



# CLEARWATER BEACH TRANSIT FACILITY

Pre-Bid Meeting and Site Visit

Two Step IFB 17-055B

June 14, 2017

9:30 a.m.

Pinellas Suncoast Transit Authority (PSTA)

St. Petersburg, Florida



# Pre-Bid Meeting

**Purpose:** To allow PSTA and potential suppliers to meet and discuss the requirements of this solicitation. In addition, it allows the suppliers to understand how to be successful with their submittal.

## Meeting Agenda

- Introductions (PSTA and Suppliers)
- Project Timeline
- Procurement Process
- Scope of Work
- Q&A
- Project Site Visit



# Introductions

## **PSTA Team Members:**

- Eric Haubner, Purchasing Agent II (Main point of Contact for the IFB)
- Henry Lukasik, Director of Maintenance
- Mark Knight, Construction & Project Development Manager
- Cassandra Borchers, Chief Development Officer
- Debbie Leous, Chief Finance Officer

## **City of Clearwater Team Members:**

- Timothy Kurtz, Senior Landscape Architect
- Paul Bertels, Traffic Operations Manager

## **HNTB Advisor:**

- Zack Sarver



**Cone of Silence**  
 Point of Contact – PSTA's  
 Procurement Division Only

- Eric Haubner

# Project Timeline

## Planned Procurement Schedule:

<b>Issue Date:</b>	June 2, 2017
<b>Non-Mandatory Pre-Bid Meeting &amp; Site Visit:</b>	June 14, 2017 9:30 a.m.
<b>Deadline for Questions:</b>	June 20, 2017 by 2:00 p.m. EST via email only
<b>Response to Questions:</b>	June 23, 2017 (Tentative)
<b>Step 1 Submittal:</b>	June 30, 2017 by 2:00 p.m. EST
<b>Supplier Presentations:</b>	July 11, 2017
<b>Shortlist Evaluation Meeting:</b>	July 11, 2017 (Tentative)
<b>Step 2 Submittal:</b>	July 27, 2017 by 2:00 p.m. EST
<b>Final Evaluation Meeting:</b>	August 1, 2017 (Tentative)
<b>Board Approval:</b>	August 23, 2017

- Evaluation Meetings are public meeting, however, Supplier Presentations are not



# Procurement Process

## Two Step Invitation For Bid:

- Step 1 Requirements
  - Unpriced Technical Proposal to include canopy design submittal
- Step 2 Requirements for those firms whose designs are selected
  - Priced Sealed Bids for completion of the entire project including sealed drawings

**Proposal Evaluation Criteria** – Ensure you address each in your response (pg. 22)

PROPOSAL EVALUATION CRITERIA	WEIGHTED FACTORS
<b>IFB 17-055B STEP 1</b>	
Experience and Qualification of Proposer and Proposer Team	40%
Design Approach (Canopy)	30%
Project Approach, Methodology and Schedule	30%
<b>IFB 17-055B STEP 2</b>	
Cost To Provide Services	Lowest Cost



# Procurement Process Cont.

## Disadvantaged Business Enterprise (DBE)

- PSTA has not set a specific goal for this project. PSTA has an annual DBE goal of 9.78%.

## Contract and Forms – Complete all and return with Proposal

- Contract (pg. 32-47)
- Attachments 1-15 (pg. 49-65)

## Proposal Structure Proposals shall include a Table of Contents and be organized as follows:

### Step 1 – Due 6/30/17

**Tab 1:** Cover Letter, Licenses, Executed forms, Proposer/sub-contractor info, etc.

**Tab 2:** Project Approach, Work Plan, Project Schedule, etc.

**Tab 3:** Canopy Design

**Tab 4:** Product, Workmanship and Materials Warranties, etc.

### Step 2 – Due 7/27/17

**Tab 5:** Pricing for Entire Project, Sealed Bids, Sealed Drawings, etc.



# Scope of Work

## Project Objective

Pinellas Suncoast Transit Authority (**PSTA**) in cooperation with the City of Clearwater will construct a new bus bay along the north side of Causeway Boulevard in Clearwater Beach for the improvement of bus services and operations related to beach access.

## Bus Bay

The Proposer shall construct the Bus Bay per the engineering plans in Exhibit E.

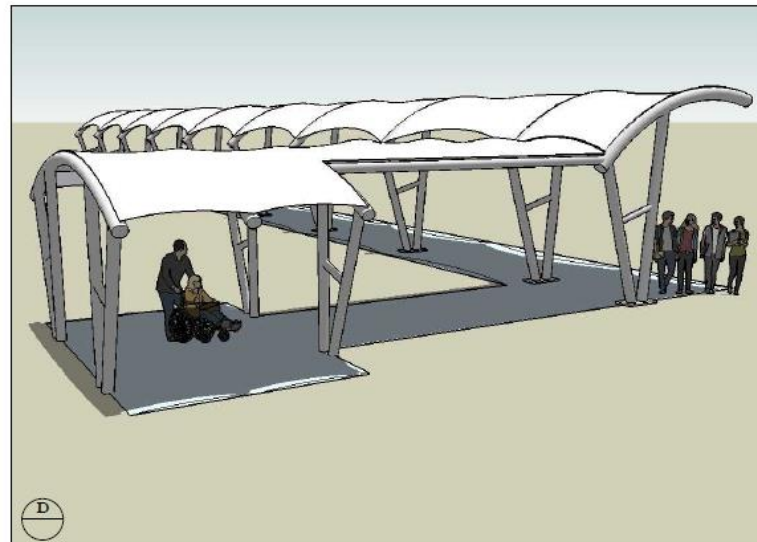
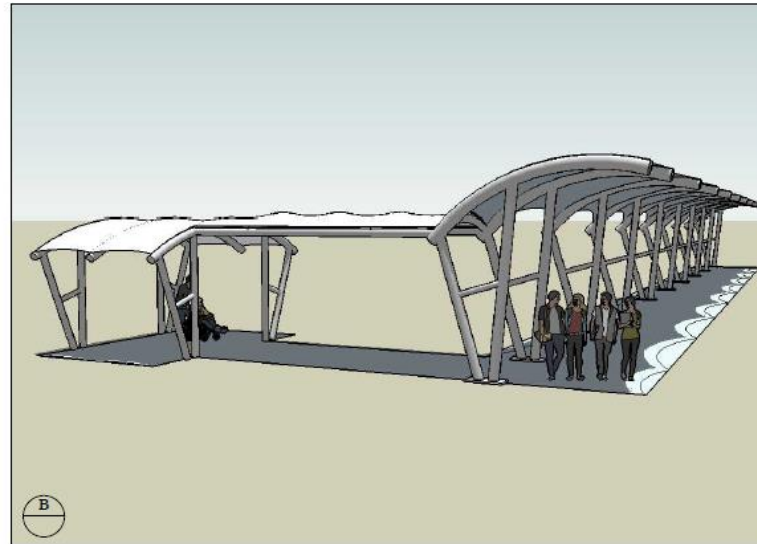
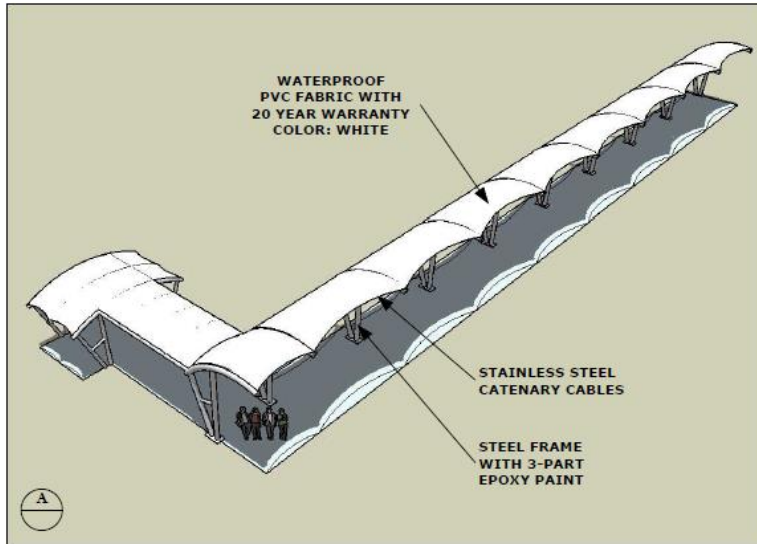
## Canopy

The Proposer shall design a canopy system and provide signed and sealed engineering plans to construct the canopy system per specifications in Exhibit D.



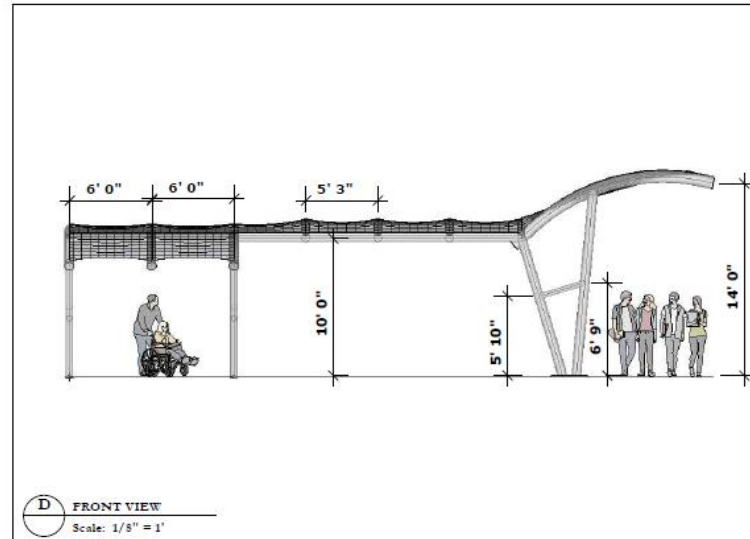
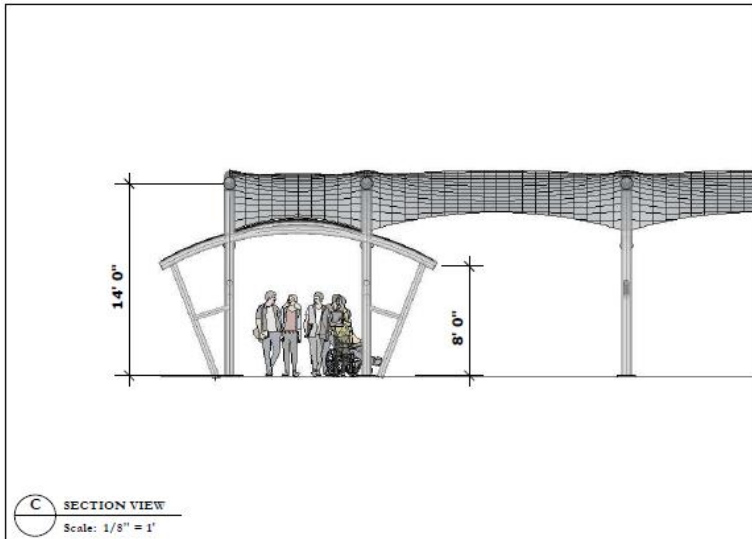
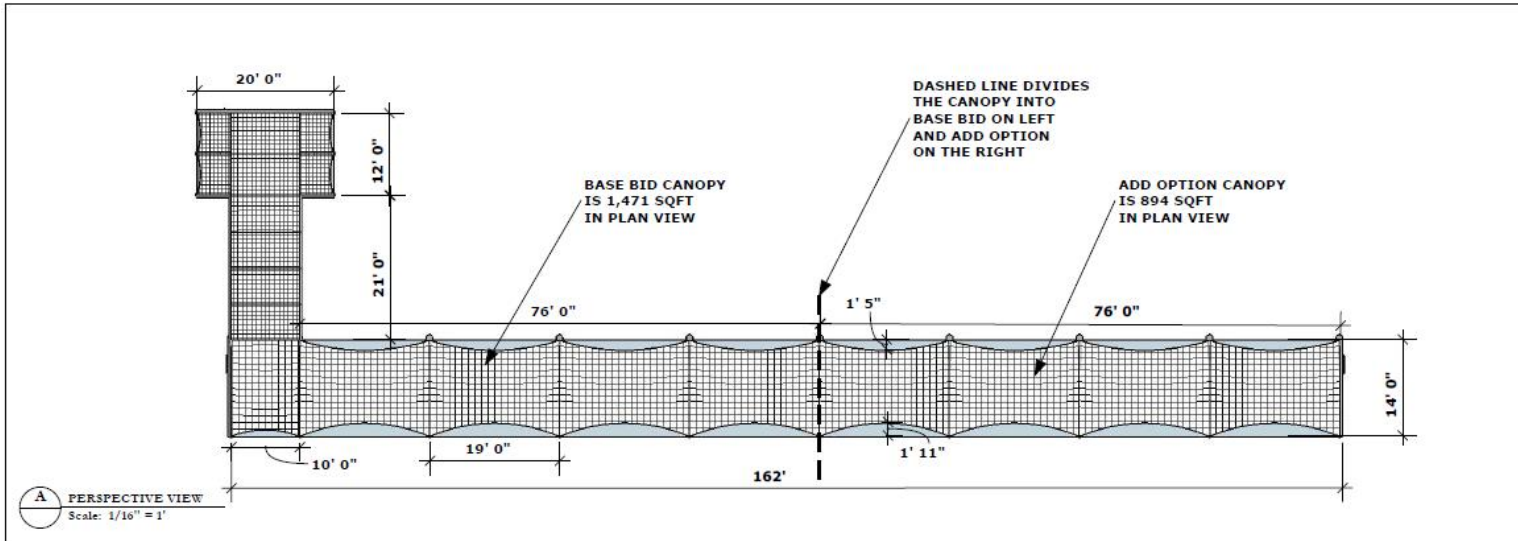


# Addendum 1 – Canopy Concept





# Addendum 1 – Canopy Concept



# Questions?



Directly following this meeting, PSTA will be conducting a Project Site Visit located at the address below:

**East Shore Drive and East Highway 60  
Clearwater, FL 33767**

