



PUBLIC WORKS
ENGINEERING DEPARTMENT
(727) 562-4750 FAX: (727) 562-4755

Stormwater Cleaning, Lining, Underdrains and Barnacle Removal (23-0036-EN)

Recommended Pre-Bid Meeting Agenda

Wednesday November 15, 2023

Virtual Zoom Meeting:

Join Zoom Meeting

<https://us02web.zoom.us/j/85753783162?pwd=UTdHM2RsNVRBN05EUG42ZEtySmdQZz09>

Meeting ID: 857 5378 3162

Passcode: 131475

City of Clearwater Project Manager:	Thomas Heath	727-432-2376	Thomas.Heath@myclearwater.com
City of Clearwater Public Works:	Ivan Dimitrov	727-444-8227	Ivan.Dimitrov@myclearwater.com
Engineering Contract Specialist:	Jennifer Burgett	727-444-8207	Jennifer.Burgett@myclearwater.com

1. Introduction of Attendees

2. **Sign-In Sheets** – This is a **Recommended** meeting. Please sign in using the chat option. Please enter your name, title, company, phone number and email address/

3. **City's Web Page** – <https://www.myclearwater.com/business/bid-information>. Project plans, related documents, addenda and notices will be posted at the City of Clearwater invitation to bid webpage. Prospective contractors will need to arrange for their own printing needs. Contact Jennifer.Burgett@myclearwater.com if you have any questions about project documents. Contact Thomas.Heath@myclearwater.com if you have any project related questions. Please add all email addresses to your white-list or non-spam list to ensure receipt of any email responses.

4. **Pre-Qualification** – <https://www.myclearwater.com/government/city-departments/finance-budget/doing-business-with-the-city/bid-information/construction-management> In order to be eligible to bid for this project, the contractor/bidder must be pre-qualified with the Engineering Department's Construction Division in the following category: **Sanitary and Storm Sewers for a minimum of \$1 million dollars.**

It is the Contractor's/Bidder's responsibility to confirm pre-qualification eligibility prior to submitting a bid. Contractors may check their pre-qualification status by contacting Construction Contract and Procurement Specialist Jennifer Burgett at (727) 444-8207 or Jennifer.Burgett@myclearwater.com. Pre-qualification applications are due on **Wednesday, December 6, 2023**, two weeks (ten business days) before the bid opening.

5. **Subcontractors** - the Successful Bidder, and any other Bidder so requested, shall, within seven (7) days after the date of the request, submit to the Engineer an experience statement with pertinent information as to similar projects and other evidence of qualification for each Subcontractor, supplier, person and organization to be used by the Contractor in the completion of the Work. The amount of subcontract work shall not exceed fifty percent (50%) of the Work except as may be specifically approved by the Engineer. If the Engineer, after due investigation, has reasonable objection to any proposed Subcontractor, supplier, other person or organization, he may, before recommending award of the Contract to the City Council, request the Successful Bidder to submit an acceptable substitute without an increase in Contract Price or Contract Time. If the Successful Bidder declines to make any such substitution, the City may award the contract to the next lowest and most responsive Bidder that proposes to use acceptable Subcontractors, Suppliers, and other persons and organizations. Declining to make requested substitutions will not constitute grounds for sacrificing the Bid Security to the City of any Bidder. **Please see Section II subsection 9 and Section II subsection 6.4 for more subcontractor specifications.**
6. **Licenses** – The Contractor shall provide a copy of a current Contractor License/Registration with the State of Florida **AND** Pinellas County.
7. **Bid Proposal Forms** – See Section V of the Contract and Specs. **All quantities and costs must be filled in legibly and completely.** Re-check your figures for accuracy.
 - a. Proposal / Bid Bond
 - b. Affidavit
 - c. Non-Collusion Affidavit
 - d. Proposal
 - e. Addendum Sheet
 - f. Bidder's Proposal and/or Excel Bid Tabulation Sheet
 - g. Scrutinized Companies – See Section 9 of the Pre-Bid Agenda
 - h. Scrutinized Companies That Boycott Israel List Certification Form
 - i. E-Verification of Employment Form
 - j. Vendor Information
8. **EXCEL Bid Tabulation Sheet** – **All or part of the work is to be Unit Price Work, as referenced in Section III, Article 11.3 of the Contract Documents.** An excel version of the bid tabulation sheet has been provided along with the PDF version that is included in the bid proposal of Section V. **To ensure accuracy, please use the Excel version to calculate your proposal total.** The excel cells that are highlighted in light yellow are to be filled out by you. Type in your unit prices and Excel will automatically calculate the Total for you. Once complete, print and include in your bid package. Please contact Contract and Procurement Specialist Jennifer Burgett at 727-444-8207 or Jennifer.Burgett@myclearwater.com if you have any questions.
9. **Proposal Bond** – must be filled out with the **10%** bid bond amount.
10. **Scrutinized Companies** – In Section III - Article 25 and Section V of the specifications, please see:
 - A. Scrutinized Companies that Boycott Israel List Certification Form. This form must be completed regardless of project cost.
 - B. Scrutinized Companies and Business Operations with Cuba and Syria Certification Form

B.1. Please note that if the project is under \$1,000,000 this form may be omitted.

11. **Request for Information** – Submit in writing via email to City Project Manager Thomas Heath Thomas.Heath@myclearwater.com by **Wednesday, December 6, 2023 (EOB)**. Questions must include company name, contact name, email address and phone number of contact person (in case clarification is needed).
12. **Addendums and Notices** - Responses will be issued via an addendum by end of day **Wednesday, December 13, 2023**. Check the City of Clearwater website to ensure the receipt of any addenda information. **It is the responsibility of the prospective bidder to ensure that they have received all addendums.**
13. **Bid Opening** is scheduled for **Wednesday, December 20, 2023, at 2:00 PM**
Join Zoom Meeting
<https://us02web.zoom.us/j/88451805322?pwd=RvVik2E1Ri9kQjBoK2RFUTBXQ2p6dz09>
Meeting ID: 884 5180 5322
Passcode: 377624
14. **Intent to Award** is scheduled for **Thursday, February 1, 2024 (TENTATIVE)**
15. **Scope of Work** – The intent of this bid is to obtain competitive prices to establish an annual stormwater maintenance contract for on-call [as-needed] services for stormwater cleaning, lining, underdrains and barnacle removal. All quantities are estimates only and the city of Clearwater (city) is not obligated to purchase any minimum or maximum amount during the life of the contract. All of the work is to be administered per Section III, Section 11.3, Unit Price Work, of the Contract Documents. The successful contractor will be required to enter a contract with the City of Clearwater and provide all labor, equipment, and materials for Stormwater infrastructure improvements and repairs. The various items shall be performed in accordance with City of Clearwater specifications and in conformity with the existing line, grade, and dimensions.
The city reserves the right to increase funds during the contract term if work exceeds original estimates, subject to required authorizations. Beyond the initial one-year term, the city reserves the right to renew the contract for up to three (3) years.
The Contractor shall provide copies of a current Contractor License/Registration with the state of Florida and Pinellas County in the bid response.
The Contractor shall provide 2 [Fixed/Portable] project signs as described in Section III, Section 23 of the Contract Documents. The final number of project signs will be determined at the beginning of the project based on the Contractor’s schedule of work submitted for approval. Additional project signs may be required at no additional cost to the city due to the Contractor’s schedule of work.
16. **Contract Period: 365 Consecutive Calendar Days from Notice to Proceed** The City reserves the right to extend the contract on a yearly basis, and up to Three (3) one-year renewal terms, as referenced in Section IV, 101 of the Contract Documents.
17. **Per Florida Statute 337.168(1),**
A document or electronic file revealing the official cost estimate of the department of a project is confidential and exempt from the provisions of s. 119.07(1) until the contract for the project has been executed or until the project is no longer under active consideration.
This information will be withheld until after the Award of Bid
18. **Questions** – open to the floor, but we may request you submit your question via email to the project manager.

