



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

2025 Stormwater Repair 24-0019-EN

Recommended Pre-Bid Meeting Agenda

Wednesday September 11, 10:00am

Virtual Zoom Meeting:

Join Zoom Meeting

<https://us02web.zoom.us/j/83649251548?pwd=UkaxH7bEv2vbaHfRb9K6nF7szJDbWo.1>

Meeting ID: 836 4925 1548

Passcode: 855933

City of Clearwater Project Manager: Kyle Vaughan

Kyle.Vaughan@myclearwater.com

City of Clearwater Engineering Division Manager Stormwater: Angel Rivera Angel.Rivera@myclearwater.com

Engineering Contract Specialist:

Jennifer Burgett

Jennifer.Burgett@myclearwater.com

1. **Introduction of Attendees**

2. **Sign-In Sheets** – This is a **Recommended** meeting. Please sign in by using the chat box, please enter your name, company and contact information.

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 Jennifer.Burgett@myclearwater.com if you have any questions about project documents. Contact Kyle.Vaughan@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/financebudget/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 following category: **Sanitary and Storm Sewers for a minimum of \$1 million 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 Jennifer Burgett at Jennifer.Burgett@myclearwater.com. Pre-qualification applications are due on **Wednesday, September 25, 2024**, 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

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www.myclearwater.com

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.
 - a. Proposal / Bid Bond
 - b. Affidavit
 - c. Non-Collusion Affidavit
 - d. Proposal
 - e. Addendum Sheet
 - f. Bidder’s Proposal and/or Excel Bid Tabulation Sheet
 - g. Scrutinized Companies – See Section 9 of the Pre-Bid Agenda
 - h. Scrutinized Companies That Boycott Israel List Certification Form
 - i. E-Verification of Employment Form
 - j. Vendor Information
8. **EXCEL 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 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 Total for you. Once complete, print and include in your bid package. Please contact Contract and Procurement Specialist Jennifer Burgett at Jennifer.Burgett@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 City Project Manager Kyle Vaughan Kyle.Vaughan@myclearwater.com by **Wednesday, September 25, 2024 End of Business Day.** Questions must include company name, contact name, email address and phone number of contact person (in case clarification is needed).

12. **Addendums and Notices** - Responses will be issued via an addendum by end of day **Wednesday, October 2, 2024**. 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.**
13. **Bid Opening** is scheduled for **Wednesday, October 9, 2024, at 2:00 PM**
Join Zoom Meeting
<https://us02web.zoom.us/j/82205229864?pwd=rXzGwGSAYlWb1HK1PmGpHGGZdLKZLh.1>
Meeting ID: 822 0522 9864
Passcode: 673427
14. **Council Contract Award** is scheduled for **November 21, 2024 (TENTATIVE)**
15. **Scope of Work** – The intent of this bid is to obtain competitive prices in order to establish an annual contract for as needed services for Stormwater infrastructure improvements and repairs. The successful contractor will be required to enter into a contract with the City of Clearwater and provide all labor, equipment, and materials for Stormwater infrastructure improvements and repairs. The various items shall be performed in accordance with City of Clearwater specifications and in conformity with the existing line, grade and dimensions. 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 per Work, as referenced in Section III, Article 11.3 of the Contract Documents.
The work will be assigned at various locations with the limits of the 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 FOUR (4) one-year renewal terms and will be awarded on Unit Price Basis, as referenced in Section IV, 101 of the Contract Documents.
Services will be provided on an as needed basis. It is in the best interest of the City, the City may award services to multiple contractors, providing a variety of options, to maximize service availability with the intent to distribute purchases that best meets the needs of the city.
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 Portable 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.
16. **Contract Period: 365 Consecutive Calendar Days from Notice to Proceed** The City reserves the right to extend the contract on a yearly basis, and up to Three (4) one-year renewal terms, as referenced in Section IV, 101 of the Contract Documents.
17. 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
18. **Questions** – open to the floor.