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Tacoma, WA 98401-1837
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Pre-Bid Meeting Agenda

Parcel 86 Bank Stabilization Project

PROJECT NO. 101493.01 | CONTRACT NO. 071513

August 25, 2021

1. Introductions

- a. Hughes Wike – Port of Tacoma, Project Manager, Engineering
- b. Stan Ryter – Port of Tacoma, Sr. Project Manager, Engineering
- c. Mike Kisak – Port of Tacoma, Lead Inspector
- d. Sarah Weeks – Port of Tacoma, Project Manager, Environmental
- e. Kathee Sewell – Port of Tacoma, Sr. Contracts Administrator
- f. Heather Shadko – Port of Tacoma, Contracts & Procurement Analyst
- g. Rebecca Gardner – Anchor QEA, Consultant

2. Division 00 Procurement and Contracting Requirements

- a. Section 00 11 13 – Advertisement for Bids
 - i. Bid Opening: **September 9, 2021 at 11:00 a.m.** at the Port Administration Office, One Sitcum Plaza
 - ii. Est. cost range is \$113,000 - \$130,000, plus Washington State Sales Tax (WSST).
 - iii. Site Visit: Following Pre-Bid
 - iv. Bidder questions submitted to procurement@portoftacoma.com by **close of business (COB) on August 30, 2021.**
 - v. Bidding Documents: To receive all updates to this procurement, register for the Holder's List on the Port's Procurement webpage for this project - <https://www.portoftacoma.com/contracts/procurement>.

b. Section 00 21 00 – Instructions to Bidders

- i. Bidder Responsibility (Article 1.06, Post Bid Information)

Section 00 41 00 – Bid Form

- ii. Bid Items
- iii. Fill in all blanks
- iv. Acknowledge all addenda
- v. Bid Security
- vi. Bid form signed by AUTHORIZED person

- c. Section 00 45 13 Responsibility Criteria
- d. Section 00 52 00 – Agreement Form
 - i. Contract Time: Begins at execution of Contract.
Substantial Completion of the entire Work not later than **75 calendar days** from contract execution.
Final Completion of the Work within **30 calendar days** of Substantial Completion.
 - ii. Liquidated Damages: \$350/day (Substantial); \$150/day (Final)
- e. Section 00 73 63 – Security Requirements

3. Division 01 General Requirements

- a. Section 01 10 00 – Summary
- b. Section 01 14 00 – Work Restrictions
 - i. Contractor work shall not interfere with normal operations on Parcel 86.
- c. Section 01 20 00 – Price and Payment Procedures
- d. Section 01 31 23 – Web-based Construction Management (eBuilder)
- e. Section 01 35 91 – Historic/Cultural Treatment Resources
 - i. Port will provide archaeological monitoring, if needed.
 - ii. Reference Inadvertent Discovery Plan (Article 1.02A.1).
- f. Section 01 41 00 – Regulatory Requirements
 - i. U.S. Army Corp of Engineers Permit Exemption (Appendix B)
 - ii. Shoreline Substantial Development Permit Exemption (Appendix C)
 - iii. City of Tacoma Building Permit, BLDCN21-0058
 - iv. Contractor responsible for any additional permits required to complete project.
- g. Section 01 50 00 – Temporary Facilities and Controls
 - i. Different requirements for perimeter fencing vs. laydown area fencing.
 - ii. Tree and vegetation protection.
- h. Section 01 55 00 – Vehicular Access and Parking
 - i. Access through Parcel 86 Main Gate.
 - ii. Park only in designated staging/laydown area and in spaces that do not inhibit operations traffic.

4. Questions

5. Site Visits

- a. Begin at 9:00AM at **Port's Administration Building**, located at One Sitcum Plaza. Group will travel to project site(s) after a brief meeting.