

Pre-Bid Meeting Agenda

5301 8TH ST E ROOF REPLACEMENT

PROCUREMENT NO. 072026-1044

October 6, 2026 @ 11:00 PM

1. Introductions

- a. Kyle Smith – Project Manager
- b. Anthony Ammirati, Sr. Contract Admin
- c. Michelle Walker, Procurement Analyst
- d. Mike Kisak, Lead Construction Inspector

2. Division 00 Procurement and Contracting Requirements

- a. Section 00 11 13 – Advertisement for Bids
 - i. Bid Opening **October 15, 2026 at 2:00 PM** at the Port Administration Office, One Sitcum Plaza
 - ii. Est. cost range is **\$300,000 thru \$500,000**, plus Washington State Sales Tax (WSST).
 - iii. Site Visit: Following Pre-Bid
 - iv. Bidder questions submitted to procurement@portoftacoma.com by **October 8, 2026, at 2:00 PM**.
 - 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 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: \$250/day (Substantial); \$100/day (Final)

3. Division 01 General Requirements

- a. 01 10 00 - Summary
- b. 01 14 00 - Work Restrictions
- c. 01 20 00 - Price and Payment Procedures
- d. 01 26 00 - Change Management Procedures

- e. 01 29 73 - Schedule of Values
- f. 01 30 00 - Administrative Requirements
- g. 01 31 23 - Web-Based Construction Management
- h. 01 32 16 - Construction Progress Schedule
- i. 01 33 00 - Submittal Procedures
- j. 01 35 29 - Health, Safety, and Emergency Response Procedures
- k. 01 35 43.13 - Hazardous Materials Handling Procedure
- l. 01 35 47 - Air and Noise Control Procedures
- m. 01 41 00 - Regulatory Requirements
- n. 01 42 19 - Reference Standards
- o. 01 45 00 - Quality Control
- p. 01 50 00 - Temporary Facilities and Controls
- q. 01 55 00 - Vehicular Access and Parking
- r. 01 57 13 - TESC and Project SWPPP
- s. 01 60 00 - Product Requirements
- t. 01 71 00 - Examination and Preparation
- u. 01 74 13 - Construction Cleaning
- v. 01 74 19 - Construction Waste Management and Disposal
- w. 01 77 00 - Closeout Procedures

4. DIVISION 07 -- THERMAL AND MOISTURE PROTECTION

07 41 00 - Preformed Metal Standing Seam Roofing

5. APPENDICES

Appendix A - Port of Tacoma Construction SWPPP Short Form

4. Questions

Please send all question to procurement@portoftacoma.com

5. Site Visits

- a. Begin at 1 Sitcum Way Plaza
- b. Location: 5301 8th St East, Fife, WA 98424