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# **Pre-Bid Meeting Agenda**

## **Demo Bldg & Rail at 4012 SR 509**

**PROJECT NO. 101650.01 | CONTRACT NO. Port-PA-072141**

**12 March 2025**

### **1. Introductions**

- a. Kyle Smith – 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.

### **2. Division 00 Procurement and Contracting Requirements**

- a. Section 00 11 13 – Advertisement for Bids
  - i. Bid Opening **26 March 2025 at 2:00 p.m.** at the Port Administration Office, One Sitcum Plaza
  - ii. Est. cost range is **\$700,000 thru \$1,000,000**, plus Washington State Sales Tax (WSST).
  - iii. Site Visit: Following Pre-Bid
  - iv. Bidder questions submitted to [procurement@portoftacoma.com](mailto:procurement@portoftacoma.com) by **close of business (COB) on 19 March 2025**.
  - 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)
- c. 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
- d. Section 00 45 13 Responsibility Criteria
- e. Section 00 72 00 Article 5 5.01

- f. Section 00 52 00 – Agreement Form
  - i. Contract Time: Begins at execution of Contract.  
Substantial Completion of the entire Work not later than **180 days** from contract execution.  
Final Completion of the Work within **30 calendar days** of Substantial Completion.
  - ii. Liquidated Damages: \$50/day (Substantial); \$25/day (Final)

### **3. Division 01 General Requirements**

- a. Section 01 10 00 – Summary
- b. Section 01 14 00 – Work Restrictions
  - i. **Terminals are secure and restricted areas. TWIC required for all work at construction sites and laydown area.** Refer to Section 00 73 63 for additional security requirements.
  - ii. Reference Sheet G2.2 for detailed work restrictions, phasing plan, and notification requirements.
  - iii. Vessel schedules are highly variable and subject to change with limited notice. Port will provide vessel schedules on regular basis.
  - iv. Tenant operations may be active around the clock. Contractor work shall not interfere with normal terminal operations.
- c. Section 01 20 00 – Price and Payment Procedures
- d. Section 01 31 23 – Web-based Construction Management (eBuilder)
- e. Section 01 55 00 – Vehicular Access and Parking
- f. Section 01 74 16 – Soil Characteristics and Waste Management

### **4. Questions**

### **5. Site Visits**

- a. Begin at 1 Sitcum Way Plaza