



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

Recommended Pre-Bid Conference Agenda

Date/Time: Friday May 15, 2020 at 1pm

Meeting Location: **MS WRF Breakroom**

Marshall St. – Northeast WRF Crack Sealing (18-0046-UT)

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| City of Clearwater Project Manager: | Kaylynn Price Kaylynn.Price@myclearwater.com | 727-562-4773 |
| Consultant Company/Project Manager: | Brown and Caldwell – Phil Walker PWalker@brwncald.com | 813-371-9307 |
| City of Clearwater Public Utilities | Jason Jennings Jason.Jennings@myclearwater.com Michael Flanigan Michael.Flanigan@myclearwater.com | 727-562-4960 X7221 727-562-4627 X3907 |
| Engineering Contract Specialist | Carrie Szurly Carrie.Szurly@myclearwater.com | 727-562-4782 |

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- 1. Introduction of Attendees**
All attendees introduced themselves. See sign-in sheet for information.
 - 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.
All attendees are noted on sign-in sheet.
 - 3. City's Plan Room** – The DVC Marketing Plan Room is now defunct. This is the last project that will be handled by DVC Marketing. Plans are available for purchase at DVC Marketing at 5420 Pioneer Park Blvd, Suite c, Tampa, FL 33634 (813) 875-6068. Please contact Julie@DVC360.com for the plans package. Please contact Carrie.Szurly@myclearwater.com if you have any questions. All addenda and notices will be posted at <https://www.myclearwater.com/business/engineering-construction-bids> and will be available at DVC. Please add all e-mail addresses to your white list or non-spam list to ensure receipt. **It is the responsibility of the prospective bidder to ensure that they have received all addenda and notices by contacting either Julie@DVC360.com or visiting myclearwater.com.**

Pre-Qualification – 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 Specialty Concrete Repair & Coating Work category with a minimum amount of \$65,00.00. 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 Office Specialist Laura Davis at (727) 562-4509 or Laura.Davis@myclearwater.com. Pre-qualification applications are due on June 5, 2020 and requests for information are due on May 29, 2020, two weeks (ten business days) before the bid opening.

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

4. **Licenses – The Contractor shall provide a copy of a current Contractor License/Registration with the State of Florida AND Pinellas County. These documents must be included in the bid proposal package.**
5. **Bid Proposal Forms - All quantities and costs must be filled in legibly and completely.** Please re-check your figures for accuracy.
6. **Bid Tabulation Sheet** – An excel version of the bid tabulation sheet has been provided and can be obtained from Julie@DVC360.com at DVC Marketing along with the PDF version that is included in the bid proposal of Section V. To ensure accuracy, please use the Excel version. Once complete, print and include in your bid package. Type in your unit prices and Excel will automatically calculate the Amount, Subtotal, Contingency, and Grand Total for you. Look for the areas in light yellow. These areas will be what is to be filled out by you. Please contact Carrie Szurly if you have any questions. 727-562-4782 or Carrie.Szurly@myclearwater.com
7. **Proposal Bond** – must be completely filled out with the **10%** bid bond amount.
8. **Scrutinized Companies** - Please Note, if Project is \$1,000,000 or more please see Section III, Article 25, Scrutinized Companies and Business Operations with Cuba and Syria Certification Form. Otherwise, if final bid amount is less than \$1,000,000, this form may be omitted.
9. **Request for Clarifications** – Submit in writing via email to Project Manager Kaylynn Price and Engineer of Record Phil Walker by end of day (5pm EST) on **May 29, 2020**. Questions must include: company name, contact name, email address and phone number of contact person (in case clarification is needed).
10. **Addendums** - Responses will be issued via an addendum by end of day **June 12, 2020**.
If you have purchased plans through another plan house, please check with Julie@DVC360.com at DVC Marketing or visit <https://www.myclearwater.com/business/engineering-construction-bids> to ensure the receipt of any addenda information. **It is the responsibility of the prospective bidder to ensure that they have received all addendums.**
11. **Bid Opening** is scheduled for **Friday June 19, 2020 at 1pm**. The meeting will be at the **Municipal Services Building, 100 S. Myrtle Ave. Rm 130. Clearwater, FL 33756.**
12. **Contract Award** is tentatively (if needed) scheduled for **Thursday August 6, 2020**.
13. **Scope of Work** – The City has existing concrete tanks with cracks allowing minor process water leaks at the Marshall Street Water Reclamation Facility (MS-WRF) and the Northeast Water Reclamation Facility

(NE-WRF). Repairs to these cracks are required at various locations at each plant as shown on the Contract Drawings

a. Contract Period: 75 Consecutive Calendar Days from Notice to Proceed

14. **Questions** – open to floor.

Sections 3-14 were read aloud by Carrie Szurly. The floor was opened to questions.

1. **In case the bid-opening is held via phone should bids be submitted by hard copy or electronically?**
If the bid-opening is held via phone or e-meeting, then bids should be submitted in hard copy. Hard copy can be mailed or dropped off in the lobby of the Municipal Services Building. Attn: Lori Vogel 100 S. Myrtle Ave, Clearwater FL 33756. Please remember that the deadline is June 19, 2020 at 1:00 pm. Please allow time for bids to reach Procurement Dept.
2. **Will the 5 days' notice be necessary if any conduit should need to be moved?**
Yes, If the conduit should need to be moved, relocated, or adjusted 5 days' notice should be given for WRF personnel to make arrangements.
3. **Will the City of Clearwater be moving the conduit it needed?**
Yes, with 5 days' notice.
4. **Will the tanks need to be drained so repairs can be made?**
No, the tank cracks are superficial so it is not expected that tanks will need to be drained. Please raise any concerns if issues are seen.