



Pre-Bid Meeting Agenda

May 10, 2018

West Sitcum Stormwater Treatment Contract No. 070916 | Project No. 201024.01

1. Introductions

- a. Hughes Wike – Port of Tacoma, Project Manager
- b. Carol Rhodes – Port of Tacoma, Sr. Project Manager
- c. Lisa Ross – Port of Tacoma, Construction Inspector
- d. Anita Fichthorn – Port of Tacoma, Environmental Project Manager
- e. Juli Tuson – Port of Tacoma, Contracts Administrator
- f. Jen Murphy – Parametrix, Design Consultant

2. Division 00 Procurement and Contracting Requirements

- a. Section 00 11 13 Advertisement for Bids
 - i. Bid Opening: **May 21, 2018 at 2:00 p.m.** at the Port Administration Office, One Sitcum Plaza
 - ii. Estimated Cost: **\$4,275,000 to \$4,750,000**, plus Washington State Sales Tax (WSST)
 - iii. Site Visit: Following Pre-Bid
 - iv. Bidder questions submitted to procurement@portoftacoma.com by **May 14, 2018, 4:00 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 (Paragraph 1.06 Post Bid Information)
- c. Section 00 41 00 Bid Form – Procurement
 - i. Bid Items
 - ii. Fill in all blanks
 - iii. Acknowledge all addenda
 - iv. Bid Security
 - v. Principal Subcontractors/Suppliers
 - vi. Bid form signed by AUTHORIZED person

- d. Section 00 52 00 – Agreement Form - PM
 - i. Contract Time: Begins at execution of Contract.
Substantial Completion of the entire Work not later than **October 15, 2018**.
Final Completion of the entire Work by **November 13, 2018**.
 - ii. Liquidated Damages: Substantial Completion - \$2000/Day.

3. General Requirements

- a. Section 00 73 63 – Security Requirements
- b. Section 01 10 00 – Summary
- c. Section 01 14 00 – Work Restrictions
- d. Section 01 31 23 – Web Based Construction Management
- e. Section 01 64 00 – Owner Furnished Products

4. Site Visit