



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

As Needed Concrete and Asphalt Repair
(18-0040-UT)
Recommended Pre-Bid Meeting Agenda

Wednesday, May 8, 2024 at 10:00am

Join Zoom Meeting:

<https://us02web.zoom.us/j/82193703930?pwd=QmdsOFdEZkEzOThvNktqL3dXY0o5dz09>

Meeting ID: 821 9370 3930

Passcode: 348899

City of Clearwater Project Manager:
Adrija Selak 727-543-0228 Andrija.Selak@myclearwater.com

CHA Consulting Project Manager:
Weston Haggen 813-549-0919 WHaggen@chasolutions.com

City of Clearwater Engineering Contract Specialist:
Jennifer Burgett 727-447-8207 Jennifer.Burgett@myclearwater.com

1. Introduction of Attendees

2. **Sign-In Sheets** – This is a **Recommended** meeting. Please enter your name, title, company, phone number and email address in the comments box. Copies of the Pre-bid Conference sign-in sheet will be scanned and posted on the website.

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 Andrija.Selak@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 following category:

Group A Asphaltic Concrete Resurfacing: and Roadways and Parking Lots \$500,000

Group B Concrete Flatwork(curbs, walks, courts, etc) \$500,000

City of Clearwater | Engineering Department | 727-562-4750 | 100 S Myrtle Ave. #220, Clearwater, FL 33756

www.myclearwater.com

Please Note: A contractor is not required to submit a bid in both categories. Group A requires to be prequalified in both Asphaltic Concrete Resurfacing and Roadways/Parking Lots.

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 (727) 444-8207 or Jennifer.Burgett@myclearwater.com. Pre-qualification applications are due on **Wednesday, May22, 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 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
 - g. Scrutinized Companies – See Section 9 of the Pre-Bid Agenda
 - h. 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 727-444-8207 or 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 Project Manager Andrija Selak Andrija.Selak@myclearwater.com by **Wednesday, May 22, 2024 (EOB)**. 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 May 29, 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, June 5, 2024, at 2:00 PM**

Join Zoom Meeting:

<https://us02web.zoom.us/j/84807523016?pwd=VEtGOFqxT051d2htTGh5bU82Tnhqdz09>

Meeting ID: 848 0752 3016

Passcode: 707595

14. **Contract Award** is scheduled for **Thursday, July 18, 2024(TENTATIVE)**

15. **Scope of Work** includes: Updated May 8, 2024 at 9:30 am

The intent of this bid is to obtain competitive prices to establish an annual contract for on-call (as-needed) services for utility related asphalt repair and resurfacing (Group A); and on-call (as-needed) services for utility related concrete aprons, sidewalks, and curbs (Group B). The work that may be included as part of Group A may include but not be limited to asphalt milling, asphalt replacement, patch repairs, base removal and repair, etc. The work that may be included as part of Group B may include but not be limited to concrete sidewalk, apron, and curb repair. Specific work for this contract (all groups) will be at the request of the City by a work order request. All quantities are estimates only and the city of Clearwater (City) is not obligated to purchase any minimum or maximum amount during the life of the contract. All of the work is to be administered per Section III, Section 11.3, Unit Price Work, of the Contract Documents. The City reserves the right to increase funds during the contract term if work exceeds original estimates, subject to required authorizations. Beyond the initial one-year term, the city reserves the right to renew the contract for up to three (3) years.

The successful contractor for Group A will be required to enter into a contract with the City of Clearwater and provide all labor, equipment, and materials for asphalt milling and resurfacing repairs. The successful contractor for Group B will be required to enter into a contract with the City of Clearwater and provide all labor, equipment, and materials for concrete apron, sidewalk, and curb repair. Each work order for Group A and/or B may include more than one individual project as defined by the City. Mobilization shall be per work order request as defined by the City. Estimates are required to be provided by the Contractor for all work unless otherwise authorized by the City PM.

The Contract will be on the basis of materials and equipment specified or described in the bidding documents. The materials and equipment described herein establish a standard of required type, function, and quality. No item of material or equipment will be considered by the Engineer and/or City as an “or-equal” item unless written request for approval has been submitted by the Bidder and has been received by the City at least 15 days prior to the date for receipt of Bids. Each request shall conform to the requirements of the General Conditions. The City’s decision of approval or disapproval of a proposed item will be final. Warranty for all work conducted under this contract shall be one (1) year for labor. Materials shall comply with the individual products installed

16. **Contract Period: 365 Calendar Days from Notice to Proceed**

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 floor. You may be asked to submit your question via email.