MEMORANDUM OF AGREEMENT

PLANS, SPECIFICATIONS AND DOCUMENT REVIEW MEETING

*[date of meeting]*

This PLANS, SPECIFICATIONS AND DOCUMENT REVIEW MEETING MEMORANDUM (“Memorandum”) for the *[Project Name]* Project No. *[CFX’s Project Number]* is made and entered this *[Day]* day of *[Month, Year]*, by and between the CENTRAL FLORIDA EXPRESSWAY AUTHORITY (“CFX”) and the apparent successful responsive bidder, *[Contractor’s Name]* (“Contractor”), a *[Contractor’s state]* corporation with offices at *[Contractor’s Local Office Location]* (Individually, Party and collectively, Parties)

***WITNESSETH THAT:***

**WHEREAS**, CFX will enter into an agreement with *[Contractor’s Name]* to construct Section *[CFX’s Project Number]* of the *[Project Name]*, pursuant to the execution of this Memorandum;

**WHEREAS**, CFX has solicited the Services of the Contractor to provide labor, equipment and materials (“Services”) to construct Section *[CFX’s Project Number]* and the Contractor has agreed to provide such Services in accordance with their tender of *[Bid Submittal Date]*;

**WHEREAS**, the Section generally consists of the construction of the *[Project Name]*, which includes *[Project Description]*.

**WHEREAS**, the Contractor is qualified, capable, and willing to provide the Services**;**

**NOW, THEREFORE**, the Parties mutually agree as follows:

**1. PLANS, SPECIFICATIONS AND DOCUMENT REVIEW MEETING**

A meeting was held on *[date of meeting]* between *[time of meeting],* in accordance with Article 3.4 of the General Specifications. The purpose of this meeting was to address all questions or differences in interpretations of the documents and to provide clarifications. The Contractor’s key personnel together with CFX’s representatives, as identified in Attachment A, List of Attendees attended this meeting.

**2. PROCEDURES**

At this meeting each page of the plans, specifications and other Contract Documents, which were used by the Contractor in preparing their offer, was reviewed. Items that could be the cause of potential claims were identified and CFX will make such corrections and interpretations, as CFX deems necessary, to reflect the intent of the plans and specifications.

1. **ITEMS DISCUSSED AND AGREED TO**

**A.** *[List of items discussed]*

**B.**

**C.**

**4. EXECUTION**

It is agreed and understood by the Parties that the execution of this Memorandum and its effectiveness is contingent upon execution of the Prime Agreement by and between CFX and Contractor. Except as noted in Item \_\_\_ above, the Contractor by signing this document certifies as required by Article 3.4 of the General Specifications, that there are no known errors or omissions in the Plans, Specifications or other Contract documents.

**IN WITNESS WHEREOF**, this Agreement has been executed by CFX and the Contractor, effective from the day and year first written above.

 **CENTRAL FLORIDA EXPRESSWAY AUTHORITY**

 By:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Bernard V. Dreiling, P.E.

 Director of Construction

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Witness

 ***[CONTRACTOR’S NAME]***

 By:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *[Contractor’s Representative’s Name]*

 *[Title]*

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Witness

This MOA is considered the written minutes for this duly noticed meeting held on [*Month \_\_, 201X*], commencing at 1:30 p.m. at the CFX Administrative Bldg., Orlando, Florida. In accordance with FS 286.013(b)1 and FS 286.0113(2)(c)1 this meeting was exempt from the public.

**ATTACHMENT A**

**CENTRAL FLORIDA EXPRESSWAY AUTHORITY**

***[PROJECT NAME]***

**PROJECT NUMBER: *[CFX PROJECT NUMBER]***

**PLANS, SPECIFICATIONS AND DOCUMENT REVIEW MEETING**

**LIST OF ATTENDEES**

*[Date of Meeting]*

|  |  |  |
| --- | --- | --- |
| **NAME** | **ADDRESS** | **PHONE/FAX** |
| 1 |  |  |
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**ATTACHMENT B**

**CENTRAL FLORIDA EXPRESSWAY AUTHORITY**

***[PROJECT NAME]***

**PROJECT NUMBER: *[CFX PROJECT NUMBER]***

**PLANS, SPECIFICATIONS AND DOCUMENT REVIEW MEETING**

***[Date of Meeting****]*

## INTRODUCTION

## REVIEW TOPICS

1. General Specifications and Technical Specifications

2. FDEP Environmental Resource Permit

3. Corps of Engineers Dredge and Fill Permit

4. Bid Blank

5. Plans Project No.: *[CFX Project Number]* (*[Date of Plans]*)

Addendum Number 1 (*[date of addendum]*)

Addendum Number 2 (*[date of addendum]*)

Addendum Number 3 (*[date of addendum]*)

## OTHER BUSINESS

## EXECUTION OF MEMORANDUM

## CLOSING REMARKS