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Pre-Bid Meeting Agenda

ADMINISTRATION BUILDING RESTROOM REPAIRS PROJECT NO. 101339.02 | CONTRACT NO. 071547

August 25, 2021

1. Introductions

- a. Dave Myers – Port of Tacoma, Project Manager, Engineering
- b. Trevor Thornsley – Port of Tacoma, Sr. Project Manager, Engineering
- c. Mike Kisak – Port of Tacoma, Lead Inspector
- d. Kathee Sewell – Port of Tacoma, Sr. Contracts Administrator
- e. Heather Shadko – Port of Tacoma, Contracts & Procurement Analyst
- f. Jerry Osborn – OAI

2. Division 00 Procurement and Contracting Requirements

- a. Section 00 11 13 – Advertisement for Bids
 - i. Bid Opening: **September 8, 2021 at 2:00 p.m.** at the Port Administration Office, One Sitcum Plaza
 - ii. Estimated cost range is \$445,000 to \$488,000, 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 **December 31, 2021**.
Final Completion of the Work within **45 calendar days** of Substantial Completion.
 - ii. Liquidated Damages: \$1000/day (Substantial); \$500/day (Final)
- e. Section 00 73 63 – Security Requirements

3. Division 01 General Requirements

- a. TWIC requirements for each person or Escorts
- b. Staging, parking and access.
- c. Other projects
 - i. Roofing
 - ii. Security enhancements
 - iii. Shoreline stabilization

4. Questions

5. Site Visits

- a. Begin at 10:00AM at **Port's Administration Building**, located at One Sitcum Plaza.