

MANDATORY PRE-BID CONFERENCE CALL CHECKLIST

PORT OF PORT ARTHUR NAVIGATION DISTRICT

2025 Multi-Cycle Mechanical Maintenance Dredging of Berths 1-6

August 12, 2025; 2:00 PM Local Time

1. List of Attending and Introductions. This is a mandatory Pre-Bid Conference Call. Those not on the conference call will not be able to submit a bid. Attendance will be taken at the beginning of the meeting and again at the end of the meeting. _____
2. General Description of Project:
 - Project Site is located in Port Arthur, Texas along the Sabine-Neches Waterway
 - Dredging limits Port STA (-)12+02 to 34+50 (all cycles)
 - 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. Use this DMPA for all cycles.
 - Estimated dredge volume is 200,000 CY for each cycle. There is no virgin material to be dredged.
 - Project is bid with a Base Bid plus Additive Alternate No. 1 (second cycle) and an Additive Alternate No. 2 (third cycle).
 - Base Bid requires first cycle dredging to commence within 30 calendar days of the bid date (Owner's preference is to begin in early September 2025. Contractors shall provide "Earliest Mobilization Date" to begin dredging the first cycle on their bid form.
 - Additive Alternates No. 1 and No. 2 will most likely occur approximately 10 months after the preceding cycle.
 - Bid includes pricing for placement of debris on Port property for disposal by the Port._____
3. (a) Bid shall contain 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. The following certificates need to be submitted with the Bid:
 1. Certification Required by Texas Family Code §231.006
 2. Certification Required by Texas Government Code §2276.002
 3. Certification Required by Texas Government Code §2274.002
 4. Certification Required by Texas Government Code §2271.002
 5. Certification Required by Texas Law (terrorist organizations)
 6. Conflict of Interest Questionnaire
 7. Non-Collusion Affidavit

6. Financial Statement & Experience Record: *If requested by Owner, Contractor shall Furnish financial data 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 data shall be the most recent audited financial statement prepared by a third-party.* (Section B, Item 8)

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

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

9. 100% Payment Bond [if contract amount exceeds \$25,000]
(Notice to Bidders; Section B, Item 3; Section G)

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

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

12. Wage Classification & Minimum Wage Rates. No requirement for payroll submittal.
(Notice to Bidders; Section I)

13. 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)

14. Retainage [10%].
(Section B)

15. 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.

16. Questions?

15. General Information Reminders:

(a) **BIDS DUE:** Wednesday, August 20, 2025 @ 2:00 P.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
Port of Port Arthur Navigation District
221 Houston Avenue
P.O. Box 1428
Port Arthur, Texas 77641

16. Roll Call for attendees
