



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

Meeting Location:

Staff Only on site

Municipal Services Building RM 221
100 S. Myrtle Ave.
Clearwater, FL 33756

Join Zoom Meeting

<https://us02web.zoom.us/j/86200042116?pwd=eWlRQnhwdUFLUER3S0N0RzYvNDBjUT09>

Meeting ID: 862 0004 2116

Passcode: 199651

Recommended Pre-Bid Meeting **Agenda**

Date and Time:

Wednesday, October 28, 2020 at 11 am

2021 Sidewalks (20-0026-EN)

City of Clearwater Project Manager:	Bennett Elbo Bennett.Elbo@myclearwater.com	727 562-4775
Sr. Construction Inspector:	Erik Soderlund Erik.Soderlund@myclearwater.com	727 562-4521
Engineering Construction Manager:	Tim Kurtz Timothy.Kurtz@myclearwater.com	727 562-4737
Engineering Contract Specialist:	Carrie Szurly Carrie.Szurly@myclearwater.com	727-562-4782

Add all e-mail addresses to your white list or non-spam list to ensure receipt.

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1. **Introduction of Attendees**
 2. **Sign-In Sheets** – This is a **Recommended** meeting. Please complete the sign-in sheet legibly and completely. Copies of the Pre-bid Conference sign-in sheet will be scanned and posted on the website. For online meetings please email Carrie.Szurly@myclearwater.com to confirm your presence at the pre-bid meeting.
 3. **City's Web Site** – The Invitation to Bid can be found at <https://www.myclearwater.com/Home/Components/RFP/RFP/221/2511> . If you would like to be considered a plan holder contact Carrie.Szurly@myclearwater.com. **It is the responsibility of the prospective bidders to ensure that they have received all addenda and notices that have been posted in the invitation to bid**

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 **Concrete Flatwork (Curb/Walk/Court/etc.)** category with a minimum amount of **1,000,000.00 (One Million)**. **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 Laura Davis at (727) 562-4509 or Laura.Davis@myclearwater.com. Pre-qualification applications are due on **Wednesday, November 4, 2020**, two weeks (ten business days) before the bid opening.
5. **Licenses** – The Contractor shall provide a copy of a current Contractor License/Registration with the State of Florida **AND** Pinellas County. These documents must be included in the bid proposal package. Failure to provide these documents in the bid proposal will deem the contractors' bid as non-responsive and be rejected.
6. **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
 - g. Scrutinized Companies – See Section 9 of the Pre-Bid Agenda
7. **Bid Tabulation Sheet** – **All 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 Amount, Subtotal, Contingency, and Grand Total for you. Once complete, print and include in your bid package. Please contact Contract and Procurement Specialist Carrie Szurly at 727-562-4782 or Carrie.Szurly@myclearwater.com if you have any questions or issues with the spreadsheet.
8. **Proposal Bond** – must be filled out with the **10%** dollar figure of the bid bond amount
9. **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.
10. **Request for Information** – Submit in writing via email to Project Manager Ben Elbo Bennett.Elbo@myclearwater.com by **Wednesday, November 4, 2020**. Questions must include company name, contact name, email address and phone number of contact person (in case clarification is needed). Responses will be issued via addendum by end of day **Wednesday, November 11, 2020**.
11. **Addendums and Notices** - Check the city's website at <https://www.myclearwater.com/Home/Components/RFP/RFP/221/2511> for all addenda and notices. These may be posted at any time during the bidding process. **It is the responsibility of the prospective bidder to ensure that they have received all addendums.**

12. **Bid Opening** is scheduled for **Wednesday, November 18, 2020 at 2:00 pm.**

Join Zoom Meeting

<https://us02web.zoom.us/j/83305160920?pwd=U29VSlnPdZRjRFg1Z3NXL3NJYlpBUT09>

Meeting ID: 833 0516 0920

Passcode: 501682

Please see Bid Opening notice when posted for further attendance options.

13. **Contract Award** is scheduled for **Thursday, November 5, 2020.** (TENTATIVE)

14. **Scope of Work** – The work proposed in this contract involves the concrete construction of existing & new sidewalks, ADA curb ramps, driveway aprons and curb improvements within the City of Clearwater as listed herein and shown on the engineering maps prepared by the City of Clearwater Engineering Department, (see Section IV-A).

A summary of proposed improvements are as follows:

1. Construction of approximately 55,200 S.F. of 6” thick concrete sidewalk.
2. Construction of approximately 2,000 S.F. of 4” thick concrete sidewalk.
3. Construction of approximately 160 ADA curb ramps.
4. Construction of approximately 700 S.F. of driveway aprons.
5. Construction of 3,300 L.F. of several types of curb and 1,000 SY stabilized subgrade at various locations

The intent of this bid is to obtain competitive prices to establish an annual [maintenance] contract for on-call [as-needed] services. All quantities are estimates only and the 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, Article 11.3, Unit Price Work, of the Contract Documents.

The work will not only encompass the location maps but will be assigned at various locations in the city jurisdiction.

The contract duration will be for ONE (1) year from the notice to proceed date. City reserves the right to extend the contract on a yearly basis, and up to THREE (3) one-year renewal terms and will be awarded on Unit Price basis, as referenced in Section IV, 101 of the Contract Documents.

15. **Contract Period: 365 Consecutive Calendar Days from Notice to Proceed**

16. 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

17. **Questions** – open to floor.