

**MEETING MINUTES**  
**PRE-BID CONFERENCE**



**Panama City Housing Authority**  
**Phase 1 Demolition Project RFP#2020-01**  
FLA Project #4274-02

To: ALL PARTICIPANTS & POTENTIAL BIDDERS

From: Joseph J. Sorci ([jsorci@floridaarchitects.com](mailto:jsorci@floridaarchitects.com))

Date: February 10, 2017

Meeting Date: **February 6, 2020;**  
2:00 p.m. – 2:45 @ Massalina Memorial Homes & 3:00 – 3:45 p.m. @ Fletcher Black Memorial Homes

Location: On-Site (2): Massalina Memorial Homes; Fletcher Black memorial Homes

Project: **PCHA Phase 1 Demolition Project RFP#2020-01**

Subject: **Non-Mandatory Pre-Bid Conference** (On Each Site of 2)

Participants:

Owner: **Panama City Housing Authority**  
Mike Johnson, Project Manager

Architect: **Florida Architects, Inc.**  
Joseph J. Sorci, AIA

cc: All Potential Bidders Via: PCHA Procurement Website & Architect's Bidding Website

The following represents our understanding of project related issues, discussions and conclusions reached, as a result of the above referenced meeting. This documentation is intended to be used as project information. Please notify us within five working days of receiving this document of any additions, corrections or modifications. This memorandum will be considered accurate unless notified in writing otherwise. Items in brackets [ ] may not have been discussed but are included as additional or follow-up information.

**Meeting Minutes 02.06.20**

PCHA Phase 1 Demolition Project RFP #2020-01

Pre-Bid Conference

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**PURPOSE & INTRODUCTION:**

This Pre-Bid Conference was scheduled to allow all potential Bidders for the referenced project to visit each of the two project sites and make their own observations regarding the existing conditions.

A thundershower occurred during the beginning of the Massalina Memorial Homes site meeting. Light rain continued throughout the day. This rainstorm came up relatively quick in the region and there were potentially bidders already travelling to Panama City from interstate locations, therefore cancelling the meeting was not a reasonable option.

The Architect stated that another non-mandatory Pre-Bid Conference could be potentially scheduled during better weather conditions (please check for Addenda frequently).

**A. Massalina Memorial Homes:**

1. Two units were walked-thru as a group to observe the general interior conditions. Furniture, appliances and otherwise personal items of previous tenants remained scattered throughout the interior of the units. These items were noted as needed to be disposed of by the Contractor as a part of the demolition and removal of structures, etc.
2. The attendees were allowed to make their own observations on the property.
3. Openings in the exterior wall confirmed the first level was reinforced 8" masonry with a 4" brick veneer exterior cavity wall and with interior finishes.

**B. Fletcher Black Memorial Homes:**

1. Three units were walked-thru as a group to observe the general interior conditions. Furniture, appliances and otherwise personal items of previous tenants remained scattered throughout the interior of the units. These items were noted as needed to be disposed of by the Contractor as a part of the demolition and removal of structures, etc.
2. The attendees were allowed to make their own observations on the property.
3. Openings in the exterior wall confirmed the first level was reinforced 8" masonry with a 4" brick veneer exterior cavity wall and with interior finishes.

**C. General:**

**Florida Architects, Inc.**

License #AA0002730

103 W. 5<sup>th</sup> Street, Panama City, FL 32401

Phone: 850.257.5400

**Meeting Minutes 02.06.20**

PCHA Phase 1 Demolition Project RFP #2020-01

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1. Architect requested that all questions be submitted in writing so that official responses could be provided by Addendum and noted the last day for written questions to be received is February 10 (Addendum No. 1 Item #PM-2(b)).
2. Architect noted the Bids are now due February 20, 2020 at 2:30pm CT per Addendum No. 1, (multiple Items).
3. Architect stated that Bidders are required to provide pre-demolition and post project boundary and physical characteristics (topographic, above and below ground improvements, etc.) as specified in the Project Manual prepared by a licensed Surveyor in the State of Florida.
  - a. Not locating all improvements and/or physical improvements on the Surveys do not relieve the Contractor from any responsibilities for demolition and removal of items per the Bidding Documents.
  - b. The surveys will be allowed to be used to document the amounts (types and quantities) of impervious surfaces on the sites for future development permitting purposes.
  - c. The surveys will be allowed to be used by the Owner for future development permitting purposes of the rebuilding/redeveloping of the sites.
4. Architect advised the attendees that all above and underground utilities and other improvements (including, but not limited to, foundations, pipes, tanks, etc.) are to be demolished and removed from the property line inward at each parcel of each project site as described in the Project Manual/Specifications.
  - a. Contractors may decide to keep selected water meters operational to meet temporary irrigation requirements specified, but remove the apparatus at the completion of the project as specified.
5. A few attendees commented about the requirement for unit prices on the Bid Form. The Architect generally indicated that the unit prices requested are mostly for the possibility of removing the existing roadways, and related curbs and gutters and concrete sidewalks between parcels on each site IF added to the project scope.
6. Architect suggested to all attendees that the Contractor review the sequential requirements of the project scope and outline a project schedule that addresses the critical path requirements for their individual benefit. Review the Summary of Work and other sections to analyze the surveying, asbestos abatement, utility disconnections & terminating, demolition and debris removal operations for efficiency and to properly complete the work required.

**D. Adjournment:**

1. The meetings were adjourned without further discussion.

*End of Meeting Minutes*

Attachments: Copy of sign-In Sheets for both Project Site Pre-Bid Meetings.

**Florida Architects, Inc.**

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Phone: 850.257.5400

RFQ# 2020-01 PCHA 02/06/10  
FLETCHER BLACK SITE 3:00pm

JOE SERU FLA 850.333.2615

Mark Garrison, Kaiser Kame Storn  
205-434-000

Philip Hall, Kaiser Kame Storn  
850-867-9478

RFQ# 2020-01 PCHA 02/06/20  
MAGGALINA 2:00 pm  
SITE

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Brandon Bishop CES 850 864 2200  
\*BRUNN MASSICO PAI 813-919-4113  
Brent Hobbs CES 850-428-9358  
Doug Foxworth Landog 850 643 7110  
Steve Summabell PAL 850 596 0601  
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MATT Lucas CG 609 731-2858  
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Ronald Fowler ICR 850-819-1350  
Mike Johnson 850-769-5778  
Derek Palmer PAL 970405-9535  
MATT Lucas 6097312858  
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