



February 2, 2017

RE: 816 W. Colfax 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 Wednesday February 8, 2017 at 816 W. Colfax. If you have questions please attend this walk through or submit them anytime via email to [patlynch@sbheritage.org](mailto:patlynch@sbheritage.org) before February 10, 2017. Visiting the structure interior is a requirement for bidding.

Bidder registration (General Contractors only) is required to SBH by February 10, 2017. 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 Wednesday February 15, 2017. Please carefully review RFP package for further information. Good luck.

Cordially,

Patrick Lynch  
[patlynch@sbheritage.org](mailto: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/>

- 816 W. Colfax Project Manual 02-02-2017
  - RFP Invitation to bid
  - Specifications
  - Schematic cabinetry layout
  - Bid form
  - Insurance minimums
  - Lead assessment documents
- Drawing Set dated 02-02-2017 (11x17)
- Addenda when issued

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

Residential remodeling Bid Package for  
816 W. Colfax Street  
South Bend, IN 46601

|             |   |
|-------------|---|
| Levels      | 2.0                                       |
| Exterior    | Existing<br>aluminum<br>siding w/<br>trim |
| Square Feet |   |
| Color       | TBD                                       |
| Garage      | Not incl.                                 |
| Roof        | new                                       |

Date issued: 02/02/2017

Revised: \_\_\_\_\_

Deadline for bid submittal: by 2:00 PM on Wednesday 02/15/2017

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 and bid form
  - 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.

BID FORM

The undersigned, after reviewing this Bid Package and becoming thoroughly familiar with 816 W. Colfax 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: \_\_\_\_\_ Employer ID: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This bid is good until this date: \_\_\_\_\_

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

| <b>816 W. Colfax Street                      02-02-2017</b> |  |     |                          |
|---|--|-----|--------------------------|
| 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:                              |  |     | \$8,000 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 |                          |
| <b>Total goes to bid form</b>                               |  |     | \$                       |

## **816 W. Colfax – Specifications**

Issued: 02-02-2017

Bid due date: Wednesday, February 15, 2017

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. Temporary 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.

Lead: Contractor is responsible for all means, methods, and required cleaning to pass the lead clearance test for house, exterior grounds, basement, and as otherwise indicated on the lead assessment tests. Coordinate lead cleaning and any required re-cleaning with SBH.

Lead assessment tests and results are provided as part of this Request for Proposals. SBH will pay for one lead clearance test by Greentree Environmental. If exterior and/or interior fail lead clearance then contractor will be responsible for all subsequent testing costs until the property passes.

Existing garage is not included in this scope of work.

Bids are due: Wednesday, February 15, 2017

### **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 front porch metal panels to reveal original balustrade, rail, and openings below porch.
2. Remove chimney to min. 24" below roof deck.
3. Remove interior elements as shown on demolition plans. Prior to demolition confirm load bearing status of wall and provide temporary bracing for existing structure as needed.
4. Remove all existing kitchen and bathroom fixtures and cabinetry. Gut kitchen and existing bathrooms to original framing and remove all existing plumbing and electrical from these areas.
5. Carefully remove and save door and base trim from all demo areas and work with SBH to determine best way to use salvaged trim for patching and at new walls.
6. Remove all existing HVAC equipment; remove existing water heater(s); existing RA ductwork may be reused. Remove obsolete boiler from basement. Remove obsolete oil tank and any contents.
7. Remove all existing drain and waste plumbing to a point just above the basement floor slab. Furnco onto existing stack and replumb entire house per plan. Cap abandoned drains at basement slab as required.
8. Remove all interior and exterior surface applied conduit and mechanical system.
9. Contractor is responsible for protecting interior from weather damage during demolition and re-roof work. Protect existing wood floors from water damage. Protect existing plaster from water damage.



10. Contractor is responsible for all lateral bracing and shoring as needed to maintain a safe structure during demolition.

### **Landscaping**

1. Repair lawn at new front walkway and elsewhere as needed if damaged or rutted during construction.

### **3.00 Concrete**

1. See Masonry for foundation repair.

### **4.00 Masonry**

1. Repair loose or spalled brick at existing foundation. Paint masonry.

### **5.00 Metals**

1. New cont. alum. gutters and downspouts by SBH.
2. Re-secure existing metal handrail at front steps.

### **6.00 Wood, Plastics, and Composites**

#### **Framing**

1. Framing per plans. Inspect existing framing for structural integrity and impact of any proposed framing. Identify bearing walls as required and carry all loads per code.
2. Assume new LVL beam required where wall removed at kitchen area. Provide bearing to foundation at beam ends.
3. Patch subfloor in kitchen as required to address deterioration and abandoned mechanical penetrations. Subfloor patches to span at least 2 joist bays per patch.
4. Reinforce cut joist in living room ceiling. Sister new 2x8 joist to existing.
5. Soffits – alongside new kitchen beam provide mech. Soffit for HVAC ducts to second floor. No soffits above kitchen cabinetry.
6. Kitchen and bathroom cabinetry & tops purchased under an \$8,000 material allowance. Installation labor and incidental materials not included in the allowance. This allowance includes medicine cabinets. Refer to kitchen layout drawings provided with this RFP.

7. Inspect existing front porch deck framing and repair/reinforce joists to provide additional support and remove "bounce".
8. Install two 6x6 wood newel posts at front porch to receive new porch balustrade. Existing metal handrail at front steps to remain. Secure/fasten existing metal rail as required.

## **7.00 Thermal and Moisture Protection**

### **Insulation**

1. By SBH

### **Exterior**

1. In general, existing aluminum siding at house to remain. Remove siding at front porch balustrade and repair/replace curved balustrade. Painted.
2. At removed WEST kitchen windows infill and flash the lower 4"-6" such that replacement window sill will be slightly above counter top. See 8.00 "openings" below.
3. Remove south small kitchen window and infill. Blend metal siding with existing.
4. Repair existing aluminum soffit and fascia throughout. New alum soffit and fascia where missing.
5. New beaded front porch panel ceiling over existing. Stained. Bend cove mold or sim. edge trim at perimeter to hide panel edge.
6. Gutters and downspouts  
New gutters and downspouts by SBH.
7. 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 tear off and re-roof main house and rear stoop roofs. Remove existing roof shingles to original skip sheathing. Apply 7/16" OSB decking and 30lb roofing felt over. Ice and water shield at eaves and valleys. New shingles to be GAF or approved equal architectural shingle. Drip edge color to match gutters.  
Shingle color to be determined.

2. Existing front porch roof and rear bay window roofs to remain. Repair bay window roof edge to flash over new and replacement fascia.

## **8.00 Openings**

### 1. Windows

Unless noted otherwise, all existing first floor windows to be rerooped, reglazed, repaired, and painted interior and exterior.

The following windows are to be replaced with vinyl replacement units –

- a. Kitchen windows over sink – double-hung with sills raised slightly above counter height. Existing exterior sill to remain.
- b. New fixed picture unit at dining room. (flanking double hung units to remain.)
- c. First floor half bath window to be replaced with fixed IG sash unit.
- d. Replace all second floor windows except sun-porch and stairway windows. Sun porch and stairway windows to be rerooped, reglazed, repaired, and painted interior and exterior.
- e. Second floor bathroom ‘jalousie’ windows to be replaced with a pair of double hung window with a pair of studs between.
- f. Attic windows to be repaired and painted.
- g. Basement windows – reglaze and repair existing as needed. Prime and paint sashes and frames.
- h. See note below regarding storm windows.

Remove all existing storm windows throughout.

Replacement windows will be Anderson Silverline or approved equal.

2. All entry doors to be replaced with Therma-Tru classic-craft paint grade door and frames.
  - i. Entry door – existing 3'-0"x7'-6" to remain. Paint interior and exterior surfaces. New Schlage “Plymouth” handset and deadbolt.
  - j. Rear door – New Therma-Tru Smooth Star prehung unit #S6021.
  - k. Side (west) door – New. Replace existing with Therma-Tru Smooth Star prehung unit #S960. Inswing as existing.
3. No new storm doors or screen doors at this time.
4. New aluminum double track storm windows at all repaired existing windows. New fixed sash storm windows at all basement windows.
5. No storm windows are required at new/replacement windows.
6. 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.

7. Door stops – spring type – throughout.

### **Doors – interior**

1. Replace all existing interior doors with new into existing frames.  
Door sizes per plans and/or to fit existing door frames where replaced.  
Width to match existing openings or as noted on drawings if new.
2. Doors to be Masonite “Riverside” hollow core doors or approved equal.  
Note that several first floor doors are 7’-6” tall. Use 7’-0” Riverside door panel and a fixed 5” tall solid core panel at the top of the door opening.  
At second floor use 5 panel 6’-8” tall hollow core “Riverside” doors.
3. All interior hardware to be Schlage knob-sets. Oil Rubbed Bronze finish.

## **9.00 Finishes**

### **Interior elements**

1. Existing interior trim to remain unless otherwise noted. (all doors are new)
2. Patch missing baseboard with reused from demo on first floor.
3. Reuse existing trim at second floor. Where door trim is missing use 1x4 casing with eased edges. Consolidate existing baseboard trim to complete the upstairs hallway and as many bedrooms as possible. Remaining rooms to receive 1x6 baseboard with eased edge.
4. Picture rail at second floor rooms may be removed.
5. 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.
6. New closet rods are to be wood or metal with appropriate hangers.
7. New stair treads as required where plumbing was removed.
8. New interior handrails at basement, first, and attic stairs as required per code.
9. New newel cap at second floor landing similar to existing adjacent. New balustrade at second floor landing.
10. 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 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.
7. Existing "lincrusta" wall covering at front entry to remain. Attempt to integrate new electrical switches into existing cutouts. SBH to determine paint color for this wall covering.

## **Paint**

### **Exterior**

1. All exterior trim ~~and siding~~ to be primed and painted.
2. Paint front porch deck and trim.
3. Foundation masonry to be painted. Color TBD.
4. 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. Stairs painted from basement up to landing.
4. Fireplace – clean & paint to match trim.

5. Paint rear stair from 1<sup>st</sup> to 2<sup>nd</sup> level. Color to be determined.
6. 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 other rooms and stairs 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. Existing oak flooring at entry foyer to remain. Protect during construction. Clean, lightly sand if needed, and poly.
4. New vinyl flooring at kitchen area per plans. Vinyl floor at basement stair landing and 4 treads between landing and first floor.
5. Vinyl flooring under washer/dryer per plan.
6. Paint basement floor and as otherwise required for lead clearance. Basement steps are painted from basement up to landing.
7. 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 cocks located at front and 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 on second floor. Vent dryer to exterior soffit. Recessed dryer vent box.

### **23.00 HVAC**

1. New bath fan/lights to exterior at each bathroom. Provide ext vent caps at exterior sidewall or to soffit. Bath fans to be separately switched light and fan. Broan 80cfm unit.
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.

7. Existing HVAC floor grates in entry hall to remain.

## **26.00 Electrical**

1. Rewire existing structure and new complete. Provide new 200A service and breaker panel in basement. Locate panel on plywood near south wall such that an exterior service disconnect is not required.
2. Remove all exterior and interior surface mounted conduit. Remove obsolete service wire/brackets at south bay window.
3. New hardwired and interconnected smoke detectors throughout per code.
4. 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 six keyless in basement. Fan in each bathroom switched separately; Fan/light in second floor hall bath; One motion flood at rear w/ switch override; two ceiling lights at front porch; and as otherwise indicated on lighting plan.
5. All light fixtures and lamps will be provided by SBH from contractor provided list.
6. GFIC dedicated recep at laundry location.
7. Provide electric for range hood.
8. Provide an electrical receptacle under sink base for dishwasher connection.
9. 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.
10. Run power as required for for new AC units; washer/ elec. dryer connections; new ventilation units as required. Coordinate with HVAC contractor.
11. Revise existing branch circuits as required to meet current code.
12. Exterior lighting floods located at south elevation bay window. 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 side 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](http://www.state.in.us/dor).