

MANDATORY PRE-BID MEETING
1/28/2026 @ 9:30 AM EST

AGENDA

Project: CC-6816-26/TAD: Gravity Sewer Improvements: Talbot Rd, Kewanee Trl, Hollyridge Rd

1. **Sign-In Sheet:** *(Distribute for signatures)*
2. **Introductions:** *(Provide for introductions)*
3. **Due Date and Time:** **February 18, 2026, at 2:00 PM EST**
4. **Submission VIA OpenGov:** <https://secure.procurenow.com/portal/seminolefl>
5. **Seminole County Staff:**
 - a) Owner: Board of County Commissioners, Seminole County, Florida
 - b) Project Manager: Tammy Ryan Pelkey, Utilities Dept, Engineering & Construction Div.
 - c) Purchasing: Tony Durrum, Sr. Procurement Analyst
6. **Completion Time:** 335 calendar days to Substantial Completion from the issuance of a Notice to Proceed (NTP)
30 calendar days to Final Completion
365 calendar days: Total Project Time
7. **Project Estimate:** \$3,239,900.00
8. **Liquidated Damages:** \$460.00 per day
9. **Solicitation Documents:**

This Pre-Bid Meeting is mandatory, therefore only the firms who attend this meeting will be allowed to submit a bid for this project. A copy of this meeting agenda and pre-bid meeting sign-in sheet will be posted to the County's OpenGov page for this solicitation. All solicitation documents can be obtained directly from the County, and downloaded for free from the County's website at: <http://www.seminolecountyfl.gov/purchasing/> (select Current Procurement).
10. **Project Description:** Seminole County Utilities Engineering Division is soliciting a State of Florida certified General Contractor or Underground Utility Contractor for the construction of sewer main upgrades to existing gravity sewer systems on Talbot Road, Kewanee Trail, and Hollyridge Road to the Kewanee lift station service area. The scope of the project includes the furnishing and installation of sewer mains and sewer laterals to the ROW, to include replacement via trenched and trenchless means, individual services and restorative efforts.
11. **Bonds: The following bonds will be required for this project.**
 - Bid Bond – 5% of total base bid.

The following bonds will be required from the awarded bidder should the bids exceed \$200K upon execution of the Agreement:

- Performance & Payment Bonds – 100% of the Contract Price. Provided at signing of agreement.
- Material & Workmanship Bond – 10% of Final Contract Price (due at project closeout)

12. **Bid Proposals:** Bid Proposals remain firm for a period of ninety (90) days after the Bid Opening.
13. **Request for Information:** Following the conclusion of the Mandatory Pre-Bid Meeting, any requests for information on this project, including technical information, must be made through the assigned Procurement staff member in writing either via email or through the Question-and-Answer feature on OpenGov. Responses to these requests will be posted on the County's website via addendum. Contact information provided as follows:
- Tony Durrum, Sr. Procurement Analyst:** tdurrum@seminolecountyfl.gov.
- Any requests made to the County for this project, including requests for information or interpretation, must be submitted no later than ten (10) calendar days prior to the opening date (**February 9, 2026, by 5:00 PM EST**). As always, the County reserves the right to post addenda, and it remains the prospective Bidders' responsibility to continue to check the County's website up to and including the day of the scheduled bid opening. Only interpretation or correction given by the Purchasing and Contracts Division, in writing, shall be binding and prospective Bidders are advised that no other source is authorized to give information concerning, or to explain or interpret the solicitation documents.
14. **Draft Agreement:** The Draft Agreement is included within the solicitation package. Please be sure to review all sections within the Draft Agreement and ensure that your company can meet the terms & conditions therein. **Any questions concerning the intent, meaning and interpretation of the Draft Agreement shall be requested in writing not later than the above stated last day for questions.**
15. **Insurance:** Seminole County is self-insured; please be aware of the insurance coverage and limits required for this project, included within "Attachments" Section: "Insurance Recommendations". **Any questions concerning the Insurance Requirements for this project shall be requested in writing not later than the above stated last day for questions.**
16. **Safety Standards:** Seminole County emphasizes extreme safety standards on all projects. Contractors should review the safety portion of Bid Documents.
17. **Section 8 – Supplementary Conditions:** Please be sure to review this section and ensure that your company can meet the stated requirements.
- **Work Performed by Contractor:** The Contractor must perform at least 51% of the total Work as measured by cost (Equipment and labor) within their own organization.
18. **Project Staff Overview – Seminole County Utilities Engineering Division**

Questions?

Notes: _____

