

Pre-Bid Meeting Agenda

SIM Yard Charging Stations Project

PROJECT NO. 201119.01 | CONTRACT NO. 071514

September 1, 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. Scott Hooton – Port of Tacoma, Project Manager, Environmental Programs
- e. Kathee Sewell – Port of Tacoma, Sr. Contracts Administrator
- f. Heather Shadko – Port of Tacoma, Contracts & Procurement Analyst
- g. Mohammad Azeem – Harris Group, Consultant

2. Division 00 Procurement and Contracting Requirements

- a. Section 00 11 13 – Advertisement for Bids
 - i. Port has been awarded an Environmental Protection Agency (EPA) Grant for the work. See 00 72 00 Article 5.02 for related requirements.
 - ii. Bid Opening: **September 21, 2021 at 11:00 a.m.** at the Port Administration Office, One Sitcum Plaza
 - iii. Est. cost range is \$223,000 to \$258,000, plus Washington State Sales Tax (WSST).
 - iv. Site Visit: Following Pre-Bid
 - v. Bidder questions submitted to procurement@portoftacoma.com by close of business (COB) on **September 8, 2021**.
 - vi. 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 (Paragraph 1.06 Post Bid Information)
- c. Section 00 31 26 – Existing Hazardous Material Information
 - i. Project site located in former City of Tacoma landfill area.
- d. Section 00 41 00 – Bid Form
 - i. Bid Items
 - ii. Fill in all blanks

- iii. Acknowledge all addenda
 - iv. Bid Security
 - v. Bid form signed by AUTHORIZED person
- e. Section 00 45 13 – Responsibility Criteria
- f. 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: \$425/day (Substantial); \$150/day (Final)
- g. 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 SIM Yard.
 - ii. Electrical outages must be pre-planned.
 - iii. Coordination with Tacoma Power required for transformer replacement.
- c. Section 01 20 00 – Price and Payment Procedures
- d. Section 01 31 23 – Web-based Construction Management (eBuilder)
- e. Section 01 41 00 – Regulatory Requirements
 - i. Contractor responsible for obtaining and paying for any permits.
- f. Section 01 55 00 – Vehicular Access and Parking
 - i. Access through SIM Yard gate on Milwaukee Way.
 - ii. Park only in designated staging/laydown area. Do not inhibit terminal traffic.
- g. Section 01 64 00 – Owner-furnished Products
 - i. (6) charging stations, (6) charging cables, and (6) cable hangars.
 - ii. Port will deliver materials to SIM Yard. Contractor responsible for receiving, unloading and relocation to staging area.

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.