



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

**Date/Time:** January 27, 2021 at 1:00 PM

**Meeting Location:**

**MS WRF Conference Room and Zoom**  
**1605 Harbor Dr.**  
**Clearwater, FL 33755**

There will be 10 seats available for in person attendance of the Pre-Bid meeting for MS WRF Chlorine Contact Chamber. One person from each company will be allowed a seat for the first 10 to apply. Contact [Carrie.Szurly@myclearwater.com](mailto:Carrie.Szurly@myclearwater.com) to be added to the list of in person attendees. All others may attend virtually via Zoom.

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Join Zoom Meeting

<https://us02web.zoom.us/j/88914422744?pwd=T1RLUXBPWG5sYjI3SHROTDIkWkxCdz09>

Meeting ID: 889 1442 2744

Passcode: 188686

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### **MS WRF Chlorine Contact Chamber (18-0060-UT)**

City of Clearwater Project Manager:	Kaylynn Price Kaylynn.Price@myclearwater.com	727.562.4773
Consultant Company/Project Manager:	Michael Saxton Michael.Saxton@tetrattech.com	321-228-9573
City of Clearwater Public Utilities	Jason Jennings Jason.Jennings@myclearwater.com	727-562-7221
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 – [meeting opened at 1:08 PM.](#)**
- 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** – Bid documents can be found at <https://www.myclearwater.com/Home/Components/RFP/RFP/256/2511>. 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 **Wastewater Treatment Facility** category with a minimum amount of **\$110,000.00 (One Hundred Ten 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 **Friday January 29, 2021**, 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.
- Proposal / Bid Bond
  - Affidavit
  - Non-Collusion Affidavit
  - Proposal
  - Addendum Sheet
  - Bidder's Proposal
  - Scrutinized Companies – See Section 9 of the Pre-Bid Agenda
  - Vendor Information Sheet
8. **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. **Please DO NOT use more than two numbers after the decimal point as this will affect your total.** 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.

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 Kaylynn Price [Kaylynn.Price@myclearwater.com](mailto:Kaylynn.Price@myclearwater.com) by **Wednesday, February 3, 2021**. 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, February 10, 2021**.
12. **Addendums and Notices** - Check the city's website at <https://www.myclearwater.com/Home/Components/RFP/RFP/256/2511> 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.**
13. **Bid Opening** is scheduled for **Thursday, February 18, 2021 at 2:00 PM (EST)**  
Join Zoom Meeting  
<https://us02web.zoom.us/j/88639427588?pwd=OHU1OUJwUjJhY1lkWFN1eFJMY0w0UT09>  
Meeting ID: 886 3942 7588  
Passcode: 083117  
  
**Please see Bid Opening notice when posted for further attendance options.**
14. **Contract Award** is scheduled for **Thursday, March 18, 2021. (TENTATIVE)**
15. **Scope of Work** – The City operates two (2) chlorine contact chambers (CCCs) at the Marshall Street Water Reclamation Facility (WRF). The inner CCC needs repair at the weir wall before the dichlorination tank as it may be the source of external seepage during operation. Phase 1 will include crack injections and waterproofing expansion joints along the weir wall. Phase 2 includes lining a portion of the inner CCC with a coating system. A Phase 3 additive alternative is also proposed to waterproof the Outer CCC expansion joint at the weir wall, if Phase 1&2 repairs fail to stop the external seepage.
16. **Contract Period: 180 Consecutive Calendar Days from Notice to Proceed**
17. Beginning January 1, 2021, Contractor and its Subcontractors shall register with and use the E-Verify system to verify the work authorization status of all newly hired employees. Contractor will not enter into a contract with any Subcontractor unless each party to the contract registers with and uses the E-Verify system. Subcontractor must provide Contractor with an affidavit stating that Subcontractor does not employ, contract with, or subcontract with an unauthorized alien. Contractor shall maintain a copy of such affidavit. See Section 448.095. Florida Statutes (2020).
18. The City may terminate Contract for any violation of this Article 6.7. See Article 15.2 and Section 448.095. Florida Statutes (2020)

**19. 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**

**20. Questions – open to floor.**

1. Will there be a site walk after the meeting. Yes, Kaylynn Price will have a site walk after the pre-bid meeting.

No other questions were forthcoming.

The meeting closed at 1:23 PM