

Pre-Bid Meeting Agenda

August 9, 2016

TOTE Marine Tower Roof Replacement Project

Project 101057.01 | Contract 070350

Nothing said at the pre-bid meeting can change any of the contract documents. Any changes to the specifications will be issued by addendum only. Registering as a planholder on the Port's website at <http://portoftacoma.com/contracts/procurement> is highly recommended to obtain notification as soon as addendums are published.

1. Introductions

- a. Pedro Reyes Port of Tacoma, Project Manager
- b. Lisa Ross Port of Tacoma, Construction Inspector
- c. Sherry Arciniega Port of Tacoma, Contract Administrator

2. Division 00 Procurement and Contracting Requirements

- a. Section 00 11 13 Advertisement for Bids
 - i. Bid Opening: **August 12, 2016 at 2:00 p.m.** via email
 - ii. Estimated Cost: **\$95,000 to \$108,000**
 - iii. Bidder questions submitted to procurement@portoftacoma.com by **August 9, 2016, 5:00 PM**
 - iv. Bidding Documents: www.portoftacoma.com
- b. Section 00 21 00 Instructions to Bidders
- c. Section 00 31 26 Existing Hazardous Material Information
- d. Section 00 41 00 Bid Form
 - i. Bid form signed by Authorized person
 - ii. Fill in all blanks
 - iii. Acknowledge all addenda
- e. Section 00 52 00 Agreement Form
 - i. Contract Time: **105 Calendar Days from contract execution**
 - ii. Liquidated Damages: **\$500/Day**
- f. Section 00 73 63 Security Requirements
 - i. TWIC is required, you **cannot** access site without a valid TWIC
 - ii. If contractor does not have TWIC, contractor will need to hire Escort
 - iii. Escorting Requirements
 - 1. Escorts may not perform work while escorting
 - 2. Escorts may observe a maximum of 5 workers

3. Escorts must be trained by each terminal prior to escorting

3. Division 01 General Requirements

- a. Section 01 10 00 Summary
 - i. Scope of Work
 1. Metal roof, soffits, gutters, downspout replacement, replace exhaust fan, install fall protection anchors, bird deterrent system
 - ii. Access to site
 1. Will be through the southernmost gate
- b. Section 01 14 00 Work Restrictions
 - i. Facilities will remain in operation during work activities – prevent interference with operations.
 - ii. Stay within work areas
 - iii. Yard traffic has the right of way
 - iv. Contractor shall maintain a flexible schedule to accommodate terminal operations
- c. Section 01 20 00 Price and Payment Procedures
 - i. Bid item – Lump sum
- d. Section 01 35 29 – Health Safety and Emergency Response
 - i. Hazwoper training requirements

4. Questions

Submit all questions to procurement@portoftacoma.com.