



Agenda Item #9.I.  
May 7, 2018

~ CRA BOARD SUMMARY ~

**TO:** CRA Board of Commissioners  
**FROM:** Kevin Matthews, Project Manager  
**THROUGH:** Jeff Costello, CRA Executive Director  
**DATE:** May 7, 2018  
**RE:** Responses to Request for Bids 2018-01 – CRA Office Expansion Project

---

**Recommended Action:**

Reject the responses to Request for Bids ("RFB") 2018-01 for the CRA Office Expansion Project located at 20 N. Swinton Avenue, in the Old School Square Historic Arts District, pursuant to Section 16.1 of the RFB.

**Background:**

At the CRA Board meeting on January 25, 2018, the Board authorized staff to issue a Request for Bids ("RFB") for the CRA Office Expansion Project located at 20 N. Swinton Avenue, in the Old School Square Historic Arts District. The scope of work primarily consists of a 1,400 square foot one story building addition with minor interior and exterior improvements to the historically contributing building ("Project"). The RFB was prepared and issued on February 7, 2018 with an original submittal deadline of March 9, 2018, which was extended to March 23, 2018.

There were Four (4) respondents to the RFB. The submissions ranged from a low of \$457,010.00 to a high of \$746,659.69. Staff reviewed the submissions based on the criteria listed in the RFB and the CRA's Purchasing & Procurement Policies Manual. The lowest bidder did not provide all the required bid documentation and the bid was considered non-responsive by the CRA Staff. The second lowest bidder provided all the required documentation, and therefore was considered the lowest most responsive responsible bidder with a bid price of \$540,833.85. As part of the CRA's review, the Project architect, Song + Associates, Inc., reviewed the bids and also recommended that the CRA consider the lowest bidder non-responsive and the consider second lowest bidder to be the lowest most responsive responsible bidder.

The CRA budgeted \$525,000.00 (GL #8405) for the Project and office furnishings and equipment that were not included in the RFB as follows:

- |  |              |
|--|--------------|
| 1. CRA Project cost estimate:                                | \$450,000.00 |
| 2. Office furnishings and equipment not included in the RFB: | \$75,000.00  |

Based on the responses received, the proposed Project, office furnishings, and equipment will be approximately \$100,000.00 over the CRA's budgeted amount listed above. Therefore, an amendment to the CRA's budget would be necessary to carry out the Project and to purchase office furnishings and equipment. Thus, it is the CRA Staff's recommendation to reject all bids

MC

and not proceed with the Project at this time. The CRA staff, however, is working in collaboration with the City to explore options regarding additional office space and capacity needs of the CRA.

It should be noted that repairs to the existing structure were included in the Project. The repairs included replacing the existing wooden deck at the north entrance, which is severely weathered, replacing damaged decorative shutters, replacing all gutters and downspouts, painting the exterior and interior of the structure, upgrading and repairing the irrigation system, upgrading the landscaping, and other necessary repairs to the structure. It is estimated that the cost of the repairs will exceed \$75,000.00.

One of the Redevelopment Strategies listed in the Community Redevelopment Plan (Page 53) is that historic structures in the Old School Square Historic Arts District should be restored and preserved. Considering the current condition of the existing CRA Office, and consistent with the Community Redevelopment Plan, the repairs to the building should be considered for a future RFB(s) to preserve the historically significant structure.

**CRA Attorney Review:**

N/A

**Finance Review:**

N/A

**Funding Source/Financial Impact:**

Funding in the amount of \$525,000 is available from GL#8405 – Administrations/Operation – Capital Outlay.

**Timing of Request:**

N/A

**CRA OFFICE EXPANSION PROJECT  
COST BREAKDOWN**

DESCRIPTION	AMOUNT
<b>New Addition</b>	
Summary of Cost Related to Addition	\$456,073.85
<b>Upgrades to Existing Building</b>	
Replace Existing Shutters	\$11,500.00
Replace Existing Wooden Deck	\$27,450.00
Install Railing for New Deck	\$6,800.00
Paint Existing Bldg. Exterior	\$4,000.00
<b>Project Contingency</b>	\$35,000.00
<b>Indemnification</b>	\$10.00
<b>Total Potential Project Cost</b> (excludes office furnishings, additional office equipment, and additional construction administration services)	<b>\$540,833.85</b>

<b>CRA Budget Amount for FY17-18</b>	<b>\$525,000.00</b>
--------------------------------------	---------------------

<b>Budget Shortfall</b>	<b>-\$15,833.85</b>
-------------------------	---------------------

RECEIVED BIDS	AMOUNT	BID ANALYSIS
TCS Contracting Corporation	\$457,010.00	Non-Responsive
Mejia International Group Corporation ( <i>Staff's recommendation for award</i> )	\$540,833.85	Lowest Responsive Bidder
Hatcher Construction & Development, Inc.	\$592,593.96	2nd Lowest Responsive Bidder
Graham Contracting, LLC	\$746,659.69	Highest Bidder



March 28, 2018  
Revised April 4, 2018

Kevin Matthews  
DR CRA Project Manager  
Delray Beach CRA  
20 N Swinton Ave  
Delray Beach Florida, 33444

**RE: Delray Beach CRA Office Expansion Project Bid Review and Recommendations**

Dear Kevin:

What follows is a review with recommendations for award of the bid for the DR CRA office Expansion. To support our recommendations I have attached are 4 Excel files that compare our original opinion of probable construction costs (OPCC) to the 4 bids that we received last week. The 5th one compares our OPCC to all four bids combined in one spread sheet.

The bids were:

TCS	\$457,010.00; the apparent low bidder
MEJIA	\$540,833.35
Hatcher	\$592,563.97
Graham	\$756,599.69

The range between the highest bid and the lowest is \$289,589.69. Which is unusual, especially given the scale and complexity of the project.

Graham's bid was the highest. The bid items that were high:

- Footings
- Finishes
- Concrete Fiber siding
- Exterior Lighting
- Casework

Hatcher was very high on the following items:

- General Conditions
- Aluminum Guard Rails
- Exterior Doors
- Interior Doors

These items were over \$70,000 the S+A OPCC, which if reduced to the S+A OOPC they would be the apparent low bidder. I think the door and window pricing is an error, given that there is only one double door.

MEJIA's bid was a little higher in some items when compared to the S+A OPCC:

- General Conditions
- Slab
- Composite Deck
- Aluminum Guard Rails
- Exterior Doors
- Interior Doors



TCS had the lowest bid and pricing was close to the S+A OPCC, but the proposal package lacked several of the required bid documents.

For additional information refer to the attached bid comparisons.

Following the comparison of the bids, I reviewed the submittals of each bidder and have the following determinations:

TCS Contracting Corporation  
This proposal lacked the following:  
List of Subcontractors  
Florida Trench Safety Act  
Public Entity's Crime Statute  
Drug Free Workplace Statute

I recommend that TCS bid determined as non-responsive.

MEJIA  
The bid package was in compliance.

Graham  
This proposal lacked the following:  
List of Subcontractors

I recommend that TCS bid determined as non-responsive.

Hatcher  
The bid package was in compliance.

Recommendations  
Based upon the review of the bids and of the bid packages I recommend that negotiations be made with and MEJIA and if an agreement cannot be reached to begin negotiations with Hatcher. I also recommend that we call several of MEJIA references and discuss with them their opinion of the quality of work that they experience in working with MEJIA.

As always it is a pleasure to work with and the DB CRA and let me know if you need any additional information and/or clarification.

Regards,

Mark Clary  
S+A Project Manager

S+A OPPC Comparison

ITEM NO.	ITEM DESCRIPTION	UNIT	S+A OPPC	Hatcher	Graham	TCS	MEJIA
1	<b>Division 1 - General Conditions</b>						
	General Conditions (Include but not limited to: Project Administration, Temp Facilities & Controls, Temp Jobsite Protection, Mobilization, Demobilization, Maintenance of Traffic, Layout & Survey, Testing, Bonding, Insurance Coverages, etc.)	ls	\$53,744.00	\$79,983.27	\$61,164.24	\$30,000.00	\$64,000.00
	<b>Division 2 - Selective Demolition Existing Construction</b>						
	GWB & Wood Framing	ls	\$90.00	\$1,620.00	\$2,094.06	\$1,000.00	\$1,600.00
	Wood Siding	ls	\$0.00	\$2,160.00	\$2,094.06	\$1,000.00	\$1,100.00
	Wood Doors & Frames	ls	\$150.00	\$1,080.00	\$2,094.06	\$1,000.00	\$420.00
	Windows	ls	\$25.00	\$810.00	\$2,094.06	\$1,000.00	\$200.00
	Wood Deck(s) & Ramp	ls	\$1,425.00	\$3,510.00	\$2,094.06	\$1,000.00	\$2,225.00
	<b>Division 3 - Concrete</b>						
	Concrete - Footings (Building & Deck)	ls	\$9,500.00	\$8,894.36	\$32,000.00	\$10,000.00	\$14,500.00
	Slab on grade w/mesh	ls	\$6,300.00	\$4,515.79	\$2,000.00	\$10,000.00	\$28,000.00
	Reinf. Masonry grout	ls	\$0.00	\$1,620.00	\$2,558.02	\$3,000.00	\$7,500.00
	Reinf. Steel	ls	\$0.00	\$10,298.88	\$3,000.00	\$3,000.00	\$11,500.00
	<b>Division 4 - Masonry</b>						
	Unit Masonry 8x8x16 block (Bldg.)	ls	\$19,500.00	\$18,360.00	\$24,551.50	\$10,000.00	\$6,000.00
	Unit Masonry 8x8x16 block (Foundation Wall)	ls	\$8,000.00	\$12,336.97	\$5,000.00	\$5,000.00	\$5,400.00
	<b>Division 5 - Metals</b>						
	Cold Formed Metal Framing	ls	\$0.00	\$9,946.80	\$6,873.40	\$5,000.00	\$15,800.00
	Aluminum Guard Rail	ls	\$0.00	\$36,709.20	\$16,000.00	\$3,000.00	\$6,800.00
	<b>Division 6 - Wood and Plastics</b>						
	Misc. Blocking	ls	\$6,800.00	\$1,334.05	\$2,879.28	\$1,000.00	\$1,800.00
	Composite Deck/Ramp	ls	\$28,500.00	\$14,608.00	\$16,000.00	\$15,000.00	\$27,450.00
	Wood Roof Deck	ls	\$2,250.00	\$8,100.00	\$8,000.00	\$10,000.00	\$4,500.00
	Wood Roof Trusses	ls	\$6,750.00	\$10,969.56	\$16,000.00	\$4,000.00	\$8,450.00
	P.T. Rafter Tail (Match Existing)	ls	\$6,000.00	\$6,230.77	\$12,000.00	\$2,000.00	\$2,450.00
	<b>Division 7 - Thermal &amp; Moisture Protection</b>						
	Foundation Insulation	ls	\$1,200.00	\$1,334.86	\$993.37	\$3,000.00	\$1,600.00
	Roof /Ceiling Insulation	ls	\$3,000.00	\$2,533.28	\$993.37	\$3,000.00	\$2,900.00
	Wall Insulation	ls	\$3,000.00	\$2,984.15	\$933.37	\$3,000.00	\$2,400.00
	Roof Accessories	ls	\$3,000.00	\$2,120.30	\$993.37	\$3,000.00	\$750.00
	Joint Sealants	ls	\$2,500.00	\$2,871.70	\$993.37	\$1,000.00	\$950.00
	Asphalt Shingles	ls	\$20,000.00	\$7,584.58	\$8,000.00	\$10,000.00	\$16,450.00
	Gutters & Down Spouts	ls	\$14,000.00	\$12,994.30	\$2,000.00	\$10,000.00	\$6,450.00
	<b>Division 8 - Doors &amp; Windows</b>						
	Exterior Doors & Trim w/ Hdw.	ls	\$3,000.00	\$20,906.64	\$8,973.02	\$3,000.00	\$2,530.00
	Int WD Doors & Trim w/ Hdw.	ls	\$10,500.00	\$35,568.72	\$8,973.03	\$6,000.00	\$12,700.00
	Alum. Clad Windows & Trim w/ Hdw.	ls	\$22,500.00	\$29,001.24	\$8,973.02	\$16,000.00	\$16,515.00
	<b>Division 9 - Finishes</b>						
	Gypsum Wall Board Int. Partitions	ls	\$2,180.00	\$5,621.40	\$18,056.48	\$12,000.00	\$13,155.29
	Gypsum Wall Board Ceilings	ls	\$3,000.00	\$3,364.20	\$18,056.48	\$4,000.00	\$13,256.14
	Gypsum board inside furred CMU	ls	\$1,000.00	\$1,215.32	\$18,056.48	\$4,000.00	\$9,724.03
	L Vinyl Flooring/Floor Preparation	ls	\$8,400.00	\$9,676.80	\$18,056.48	\$10,000.00	\$12,862.15
	Wood Base	ls	\$1,330.00	\$1,701.00	\$18,056.48	\$5,000.00	\$4,206.26
	Interior Paint Walls/ Ceiling/ Mouldings/ Trim/ etc.)	ls	\$6,180.00	\$11,839.50	\$18,056.47	\$10,000.00	\$11,450.00
	Exterior Paint (Existing Building & Addition)	ls	\$4,000.00	\$4,954.50	\$18,056.48	\$10,000.00	\$5,176.64
	Fiber Concrete Siding & Trim	ls	\$14,000.00	\$16,589.23	\$50,000.00	\$10,000.00	\$11,292.88
	Exterior Stucco	ls	\$5,000.00	\$6,480.00	\$5,000.00	\$15,000.00	\$493.38
	<b>Division 10 - Specialties</b>						
	Fire Extinguishers	ls	\$300.00	\$621.25	\$581.67	\$1,000.00	\$180.00
	Decorative Aluminum Shutters w/accessories (Replace all existing decorative wood shutters)	ls	\$8,000.00	\$8,064.60	\$18,000.00	\$10,000.00	\$11,500.00
	<b>Division 12 - Furnishings</b>						
	Casework	ls	\$10,000.00	\$5,605.20	\$35,267.93	\$5,000.00	\$9,203.56

<b>Division 21 Fire Suppression</b>							
FP Sprinkler System	ls	\$7,200.00	\$10,999.00	\$10,441.20	\$15,000.00	\$24,850.00	
<b>Division 22 - Plumbing</b>							
Drinking Fountains w/Stainless Steel Protection Panel & Accessories	ls	\$2,500.00	\$1,493.25	\$2,040.50	\$4,000.00	\$3,480.00	
Mop sink w/Faucet & Accessories	ls	\$200.00	\$147.15	\$2,040.50	\$1,000.00	\$1,450.00	
Kitchen sink w/Faucet & Accessories	ls	\$200.00	\$621.00	\$2,040.50	\$1,000.00	\$753.74	
Water piping	ls	\$960.00	\$1,256.67	\$2,040.50	\$4,000.00	\$4,320.00	
Sanitary piping	ls	\$5,000.00	\$2,263.89	\$2,040.50	\$4,000.00	\$3,450.00	
<b>Division 23 - Mechanical</b>							
Air Conditioning System w/Duct Work	ls	\$15,000.00	\$20,449.80	\$39,666.17	\$25,000.00	\$25,767.88	
<b>Division 26 - Electrical / Data</b>							
Electrical (Site & Building)	ls	\$18,000.00	\$50,976.00	\$60,000.00	\$20,000.00	\$24,850.00	
Technology (Phone & Data)	ls	\$12,000.00	\$2,700.00	\$10,000.00	\$3,000.00	\$3,950.00	
Fire Alarm Modifications	ls	\$0.00	\$8,236.62	\$10,300.00	\$2,000.00	\$8,600.70	
<b>Division 31 - Earthwork</b>							
Selective Clearing and Grubbing (Removal of Existing Concrete Sidewalk & Other Exist. Elements) in Coordination with Proposed Improvements	ls	\$345.00	\$1,342.44	\$9,120.36	\$5,000.00	\$3,400.00	
<b>Grading</b>							
Clean Fill & Grading	ls	\$960.00	\$1,709.90	\$18,240.72	\$5,000.00	\$6,800.00	
Excavation	ls	\$3,000.00	\$1,890.00	\$9,120.36	\$4,000.00	\$4,580.00	
Erosion and Sediment Control(s)	ls	\$525.00	\$1,107.68	\$9,120.36	\$2,000.00	\$2,500.00	
<b>Division 32 - Landscape Development</b>							
Concrete Walkways	ls	\$2,150.00	\$3,516.48	\$3,270.14	\$12,000.00	\$3,460.00	
Shrubs	ls	\$1,200.00	\$2,012.36	\$3,270.14	\$12,000.00	\$2,950.00	
Trees	ls	\$300.00	\$4,215.24	\$3,270.13	\$8,000.00	\$3,600.00	
<b>Division - 33 Site Utilities</b>							
Catch basins	ls	\$0.00	\$965.07	\$5,000.00	\$5,000.00	\$350.00	
10" HDPE pipe	ls	\$4,830.00	\$4,606.20	\$5,000.00	\$5,000.00	\$180.00	
12" HDPE pipe	ls	\$460.00	\$5,425.70	\$5,000.00	\$5,000.00	\$240.00	
3'x3' Rock Trench for 12" Perf. HDPE Piping	ls	\$3,600.00	\$4,899.10	\$5,000.00	\$6,000.00	\$851.20	
Contingency Allowance	ls	\$35,000.00	\$35,000.00	\$35,000.00	\$35,000.00	\$35,000.00	
Indemnification	ls	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	
<b>Totals</b>		<b>\$408,564.00</b>	<b>\$592,563.97</b>	<b>\$746,599.69</b>	<b>\$457,010.00</b>	<b>\$540,833.85</b>	

- 11.7. The address to which communications regarding the Bid are to be directed must be shown.
- 11.8. The Bidder shall comply with the Florida Trench Safety Act, section 553.60, Fla. Stat. All Bids shall include all information required by Statute.
- 11.9. The Bidder shall comply with the Public Entity's Crime Statute, section 287.133, Fla. Stat. All Bids shall include the information required by Statute.
- 11.10. The Bidder shall comply with the Drug-Free Workplace Statute, section 287.133, Fla. Stat. and provide information required by Statute.

## 12. Submission of Bids.

- 12.1 Bids shall be submitted at the time and place indicated in the Bid form and shall be included in an opaque sealed envelope, marked with the Project title and, if applicable, the designated portion of the Project for which the Bid is submitted and name and address of the Bidder. The sealed envelope shall be addressed to: Delray Beach CRA, 20 North Swinton Avenue, Delray Beach, FL 33444. Each bid shall be accompanied by the Bid Security and other required documents. If the Bid is sent through the mail or other delivery system the sealed envelope shall be enclosed in a separate envelope with the notation "Bid Enclosed" on the face thereof. Bidder assumes full responsibility for timely delivery of its Bid, which must be sent by registered mail or by means whereby the Bidder receives positive notification for delivery to the CRA. Oral, telephonic, faxed or telegraphic Bids are invalid and will not receive consideration.

## 13. Modification and Withdrawal of Bids.

- 13.1. Bids may be modified or withdrawn only by an appropriate document duly executed (in the manner that a Bid must be executed) and delivered to the place where Bids are to be submitted. Prior to the time and date set for the opening of bids, and the request for modification or withdrawal must be approved by the CRA and CONSULTANT. Bidders must ensure that their request for withdrawal of bid is received prior to the item and date set for the opening of Bids.
- 13.2. If, within twenty-four hours after Bids are opened, any Bidder files a duly signed written notice with the CRA and promptly thereafter demonstrates to the reasonable satisfaction of the CRA that there was a material and substantial mistake in the preparation of its Bid, that Bidder may withdraw its Bid and the Bid Security will be returned. Thereafter, that Bidder will be disqualified from further bidding on the Work to be provided under the Contract Documents.

## 14. Opening of Bids.

- 14.1 Bids will be opened and read aloud publicly at the time and place indicated in the advertisement for Bids. An abstract of the amounts of the base Bids will be made available to Bidders after the opening of Bids.

## 15. Bids to remain Open.

- 15.1 All Bids shall remain subject to acceptance for sixty (60) days after the day of the Bid opening, but the CRA may, at the sole discretion of the CRA, release any Bid and return the Bid Security prior to that date.

## 16. Award of Contract.

- 16.1. The CRA reserves the right to accept any Bid or combination of Bid alternates which, in the CRA's judgment will best serve the CRA's interest, reject any and all Bids, to waive



any and all informalities and/or irregularities, and to negotiate contract terms with the Successful Bidder, and the right to disregard all nonconforming, nonresponsive, unbalanced or conditional Bids. Also, the CRA reserves the right to reject the Bid of any Bidder if the CRA believes that it would not be in the best interest of the CRA to make an award to that Bidder, whether because the Bid is not responsive or the Bidder is unqualified or of doubtful financial ability or fails to meet any other pertinent standard or criteria established by the CRA. Discrepancies in the multiplication of units of Work and unit prices will be resolved in favor of the unit price. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum.

- 16.2. In evaluating Bids, the CRA shall consider the cost, CRA's prior experience with bidder, demonstrated expertise of bidder, references of bidder, qualifications of bidder and ability of bidder to complete the project in a timely manner as well as whether or not the Bids comply with the prescribed requirements, and such alternates, unit prices and other data, as may be requested in the Bid Form or prior to the Notice of Tentative Award.
- 16.3. The CRA may consider the qualifications and experience of Subcontractors, Suppliers, and other persons and organizations proposed for those portions of the work as to which the identity of Subcontractors, Suppliers and other persons and organizations must be submitted as provided in Section 10. The CRA also may consider the operating costs, maintenance requirements, performance data and guarantees of major items of materials and equipment proposed for incorporation in the Work when such data is required to be submitted prior to the Notice of Tentative Award.
- 16.4. The CRA may conduct such investigations as it deems necessary to assist in the evaluation of any Bid and to establish the responsibility qualifications and financial ability of the Bidders, proposed Subcontractors, Suppliers and other persons and organizations to perform and furnish the work in accordance with the Contract Documents to the CRA'S satisfaction within the prescribed time.
- 16.5. If the contract is to be awarded, the contract will be awarded to the most responsible, responsive Bidder whose evaluation indicates that the award will serve the highest public interest and be in the best interest of the CRA.
- 16.6. The CRA reserves the right to reduce the quantities of work to be done and to completely eliminate any items of the work listed in the Proposal in order that the work can be completed within the amount of available funds.
- 16.7. If the contract is to be awarded, the CRA will give the successful Bidder a Notice of Tentative Award within sixty (60) days after the day of the Bid opening.
- 16.8. In the event of irregularity in the bidding procedure, the CRA reserves the right to reject an unopened Bid, or receive and record it, if in the CRA's best judgment such action accrues to the best interest of the CRA. Receiving and recording a Bid does not constitute a waiver of irregularities by the CRA.
- 16.9. The CRA shall have the right to reject Bids from Bidders whom the CRA has determined to be Non-Responsible. A Bidder determined to be Non-Responsible shall be prohibited from bidding or receiving Contracts for any future work for the CRA until the CRA, upon Bidder's application, declares the Bidder once again responsible.
- 16.10. Upon the CRA's award of the Contract, the Bidder's failure to execute the Contract within fifteen (15) calendar days from the date of the notification of award shall be just cause and the CRA may annul and void the award and declare forfeiture of the bid security or good faith deposit in liquidation of all damages sustained.
- 16.11. Within fifteen (15) calendar days of the tentative Award of the Contract, Bidder shall submit to the CRA and Consultant in writing a list of all subcontractors, principal suppliers and fabricators, persons or entities proposed for the principal portions of the Work.