



## **Recommended Pre-Bid Conference Agenda**

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

***Date/Time:*** **Thursday, July 16, 2020 at 1:00pm**

***Location:***

**VIRTUAL MEETING VIA WEBEX**

MEETING NUMBER (ACCESS CODE) 129 142 2664

MEETING PASSWORD: MvvMeMgY773

**<https://protect-us.mimecast.com/s/8pJyCG6E64h3A7BSKizXo?domain=myclearwater.webex.com>**

**JOIN BY PHONE: 1-408-418-9388**

### **2021 Stormwater Repairs (20-0029-EN)**

City of Clearwater Project Manager:	Hector Hernandez <a href="mailto:Hector.Hernandez@myclearwater.com">Hector.Hernandez@myclearwater.com</a>	727-562-4760
City of Clearwater Stormwater	Roger Johnson <a href="mailto:Roger.Johnson@myclearwater.com">Roger.Johnson@myclearwater.com</a>	727-562-4781
Engineering Contract Specialist	Carrie Szurly <a href="mailto:Carrie.Szurly@myclearwater.com">Carrie.Szurly@myclearwater.com</a>	727-562-4782

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- 1. Introduction of Attendees - The meeting started at 1:01pm on July 16, 2020. Each attendee introduced themselves. Their names were added to the sign in sheet.**
  - 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 plan room website. The name, company and phone of each attendee was added to the sign in sheet. Emails will be added as they are available.**
  - 3. City's Web Site – Documents are available at <https://www.myclearwater.com/business/engineering-construction-bids>. Document holders are responsible for their own printing. All addenda and notices will be posted at <https://www.myclearwater.com/business/engineering-construction-bids>. Add all e-mail addresses to your white list or non-spam list to ensure receipt. If you would like to be considered a plan holder contact [Carrie.Szurly@myclearwater.com](mailto: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 at <https://www.myclearwater.com/business/engineering-construction-bids>.**
  - 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 **Sanitary and Storm Sewers** 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 Office Specialist Laura Davis at (727) 562-4509 or [Laura.Davis@myclearwater.com](mailto:Laura.Davis@myclearwater.com). Pre-qualification applications are due on **Wednesday, July 22, 2020** and requests for information are due on **Thursday, July 23, 2020**, two weeks (ten business days) before the bid opening.

**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**

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** - **All quantities and costs must be filled in legibly and completely.** Please re-check your figures for accuracy.
7. **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. Once complete, print and include in your bid package. Type in your unit prices and Excel will automatically calculate the Amount, Subtotal, Contingency, and Grand Total for you. Look for the areas in light yellow. These areas will be what is to be filled out by you. Please contact Carrie Szurly if you have any questions. 727-562-4782 or [Carrie.Szurly@myclearwater.com](mailto:Carrie.Szurly@myclearwater.com)
8. **Proposal Bond** – must be filled out with the **10%** 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 Clarifications** – Submit in writing via email to Project Manager Hector Hernandez by end of day (5pm EST) on **Thursday, July 23, 2020**. Questions must include company name, contact name, email address and phone number of contact person (in case clarification is needed).
11. **Addendums** - Responses will be issued via an addendum by end of day **Thursday, July 30, 2020**. If you have plans visit <https://www.myclearwater.com/business/engineering-construction-bids> to ensure the receipt of any addenda information. **It is the responsibility of the prospective bidder to ensure that they have received all addendums.**
12. **Bid Opening** is scheduled for **Wednesday, August 5, 2020 at 1:00pm**. The meeting will be at the Municipal Services Building, 100 S. Myrtle Ave. Rm 130. Clearwater, FL 33756. **Only staff will be allowed in the building.** Interested parties will be allowed to attend virtually. Virtual meeting information will be issued by addendum / notice.
13. **Contract Award** is tentatively (if needed) scheduled for **Thursday, September 3, 2020**.

14. **Scope of Work** – The intent of this bid is to obtain competitive prices in order to establish an annual contract for as needed services for Stormwater infrastructure improvements and repairs. 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. 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 or part of the work is to be Unit Price Work, as referenced in Section III, Article 11.3 of the Contract Documents.

The work will be assigned at various locations within the limits of City of Clearwater 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 FOUR (4) 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** – The City reserves the right to extend the contract on a yearly basis, and up to FOUR (4) one-year renewal terms, as referenced in Section IV, 101 of the Contract Documents.

16. **Questions** – open to floor. (questions and answers are paraphrased)

1. **Item 1.1 – Mobilization: Will the quantity of mobilizations be for each location or will the mobilizations be grouped by small projects? The mobilizations will be grouped within reason. If they are close, they will be one. If they are from the beach to the bay, they will be separate.**
2. **Will the city be providing a monetary amount for the following items?**
  - a. **Item 1.2 – Maintenance of Traffic Allowance – yes**
  - b. **Item 3.28 – Sanitary Conflict Contingency- yes**
  - c. **Item 3.29 – Watermain Conflict Contingency- yes**

**Changes to the Bid Tab and Section V of the contract documents will be made by addendum.**

3. **What is the anticipated budget?**  
**Refer to the pre-qualification amount for a ballpark figure.**

**The meeting was adjourned at 1:22pm on July 16, 2020.**