



Request for Bids

for the construction of

Hancock Town Office- Parking Lot and Site Accessibility Upgrades Hancock, VT

Issued: Monday, June 29, 2020

Bidders On-Site Walk-Through: Wednesday, July 8, 2020 at 3:00pm

Note: Walkthrough is not mandatory, but recommended.

Deadline for Final Submission of Questions: Tuesday, July 14, 2020 at 12 noon

Submission Deadline: **Monday, July 20, 2020, at 4:00 PM**

Anticipated Notification of Contractor Selection: Wednesday, July 29, 2020

Anticipated Construction Start: Monday, August 10, 2020

Final USDA Site Review: No later than the week of September 7, 2020

Construction Complete: On or before September 16, 2020

Complete drawings and narrative specifications will be available Monday, June 29, 2020, distributed electronically. They will also be available on the Town's website. Printed sets of the project documentation may be requested for print at the offices of Vermont Integrated Architecture, P.C. at 137 Maple Street, Suite 29B in Middlebury, VT – 802-989-7249.

Andrea Murray, Principal – Project Architect
andrea@vermontintegratedarchitecture.com

Jesse Gillette, Architectural Designer
jesse@vermontintegratedarchitecture.com

Vermont Integrated Architecture, P.C. (VIA)
802-989-7249

All questions regarding this Request for Bids may also be submitted to Andrea and Jesse no later than Tuesday, July 14, 2020 at 12 noon:

andrea@vermontintegratedarchitecture.com jesse@vermontintegratedarchitecture.com

Introduction

VIA and the town of Hancock invite proposals for contracting services for renovations to the town office building's parking lot and upgrades to the site's accessibility, located at 1027 VT Route 100, Hancock, VT, 05748.

Vermont Integrated Architecture, P.C. is the Architect of Record for the Project.
The town of Hancock is the Owner of the Property.

This project will be funded by the USDA in the form of a Rural Development (RD) grant. This grant has an expiration of September 30, 2020. All project work must be completed by September 16, 2020 to ensure final approval of funding and payment to the contractor(s). (Earlier is encouraged, if possible)

Project Summary

The town of Hancock Vermont has been working with VIA to develop plans for the renovation of various site elements at their town office building. In general, the scope includes:

1. The removal of one of two existing paved drive aprons.
2. The re-grading of the parking lot and adjacent grassy areas to accommodate storm water.
3. The replacement of existing parking lot material with new, more stable and permeable material.
4. The addition of a paved handicap parking zone in the parking lot.
5. The replacement of damaged concrete on the existing concrete walkway.
6. The addition and reconfiguration of an ADA accessible concrete walkway to existing.
7. The repair of existing concrete stairs and landing at the building entry.
8. The installation of an ADA-compliant handrail to the existing steps at the building entry.
9. The painting of an existing metal cesspool cover.
10. The installation of a gravel drip-strip at the building's southwest corner, near the building entry.
11. Repair of any landscaping disturbed during construction.

Attention should be made to provide cost-effective, maintainable, and durable site conditions adequate for the use of this site by all persons.

Rural Development (RD) Section 504 of the Rehabilitation Act requires projects to meet the Architectural Barriers Act (ABA). Although the standards used to implement these laws are similar to the American with Disability Act (ADA), in instances where they differ the more stringent mandate must be followed.

Pre-Bid Meeting

There will be an opportunity for prospective Bidders to meet with VIA and representatives for the town of Hancock for a walk-through and question and answer session as follows:

Date: Wednesday, July 8, 2020
Time: 3:00 pm
Location: 1027 VT Route 100, Hancock, VT, 05748

Participation at the Pre-Bid Meeting is not mandatory, but strongly recommended. The purpose of this meeting is to give bidders the opportunity to see the project site and ask questions about the building, documents, and process.

Answers to Questions at the Pre-Bid meeting will be distributed to all bidders.

VIA and attendees will follow all COVID-19 requirements as set forth by VT Governor Phil Scott. A copy of VIA's COVID-19 policy for site visits is available on request.

Further questions may also be submitted, by email, until the deadline for questions noted above. Questions will be answered within 3 business days via addendum. Addenda will be shared with all potential bidders via email.

Exhibits included with this Request for Bids:

Included as part of this Request for Bids are the following documents:

DRAWINGS

See attachment: '02 Hancock Town Office Drawing Set 062920'

A-1.0	COVER SHEET	Issued 06/29/20
A-2.0	PROPOSED SITE PLAN	Issued 06/29/20
A-2.1	STAIR AND HANDRAIL DETAILS	Issued 06/29/20
A-2.2	PARKING LOT AND CONCRETE DETAILS	Issued 06/29/20

PROJECT MANUAL

See attachment: '03 Hancock Town Office Project Manual 062920'

GENERAL PROJECT INFO

SPECIFICATIONS:

010000	GENERAL REQUIREMENTS	Issued 06/29/20
037001	CONCRETE REPAIR	Issued 06/29/20
055213	PIPE AND TUBE RAILINGS	Issued 06/29/20
099100	PAINTING AND FINISHING	Issued 06/29/20

ADMINISTRATION DOCUMENTS (REQUIRED BY THE USDA) Issued 06/29/20

Note: Specifications for all civil and site work related items, including paving, sidewalks, parking lot material, etc. shall conform to the *2018 Vermont Agency of Transportation (VTRANS) Standard Specifications for Construction*.

AIA A101 2017 CONTRACT DOCUMENT SAMPLE

AIA A201 2017 CONTRACT DOCUMENT SAMPLE

Project Schedule

Unless negotiated otherwise, project construction may commence on August 10, 2020.

Contractors shall submit a complete proposed construction schedule with their bid, confirming their ability to complete the proposed scope of work in the timeframe allotted (August 10 – September 16, 2020).

Project Team

OWNER:

Town of Hancock, Vermont

Monica Collins, Owner Representative and Select Board Chair – collins.monica@gmail.com

ARCHITECT:

Vermont Integrated Architecture, P.C.

Andrea Murray, Principal/Project Architect - andrea@vermontintegratedarchitecture.com

Jesse Gillette, Architectural Designer - jesse@vermontintegratedarchitecture.com

802-989-7249

CIVIL ENGINEER:

TR Fellows Engineering

Kristin McCusker, Engineer – krocket@trfellows.com

802-318-7853

Permitting & Inspections

VTRANS State Highway Access and Work Permit will be obtained by Architect and/or Owner prior to the construction start.

All required construction trade permits and inspections are the responsibility of the Contractor.

Submission Requirements

Each bidding contractor is required to complete the attached bid form '04 Hancock Town Office Bid Form 062920' to provide their proposed bid contract value and their proposed contract percentages for adjustments to the scope of work.

Each bidding contractor is required to submit a schedule of values along with their proposed base bid contract value by Monday, July 20, 2020, 4:00 PM. This submission is delayed to allow bidding contractors time to organize their schedule of values. The schedule of values document shall also include a list of bidding contractor's major subcontractors with sub-contract values over three thousand dollars.

Each bidding contractor is required to provide three (3) reference projects of similar building type, scope and size completed by the bidding contractor in the past five years, including contact information for each project's owner or owner's representative. Contact information shall include current phone numbers and email addresses.

Each bidding contractor is required to submit a proposed construction schedule, as noted in the project schedule section above.

Alternates

Bidders shall include alternate pricing for required Alternates on their bid forms. The Owner reserves the right to accept or reject Alternates in any order that best meets the needs and interests of the town of Hancock.

Alternate 1: Provide an alternate price to install “drip” strips around the perimeter of the building (eave sides only as shown on the drawing sheet A-2.0).

Allowances

Provide landscaping allowance of \$1500.00 for perennial plantings. See drawing sheet A-2.0 Proposed Site Plan.

Submission Procedure

Proposals conforming to the requirements set out below must be received by Monica Collins, Hancock Select Board Chair, by email no later than Monday, July 20, 2020, 4:00 PM. All submissions shall be copied to Andrea Murray at Vermont Integrated Architecture, P.C. Contact information follows:

Monica Collins, Hancock Select Board Chair
collins.monica@gmail.com

Andrea Murray, Principal/Project Architect
Vermont Integrated Architecture, PC
andrea@vermontintegratedarchitecture.com

Electronic submissions shall include the Bid Form, list of reference projects and references, and the contractor’s proposed schedule. All components of the submission shall be in Adobe Acrobat® PDF format. All submissions shall be formatted to print on 8 ½” x 11” letter-sized paper.

Proposals must state that bids are valid for a period of at least forty-five (45) days.

If for some reason you need to submit a physical printed proposal, please inform Andrea Murray of this intent.

The town of Hancock and VIA may consider any bid not prepared and/or not submitted in accordance with the provisions hereof as incomplete. The town of Hancock and VIA reserve the right to waive irregularities and to reject any or all bids. The Owner also reserves the right to negotiate with the selected bidder in the event that the price exceeds projected cost estimates.

Any bid may be withdrawn prior to the above scheduled time for the opening of bids or authorized postponement thereof. Any bid received after the time and date specified shall not be considered.

Modification of Bids

Modifications to bids already submitted will be allowed if submitted in writing prior to the bid date and time noted in this Request for Proposals.

Opening, Evaluation, and Contracting

The town of Hancock and VIA will review all submitted proposal materials prior to selecting a contractor for this project. All proposals satisfying the requirements of this Request for Proposals will be evaluated

to establish which of the proposals best fulfills the needs of this project. The town of Hancock anticipates entering into a contract with the lowest qualified bidder to execute the proposed work.

All proposals upon submission become the property of the town of Hancock. This Request for Proposals does not commit the town of Hancock to award a contract, to pay any costs incurred in the preparation of a proposal or to contract for the goods and/or services offered. The town of Hancock reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified offerors or to cancel this Request for Proposals, if it is in the best interest of the Town to do so.

Forms of Agreement

The town of Hancock anticipates using the 'AIA 101 – 2007 – Standard Form of Agreement between Owner and Contractor where the basis of payment is Stipulated Sum' as the contract for this project. The contractor will have an opportunity to propose acceptable alterations to this agreement.

Disbursements

The Bid Template submitted by bidders will be used as a schedule of values for the project. Requisitions shall be based on the schedule of values. Contractors shall use AIA 'G702 – 1992' Application and Certificate for Payment.

The intent is for disbursement to occur on a monthly basis. Should bi-weekly be preferred, or required by a contractor, this can be possible. Please note this on your bid form.

Guarantee, Service Contract and Warranties

The successful bidder will be required to guarantee that all work shall remain free of defects for one (1) full year after project completion. Project specifications may require further system warranties. Manufacturer's Warranties on all equipment and other Architectural Warranties shall be collected, bound and submitted to the Owner for their record and possible future use.

Insurance Requirements

This project requires the contractor and major subcontractors to submit proof of General Liability Insurance, Auto and Workmen's Compensation as required by the State of Vermont.

Performance and Payment Bonds

Performance and Payment Bonds are not required for this project.

Release of Lien – Lien Waiver

Upon entering into a contract with the town of Hancock, the selected Contractor shall waive, discharge, and release any and all liens, claims, and rights to liens against the above-mentioned project, and any and all other property owned by or the title to which is in the name of the town of Hancock and against any and all funds of the town appropriated or has available for the construction of the project, and any and all warrants drawn upon or issued against any such funds or monies, which the Contractor may have or may hereafter acquire or possess as a result of the furnishing of labor, materials, and/or equipment, and the performance of Work by the Contractor on or in connection with this project, whether under and pursuant to the above-mentioned contract between the Contractor and the Owner pertaining to this project or otherwise, and which said liens, claims or rights of lien may arise and exist.