



Recommended Pre-Bid Conference Agenda

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

Date/Time: **Thursday, August 26, 2020 at 10:00am**

The Pre-Bid Meeting will be a Zoom virtual meeting.

The details are as follows:

Join Zoom Meeting

<https://zoom.us/j/93174017023?pwd=UXpTb2x4L21teGdJRkc4ZHp4NE5XQT09>

Meeting ID: 931 7401 7023

Passcode: 259425

2021 Underdrains (20-0028-EN)

City of Clearwater Project Manager:	Melvin Maciolek Melvin.Maciolek@myclearwater.com	727-562-7272
City of Clearwater Co-Project Manager:	Brad Hamilton Brad.Hamilton@myclearwater.com	727-562-4788
Engineering Contract Specialist:	Carrie Szurly Carrie.Szurly@myclearwater.com	727-562-4782

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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 plan room website.
 3. **City's Web Site** – Documents are available at <https://www.myclearwater.com/business/engineering-construction-bids>. Document holders are responsible for their own printing. All addenda and notices will be posted at <https://www.myclearwater.com/business/engineering-construction-bids>. Add all e-mail addresses to your white list or non-spam list to ensure receipt. If you would like to be considered a plan holder contact 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 at <https://www.myclearwater.com/business/engineering-construction-bids>.**
 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 **Stormwater Management Construction** category with a minimum amount of **\$350,000.00**. **It is the Contractor's/Bidder's responsibility to confirm pre-qualification eligibility prior to submitting a bid.** Contractors may check their pre-City of Clearwater | Engineering Department | 727-562-4750 | 100 S Myrtle Ave. #220, Clearwater, FL 33756

qualification status by contacting Construction Office Specialist Laura Davis at (727) 562-4509 or Laura.Davis@myclearwater.com. Pre-qualification applications are due on **Wednesday, September 2, 2020** and requests for information are due on **Monday, August 31, 2020**.

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

5. **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. Failure to provide these documents in the bid proposal will deem the contractors' bid as non-responsive and be rejected.
6. **Bid Proposal Forms - All quantities and costs must be filled in legibly and completely.** Please re-check your figures for accuracy.
7. **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. 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
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 Clarifications** – Submit in writing via email to Project Manager Melvin Maciolek by end of day (5pm EST) on **Monday, August 31, 2020**. Questions must include company name, contact name, email address and phone number of contact person (in case clarification is needed).
11. **Addendums** - Responses will be issued via an addendum by end of day **Friday September 4, 2020.** If you have plans 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.**
12. **Bid Opening** is scheduled for **Wednesday, September 9, 2020 at 1:30pm.** The meeting will be at the Municipal Services Building, 100 S. Myrtle Ave. Rm 130. Clearwater, FL 33756. **Only staff will be allowed in the building.** Interested parties will be allowed to attend virtually. Virtual meeting information will be issued by addendum / notice.
13. **Contract Award** is tentatively (if needed) scheduled for **Thursday, October 1, 2020.**

14. **Scope of Work** – The 2021 Underdrains Project consists of all labor, materials, equipment, and tools necessary for removal and replacement of existing concrete and asphalt driveways and other encountered materials along the underdrain route. The installation of 6” PVC underdrains w/cleanouts along certain road locations within the City of Clearwater. All quantities are estimates only and the City is not obligated to purchase any minimum or maximum amount during the life of the Contract. All or part of the work is to be Unit Price Work, as referenced in Section III, Article 11.3 of the Contract Documents.

The work will be assigned at various locations within the limits of City of Clearwater jurisdiction.

The contract duration will be for ONE (1) year from the notice to proceed date. City reserves the right to extend the contract on a yearly basis, and up to Three (3) one-year renewal terms and will be awarded on Unit Price basis, as referenced in Section IV, 101 of the Contract Documents.

15. **Contract Period: 120 Consecutive 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.

16. **Questions** – open to floor. (questions and answers are paraphrased)