



## Pre-Bid Meeting Agenda

PC26-007 CDBG-DR Hometown Revitalization Program – Aaron Rich Marketing

January 28, 2026 at 3:00 p.m. CT

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### **PC26-007 CDBG-DR Hometown Revitalization Program – Aaron Rich Marketing City of Panama City, Florida**

#### **INTRODUCTIONS (Sign-in Sheet)**

- Amy Dodge, City of Panama City
- Jeremy Davis, Florida Architects, Inc.

Amy Dodge discussed the following:

- In-person attendees, be sure to sign in before you leave.
- Zoom attendees, email [purchasing@panamacity.gov](mailto:purchasing@panamacity.gov) to sign in. Include your name, your company's name, and your phone number.

#### **GENERAL “HRP” INFORMATION**

Amy Dodge discussed the following:

- The Hometown Revitalization Program (“HRP”) is grant-funded.
- The City will be advertising additional ITBs for the program.
- All interested parties are encouraged to sign up for the City’s automated “Notify Me” system to be notified when new ITBs are advertised.
  - Instructions for Notify Me are available upon request via email to [purchasing@panamacity.gov](mailto:purchasing@panamacity.gov).

#### **PROJECT DESCRIPTION AND SCOPE OF WORK**

Jeremy Davis discussed the following:

Project Description:

A. Project: 4369-22 – AARON RICH MKT BLDG. 840

1. Install New Roll Down Storm Shutters at Windows & Doors. Install New Exterior Fiberglass Door at East Elevation.
2. New Paint to Match Existing on West, South, & East Exterior Elevations. Update East Elevation Facade and Lighting.
3. Install New Metal Awnings at East & West Elevations. Install New 5x5 Aluminum Downspouts & Rain Barrels
4. Install New Hardscape & Landscape

5. Reinstall Existing Signage to West Elevation Awning Face.

Alternates: NONE

B. Project 4369-23 - AARON RICH MKT BLDG. 842

1. Install New 1x6 Composite Wood Siding - Walnut Stain. Install New Roll-Down Storm Shutters at Doors & Storefront Windows. Install New Flip-Up Storm Shutters at North Elevation Windows.
2. Install New Exterior Lighting.
3. Install New Section to Existing Sign for Future Building Tenants.
4. New Paint on East & West Exterior Elevations - Match Existing.
5. Install New Brown Mulch in Existing Beds with Black Steel Edging.
6. Install New Shade Sails in Rear.
7. Install New Hardscape & Planters at West Elevation Entrance. Install New Synthetic Turf At East Elevation

Alternate No. 1: Install New Concrete Parking Lot with New Ada Compliant Restriping

Amy Dodge discussed the following:

- This project is funded by a federal grant, and we are unable to ask for more grant money. If the bids come in over the grant amounts, it is possible that some of the work will not be awarded. However, the property owner may choose to contribute funding in addition to the grant amount. Therefore, we will not know exactly what will be awarded until the bids are opened and evaluated.
- Bidders must review all documents carefully and send any RFIs/questions to [purchasing@panamacity.gov](mailto:purchasing@panamacity.gov) as soon as possible. Please note, the deadline for RFIs/questions is February 11, 2026, at 5:00pm CT.

## **SITE VISITS**

Amy Dodge discussed the following:

- Site visits will not be provided by the City. Bidders are strongly encouraged to visit the project location on their own.
- Although the owners and/or employees may be on the premises, bidders may not direct questions to them or solicit in any way. All questions and Requests for Information (RFIs) must be submitted via email to [purchasing@panamacity.gov](mailto:purchasing@panamacity.gov). The deadline for questions and RFIs is February 11, 2026, at 5:00pm CT.
- The project location is operational. When visiting the site, Bidders should be as unobtrusive as possible so as not to disrupt normal operations.

- Please refer to the chart below for important site visit instructions.

Name and Location	Days and Hours	Additional Information
Aaron Rich Mkt Bldg. 840 840 Harrison Ave. Panama City, FL 32401	Monday-Friday 8:00am-4:00pm	
Aaron Rich Mkt Bldg. 842 842 Harrison Ave. Panama City, FL 32401	Monday-Friday 8:00am-4:00pm	If the location is closed and you need to go inside, please go next door to 840 Harrison Ave and ask for assistance.

## **REQUESTS FOR INFORMATION (RFIs) AND ADDENDA**

Amy Dodge discussed the following:

- All RFIs/Questions must be submitted via email to [purchasing@panamacity.gov](mailto:purchasing@panamacity.gov)
- Please note that the deadline for RFIs/Questions is **February 11, 2026, at 5:00pm CT.**
- All responses to RFIs/Questions will be included in Addenda.
- Addenda are emailed to plan holders. They are also published on the City's website and Bonfire portal.
- It is the sole responsibility of the bidder to determine if any addenda have been issued.
- All Addenda should be reviewed carefully.
- Acknowledgement of addenda is required per instructions

## **BIDDING PROCEDURES**

Amy Dodge discussed the following:

- **The deadline for Bid Submission is February 18, 2026, at 2:00pm Central Time.**
- Submission via the City's Bonfire portal is preferred. If an alternative method of submission is desired, please contact [purchasing@panamacity.gov](mailto:purchasing@panamacity.gov)
- The bids will be opened and read aloud on February 18, 2026, at 2:00pm Central Time in Room 010 of City Hall, 501 Harrison Avenue, Panama City, FL 32401.

## **QUESTIONS**

Attendees were provided with an opportunity to ask questions. There were no questions.

## **NEXT STEPS**

Amy Dodge discussed the following:

- The Pre-Bid Meeting Minutes will be distributed to plan holders via email. The Minutes will also be posted to the City's website and Bonfire portal.
- The Purchasing Division will receive questions/RFIs and issue addenda as needed.

## **BID SOLICITATION TIMELINE**

Amy Dodge discussed the following:

- Bid Open Date (Bid Advertisement): January 19, 2026
- Pre-Bid Meeting Date: January 28, 2026 at 3:00pm CT
- Last day to Accept Questions: February 11, 2026 at 5:00pm CT
- Bid Close Date and Time (Deadline to Submit/Public Bids Opening): February 18, 2026, at 2:00pm
- Bids Review/Evaluation: up to 60 days

## **ADJOURNMENT**