



**TOWN OF WINDERMERE**  
614 MAIN STREET  
WINDERMERE, FLORIDA 34786  
PHONE: (407) 876-2563  
FAX: (407) 876-0103

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**ADDENDUM NO. 1**

**BID NO. 2023-02 – WEST SECOND AVENUE ROADWAY AND DRAINAGE IMPROVEMENTS**

November 9, 2023

To All Bidders:

This Addendum becomes hereby an integral part of the bid package under consideration by you as a respondent. The Town of Windermere deems all sealed bids to have been proffered in recognition of the entire bid package, including all issued Addenda.

This Addendum is being posted on the Town's Website and other procurement sources and also sent to any Vendor via fax or e-mail, if so requested. Should you have any questions pertaining to this Addendum, please contact Michael Galura, P.E. at (407) 493-9983 or by e-mail at: [mchgalu@aol.com](mailto:mchgalu@aol.com).

**ADDENDUM MESSAGE**

The following clarifications and/or changes become hereby a part of this bid and shall be included in the Contractor's Bid Prices:

The following are responses to questions received by the Town:

1. The Bid Opening Date has been revised. **Bids will be accepted until 3:00 pm on Wednesday, November 29<sup>th</sup>**. Please submit all sealed bids to the attention of Ms. Dorothy Burkhalter, Town Clerk, at the Town Administration offices at 614 Main Street, Windermere, FL 34786.

2. Are there any union labor requirements?

This is a Federal funded project and shall meet all Federal labor law requirements. Refer to EXHIBIT A – FEDERAL DISASTER RELIEF AND RECOVERY PROVISIONS in the Project Manual for more detailed information.

3. Is there an estimated budget available?  
The estimated budget for the project is as follows:

ROADWAY AND DRAINAGE IMPROVEMENTS	\$2,423,069
WATER UTILITY IMPROVEMENTS	<u>\$ 613,872</u>



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**TOTAL ESTIMATE**

**\$3,036,941**

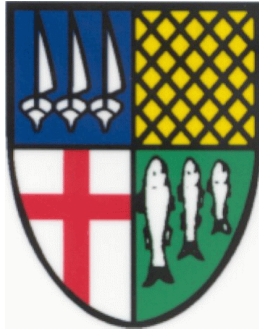
Note that if selected as the project contractor, two separate pay requests will be required to be submitted. One for the Roadway and Drainage Improvements, and one for the Water Utility Improvements. Each project element is being paid for separately and will need to be separated out when submitting pay requests.

4. A copy of the Pre-Bid agenda and attendees is attached to this Addendum.

Issued By: *Michael B. Galura*

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Michael B. Galura, P.E.  
Michael Galura Engineering Consultants  
3222 Corrine Drive, Suite H  
Orlando, FL 32803  
Phone: (407) 493-9983  
E-Mail: [mchgalu@aol.com](mailto:mchgalu@aol.com)  
<http://www.mgaluraengineeringconsult.com>



**PRE-BID CONFERENCE FOR  
PROJECT NO. 2023-02  
WEST SECOND AVENUE ROADWAY AND DRAINAGE IMPROVEMENTS  
WINDERMERE, FLORIDA**

The purpose of the Non-Mandatory Pre-Bid Conference is to resolve questions, promote cooperation, discuss potential problems, and emphasize important subjects. Neither the Pre-Bid Conference nor this document shall be construed as modifications to the Contract Documents.

**DATE:** Thursday, November 9, 2023  
**LOCATION:** Town of Windermere Training Room, Building 100  
 614 Main Street, Windermere, FL  
**TIME:** 10:00 a.m.

**ATTENDEES**

Name	Company	Telephone No.	Fax No.	Cell/Mobile No.	E-Mail Address
John Fitzgibbon	Town of Windermere	(407) 383-3397	(407) 876-0103	(407) 383-3397	<a href="mailto:jfitzgibbon@town.windermere.fl.us">jfitzgibbon@town.windermere.fl.us</a>
Michael Galura, P.E.	MGEC/Michael Galura Engineering Consultants	(407) 493-9983		(407) 493-9983	<a href="mailto:mchgalu@aol.com">mchgalu@aol.com</a>
Jim Cunningham	Cathcart Construction	(407) 453-3131	(321) 203-4900		<a href="mailto:jcunningham@cathcartconstructioncompany.com">jcunningham@cathcartconstructioncompany.com</a>

**PROJECT SCOPE:**

**West Second Avenue Roadway and Drainage Improvements**

The project involves the construction of roadway improvements and additional drainage infrastructure along West Second Avenue from Main Street west to the street terminus at the Aladar Replat cul-de-sac. The work involved the construction of French drains and non-slotted reinforced concrete pipes within the project area to improve the capture and conveyance of stormwater volume; and to provide supplemental treatment of stormwater runoff. The roadway improvements involve the construction ribbon curb and drop curb and gutter along the entire length of the driveway. In addition, potable water main improvements will be constructed to expand the Town's ability to provide water service to its residents. The project construction will be partially funded by the Federal Emergency Management Agency (FEMA), administered by the Florida Division of Emergency Management under the disaster declaration for Hurricane Irma.

The number of consecutive calendar days within which, or the date by which, the Work is to be completed (the Contract Time) is set forth in the Agreement (Section 0520).

**OWNER: Town of Windermere**

Address: 614 Main Street  
Windermere, FL 34786

Contacts: **Robert Smith**  
Town Manager

PHONE: (407) 876-2563 Ext. 24  
FAX: (407) 876-0103  
CELL:  
E-MAIL: [rsmith@town.windermere.fl.us](mailto:rsmith@town.windermere.fl.us)

**Tonya Elliott-Moore**  
Public Works Director

PHONE: (407) 876-2563 Ext. 5325  
FAX: (47) 876-0103  
CELL: (321) 299-2410  
E-MAIL: [tmoore@town.windermere.fl.us](mailto:tmoore@town.windermere.fl.us)

**John Fitzgibbon**  
Town Consultant

PHONE: (407) 383-3397  
FAX:  
CELL: (407) 383-3397  
E-MAIL: [jfitzgibbon@town.windermere.fl.us](mailto:jfitzgibbon@town.windermere.fl.us)

**ENGINEER:** **MGEC/Michael Galura Engineering Consultants, Inc.**

Address: 3222 Corrine Drive  
Suite H  
Orlando, Florida 32803  
<http://www.mgaluraengineeringconsult.com>

**Engineer of Record:** **Michael B. Galura, P.E.**

PHONE: (407) 493-9983  
FAX:  
CELL: (407) 493-9983  
E-MAIL: [mchgalu@aol.com](mailto:mchgalu@aol.com)

**Construction Administration Manager:** **N/A**

PHONE:  
FAX:  
CELL:  
E-MAIL:

**Project Engineer:** **N/A**

PHONE:  
FAX:  
E-MAIL:

**Utility Engineer:** **N/A**

PHONE:  
FAX:  
E-MAIL:

**RPR:** **John Fitzgibbon, Town of Windermere**

PHONE: (407) 383-3397  
FAX: (407) 876-0103  
CELL: (407) 383-3397  
E-MAIL: [jfitzgibbon@town.windermere.fl.us](mailto:jfitzgibbon@town.windermere.fl.us)

**CONTRACTOR'S QUALITY CONTROL CONSULTANT:** TBD

PHONE:  
FAX:  
CELL:

**OWNER’S QUALITY CONTROL CONSULTANT (GEC)**

Owner will employ and pay for the services of an independent testing laboratory to perform testing specifically indicated in the Contract Documents, if required, and may at any other time elect to have materials and equipment tested for conformity with the Contract Documents.

If the test results indicate the material or equipment complies with the Contract Documents, the Owner shall pay for the cost of the testing laboratory. If the tests and any subsequent retests indicate the materials and equipment fail to meet the requirements of the Contract Documents, the Contractor shall pay laboratory costs of such failed tests. Contractor shall coordinate testing as required by Contract Documents directly with the Owner’s Quality Control Consultant.

Copies of Test Reports to be provided to:

- 1. Owner Attn: Tonya Elliott-Moore, Town Public Works Director
- 2. Owner Attn: John Fitzgibbon, Town of Windermere
- 3. MGEC Attn: Michael Galura, P.E.

**CONTRACTOR:**

**Project Manager: TBD** PHONE:  
FAX:  
CELL:  
E-MAIL:

**Project Supervisor: TBD** PHONE:  
FAX:  
CELL:  
E-MAIL:

**General Superintendent: TBD** PHONE:  
FAX:  
CELL:  
E-MAIL:

**Quality Control Representative: TBD**

**Safety Representative: TBD**

**Traffic Control Representative: TBD**

**Erosion Control Representative: TBD**

EMERGENCY PHONE: TBD

PROJECT SITE PHONE: TBD PHONE: N/A  
FAX: N/A

Subcontractors, Suppliers or Other Person or Organization:

Subcontractors

1. TBD
- 2.
- 3.
- 4.
- 5.

Suppliers

1. TBD
- 2.
- 3.
- 4.
- 5.
- 6.

Other Discussion:

Requests for Information (RFI) must be submitted in writing to Mike Galura no less than 72-hours prior to Bid Opening.

General discussion regarding staging locations (see below).

Contract time (549-days) will be from official Notice to Proceed (NTP) date.

Bid Opening date to be revised to 3:00 pm, Wednesday, November 29<sup>th</sup>, 2023

Refer to EXHIBIT A – FEDERAL DISASTER RELIEF AND RECOVERY PROVISIONS with regards to requirements for Federally funded projects.

Bidder selected for contract will be required to execute CERTIFICATE REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCULSION form as part of the contract documents.

Awarding of Bid will be presented to Town Council at regular Town Council meeting on second Tuesday in December 2023.

Potential laydown yard is Palmer Park, a Town owned passive park with areas that may be available for storage of equipment and materials.

Town will be responsible for testing lab.

**CONTRACT DATA**

Effective Date of Notice to Proceed: **TBD**

Contract Time: **549 Calendar Days**

Substantial Completion Date: **(519 Calendar Days)**

Final Completion Date **(549 Calendar Days):**

Total Contract Amount: **TBD**

Liquidated Damages per Day: **\$1,000.00**

**COORDINATION**

Contractor is responsible for coordinating all work with all utility companies. Sunshine One shall be contacted prior to any excavation.

**UTILITY:**

**WATER:**                   **Orange County Utilities**

PHONE: (407) 254-9900  
FAX:  
CELL:  
PAGER:  
E-MAIL:

**Wastewater:**           **None**

PHONE:  
FAX:  
CELL:  
PAGER:  
E-MAIL:

**CABLE:**                   **Spectrum**

PHONE: (407) 656-1162  
FAX:

**POWER:**                   **Duke Energy**

PHONE: (407) 942-9202  
FAX:

**GAS:**                       **Lake Apopka Natural Gas District**

PHONE: (407) 656-2734, Ext. 116  
FAX: (407) 877-3893

**COMMUNICATIONS:** **Century Link**

PHONE: (407) 814-5344  
FAX: (407) 814-5320



**OTHER:**

- POLICE:** Chief David Ogden  
PHONE: (407) 876-3757  
FAX: (407) 876-0103
- FIRE:** City of Ocoee (Fire Station #3)  
PHONE: (407) 905-3140  
FAX: (407) 905-3129
- PUBLIC WORKS:** Tonya Elliott-Moore, Public Works Director  
PHONE: (407) 876-2563, Ext. 5325  
CELL PHONE: (321) 299-2410  
FAX: (407) 876-0103

**SCHOOLS:** N/A

**OTHER DISCUSSIONS:**

**RESPONSIBILITIES OF CONTRACTOR**

The following numbers refer to paragraphs of the General Conditions (GC) or the General Requirements (GR) or Measurement and Payment (MP) or Supplementary Conditions (SC).

**1. 6.1 Supervision: (GC)**

Contractor shall supervise and direct the work efficiency and with his best skill and attention. He shall be solely responsible for the means, methods, techniques, sequences, and procedures of construction.

**2. 6.20 Safety: (GC)**

Contractor fully responsible for safety.

**3. 6.3.1 Normal Working Hours: (SC)**

"Regular Working Hours" shall be between 8:00 a.m. and 5:00 p.m. and shall be established by the CONTRACTOR at the Preconstruction Meeting and shall not exceed 8 hours per day and 40 hours per week.

Working Hours: Typical Monday through Friday 8:00 am – 5:00 pm. Night work will require advance notice.

**4. 1.03 Application for Payment: (MP)**

Town provided listing of dates required for application submittal so that same can be in place for Town Council approval.

**5. 1.05.C. Permit Compliance: (GR)**

Contractor is responsible to perform work in compliance with all permits, and obtain all construction permits. Confirm that the Town of Windermere has been copied with all permits. OCU will secure FDEP permit for water main improvements. During construction, after chlorination and bacteriological testing, FDEP partial and final clearances will be required to put new water main into service.

6.       **1.06     Site Clean Up: (GR)**  
Daily site cleanup required.
7.       **1.07.A.   M.O.T.: (GR)**  
Refer to SECTION 01558 – Traffic Control in the Contract document.
8.       **1.07.D.   Dust Control: (GR)**  
Contractor to prevent dust nuisance from his operations or from traffic.
9.       **1.07.D.   Noise Suppression: (GR)**  
Contractor to strictly observe all local regulations and ordinances covering noise control.
10.      **1.07.D       Erosion and Sedimentation Control: (GR)**  
Contractor to provide effective temporary erosion and sediment control measures during construction or until final controls become effective. Contractor to provide erosion and sediment control plan in accordance with FDOT Standard Specifications (latest edition) Section 104-6.4.
11.      **1.07.E.   Engineering Survey: (GR)**  
Contractor responsible for construction surveys.
12.      **1.10       Construction Schedule: (GR)**  
Update/revised construction scheduled to be submitted with each month's Application for Payment. Work plan to be submitted at each weekly meeting.
13.      **1.11       Shop Drawings: (GR)**  
Submit minimum three (3), maximum eight (8) sets to Engineer.
14.      **1.12       Record Drawings: (GR)**  
Keep one (1) copy of documentation of all specifications, drawings addenda, modifications, and shop drawings at the site, in good order and annotated. Deliver the same number of record drawings and documentation to the Engineer upon project completion.  
  
As-builts required for submittal with all utility clearance requests.  
  
Other Discussion:

**RESPONSIBILITIES OF OWNER**

15.      **10.1       Change Orders: (GC)**  
AUTHORIZED CHANGE ORDERS will be used to authorize additions, deletions, or revisions in the work. All Change Orders must be in writing and approved by the Town Council.
16.      **14.4       Payments: (SC)**  
(See Item 4. above).

**Other Discussion:**

Federal Disaster Relief and Recovery Provisions  
Separate pay requests for roadway/drainage and OCU water main improvements

## RESPONSIBILITIES OF ENGINEER

17. **9.2& 9.3 Construction Observation during the construction period. (GC)**
18. **9.4 Clarification and interpretation of documents. (GC)**
- All RFI's must be in writing.
- RFI's to: MGEC/Michael Galura Engineering Consultants, Inc.  
3222 Corrine Drive, Suite H  
Orlando, FL 32803  
Attn: Michael B. Galura, P.E.  
(407) 493-9983  
[mchgalu@aol.com](mailto:mchgalu@aol.com)
19. **1.11 Review and approve Shop Drawings. (GC)**
- Engineer shall review and return shop drawings submittals within 30-calender days of receipt. 30-day limit set by contract, typical shop drawing turn-a-round 10 working days.
20. **Conformed Documents:** Town of Windermere will provide electronic copy of plans and specifications, including CADD drawings.
21. **Contractor's Daily Reports:** Contractor and all Subcontractors to submit reports for each day on which work was performed.
22. **Subcontractors:** Contractor to provide listing and contact information of all project subcontractors.
23. **Principal Suppliers:** Contractor to provide listing and contact information of all project material suppliers.
24. **Construction Photos:** Engineer will provide to the Town as needed.
25. **Owner/Engineer Office:** None required.
26. **Staging:** Location for storage of material and equipment to be provided by Contractor to Owner/Engineer at the preconstruction conference. Need letter of Agreement from private owner on which materials will be stored, if outside of Town owned property or right-of-ay.
- Other Discussion:** General discussion regarding staging location

### GENERAL DISCUSSION

1. **Alternate Bids:**
- No Alternate Bids.
2. **Any Special Local, State or Federal Governmental Requirements:**
- Federal Disaster Relief and Recovery Provisions  
Attachment H – Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
3. **Status of Permits - Distribute Copies:**
- All copies of permits are included within Contract Document. Copies of permits shall be on construction site at all times. No Town Building Permits required. Copy of SFWMD permit required onsite at all times. Copy of FDEP No Permit Required (NPR) notice required onsite at all times.
4. **Contractor's Daily Reports:**
- Contractor and all subcontractors to submit reports for each day on which work was performed.
5. **Ask Contractor if there is any notice of errors, omissions, or claims at this time:** No questions.

**6. Sub Contractors:**

Contractor to provide listing of all project subcontractors.

**7. Principal Suppliers:**

Contractor to provide listing of all project material suppliers.

**8. Construction photos:**

Not required.

**9. Owner/Engineer Office:** None required

- 10. Staging:** Location for storage of material and equipment to be provided by Contractor to Owner/Engineer at the preconstruction conference. Need letter of Agreement from private owner on which materials will be stored, if outside of Town owned property or right-of-way. Mike Galura stated that the park area at Palmer Park has been used previously for staging and is available for this project. John Fitzgibbon stated that the handicapped parking space must remain and cannot be used for any storage of materials or equipment.

**Conference Ended at : 10:45 am**

cc: Tonya Elliott-Moore, Public Works Director, Town of Windermere  
John Fitzgibbon, Town of Windermere