



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

Countryside Sports Complex Field Lighting (21-0006-PR) **Recommended Pre-Bid Meeting Agenda**

Wednesday, June 16, 2021, at 10 AM

Location: On Site

Countryside Sports Complex
3060 McMullen Booth Road
Clearwater, FL 33761

List of Contacts:

City of Clearwater Project Manager:	Leroy Chin	727-224-7101 Leroy.Chin@myclearwater.com
Griner Engineering Consultant:	Sajid Ali Khan	727-822-2335 Sajid@Griner-Engineering.net
Engineering Contract Specialist:	Carrie Szurly	727-562-4782 Carrie.Szurly@myclearwater.com

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 city's project webpage.
- 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 Carrie.Szurly@myclearwater.com if you have any questions about project documents. Contact Leroy.Chin@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.

City of Clearwater | Engineering Department | 727-562-4750 | 100 S Myrtle Ave. #220, Clearwater, FL 33756

www.myclearwater.com

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 **Electrical** category with a minimum amount of **\$200,000 (Two Hundred 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. Pre-qualification applications are due on **Wednesday, June 23, 2021**.
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
 - h. E-Verification of Employment Form – **Florida Statute (2020) Article 15.2 and Section 448.095**
 - i. Vendor Information
7. **EXCEL 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 if you have any questions.
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 Information** – Submit in writing via email to the Project Manager Leroy Chin at Leroy.Chin@myclearwater.com by **Wednesday, June 23, 2021**. Questions must include company name, contact name, email address and phone number of contact person (in case clarification is needed).
11. **Addendums and Notices** - Responses will be issued via an addendum by end of day **Wednesday, June 30, 2021**. 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.**

12. **Bid Opening** is scheduled for:

Thursday, July 8, 2021 at 2:00 PM (EST)

The Bid Opening will be a Zoom virtual meeting: The meeting details are as follows:

Join Zoom Meeting

<https://us02web.zoom.us/j/83626272580?pwd=VGFHcG1UU2pDMTNQQTgydEhjVG1DUT09>

Meeting ID: 836 2627 2580

Passcode: 003578

One tap mobile

+19292056099,,83626272580# US (New York)

+13017158592,,83626272580# US (Washington DC)

Dial by your location

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 836 2627 2580

Find your local number: <https://us02web.zoom.us/u/kqwcmm1zF>

13. **Contract Award** is scheduled for **Thursday, August 5, 2021**. (TENTATIVE)

14. Scope of Work – Scope of Work: (From Section IV of the spec book)

1. The proposed renovation of the existing sport lighting system of northeast soccer field is located at:
 - a. Countryside Sports Complex
Renovation of Northeast Soccer Field
3060 McMullen Booth Road
Clearwater FL 33761
2. This work shall also include furnishing and installing new electrical cabinetry for the purposes of lighting control.
3. The Contractor shall provide copies of a current Contractor License/Registration with the state of Florida and Pinellas County in the bid response.
4. The Contractor shall provide 1 Fixed project sign as described in SECTION III, ARTICLE 23 of the Contract Documents.
5. Countryside Sport Complex
 - a. Northeast Soccer field consist of 2 existing sport light poles to be relocated on to new concrete footer bases.
 - b. Provide new light poles and concrete bases
 - c. Relocate and install new sport light fixtures
 - d. Other electrical works to provide a complete functional sport lighting system to a minimum 30-foot candles of the northeast soccer field of the sports complex per contract drawings, specifications and to the satisfaction of the Owner.
6. Construction documents developed by
Griner Engineering, Inc.
Contact Person Sajid Ali Khan
3125 5th Avenue North, Suite 300
St. Petersburg FL 33713
phone 727-822-2335
Countryside Sports Complex Soccer Field Lighting – Phase II

Drawing Index

Sheet No.	Sheet Description	Date of Revision
Sheet No.1	Cover Sheet	12-04-2020
Sheet No. E0	Legend, General Notes	12-04-2020
Sheet No. E1	Electrical Existing Condition-Demo Plan	12-04-2020
Sheet No.E2	Proposed Electrical Site Plan	12-04-2020
Sheet No. E3	Enlarged Revised Electrical Yard Plan	12-04-2020
Sheet No. E4	Power Riser Diagram, General Notes, Details	12-04-2020
Sheet No. E5	MUSCO Photometric Site Plan, Schedule, Details	12-04-2020

‘As-Built’ Reference Drawings – Countryside Sports Complex – Field 3 & 4 Renovation

Sheet No EO	Legend, General Notes/Cover Sheet	11-24-2019
Sheet No. E1	Electrical Existing Condition -Demo Plan	11-24-2019
Sheet No. E2	Electrical Site Plan	11-24-2019
Sheet No. E3	Electrical Yard and Schedules	11-24-2019
Sheet No. E4	Electrical Riser Diagram	11-24-2019
Sheet No. E5	Photometric Performance Data	11-24-2019

- a. MUSCO cost for sport lighting system which includes 10-year warranty and maintenance of their lighting system.

Electrical Technical Specifications:

SECTION	DESCRIPTION
26 00 10	Basic Division 26 Requirements
26 05 19	Low Voltage Electrical Power Conductors and Cables
26 05 26	Grounding and Bonding for Electrical Systems
26 05 29	Hangers and Supports for Electrical Systems
26 05 34	Raceway and Boxes for Electrical Systems
26 05 35	Boxes and Cabinets
26 05 53	Electrical Identification
26 05 75	Conduit Rough-In Systems
26 24 16	Panelboards
26 27 26	Wiring Devices
	Sports Lighting
	Existing Controls
	Proposed Controls
	Warranty

7. **Contractor shall be prequalified under Commodity Number 8 – Electrical amount of qualification \$200,000.00 please go to Myclearwater.com/Engineering/Contractor Pre-Qualifications for form. Contractor must be pre-qualified 14 days prior to bid opening.**
8. Countryside Sports Complex Soccer Field Lighting – Phase II from date of Notice to Proceed complete the work within 90 calendar days
9. Owner recommends contractor to video site for actual site conditions prior to beginning work.
10. Countryside Sports Complex will remain open for activity during installation/renovations of renovation of the sport lighting system of existing soccer fields. Activity shall continue at. Electrical

Contractor shall provide all necessary safety precautions of all patrons and staff during the performance of his electrical works.

11. Contractor shall be required to perform his own project survey layout and 'as built' drawings at completion of project. These as built drawings shall submit to the Owner and Engineer to close out the project.
12. Contractor shall contact 811 for underground utility locate 48 hours prior to any excavations on site. Contractor shall be required to provide third party for locate of underground utilities for this site of the work area. A underground company City has used in the pass is Blood Hound LLC, 9919 Commodity Cir. Suite 23, Orlando, Florida 32819, contact person Timothy Chester, email Timothychester@BHUG.com , cell 561-261-1877, office 407658-1030, fax 407-658-1380 or similar like company.
13. Contractor shall be required to provide all material testing by a third-party geotechnical laboratory for the project works. Original copy shall be provided to the Owner and Engineer within 7 days from date of testing.
14. Laydown area for contractor shall be determine at the preconstruction meeting. The contractor and his employees shall not park vehicles or equipment within 10 feet of any existing trees canopy drip line on site.
15. Should the contractor decide to use roll off dumpsters, they must be ordered from City of Clearwater – Solid Waste 727-562-4820 per city ordinance. Contractor shall be required to dispose of all construction debris off site at a proper disposal facility.
16. All disturbed area shall be fine graded and edges cutout along existing grass edge to allow new laid Tiffway 419 Bermuda sod to lay in flush with existing grass surfaces. All installed sod shall be rolled with 2,000-pound roller.
17. Construction site shall be kept clean always of any construction debris. Daily trash from employee during lunch and rest breaks shall be put in a trash receptacle and disposed off site weekly.
18. Contractor shall provide his own sanitation facilities for his employees.
19. Electrical Contractor shall install temporary construction fencing to secure his work area. Owner shall provide 6'x12' temporary fence panels, stands and clamping hardware on a trailer for installation of the temporary fence by the electrical contractor to fence off work area. Electrical contractor shall provide one sandbag will with sand to place on the stands. This temporary construction fencing shall be placed to secure the work area from the user groups of the soccer fields. The temporary fencing shall be removed after completion of the project and place back on the Owner's trailer to haul away. Temporary Construction Fencing shall be discussed in greater detail at the pre-bid meeting and at the preconstruction meeting

Sport Lighting System

1. Sport lighting system drawings have been developed and submitted for Building Permit and permit number BCP2021-010760. Contractor shall be required to collect the building permit at City of Clearwater - Planning & Development Services – 100 S. Myrtle Ave. 2nd Floor, Clearwater, FL 33756. There will be no fee for the building permit. Contractor shall be required to call in for inspections at proper intervals and close outbuilding permit to collect final payment from the Owner. Contractor shall provide Certificate of Completion to the Owner.
2. Contractor shall provide one-year warranty on workmanship and date will start on date of Certificate of Completion document from the Building Dept.

3. Contractor shall note soccer fields lighting system bases of design is MUSCO Sport Lighting System or equal system.
4. Provide a complete electrical operating tennis court sport lighting system.
5. Contractor shall utilize existing electrical service located on site. See contract drawings.
6. Other miscellaneous electrical work shall be included such as connection to GFI electrical duplex outlets as shown on drawings.
7. Electrical contractor shall provide all materials not included in MUSCO Sport Lighting and provide a complete operational tennis court lighting system.

Payment for work performed.

1. Under no circumstances shall any work additional work be performed without a change directive. Contractor shall provide proposal for any additional work not shown on the drawing in writing to the Owner and written approval must be received from the Owner prior to being any additional work.
2. A schedule of value shall be in AIA format and shall itemize each work item or an approved pay application payment schedule by the Electrical Contractor. A separate contingency item shall contain to amount. Each change directive shall be numbered in consecutive order and a sum for change directive amount shall be indicated for contractor to draw from when work is incrementally collected monthly. A total start shall be located at the beginning of the contingency item body. Its s noted any line item not fully utilized shall be transferred in o the contingency item by a change directive to increase the contingency amount. Under no circumstances shall fund of base bid items shall be utilized to offset other items in the base bid.
3. The Contractor shall submit pay application of the 25th of each month of work performed the pass 30 days.
4. A pencil draft of the pay application shall be provided to the Engineer and Owner at one of the progress meeting for review. Upon approval the Contractor shall submit an electronic pay application for approval and upon approval by the Engineer shall send electronic copy to the Owner for payment.
5. Payment of request for payment shall be made within 30 days from date of invoice and payment shall be made to the Contractor's mailing address. No check will be provided by hand delivering and only delivery by U. S. Postal Service.
6. Final payment shall be made as stipulated in the contract documents.
7. 5% retainage of total project cost shall be retained by the Owner until the following schedule of items are completed:
 - a. Substantial completion of the project:
 - b. Close out of Building Permit Final
 - c. Obtain Certificate of Completion
 - d. Preliminary walk through by Engineer & Owner
 - e. Punch list has been provided to the Contractor to perform punch list
 - f. Punch list items are completed and request for final walk through by the Owner and Engineer and approval punch list items are completed & M Manual has been reviewed and approved by Engineer, turned over to the Owner
 - g. Hard Copies of the O & M Manual
 - h. Index page
 - i. Spread Sheet - List of Material Suppliers, Sub Contractors with contract information (contact person, address, telephone number, cell phone number, fax number, email address)
 - j. Building permit and Certificate of Completion

- k. Final Pay Application, Change Directives and Change Order
- l. Warrantees
- m. Architect's Supplemental Information
- n. Material Submittals
- o. 1 Hard copy set of red lined As Built drawings

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 1 Fixed project signs as described in SECTION III, ARTICLE 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 Owner due to the Contractor's schedule of work.

15. Contract Period: 90 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.