



**CITY OF PALM COAST
INVITATION TO BID**

**RFSQ-CD-19-53
&
ITB-CD-19-53**

INDIAN TRAILS SPORTS COMPLEX IMPROVEMENTS

SCOPE OF SERVICES: The City of Palm Coast is seeking bids to improve multiple buildings and site lighting at our Indian Trails Sports Complex (ITSC). The ITSC is located at 5455 Belle Terre Pkwy in Palm Coast. The Scope of Work for this project includes site improvements including replacement of the driveway and parking lot fixtures with LED fixtures. The Maintenance building work includes retrofit of all lighting to LED, installation of a new explosion proof exhaust fan and ducting, selective demolition and minor miscellaneous improvements. The north Restroom/Concession building work includes selective demolition, new ADA plumbing fixtures, new drinking fountain, lighting retrofit to LED, card reader relocation and minor miscellaneous improvements. The Restroom with Picnic area work includes selective demolition, concrete block work, installation of new rollup doors, new ADA plumbing fixtures, new drinking fountain, lighting retrofit to LED, installation of a new ADA picnic table, card reader relocation, and minor miscellaneous improvements. The Baseball Concession Scorer's building work includes selective demolition, new ADA plumbing fixtures, new grease trap, new windows, countertops, toilet partitions, new finishes, concrete block work, new exhaust fans, lighting retrofit to LED, new electrical panel, new dedicated circuits, reworking of existing circuits, and minor miscellaneous improvements.

CONTRACT TIME: Total construction time to achieve Substantial Completion is one hundred and thirty five (135) consecutive calendar days from the date of the "Notice to Proceed," with an additional thirty (30) consecutive calendar days to achieve Final Completion. There will be 45 days allowed for permitting and submittals, with a 90 day Construction window from November 1, 2018 thru February 1, 2019 (Substantial Completion). Construction will be staged such that the Restroom with the picnic area remains open while all other buildings are closed for construction. Once one of the other 2 public restroom buildings is Substantially Complete (available to the public), then the Restroom with the picnic area will close for Construction.

DOCUMENT, AVAILABILITY, SUBMISSION, OTHER INFORMATION: Bid/proposal documents are available at no-cost through the City's Procurement Portal at (<https://palmcoastgov.bonfirehub.com/portal>). Bid/proposal submittals shall be received electronically through the City's Procurement Portal by the specified time and date. No other method of submission will be allowed or considered (i.e. mailed, emailed, or hand delivered).

CONTACT: All prospective Bidders/Proposers are hereby instructed not to contact any member of the City of Palm Coast City Council, City Manager, or City of Palm Coast staff members other than the noted contact person(s) regarding this bid/request at any time prior to the bid/request having been formally presented to, and voted on by, the City Council. Any such contact shall be cause for rejection of your bid/request submittal.

QUESTIONS: Any questions concerning the intent, meaning and interpretations of the bid/proposal documents including the draft agreement, shall be requested in writing through the City's Procurement Portal Web Page (<https://palmcoastgov.bonfirehub.com/portal>) at least seven (7) calendar days prior to the due date.

ADDENDA: Should revisions to the bid/proposal documents become necessary; the City shall post addenda information on the City's Procurement Portal Web Page (<https://palmcoastgov.bonfirehub.com/portal>). All Bidders/Proposers should check the City's Procurement Portal Web Page at least three (3) calendar days before the date fixed to verify information regarding Addenda. Failure to do so could result in rejection of the bid/proposal submittal as unresponsive. Proposer shall sign, date, and return all addenda with their bid/proposal submittal.

BID SECURITY: A certified check, cashier's check or bid bond shall accompany each Bid if Bid amount is one-hundred thousand dollars (\$100,000) or greater. The certified check, cashier's check or bid bond shall be for an amount not less than five percent (5%) of the Bid price and shall be made payable to the City as a guarantee that the Proposer will not withdraw his/her Bid for a period of ninety (90) days after the Bid closing time.

PERFORMANCE, PAYMENT, & MATERIAL AND WORKMANSHIP BONDS: In the event the Contract is awarded to the Successful Proposer and will enter into a written Agreement with the City and furnish a Payment Bond and Performance Bond in an amount equal to the Contract Price. The Material and Workmanship Bond shall be in an amount equal to ten percent (10%) of the Contract Price as adjusted on the Final Application for Payment. The Proposer will forfeit their Bid Security if they fail to do so. All Bonds shall be secured from or countersigned by an agency or surety company recognized in good standing and authorized to do business in the State of Florida.

AWARD OF CONTRACT: All submittals will be evaluated by City staff in accordance with the criteria set forth in the bid/proposal documents. The City reserves the right to reject all bids/submittals, to waive any formalities, and to solicit and re-advertise for new bids/proposals, or to abandon the project in its entirety.

QUALIFICATIONS DUE DATE/TIME: May 16, 2019 at 2:00 PM

MANDATORY PRE-BID MEETING: June 6, 2019 at 10:00 AM

QUESTION DEADLINE: June 13, 2019 at 2:00 PM

BID/PROPOSAL DEADLINE: June 20, 2019 at 2:00 PM

PUBLIC OPENING: The public opening shall take place June 20, 2019 at 2:00 PM, or shortly thereafter, at the City of Palm Coast City Hall, located at 160 Lake Avenue, Palm Coast, FL 32164.

ADA INFORMATION: Persons with disabilities needing assistance to participate in any of the proceedings should contact the Human Resources Office ADA Coordinator at 386-986-3718 at least forty-eight (48) hours in advance of the public opening, pre-bid meeting, or any other proceeding related to this bid/proposal.

FOR PUBLICATION ON WEDNESDAY, April 17, 2019

**CITY OF PALM COAST
CENTRAL SERVICES DIVISION – PURCHASING
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