



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

## **Recommended Pre-Bid Meeting** **Agenda Minutes**

**Date and Time:**

**Wednesday, October 28, 2020 at 1:30PM**

***Meeting Location:***

Morningside Recreation Center  
2400 Harn Blvd.  
Clearwater, FL 33764

### **Morningside Tennis Court Lighting (19-0035-PR)**

**City of Clearwater Project Manager:** **Leroy Chin** 727 562-4856  
[Leroy.Chin@myclearwater.com](mailto:Leroy.Chin@myclearwater.com)

**Engineering Contract Specialist:** **Carrie Szurly** 727-562-4782  
[Carrie.Szurly@myclearwater.com](mailto:Carrie.Szurly@myclearwater.com)

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

- 
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](mailto: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/220/2511> . 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 **Electrical** category with a minimum amount of **\$200,00.00(Two Hundred Thousand)**. **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, November 11, 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** – (N/A) 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 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 Leroy Chin [Leroy.Chin@myclearwater.com](mailto:Leroy.Chin@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/220/2511> 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/87984119868?pwd=VFR6cFRFQI9EK0d1akt6ZC9Za1d3UT09>  
Meeting ID: 879 8411 9868  
Passcode: 179350  
**Please see Bid Opening notice when posted for further attendance options.**
13. **Contract Award** is scheduled for **Thursday, December 17, 2020**. (TENTATIVE)
14. **Scope of Work** –
  1. The proposed new sport tennis court lighting is located at:
    - a. Morningside Recreation Center  
Tennis Court Lighting  
2400 Harn Blvd.

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. Morningside Recreation Center
  - a. Tennis Court consist of 4 hard court with no existing lighting system
  - b. Basketball Court lighting system has been deleted from this contact.
  - c. Advance Engineering & Design, Inc developed Morningside Recreation Center Tennis Court Lighting Plans
  - d. **NOTE BASKETBALL LIGHTING IS NOT PART OF THIS PROJECT.**

**Drawing Index**

Sheet No.	Sheet Description	Date of Revision
Sheet No.1	Cover Sheet	10-07-2019
Sheet No. 2	Electrical Panel Calculation/Details	05-17-2019
Sheet No. 3	Tennis Court Lighting Layout	05-17-2019
Sheet No. 4	Photometric Info from MUSCO Lighting	05-17-2019

- e. MUSCO Performance Specifications Tennis Courts 2020 – 7 pages (or equal)
- f. MUSCO cost for sport lighting system which includes 20-year warranty and maintenance of their lighting system or equal.
- g. Contractor shall note there is information on drawing referring to basketball court lighting system.  
**Basketball courts lighting system is not part of scope of work if this project bid.**

6. **Contractor shall be prequalified under Commodity Number 8 – Electrical amount of qualification \$200,000.00 please go to [Myclearwater.com/Engineering/Contractor](http://Myclearwater.com/Engineering/Contractor) Pre-Qualifications for form. Contractor must be pre-qualified 14 days prior to bid opening.**
7. Morningside Recreation Center Tennis Court Lighting System from date of Notice to Proceed complete the work within 120 calendar days
8. Owner recommends contractor to video site for actual site conditions prior to beginning work.
9. Morningside Recreation Center will remain open for activity during installation of new LED Lighting System of existing tennis courts. Activity shall continue at Morningside Recreation Center picnic pavilion, basketball court, aquatic and recreation center. Electrical Contactor shall provide all necessary safety precautions of all patrons and staff during the performance of his electrical works.
10. 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.
11. 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](mailto:Timothychester@BHUG.com), cell 561-261-1877, office 407658-1030, fax 407-658-1380 or similar like company.

12. 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.
13. 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.
14. 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.
15. 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.
16. Contactor shall provide his own sanitation facilities for his employees.
17. Electrical Contactor shall provide temporary construction fencing, chain link fencing and metal post to secure his work area.

### **Sport Lighting System**

1. Sport lighting system drawings have been developed and submitted for Building Permit and permit number BCP2019-100488. Contractor shall be required to collect the building permit at City of Clearwater - Planning & Development Services – 100 S. Myrtle Ave. 2<sup>nd</sup> 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 tennis court 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 25<sup>th</sup> 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

15. **Contract Period: ~~365~~ 120 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.**

1. Direct purchase of MUSCO Lighting System by Owner are we to include cost of MUSCO Lighting System in our Bid?

**Response:** Yes, prospective bidders shall include MUSCO Lighting System in his proposal and all applicable sales tax in his proposal.

2. At Morningside Tennis, the light poles on the South side of the courts have very limited access from outside of the courts. It will be necessary to drive a crane truck onto the courts to set the poles.

a. Given that the courts were previously lit with light poles, were those poles maintained with a bucket truck driving on the courts?

**Response:** The original sport lighting access were not across tennis court, but on the south side of the tennis court fencing, there was very little landscaping, playground was not existing and sidewalk not an issue.

b. Will the winning bidder be allowed to drive a truck on the courts, and are there any provisions in place to refinish the courts after the lighting installation is complete?

**Response:** There are no current plans to refinish the tennis courts, however the Owner will make arrangements to remove portion of fencing to allow access from north side across tennis courts court surface and minimize numerous times crossing tennis courts and take care not to damage tennis court surface.

c. Will it be acceptable to install the control cabinet for the lighting on the South East corner of the courts on the light pole installed there or on a separate concrete post? Or will installation of the control cabinet be required to be located at the point of service?

**Response:** Contractor shall install electrical panels as shown on contract drawings and no deviation from permitted drawings.

3. Regards to Prequalification we have a continuing contact with the City of Clearwater do we need to prequalify again.

**Response:** All contractor shall contact Construction Contract and Procurement Specialist Laura Davis at (727) 562-4509 or [Laura.Davis@myclearwater.com](mailto:Laura.Davis@myclearwater.com). to confirm you are prequalified. Even though you may have a current city contract you may not be prequalified, or it has expired. Your prequalification must be submitted, Pre-qualification applications are due on Wednesday, November 11, 2020, two weeks (ten business days) before the bid opening. No exceptions.

4. Will the city accept tennis court lighting equal to MUSCO Sport Lighting?

**Response:** Please see Morningside Tennis Performance Spec 2020 Sport Lighting must be equal to this technical specification in every aspect; Lighting Performance, Environmental Light Control, Sport Lighting System Construction, Electrical, Structural Parameters, Control, Field Quality Control, 25 year Warranty and Guarantee of entire system, Maintenance Monitoring 25 years repair and replacement of luminaires. Bidder must provide information of what is the lighting equal manufacture and information about sport lighting system they propose at time of submission of their bid proposal if it is other than MUSCO Sport Lighting System as specified. If bidder fails to provide this equal sport lighting system and is successful bidder and awarded the contract shall install MUSCO Sport Lighting System and other manufacture will not be accepted in the submittal process.

End of Pre-Bid Agenda.