

AVIATION DEPARTMENT- FACILITIES DIVISION
MAILING ADDRESS: PO BOX 592075, MIAMI, FLORIDA 33159; 4200 NW 36 ST, SUITE 400, MIAMI, FLORIDA 33122
PRE-BID/PROPOSAL & SITE VISIT CONFERENCE AGENDA

PROJECT NAME: HGA Bldg 5 – 40-Year Recertification

RPQ/PROJ # CA166A

PRE-BID CONFERENCE CALL MEETING: DATE: MONDAY 2/10/25 TIME: 10:00 AM

SITE VISIT: DATE: WEDNESDAY 2/12/25 TIME: 10:00 AM LOCATION: Meet at HGA Bldg 5

1. Introductions..... [SP]

- Project Bidder(s).
- Miami-Dade County staff.
- Conflict of Interest and **Code of Ethics** Ordinances apply (Section 2-11.1 of the Miami-Dade County Code).

2. Project Description [SP]

- Discussion of RPQ Documents, Bid Form, Appendix 5A, etc.
- Location and Site Description – HGA Bldg 5
- Scope of Work includes, but is not limited to: Provide all labor, equipment and materials for the architectural, structural and electrical work required for HGA Building 5 as recommended from the 40-Year Recertification Inspection Report. CONTRACTOR shall review all documents and scope of work provided by Miami-Dade Aviation Department (MDAD) for work to be completed. Please refer to the Plans for further description of the scope of work.
- Construction Time: 210 calendar days.
- Contract Estimated Base Amount: \$409,812.00.
- Forms to be submitted with Bid: Attachment 5A / Bid Form, Bid Bond, Affirmation of Vendor Affidavits, Collusion Affidavit and any Addendum.
- Forms to be submitted following Recommendation for Award: Copy of Required Licenses, proof of Experience, Fully executed and current Payment & Performance Bond Certificate certified by the Clerk of the Court, ISO 14001: 2015 Awareness Self-Training Module certificates, Certificates of Insurance, Safety Plan, OSHA Form 300, & OSHA inspection data.

3. Badging/Insurance [SP]

- Security & Badging requirements (Reimbursable)
- Site Access Constraints, Security - To be coordinated in advance with MDAD PM, MDAD Properties, MDAD Landside Operations, MDAD Security & Safety and/or facility users as needed.
- Insurance Requirements (non-reimbursable)
- Environmental requirements (ISO 14001) Compliance with the Aviation Department (MDAD)'s Environmental Policy, ISO 14000 certification and Commissioning requirements will be enforced by the MDAD PM.
- Safety Issues - Contractor is responsible for compliance with safety requirements including but not limited to OSHA and MDAD Risk Management's requirements and regulations.

4. Compliance Issues..... [MDAD Min. Affairs rep. or ISD]

- User Access Program (**UAP**) per Miami-Dade County Ordinance #03-192 - Project cost does not exceed \$500K, therefore 2% UAP deduction is NOT in effect.
- Conflict of Interest and Code of Ethics Ordinances apply (Section 2-11.1 of the Miami-Dade County Code).

5. Questions and the Cone of Silence.

Attendees are reminded that the Cone of Silence is in effect after the pre-bid meeting is concluded. Questions after the pre-bid meeting must follow the RFI process in accordance with the MCC-7360 contract. All RFIs must be submitted in writing to the MDAD Project Manager with a copy to the Clerk of the Board (clerkbcc@miamidade.gov) no less than five (5) working days before the bid due date and time.