

**CHARLOTTE COUNTY AIRPORT AUTHORITY**  
**PUNTA GORDA AIRPORT**  
**SOUTH TERMINAL EXPANSION AND IN-LINE BAGGAGE SYSTEM**  
**PRE-BID MEETING MINUTES**

**I. Introductions**

**Airport Staff:**

Ray Laroche  
Ron Ridenour  
Cory Elijah  
Brett White  
Paul Wench

**Consultants:**

Steven Henriquez -  
AECOM  
Miguel Sanchez - AECOM  
Glenn Gilbreath - AECOM  
Garett Hass - AECOM  
Ed Lomski - SED  
Gerry Crnkovich - Voltair  
Ben Edwards - Voltair

**Contractors:**

**II. Project Description**

The project is being bid as a base bid and two alternate bids. If accepted, alternate No. 1 will be included in the basis of award. Alternate No. 2 will not. The project consists of providing all labor, materials, equipment and local building department permitting for the construction of the South Terminal Expansion and In-Line Baggage System. The project includes building demolition, civil construction, building construction, drainage, etc. Coordination with TSA, FAA, Charlotte County Building Department and FPL has been completed. No issues have been noted.

**III. Advertisement**

- Advertisement published March 5, 2023
- Questions due – April 11, 2023
- Final Addendum – April 13, 2023
- Bid Opening – 2:00 pm April 19, 2023
- Mail Bids: 28000 A-1 Airport Road, Punta Gorda, FL 33982
- Hand Deliver Bids: Airport Admin Building, 8079 Golf Course Blvd., Punta Gorda, FL 33982

- Bid Opening at: Airport Admin Building
- Bids held for 90 days

The bid opening date will not be extended as there is a May 1<sup>st</sup> deadline for TSA project funding.

The initial project addendum will be issued with the minutes of the pre-bid meeting and an updated bid form. The “Rainbow Sheet” included with the bid set is incorrect.

#### **IV. Instructions to Bidders and Proposal**

- State Licenses
  - Bonds – Bid (5%); Payment (100%); Performance (100%)
- Insurance
- Proposal Submittal Items - One original and one copy of the full proposal sections should be submitted
  - Addenda to be issued with pre-bid minutes
  - DBE Requirements & Forms discussion – Goal = 13.4%
- Project Schedule
  - Phase 1 – Mobilization / Permitting – 30 calendar days
  - Phase 2 – Building and Site Demolition – 90 calendar days
  - Phase 3 – Building Expansion – 270 calendar days
  - Phase 3A – Installation of In-Line Baggage System and Carousel – 330 calendar days
  - Phase 4 – Holdroom Modification – 60 calendar days
  - Substantial Completion – 14 calendar days
  - Total Project – 554 calendar days

The mobilization phase can be extended if permitting or material procurement is anticipated to be an issue. The airport wants to minimize physical on-site construction days.

#### **V. Contract Form**

- Contract and Bond Forms are in the bid documents

**VI. General Provisions**

- FAA Based

**VII. Davis Bacon Wage Rates**

- Wage Rates for both Highway and Building

**VIII. Special provisions**

- See SP-1 to SP-4

**IX. Technical Specifications**

- Combination of FDOT and CSI

**X. Construction Safety and Phasing Plan – Separate Standalone Document**

- Appendix C has the Contractor's Safety Plan Compliance Documentation (SPCD). The selected Contractor can sign the document in Appendix C if he agrees with the CSPP or he can prepare his own SPCD based on the FAA Advisory Circular.

**XI. Construction Plans**

- A presentation of the project requirements were made by specific discipline designer. Various drawings were presented on the video screens as the discussion pursued.

**XII. Site Visit and Questions**

A site visit was conducted at the conclusion of the meeting. Questions and responses withing the meeting were as follows:

1. Are bidders responsible for porters on the area behind ticketing counter work?

*Response: Yes*

2. The outside air intake louvers meet the requirements from generator and aircraft distances?

*Response: We meet minimum required distance from generator and OA louvers are away from aircraft, landside.*

3. What are the requirements on badging on subcontractors:

*Response: Training is offered 3 days a week and last about 1 hour.*

4. We have a concern meeting the schedule due to equipment procurement periods. How will this be addressed?  
*Response: Phase 1 Mobilization time can be extended. The airport wants to minimize the physical on-site construction period.*
5. Are the chiller lines dedicated?  
*Response: The added third chiller will use the lines installed in the original construction project.*
6. Has the Authority discussed the new service with FPL?  
*Response: Yes. FPL is currently engineering their part of the new service and will order the new transformer.*
7. Special Provision #3 seems to indicate the contractor is to work a 50-hour week. Is this a requirement?  
*Response: No. These are standard work hours for airport staff. Forecasted construction activity will be discussed at weekly meetings.*
8. What is the project budget?  
*Response: The construction estimate is around \$20 million.*
9. Who is responsible for temporary fencing?  
*Response: The contractor is responsible. Information is provided on the drawings.*