



**ADDENDUM #1- PRE-BID MEETING MINUTES- ITB # 21-001**

**PROJECT:** Cable Huts Stabilization and Repair Mallory Square

**MEETING DATE/TIME:** Oct 8 @ 11:00 AM

**MEETING LOCATION:** Cable Huts at Mallory Square

- I. Project Representatives and Responsibilities
  - A. Owner & Contract Administrator – **City of Key West (City)**
    - i. **Steven McAlearney, Engineering Director**
    - ii. **Kelly Crowe, City Engineer**
    - iii. **Karen Wilman, Senior Construction Manager**  
Email- [karen.wilman@cityofkeywest-fl.gov](mailto:karen.wilman@cityofkeywest-fl.gov)
    - iv. **Enid Torregrosa- Historic Preservation Planner**
    - v. **Brandon Celli- HARC Inspector**
  - B. Architect/ Engineer / E.O.R.: **Bender & Associates Architects**
    - i. **David Salay, Architect**
  - C. Affected Utilities: **Call Sunshine 1-800-432-4770. Review Section 01001- General Requirements**
  - D. Permitting Agencies:
    - FDEP Permit - **Not required**
    - USACE Nationwide 3 Authorization – **Not required**
    - Key West Building Department: **Responsibility of Contractor**
- II. All Project Documents- Demand Star [www.demandstar.com](http://www.demandstar.com)
  - A. Part 1- Bidding Requirements
    - i. **REVISED- BIDS DUE- OCT 28<sup>st</sup>- 3:00pm**  
**City Clerk- 1300 White Street**
  - B. Part 2- Contract
  - C. Part 3- Conditions of the contract
  - D. Part 4- General Requirements & Scope of work
  - E. Part 5- Construction Documents
  - F. Part 6- Specifications
  - G. Environmental will be tested by the city and handled under a separate contract by the city, **Prior to start of construction**
- III. Demand Star [www.demandstar.com](http://www.demandstar.com)- Any changes to documents or addendums will be posted to Demand Star.
- IV. Scope of Work: Per Drawings and Specifications.
  - i. Access-



1. Main Access- Tifts Street, continue straight between Waterfront Playhouse and Mallory Square Shops.
  2. Mallory Square Pedestrian Bridge to remain open during construction. If this is a problem, please let the City know during bidding process and anticipated time for shut down.
  - ii. Staging- Within designated existing fence area as well as an additional area as shown hatched. Additional stage area will be available at Truman Water and will be review and approved based on needs prior to construction. **Contractor to request additional staging area at the time of NTP. Any additional fencing that is required will be at the Contractors expense.**
  - iii. Coordination with Cruise Schedule
  - iv. Coordination with Mallory Square Sunset Celebrations
  - v. Coordination with Aquarium and HTA
  - vi. Site Security & Safety for Workers & Residents
  - vii. Parking
- B. Notice to Proceed: Issuance / First Chargeable Day: **Within 10 Days of NTP**
- C. Completion: **90 Calendar Days to Final Completion. This includes all inspections and Owner signoff. See Addendum #2**
- D. Liquidated Damages: **\$250 per Day, as noted in the contract.**
- E. Work Hours: **8:00 AM to 7:00 PM, Monday thru Friday. No work should be performed during weekends or City/State/National Holidays unless approved by City.**
- F. Changes in the Work: **Per Approved Change Order or Change Directive**
- G. Inspections: **City Staff/Inspectors/ E.O.R.**
- H. Time Extensions: **Per Approved Change Order or Change Directive**
- I. Regular Meetings: **Weekly**
- J. Materials Testing: **By Contractor**
- V. Questions and Comments-

Addendum 1- Oct 10/14/2020- Meeting Minutes and sign-in sheet/ Historical Report

Addendum 2- anticipated issue date Oct 15,2020 (answers to all RFI)  
Final Round of questions by EOD Oct 19, 2020

**Karen Wilman, Senior Construction Manager**  
Email- [karen.wilman@cityofkeywest-fl.gov](mailto:karen.wilman@cityofkeywest-fl.gov)

PROJECT NAME ITB # 21-001- Cable Huts Stabilization & Repair Mallory Square

SIGN-IN SHEET PRE - BID CONFERENCE

Oct 8, 2020

NAME	COMPANY	CELL#	EMAIL
Steven Loer	D.L Porter	941-782-7759	steven@dporter.com
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