



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

# **BAYCARE BALLPARK HVAC RENOVATIONS- PHASE III**

## **(16-0023-PR-BA)**

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

#### **Recommended attendance.**

Pre-Bid Meeting and Site Visit: **Tuesday, July 20, 2021, at 9:30AM (EST)**

**Address:**

BayCare Ballpark – 3<sup>rd</sup>. floor VIP Suite  
601 Old Coachman Rd.  
Clearwater, FL 33765

Please meet your escort at the Administration Lobby – South Entrance near the loading docks.

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#### **List of Contacts:**

City of Clearwater Project Manager:	Leroy Chin	727-224-7101
	<a href="mailto:Leroy.Chin@myclearwater.com">Leroy.Chin@myclearwater.com</a>	
Griner Engineering Consultant:	Jenny Luong	727-822-2335
	<a href="mailto:Jenny@grinerengineers.com">Jenny@grinerengineers.com</a>	
Engineering Contract Specialist:	Carrie Szurly	727-562-4782
	<a href="mailto:Carrie.Szurly@myclearwater.com">Carrie.Szurly@myclearwater.com</a>	

#### **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](mailto:Carrie.Szurly@myclearwater.com) if you have any questions about project documents. Contact [Leroy.Chin@myclearwater.com](mailto: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.

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 **Heating, Ventilation and A/C (HVAC)** category with a minimum amount of **\$150,000 (One Hundred and Fifty 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, July 28, 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](mailto: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](mailto:Leroy.Chin@myclearwater.com) by **Wednesday, July 28, 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, August 4, 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, August 12, 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/81050928342?pwd=bHl3ajR3SGQvYXZZVEFYUkJ6MjNOUT09>

Meeting ID: 810 5092 8342

Passcode: 425857

One tap mobile

+13017158592,,81050928342# US (Washington DC)

+13126266799,,81050928342# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 810 5092 8342

Find your local number: <https://us02web.zoom.us/j/81050928342?pwd=bHl3ajR3SGQvYXZZVEFYUkJ6MjNOUT09>

13. **Contract Award** is scheduled for **Thursday, September 16, 2021**. (TENTATIVE)

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

1. The BayCare Ballpark HVAC Renovation Phase III project consists of the replacement of existing packaged rooftop units and the installation of ionization units to new and existing HVAC equipment.

2. Contractor shall provide labor, equipment, materials and all insurances as necessary for removal and replacement of packaged roof top units, all associated necessary work (such as removal of existing HVAC system and construction debris disposed off-site, removal and replacement of ceiling tile & grid, disconnect and reconnect of electrical service to HVAC units, all existing ductwork to remain and undisturbed except at connection to HVAC units being replaced, all refrigerant piping and condensate piping to remain unless noted, install new smoke detectors, HVAC equipment as shown, thermostat controls shall be replaced in kind; provide any and all miscellaneous necessary items as required to provide a complete operational HVAC systems) as shown on the contract documents and provide a complete operating HVAC systems to the satisfaction of the Owner, contractor shall provide all necessary items for a complete system and items not listed shall be included somewhere in the bid items listed below: All the work is to be administered per Section III, Article 11.3, Unit Price Work, of the Contract Documents.

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 signs as described in SECTION III, ARTICLE 23 of the Contract Documents.
5. Owner Direct Purchase of major HVAC components and the Contractor shall utilize the forms provided in the bidding documents and for the preconstruction meeting. See bill of quantities if HVAC components in the Contract Document.
6. All discrepancies between the construction plans and the technical specifications shall be brought to the attention of the Engineer and the Owner for clarification in writing prior to the HVAC Contractor in submitting his bid for this project. After award of the contract discrepancies brought to the attention to the Owner or Engineer the most stringent of the discrepancy shall be utilized in the implementation of BayCare Ballpark HVAC Renovation Phase III and no additional compensation will be provided by the Owner.
7. The HVAC Contractor HVAC Contractor will be required to restore any disrupted areas of the within the limits of work area.
8. Owner recommends the HVAC Contractor video and photographs of the existing conditions prior to mobilizing on to the site.
9. The Owner will provide electricity and water for construction of this project.
10. HVAC Contractor shall be required to provide sanitation for his employees and sub-contractor during the construction period of this project and will not be allow utilize Owner facilities.
11. The HVAC Contractor shall be required to provide a detailed schedule of value for his awarded contact amount submitted at the pre-construction meeting. This schedule of value shall be utilized as the basis of his application of payment for the project. The contractor shall utilize the standard AIA form in making his application for payment
12. The HVAC Contractor shall be required to update 'As-Built deviations from the contract drawings. These deviations from the contract drawings shall be recorded on a set of clean plans and mark in red ink as these changes occur during the project. A list shall be developed in conjunction with the recorded information on the drawing, shall be numbered sequentially as they occur, a date when the deviation occurred. The 'As-built drawings will be reviewed at the same time the request for payment is submitted for payment.
13. The HVAC Contractor shall be required to provide a detailed construction schedule outlining all work of minor and major milestones for the project, show long lead items of materials delivery. This schedule shall be updated at each progress meeting. This schedule shall also be providing at the pre-construction meeting as well as a list of sub-contractors with contact person, addresses, telephone/cell/fax numbers, and e-mail addresses.
14. The HVAC Contractor shall provide a copy of the company's safety and hurricane procedures for this project at the pre-construction meeting.
15. The HVAC Contractor shall be required to provide a list of shop drawings as well as list of material submittals for review by the Engineer, this list shall be provided at the pre-construction meeting for approval by the Engineer as the required submittal list for the project.
16. The Owner will require 3 copies of the each shop drawing, material submittal and shall be maintained by the HVAC Contractor and these documents shall be turn over to the owner at the completion of the project as part of the close out materials in 3 ring binder divided by sections tabs. Also include a list of sub-contractors, material

vendors and clearly identify as to discipline with contact information such as contact person, addresses, telephone/cell/fax numbers, and e-mail addresses. 3 copies of O & M Manual and on thumb drive.

17. Submittals shall be sent directly to the Engineer for his review and one copy sent to the owner project manager for review at the same time they are sent to the Engineer. Total number of submittals will be determined at the pre-construction meeting.

1. Progress meeting will be required during the duration of the project and shall be every two weeks and dates shall be determined at the pre-construction meeting. At this meeting the HVAC Contractor shall attend and the following shall be discussed;

- a. Date of Noticed to Proceed shall be determined
- b. CMAR to provide construction schedule and with major, minor milestones and long lead items
- c. Material & shop drawing submittal list
- d. Schedule of values
- e. Determine day: \_\_\_\_\_ and time: \_\_\_\_\_ for progress meeting every two weeks to discuss the following:
  - i. Material & shop drawings status log
  - ii. Request for information log
  - iii. Architects Supplemental Information log
  - iv. Construction schedule and deviations
  - v. Contingency log
  - vi. Work completed the pass two weeks
  - vii. Work proposed for the next two weeks

18. The HVAC Contractor shall contact City of Clearwater Solid Waste for roll off in disposal of waste from this project.

19. The HVAC Contractor shall police the site of any construction debris and provide a trash can for his employees on a daily meal and breaks at the job site. In no case shall trash from meals or breaks left on the construction site at the end of the day's work.

20. Prior to project completion a walkthrough of the project shall be conducted with the Consultant and Owner. At this walkthrough the Consultant and Owner shall develop a punch list of deficiency items. The punch list shall be provided to the HVAC Contractor within 3 calendar day from the walkthrough. The HVAC Contractor has 15 calendar days to complete the punch list. Upon completion of the punch list items the HVAC Contractor shall schedule a final walkthrough with the Consultant & Owner to verify the punch list deficiency items are complete, the HVAC Contractor shall have a crew at the final walk through to and fix any deficiency items which may have been caused during the work on the punch list to prevent having to do another walk through of repairs of deficiency items.

21. Payment for work performed.

- a. The HVAC Contractor shall submit pay application of the 25th of each month of work performed the pass 30 days.
- b. A pencil draft of the pay application shall be provided to the Owner for review at a progress meeting. Upon approval the HVAC Contractor shall submit an electronic pay application to the Owner for payment.
- c. Payment of request for payment shall be made within 30 days from date of invoice and payment shall be made to the HVAC Contractor's mailing address. No check will be provided by hand delivering and only delivery by U. S. Postal Service.

22. Final payment shall be made as stipulated in the contract documents.

- a. 5% retainage of total project cost shall be retained by the Owner until the project has been completed 5% retainage may be requested upon:

- a. Close out of Building Permit Final
- b. Obtain Certificate of Completion
- c. Preliminary walk through by Griner & Associates & Owner
- d. Punch list has been provided to the Contractor to perform punch list
- e. Punch list items are completed and request for final walk through by the Owner and Engineer approval punch list items are completed.
- f. O & M Manual has been reviewed and approved by Engineer, turned over to the Owner
- g. 3 Hard Copies of the O & M Manual with divider tabs of each section as listed below:
  - Index page
  - Spreadsheet - List of Material Suppliers, Sub Contractors with contract information (contact person, address, telephone number, cell phone number, fax number, email address)
  - Building permit and Certificate of Completion
  - Final Pay Application, Change Directives and Change Order
  - Warranties
  - Submittal Log
  - Request for Information Log
  - Daily Construction Activity Log
  - Weekly Progress Photos – minimum 12 photos per week.
  - Aerial Photo of Project Site – once a month for 8-month period – begin with site photo prior to any work beginning
  - Architect’s Supplemental Information
  - Material Submittals
  - Shop Drawing Submittals
- h. 1 Hard copy set of red lined As Built drawings
- i. 3 electronic thumb drive of files in the O & M Manual and as built drawings

23. See plans for additional Scope of Work

24. Work to be complete prior to Phillies 2022 Spring Season opening day.

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 2 Fixed project signs as described in Section III, Section 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 city 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.**