



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

East WRF Influent Pump Station Rehabilitation Project (13-0016-UT)

Recommended Pre-Bid Meeting Agenda

Wednesday October 31, 2023 at 10:00 AM

Virtual Zoom Meeting:

Join Zoom Meeting

<https://us02web.zoom.us/j/82362290433?pwd=TIJ2Q0RWdGISODNISIVrZGRvay9YZz09>

Meeting ID: 823 6229 0433

Passcode: 638182

City of Clearwater Project Manager: Helene Kassouf 727-562-4798 Helene.Kassouf@myclearwater.com

CHA / Project Manager: Vivian Hong 813-327-6240 Vhong@ardurra.com

City of Clearwater Public Utilities:

Engineering Contract Specialist: Jennifer Burgett 727-447-8207 Jennifer.Burgett@myclearwater.com

1. Introduction of Attendees

2. **Sign-In Sheets** – This is a **Recommended** meeting. Please enter your name, title, company, phone number and email address in the comments box. Copies of the Pre-bid Conference sign-in sheet will be scanned and posted on the website.

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 Helene.Kassouf@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 & Storm Sewers in the amount of \$2 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 Jennifer Burgett at (727)444-8207 or Jennifer.Burgett@myclearwater.com. Pre-qualification applications are due on **Wednesday, November 22, 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
 - g. Scrutinized Companies – See Section 9 of the Pre-Bid Agenda
 - h. E-Verification of Employment Form
 - i. 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 Project Manager Helene Kassouf Helene.Kassouf@myclearwater.com by **Wednesday, November 22, 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 November 29, 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 6, 2023, at 2:00 PM**
Join Zoom Meeting
<https://us02web.zoom.us/j/88018418733?pwd=dGo0UTN2a21HS2tnKzRZc2JYS0hJZz09>
Meeting ID: 880 1841 8733
Passcode: 637762
14. **Contract Award** is scheduled for **Thursday, January 18, 2024 (TENTATIVE)**
15. **Scope of Work**
The intent of this bid is to obtain competitive prices to establish a contract for the following work at the City of Clearwater’s East Water Reclamation Facility (EWRf): demolition and disposal of odor control scrubber system, replacement of wastewater influent pumps, assembly of pipes and new influent flow meter, installation of flow by-pass manhole, rehabilitation of the existing wet well with new coating, new bubble mixing system, and spray cleaning, installation of electrical improvements, and operation of temporary by-pass pumping during construction.
16. **Contract Period: 480 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 floor.