

November 27, 2016

RE: 121 N. Walnut Street renovation

Attention bidders: South Bend Heritage is pleased to release the following single family residential project for bid. This project will renovate an existing single family residential structure.

Please note that this project has specific contract, insurance, and billing requirements that some bidders may not be familiar with. Read the RFP carefully and do not hesitate to ask any questions you may have.

There will be a non-mandatory walk through at 1:00 Friday December 2, 2016 at 121 N. Walnut. If you have questions please attend this walk through or submit them anytime via email to patlynch@sbheritage.org before December 5, 2016. Visiting the structure interior is a requirement for bidding.

Bidder registration (General Contractors only) is required to SBH by December 5, 2016. Registration is achieved if SBH notified your company about this project or if you submit an email noting your intention to bid. Bid proposals on this package are due to SBH by Tuesday December 13, 2016. Please carefully review RFP package for further information. Good luck.

Cordially,

Patrick Lynch
patlynch@sbheritage.org

RFP Document List

All documents listed below are available in .pdf format on the South Bend Heritage website. Please go to <http://sbheritage.org/projects-blog/contractors/>

- 121 N. Walnut Street Project Manual 11-28-2016
 - RFP Invitation to bid
 - Specifications
 - ~~Schematic cabinetry layout~~
 - Bid form
 - Insurance minimums
 - Lead assessment documents
- Drawing Set dated 11-28-2016 (11x17)
- Addenda when issued

SOUTH BEND HERITAGE
803 Lincoln Way West
Telephone 574 289-1066
Fax 574 289-4550

Residential remodeling Bid Package for
121 N. Walnut Street
South Bend, IN 46601

Levels	1.0
Exterior	vinyl siding w/ trim
Square Feet	
Color	TBD
Garage	no
Roof	new

Date issued: 11/28/2018

Revised: _____

Deadline for bid submittal: by 2:00 PM on Tuesday 12/13/2016

Instructions for bidders:

You are invited to submit a proposal for the Work as described in this Bid Package.

1. This Bid Package includes:
 - a. written specifications
 - b. floor plans
 - c. ~~kitchen cabinetry preliminary layout~~
 - d. Exhibit B - HUD requirements for CDBG funded projects
 - e. SBH insurance requirements (under 1.00 General Conditions)
 - f. lead inspection report
 - g. addenda if issued
1. The floor plans included with this bid package are intended to supplement the written materials. If there is a conflict between the drawings and written material, the written material is to take precedence.
2. Carefully review the written specifications and corresponding drawings. Field verify all conditions. Contact Pat Lynch at SBH with any questions concerning specifications. Report any discrepancies or errors you may find immediately. Any changes or clarifications will be addressed with an addendum to these specifications.

3. Keys for the property may be checked out from SBH for brief periods so that you and/or your subcontractors can walk through again. It is advisable to call first to verify key availability.
4. Submitted bids must have at least one line item price for each applicable category (i.e. 1.00 General Conditions; 6.00 Siding; 10.00 Walls; etc.) and a separate Interior / Exterior number for 12.00 Painting. If it is helpful to you when figuring your bid, you may enter individual line item prices in the attached written specification sheets. Include any mark-up, overhead & profit, etc., you may have into each line item. There is no line item for overhead and profit on the bid form.
5. Alternates - any substitutions allowed in the Bid Package must be approved by SBH, preferably prior to award of project.
6. If you wish to propose changes or revisions to the Bid Package, you must do so prior to the bid period deadline. At SBH's discretion an addendum describing the change may be issued to all bidders.
7. If all bids received by the above deadline are above the SBH determined maximum price, a verbal or written notice of revision will be issued to all bidding general contractors. SBH will then work with the bidders to identify areas to reduce scope and/or identify areas within their bids that are excessively out of line with other received bids. All bids are held in confidence until after contract award.
8. This Bid Package (as revised and approved by both the contractor and SBH) will become a referenced part of the final SBH Residential Remodeling Contract. A copy of the SBH Residential Remodeling Contract is available upon request for review. Your draw requests will be based upon the written specification line items, work completed, & SBH inspection/approval. Draw requests must be submitted per the SBH draw schedule for prompt payment.
9. Payments. Due to the nature of our funding sources, SBH cannot pay a retainer or any money down at contract signing. The contractor will submit an AIA G702/703 request for payment to SBH by the 25th of each month or as otherwise agreed. Payment can then be anticipated within 30 days. Payment(s) to the contractor are limited to inspected work-in-place and approved purchased/stored materials. 5% retainage will be held on this contract. SBH will provide blank G702/703 forms for contractor use.

The undersigned, after reviewing this Bid Package and becoming thoroughly familiar with 121N. Walnut and the local conditions affecting the execution of the Work, proposes to complete the Work for the sum of \$_____ dollars.

The undersigned has received and considered the following addenda (if issued by SBH) : _____ dated: _____ dated: _____ The undersigned can start the Work within ___ days of SBH's notice to proceed and substantially complete the Work within ___ calendar days thereafter.

Company: _____
Address: _____ Phone: _____
Mobile: _____ FAX: _____ Employer ID: _____
Signature: _____ Date: _____
This bid is good until this date: _____

Minimum acceptable bid numbers for GC:
 Fill in as applicable per written specifications

121 N. Walnut Street 11-28-2016			
Totals by Trade			
1.00 - General Requirements			
2.00 - Existing Conditions			
2.00 - Demolition			
3.00 - Concrete			
4.00 - Masonry			
5.00 - Metals			
6.00 - Wood, Plastics, and Composites			
Including cabinetry allowance:			\$7,000 mat'l allowance.
7.00 - Thermal and Moisture Protection			
7.00 - Roofing			
8.00 - Openings (Doors and Windows)			
9.00 - Finishes (Walls, Ceilings, Trim)			
9.00 - Insulation (non attic) by SBH			
9.00 - Painting (exterior)			
9.00 - Painting (interior)			
22.00- Plumbing			
23.00- HVAC			
24.00- Electrical			
Light fixture/lamp mat'l allowance			Fixtures by SBH
17.00- Appliances		N/A	
Total goes to bid form			\$

121 N. Walnut – Specifications

Issued: 11-28-2016

Bid due date: December 13, 2016

Revised: _____

1.00 General Requirements

Bidder is responsible for all insurance, permits, dumpsters.

Temp heat – contractor is responsible for any temporary heat equipment required during construction. SBH will provide up to 1500KWH elec. per month as defined by the AEP billing cycle for this address. Contractor is responsible for electrical utility costs for additional electrical use. Temp. lighting is by contractor.

During the Contract Time, additional construction work performed by Owner will be taking place. Major aspects of work under other contracts are indicated in this RFP. Coordinate construction operations and cooperate with Owner to minimize possible conflicts.

Final Cleaning: Immediately before turning project over to Owner, wash and clean various parts of the Work. Remove tools and equipment, construction debris, rubbish, and surplus materials.

Bids are due: Tuesday, December 13, 2016

2.00 Existing Conditions

Demolition; General

1. Carry out all demolition work in a neat and orderly manner. Keep noise, dust, and similar nuisances to a minimum. Do not collapse walls. Do not throw or drop materials.
2. Where material indicated to be removed is suspected of containing asbestos, inform SBH immediately. Do not disturb materials suspected of containing asbestos until asbestos content has been verified by SBH.
3. Contractor is responsible for all means, methods, and required cleaning to pass the lead clearance test for both apartments, exterior grounds, basement, and as otherwise indicated on the lead assessment tests. Coordinate lead

cleaning and any required re-cleaning with SBH and the Health Department. Lead assessment tests and results are provided as part of this Request for Proposals.

Demolition; Architectural, Concrete and Site

1. Remove all siding to original sheathing. Existing window trim and corner boards to remain for reuse. Remove roof layer(s) to original decking at all roofs.
2. Completely remove chimney to the below grade. Completely remove northeast kitchen stoop, stoop roof, and footing(s).
3. Removal of any accessory exterior structures, decks, and fencing is not included in this scope. Assume existing front porch deck to remain.
4. Remove front porch enclosure panels and all added trims to restore original open porch configuration.
5. Remove interior elements as shown on plan. Prior to demolition confirm load bearing status of wall and provide temporary bracing for existing structure as needed.
6. Remove all basement windows and prepare opening for glass block.
7. Remove all existing kitchen and bathroom fixtures and cabinetry. Gut kitchen and bathroom to original framing and remove all existing plumbing and electrical from these areas.
8. Remove all existing HVAC equipment; remove existing water heater(s); existing RA ductwork may be reused.
9. Remove all existing drain and waste plumbing to a point just above the basement floor slab.
10. Contractor is responsible for protecting interior from weather damage during demolition. Protect existing wood floors from water damage. Protect existing plaster from water damage.
11. Contractor is responsible for all lateral bracing and shoring as needed to maintain a safe structure during demolition.

Landscaping

1. N.I.C.

3.00 Concrete

1. See Masonry for foundation repair.

4.00 Masonry

1. Glass block infill at existing basement windows. Vent accessory.
2. Repair loose or spalled brick at existing foundation. Paint.

5.00 Metals

1. New cont. alum. gutters and downspouts.

6.00 Wood, Plastics, and Composites

Framing

1. Framing per plans. Door sizes per plans. Inspect existing for structural integrity and impact of any proposed framing. Identify bearing walls as required and carry all loads per code.
2. New beam required where wall removed at kitchen area. Verify bearing to foundation.
3. Provide new attic scuttle - insulated unit.
4. Kitchen and bathroom cabinetry & tops purchased under a \$7,000 material allowance. Installation labor and incidental materials not included in the allowance. This allowance includes medicine cabinets.

7.00 Thermal and Moisture Protection

Insulation

1. By SBH

Exterior

1. New .046 vinyl siding to replace original lap siding. Over new Tyvek moisture barrier. All seams taped. 5/4 x 4 or original trim at windows, corners, porch, doors, or where otherwise original. Soffits to be wood. Fascia may be aluminum.
2. New gutters and downspouts throughout. Rain gutters shall be seamless, continuous 5" aluminum attached to fascia with appropriate hangers. Downspouts shall be 3" properly strapped to the wall. Color T.B.D. Concrete splash blocks at each termination.

3. 1" closed cell spray foam at box sill at perimeter of basement by SBH.
4. Provide and install one mailbox – adjacent to front door. Basic metal unit. Black. Address numbers new unless saved during renovation and in good condition.

Roofing

1. Complete removal of all existing roofing.
2. Contractor may assume that existing roof sheathing may be reused. Assume no OSB is required. Apply 2" rigid foam layer to sheathing at west shed roof area and taper into existing west hip. New OSB decking over this foam layer.
3. Shingles are to be GAF or approved equal over roofing felt. Ice and water shield at eaves. Shingles are to be fastened with galvanized nails. Shingles are to be installed per manufacturer's specifications. Roof edging shall be pre-painted aluminum, pre-formed drip edge.
4. Roof venting per code.

8.00 Openings

1. Replace all existing windows with new replacement vinyl units. Replacement units to be Anderson Silverline or equal.
2. All entry doors to be replaced with Therma-Tru classic-craft paint grade door and frames. No storm or screen doors at this time.
3. Door hardware: All new interior door hardware to be Schlage lever-sets in ORB finish. Exterior door hardware to be Schlage entry sets with deadbolts. All keyed to match.
4. Door stops – spring type – throughout.

Doors – interior

1. Reuse existing where noted on plans.
2. Otherwise provide and install new 2 panel 1-3/8" two panel doors.
3. All interior hardware to be Schlage. Oil Rubbed Bronze finish.

9.00 Finishes

Interior elements

1. Existing trim to remain unless otherwise noted. (all doors are new)
2. Repair and/or new closet shelves and rods throughout. Solid shelf 1x material. Cleat and support brackets as required. Maximum span is 36" between brackets.
3. Closet rods are to be wood or metal with appropriate hangers.
4. New interior handrails as required per code.
5. Medicine cabinet is to be surface mounted. All bathrooms shall have a medicine cabinet with mirror 16" wide by 20" tall (minimum). (med cabinet and light fixtures by SBH)

Walls

1. New and repaired GWB throughout: Contractor's option to remove or repair. New half-inch gypsum wallboard all new construction.
2. Please note that existing trim is generally to be left in place unless noted otherwise.
3. Any new wall board must not butt against the side of existing trim. Smooth finish. If existing room has texture, then patches may be lightly textured to match.
4. All new ceilings to be finished smooth.
5. New GWB walls and ceilings in kitchens and bathrooms. Overlay all other ceilings at contractor's option.
6. Moisture resistant board at bathrooms. When a tub/shower unit is on an exterior wall, provide a vapor barrier and water-resistant gypsum board behind the tub/shower unit.

Paint

Exterior

1. All exterior trim and siding to be primed and painted.
2. Paint front porch deck and trim.
3. Paint color and type:
 - a. xxx
 - b. xxx

Interior

1. All walls are to receive two coats of washable, latex enamel. Satin. Ceilings to be flat sheen. Trim to be semi-gloss.

2. Paint color
 - a. Ceilings SW6119 "antique white" flat
 - b. Walls SW 6108 "latte" eggshell
 - c. Trim SW 6077 "everyday white" semi-gloss
3. Paint basement floor and basement steps to match. Medium grey floor paint. As required for lead clearance.
4. Paint previously painted elements in basement as req'd for lead clearance.

Flooring

1. New carpet in bedrooms. Carpet to be cut pile broadloom nylon material over min. 2lb rebond pad. In rooms per plans.
2. Sheet vinyl in bathrooms. New underlayment and vinyl floor in bathrooms and where otherwise indicated on the plans. Complete installation including transition strips. Carpentry contractor is responsible for base shoe.
3. New LVT wood pattern vinyl flooring at living room and kitchen areas.
4. ~~Vinyl flooring under washer/dryer per plan.~~
5. Paint basement floor and as otherwise required for lead clearance. Basement steps are painted.
6. New baseboards to match existing. Existing may be saved from demo and reused as needed. At areas where baseboard is all new, use 1x6 with eased edge. Painted. Base shoe at all non-carpet areas.

22.00 Plumbing

1. Kitchen sink must be a double bowl, minimum of 7" deep, 33" x 22" in size constructed of stainless steel or other SBH approved material. Kitchen faucet Delta with sprayer or equivalent as approved by SBH.
2. Lav sinks to be drop in type into PLAM tops. Lav faucets to be 4" spread Delta or equivalent as approved by SBH.
3. Shower units to be Delta or equivalent as approved by SBH. Fiberglass or steel tub/shower upper and lower baths to be determined. Coordinate with SBH. Each bathroom must receive one shower rod, one 24" towel bar and one t.p. tissue rack.
4. Toilets to be 1.29 gpf, elongated bowl, white. ADA height.
5. garbage disposal is included.

6. Dishwasher connection under kitchen sink. Provide hot water shut off valve that can isolate dishwasher and still allow kitchen sink function.
7. New PEX water supply plumbing throughout. Manifold not required. New frost resistant sill cock located at rear of structure. Provide loop for future water softener and separate sill cocks from soft water circuit.
8. One new 5/8" water meter and ram's horn as needed. Reuse existing 5/8" service.
9. One new water heater. 40 gallon power vent. Repair and/or add to existing water service, meter base, etc. as required.
10. New laundry connections in basement.

23.00 HVAC

1. New bath fan/lights to exterior at each bathroom. Provide ext vent caps at exterior sidewall. (do not vent to soffit) Bath fans to be separately switched light and fan. Broan 80cfm unit. Bath fans may vent to roof.
2. Kitchen vent hoods – 30" white broan recirc. unit. Provided and installed by electrical contractor.
3. New gas furnaces w/ both combustion intake and exhaust vented to exterior. Min. 95% efficient. Inspect existing ductwork and returns and repair/reroute as needed. Standard 1" filter in enclosed housing at RA plenum. No humidification. Provide central AC. Min. 14 SEER.
4. Ductwork to be galvanized. No flex duct is permitted for HVAC furnace system unless specifically discussed and approved by SBH.
5. HVAC contractor to provide all new gas piping throughout as required. Existing may be reused if in good condition. Pipeflex is approved. Gas to furnace, water heater, kitchen range, dryer.
6. Vent bathrooms and dryer to exterior soffit with pvc rigid 4" stormdrain pipe. No flex dryer venting is permitted. New vent caps at exterior.

26.00 Electrical

1. Rewire existing structure and new complete. May reuse existing service and breaker panel in basement.
2. New hardwired and interconnected smoke detectors throughout per code.

3. New ceiling fixture in each bedroom, master bedroom hallway, one switched per bedroom closet at wall over closet door, switched recep in living room; 3way switching and fixture for bsmt stair; one ceiling fixture each in dining room and kitchen; pendant fixture over kitchen sink; ceiling at rear door; one wall sconce at basement stair, and four keyless in basement. Fan/light in each bathroom switched separately; One motion flood at rear w/ switch override; one ceiling light at front porch; All light fixtures and lamps will be provided by SBH from contractor provided list.
4. GFIC dedicated recep at laundry location.
5. Provide electric for range hood.
6. Provide an electrical receptacle under sink base for dishwasher connection.
7. Provide all devices and cover plates in ivory or light almond – all to match. Add and replace receptacles as required to meet current code for new construction.
8. Run power as required for for new AC units; washer/ elec. dryer connections; new ventilation units as required. Coordinate with HVAC contractor.
9. Revise existing branch circuits as required to meet current code.
10. Exterior lighting floods located at west elevation (back yard). Install SBH provided motion flood units. Provide switch override at rear door. Porch lights at other porches to be ceiling mounted. Coach light fixture at rear door. SBH will provide fixtures and lamps.

South Bend Heritage Foundation, Inc.
803 Lincolnway West
South Bend, IN 46616

Requirements for Certificates of Insurance

- Commercial General Liability Requirements: \$1,000,000
- Commercial Auto Policy Requirements: Minimum Combined Single Limit per Accident: \$500,000

NOTE: If using a personal vehicle you must carry non-owned/hired auto liability

- Workers Compensation and Employers Liability* Minimum Employers Liability Limits: \$100,000/\$500,000/\$100,000
- Umbrella Liability Requirements: Minimum Limits \$2,000,000

South Bend Heritage Foundation, its subsidiaries and agents must be listed as an additional insured. ~~Any contractor doing work for the Northeast Neighborhood Revitalization Organization must also list that organization (NNRO). Any contractor doing rehab work should also list South Bend Heritage Properties LLC.~~

*SBHF will accept a valid Indiana Department of Revenue Workers' Compensation Clearance Certificate for Independent Contractors in lieu of Workmans Comp coverage. Sole proprietors and/or partnerships meeting certain criteria are eligible for apply. Information and applications are available on line at the Dept. of Revenue's website at www.state.in.us/dor.