



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

## Recommended Pre-Bid Meeting Agenda

**Date/Time:** Wednesday, September 2, 2020

**Meeting**  
**Location:** Spectrum Field

### Spectrum Field Structural Repairs 20-0036-EN

City of Clearwater Project Manager:	Leroy Chin <a href="mailto:Leroy.Chin@myclearwater.com">Leroy.Chin@myclearwater.com</a>	727-562-4748 727-224-7101
Consultant Company/Project Manager:	Brian F. Keane PE <a href="mailto:tmikeane@aol.com">tmikeane@aol.com</a>	727-641-3151
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**
  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.
  3. **City's Web Site** – The Invitation to Bid can be found at <https://www.myclearwater.com/Home/Components/RFP/RFP/207/2511>. 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.**
  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 **Specialty Concrete Repair & Coating Work** category with a minimum amount of **\$75,000 (seventy-five thousand 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 Laura Davis at (727) 562-4509 or [Laura.Davis@myclearwater.com](mailto:Laura.Davis@myclearwater.com). **Pre-qualification applications are due on Wednesday, September 9, 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.

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** – 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](mailto:Carrie.Szurly@myclearwater.com) if you have any questions.
8. **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.
9. **Request for Information** – Submit in writing via email to Project Manager Leroy Chin [Leroy.Chin@myclearwater.com](mailto:Leroy.Chin@myclearwater.com) by **Wednesday, September 9, 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 **Friday, September 11, 2020**.
10. **Addendums and Notices** - Check the city's website at <https://www.myclearwater.com/Home/Components/RFP/RFP/207/2511> 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.**
11. **Bid Opening** is scheduled for **Wednesday, September 16, 2020 at 2 pm**  
  
**Join Zoom Meeting**  
<https://zoom.us/j/92223214124?pwd=TE5QRUNqbHAzT0xSTjRuZExEeUpUZz09>  
**Meeting ID:** 922 2321 4124  
**Passcode:** 791365  
**Please see Bid Opening notice when posted for further attendance options.**
12. **Contract Award** is scheduled for **Thursday, October 1, 2020**. (TENTATIVE)
13. **Scope of Work** – work that includes various types of concrete repairs as identified in the plans and specifications, sealant joint replacement, membrane repairs, HR post pocket repairs, painting of metal bridge decks, plus misc. items noted on the plans and specifications. For question please contact [Leroy.Chin@myclearwater.com](mailto:Leroy.Chin@myclearwater.com).

**Contract Period: 90 Consecutive Calendar Days from Notice to Proceed**

**14. Site Administration items to be addressed at the pre-bid meeting:**

**(A) Contractor parking / dumpsters / temporary toilets / storage trailers to be located in the south parking lot**

**(B) Safety items / Temporary signage by the contractor**

**(C) Contractor shall not use Spectrum Field dumpsters**

**(D) Contractor shall not use the elevators, without prior written permission.**

**(E) Refer to the "Event Schedule", if applicable.**

**15. 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**

**16. Questions – open to floor.**