



**City of South Daytona  
Pre-Bid Meeting Minutes  
BID 23-B-003**

**JAMES STREET SPLASH PAD**

Friday, February 24, 2023 at 10:00am

James Street Splashpad, 1700 James Street, South Daytona

**Call to Order.** Meeting called to order at 10:05am by Deputy City Clerk Becky Witte

**Staff Present:**

Parks and Recreation Crew Leader Robert Powell  
Deputy City Clerk Becky Witte

1. Scope of Work: Parks and Recreation Crew Leader Robert Powell provided a Scope of Work.
2. CDBG Requirements: Deputy City Clerk Becky Witte provided the CDBG Requirements.
3. Questions by the attendees with time allotted to look at the current system and area.

**Adjournment.** Meeting adjourned at 10:27am by Deputy City Clerk Becky Witte

Attached: Sign-in sheet  
CDBG Requirements

James Street Splashpad, 1700 James Street, South Daytona

Attendees Name	Position Title	Company Name	Address of Company	Phone	Email
Becky Witte	Deputy City Clerk	City of South Daytona	1672 S. Ridgewood Avenue, South Daytona, Florida 32119	386-322-3011	bwitte@southdaytona.org
Amy Zengotita	Parks and Recreation Director	City of South Daytona	504 Big Tree Road, South Daytona, Florida	386-322-3070	azengotita@southdaytona.org
Robert Powell	Crew Lead				
BRETTAM WALTERS	OP. COORDINATOR	PLUS POINT CONSTRUCTION	4600 TOUCHDOWN RD JACKSONVILLE FL 32246	904 553 0306	BWALTERS@PLUSPOINTCONSTRUCTION
DETUN WAGG	GC	PLUS POINT CONSTRUCTION		904 527 4453	DETUNWAGG@PLUSPOINTCONSTRUCTION
Kathleen Petersen	Poolside/Agua play			386-655-8580	jones poolside
Larry Jones	"			386-527-9180	"
Ahmed TILDIR	Sabounji Construction			386-672-2077	ahmed@sabounjiconstruction



### Pre-Bid Meeting - CDBG Requirements

1. There are additional requirements for CDBG funded projects including the adherence to certain labor standards and the completion and submittal of additional documentation including reporting forms and payroll reports
  - These requirements apply to the prime contractor and all sub-contractors
2. Some of the labor standards and regulation are listed below and are not limited to:
  - *Davis-Bacon Act, Copeland "Anti-Kick Back" Act, Environmental Compliance, Lead Based Paint Requirements, Historic Preservation, Energy Efficiency, Flood Disaster Protection, Special Equal Opportunity Provisions, Section 3, Conflict of Interest, Utilization of Minority and Women-owned Businesses, Fair Housing Laws, Drug Free Workplace, etc.*
3. Prime contractor and all sub-contractors must be free of any debarment judgments
  - This will be verified through the federal System for Award Management (SAM) database
4. Reporting forms:
  - a. The following reporting form is required from the Prime contractor with bid submission:
    - i. Section 3 Business Concern Certification
  - b. The following reporting form may required from all sub-contractors no less than one week prior to a pre-construction meeting:
    - i. Section 3 Business Concern Certification
  - c. The following reporting forms are required from all contractors no less than one week prior to a pre-construction meeting:
    - i. Section 3 Project Workforce
    - ii. Section 3 Certification (*as applicable*)
    - iii. Minority and Women Business
5. Adherence to Davis-Bacon prevailing wage requirement and submission of certified payroll reports
  - a. All laborers and mechanics working on CDBG funded projects are required to be paid at least the prevailing wage and any applicable fringe benefits for their work classification
  - b. A Department of Labor Wage Decision is assigned to the project that is a listing of wage rates and fringe benefit rates for each work classification
  - c. Workers must be classified with a work classification from the wage decision assigned to the project
  - d. Certified payroll reports must be submitted weekly
    - i. Encourage use of WH347 Certified Payroll Form
  - e. Site visits may be conducted by Volusia County staff to complete employee interviews
  - f. Wage decision and employee rights posters must be visibly posted on site