

NON-MANDATORY PRE-BID CONFERENCE CALL CHECKLIST

PORT OF PORT ARTHUR
NAVIGATION DISTRICT

2023 Mechanical Maintenance Dredging of Berths 1-5

October 11, 2023; 2:00 PM Local Time

1. List of Attending and Introductions. This is a non-mandatory Pre-Bid Conference Call. Those not on the conference call will still be able to submit a bid. _____

2. General Description of Project:
 - Project Site is located in Port Arthur, Texas along the Sabine-Neches Waterway
 - Dredging limits Port STA (-)4+67 to 34+50 (first cycle)
 - Dredging limits anticipated STA (-) 12+02 to 34+50 (Add. Alternate Cycle 2)
 - Depths: STA 19+66 to 34+50 (-40' +2' maint. +1' overdredge = -43 MLLW)
 - Depths: STA (-)12+02 to 19+65 (-42' +2' maint. +1' overdredge = -45 MLLW)
 - Placement Area: Sabine Navigation District PA9B.
 - Estimated dredge volume is 145,000 CY for first cycle and 190,000 CY for Additive Alternate No. 1. No virgin material to be dredged.
 - Project is bid with a Base Bid plus an Additive Alternate No. 1 (second cycle).
 - Base Bid requires first cycle dredging to commence within 30-60 calendar days of the bid date. Contractors provide "Earliest Mobilization Date" to begin dredging the first cycle on their bid form.
 - Additive Alternate No. 1 may occur 8 to 10 months after the first cycle.
 - Bid includes pricing for placement of debris on Port property for disposal by the Port._____

3. (a) Bid in duplicate (with *original* signatures). (Section B, Item 1). _____
(b) Discuss 5% Bid Security for Greatest Amount Bid: *Certified or Cashier's or Bid Bond from a corporate surety authorized to do business in the state of Texas. Checks of all except 3 lowest bidders will be returned upon award of Contract.* (Section B, Item 2; Section D) _____

4. Separated bid for sales tax exemption. (Section B; Section C) _____

5. Financial Statement & Experience Record: *If requested by Owner, Contractor shall Furnish a Financial statement and experience record of all jobs completed within the past 24 months, along with owner contact information, contract amounts and, contact name who is familiar with the work. Financial statement should be sealed.* (Section B, Item 8) _____

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6. Time of Completion after written *Notice to Proceed*. *Contractor to specify time for Base Bid* (Section B, Item 11; Section C) _____

 7. 100% Performance Bond [if contract amount exceeds \$25,000]. (Notice to Bidders; Section B, Item 3; Section F) _____

 8. 100% Payment Bond [if contract amount exceeds \$25,000] (Notice to Bidders; Section B, Item 3; Section G) _____

 9. Insurance requirements. (Notice to Bidders; Section E “Agreement/Insurance”) _____

 10. Apparent low bidder shall supply names and addresses of major material suppliers and subcontractors, if requested. (Section B, Paragraph 15) _____

 11. Wage Classification & Minimum Wage Rates. (Notice to Bidders; Section I) _____

 12. Wage Classification & Minimum Wage Diversity in Contracting Program. Contractor agrees to use its best efforts to implement the Port’s Diversity in Contracting Program in an effort to increase the number of local, minority, veteran and women owned businesses on Port contracts. (Section B, Item 19; Section J) _____

 13. Retainage [10%]. (Section B) _____

 14. Specifics of Project:
 - (a) Working within an active Port or an area attached to Port. Successful Contractor shall work closely with Port operations to minimize impact to vessel operations. This may require “jumping” around to within the dredge area, versus performing a continuous uninterrupted dredge starting at one end of the docks and continuing uninterrupted to the end of the docks. _____
 - (b) Contractor shall monitor the discharge and the levees at the disposal area. _____
 - (c) Contractor shall provide the survey control. Datum for this project is MLLW. All final BD and AD surveys shall be confirmed with lead line soundings spaced at intervals sufficient to provide confirmation of sonar results but not greater than 200ft intervals. _____
 - (d) Contract time: *Contractor Specifies time in Bid – Consecutive Calendar Days For the Base Bid.* _____
 - (e) Liquidated Damages. (*\$500.00/day.*) (Section B, Paragraph 2; Section C) _____
 - (f) Please consider the use of local labor and vendors within the Navigation District. Reference Port’s Diversity in Contracting program. _____

 15. Questions? _____

15. General Information Reminders:

- (a) **BIDS DUE:** Wednesday, October 18, 2023 @ 9:00 A.M _____

- (b) **LOCATION:** Port of Port Arthur Navigation District
 221 Houston Avenue
 P.O. Box 1428
 Port Arthur, Texas 77641 _____

- (c) **BIDS OPENED:** Immediately thereafter during Port Commissioners Meeting
 Port of Port Arthur Navigation District
 221 Houston Avenue
 P.O. Box 1428
 Port Arthur, Texas 77641 _____