH	9015 Town Center Pkwy, Ste. 105 Lakewood Ranch, FL 34202	(941) 296-0769 (O) (317) 850-8836 (M)	mharris@hanson-inc.com
Brad Perrott, P.E. Hanson Professional Services	pb	720 N. Maitland Ave., Suite 102 Maitland, FL 32751	(407) 622-2050 (O) 321 214-9311 (P)	bperrott@hanson-inc.com
Gree Riordan Hyvac Mechanical Services	GR	3125 Military Trail Deerfield Beach, FL 33442	(954) 605-2790	griordan@hyvacinc.com



PRE-BID MEETING MINUTES

6/29/2017 2:30 PM

NAPLES MUNICIPAL AIRPORT GA TERMINAL HVAC SYSTEM REPLACEMENT

160 Aviation Drive North
Larson Conference Room

1. INTRODUCTIONS

The meeting opened at 2:30 pm. Attendees introduced themselves. See attached Sign –In Sheet for meeting attendees.

2. GENERAL PROJECT DESCRIPTION

Kerry Keith gave a brief description of the project. The project generally consists of replacement of two rooftop cooling units, right-sizing the units to fit within the available space to allow for required airflow and service clearances. Two independent VRF systems will be added to serve the removed zones on the second floor previously served by RTU-2. The project has bid items for the base bid (rooftop units) and alternate bid for the independent VRF units. Contractor shall provide a bid price for both base bid and alternate bids.

It was noted that the bid forms specify manufacturers and model numbers for the proposed equipment, but allow for the use of equal items. If the bidder intends to use other than the specified manufacturer and model of equipment, a full submittal of the proposed equipment will be required with the bid so that it can be evaluated as an equivalent product prior to award. Due to the space constraints, the product submittal must include dimensional data so that it can be thoroughly evaluated.

3. ADMINISTRATIVE ITEMS

Invitation to Bid

- Questions due by July 6th, 5 pm to Mike Harris, mharris@hanson-inc.com
- Addendum will be issued July 10th
- Bids due July 19th, 3 pm at 160 Aviation Drive North

Permits

It was noted that the contractor would be responsible for all required permits.

Contract Time and Liquidated Damages

Mike Harris explained that this is a calendar day project. Contract time is 120 calendar days from Notice to Proceed. The intent is to minimize disruption to building occupants while expediting system replacement. Kerry Keith noted that the actual time to complete the project could be negotiated with the low bid contractor following award. Limited NTP to allow procurement of equipment can be provided and will be discussed with the low bidder following award.

There are liquidated damages detailed in the project manual. Liquidated damages are \$500/day for substantial/final completion. There are also specific liquidated damages for non-operating system (7 am to 10 pm 7 days/wk 1st floor; 7 am to 5 pm M-F 2nd floor).

Scope of Payment

It was noted this is a lump sum contract with a base bid and alternate bid. Progress payments will be made in accordance with project manual for installed/stored materials.

5. OTHER REQUIRED CONTRACT PROVISIONS

Contractors shall be FL licensed GC specializing in HVAC and electrical.

Other standard contract provision apply:

- Civil Rights
- Non-Discrimination

- Fair Labor Standards
- OSHA
- FL Public Records Statutes

6. CONTRACT DOCUMENTS/FORMS/BIDDERS CHECKLIST

A Bid Bond in the amount of 5% is required. Contractors shall refer to bid package for other required bid forms.

It was noted that bidders should check the flynaples.com website regularly for updated information and should acknowledge receipt of all addendum on the bid form.

It was emphasized that if the bidder is proposing an “equal” item other than the manufacturer and model specified in the bid form, they will need to provide the full submittal with their bid for evaluation.

Kerry noted that corrections on bid forms are allowed, but they must be initialed by the person signing the bid.

7. PHASING PLAN

Work hours will be outside of normal staff work hours (8 am to 5 pm). This is to minimize disruption to normal operation. Kerry stated that the airport is open to other phasing/staging plans that would be proposed by the low bidder.

Cooling will need to be maintained throughout the project. The contractor can propose methods for temporary cooling, to be approved by the airport. The contractor will need to coordinate any shutdowns with adequate notice to and approval by NAA.

Badges will be required for all workers. (\$50/full (picture) badge, \$25/construction badge); maintain ratio of 7:1 workers to picture badges. These must all be returned at the conclusion of the project. Final payment will be held until badges returned.

8. TECHNICAL SPECIFICATIONS

The technical specifications were not reviewed in detail, but was noted that bidders shall review and be familiar with contract technical specifications

9. ADDENDA AND QUESTIONS

It was noted that Addendum issued with meeting minutes and additional addendum on July 10. Bidders were reminded to check website before bidding for any addendum or updated info.

Submit questions in writing to Mike Harris, Hanson Professional Services Inc. mharris@hanson-inc.com. Questions due by July 6th, 5 pm.

10. BID OPENING

Bid opening July 19 3 pm in Larson Conference Room

11. AWARD

- Bids may be held for 60 days
- Airport reserves right to waive irregularities or reject any or all bids
- Low bid will be determined based on low base bid or low base bid + alternate bid combined based on Airport’s best interests. The intent is ask for board approval of both bids.
- Low bidder will be recommended for award at the August 17th NAA Board meeting
- Contract and payment/performance bonds due within ten days of Notice of Award.



12. QUESTIONS

Responses to Questions from the pre-bid meeting will be issued with subsequent addenda.

13. SITE VISIT

A site visit/walkthrough was not conducted due to inclement weather. A site visit can be arranged by contacting Mike Harris, Hanson Professional Services Inc. mharris@hanson-inc.com, 941-296-0769.

END OF MEETING