



People. Partnership. Performance.

P.O. Box 1837
Tacoma, WA 98401-1837
www.portoftacoma.com

Pre-Bid Meeting Agenda

2302 Ross Way Roof Recover

PROJECT NO. 201119.01 | CONTRACT NO. 071542

September 8, 2021

1. Introductions

- a. Brett Ozolin – 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 PS

2. Division 00 Procurement and Contracting Requirements

- a. Section 00 11 13 – Advertisement for Bids
 - i. Bid Opening: **September 16, 2021 at 11:00 a.m.** at the Port Administration Office, One Sitcum Plaza
 - ii. Estimated cost range is \$300,000 to \$350,000, 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 September 8, 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 (Paragraph 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 52 00 – Agreement Form
 - i. Contract Time: Begins at execution of Contract.
Substantial Completion of the entire Work not later than **70 calendar days** from contract execution.
Final Completion of the Work within **30 calendar days** of Substantial Completion.
 - ii. Liquidated Damages: \$300/day (Substantial); \$100/day (Final)
- f. 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. BLDCA21-0252
 - ii. Adhere to City of Tacoma standards – specifically surface runoff
- f. Section 01 55 00 – Vehicular Access and Parking
 - i. Gate is currently staffed 24/7.
 - ii. Park only in designated staging/laydown area. Do not inhibit terminal traffic.
- g. Section 01 74 13 – Construction Cleaning
- h. 05 50 00, 07 53 00, 07 62 00, 07 92 00

4. Questions

5. Site Visits

- a. Begin at 10:00AM at **Port's Administration Building**, located at One Sitcum Plaza. Group will travel to project site(s) after a brief meeting.