

November 9, 2017
(Revised:)

RE: 838/840 W Colfax - 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 November 10, 2017 at 838/840 W. Colfax. If you have questions please attend this walk through or submit them anytime via email to patlynch@sbheritage.org before November 22, 2017. Visiting the structure interior is a requirement for bidding.

Bidder registration (General Contractors only) is required to SBH by November 16, 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 Thursday November 30, 2017. Please carefully review RFP package for further information. Good luck.

Cordially,

A handwritten signature in black ink, appearing to read 'Patrick Lynch', written in a cursive style.

Patrick Lynch
patlynch@sbheritage.org

838-840 W Colfax
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/>

- 838/840 W. Colfax Project Manual 11-09-2017
 - RFP Invitation to bid
 - Specifications
 - ~~Schematic cabinetry layout~~
 - Bid form
 - Insurance minimums
 - 838-840 W Colfax South Bend IN Lead Risk Assessment
- Drawing Set dated 11-09-2017 (11x17)
- Addenda when issued

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

Residential remodeling Bid Package for
838/840 W. Colfax
South Bend, IN 46601

Levels	2.0 (side x side duplex)
Exterior	New – wood trim w/ cementitious lap siding
Square Feet	Unit A: 1,151 SF Unit B: 1,049 SF
Color	TBD
Garage	N.A.
Roof	New

Date issued: 11/09/2017
Revised: ----

Deadline for bid submittal: by 2:00 PM on Thursday 11/30/2017

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. 838-840 W Colfax South Bend IN Lead Risk Assessment
 - 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.
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 agreed to 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 838/840 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):

Addendum #1 dated: _____

Addendum #2 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: _____

I am able to provide a lead safe work practices supervisor for this project as required. Y / N (please circle)

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

838/840 W Colfax 11-09-2017			
Totals by Division/Trade			
1.00 - General Conditions			
1.10 - Overhead and Profit			
2.00 - Demolition			
3.00 - Concrete			
4.00 - Masonry			
5.00 - Metals			
6.00 - Wood, Plastics, and Composites			
Including cabinetry material allowance:			\$750.00
7.00 - Thermal & Moisture Protection incl. siding			
7.00 - Roofing			
8.00 - Openings (Doors and Windows)			
Unit B front window mat'l allowance			\$2,500.00
9.00 - Finishes (Walls, Ceilings, Trim)			
9.00 - Insulation			
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			Provided by SBH
Total goes to bid form			\$

838/840 W. Colfax - Specifications

Issued: 11-09-2017

Bid due date: Wednesday, November 30, 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 may 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.

SBH requires that a state licensed lead abatement contractor supervisor oversee this project. Please indicate that you have a HUD lead certified supervisor on staff on the bid form.

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

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. All demolition must follow guidelines for lead safe work practices.

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 the house, exterior grounds, basement, and as otherwise indicated on the issued lead assessment. 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.
4. Contractor to provide "Ram Board" floor protection at all existing hardwood floors. Tape all joints and seams. Replace sections that become damaged or wet.

Demolition; Architectural, Concrete and Site

1. Remove existing vinyl siding, aluminum soffit & fascia, and gutters/downspouts. Remove existing lap siding to original sheathing. Existing window, door, and corner trim to remain.
2. Remove all existing HVAC equipment; remove existing water heater(s); existing supply and RA ductwork may be reused unless revised per plan.
3. Remove any interior and exterior surface applied conduit and mechanical system.
4. Remove all vinyl flooring from kitchens, bathrooms, and mud room/Indry areas as required for new vinyl flooring.
5. Remove refrigerator, range, and dishwasher from east unit. (SBH will provide new)
6. Contractor is responsible for protecting interior from weather damage during renovation and re-roof work. Protect existing wood floors from water damage. Protect existing plaster from water damage.

Refer to individual spec. sections below for additional demolition notes and comments.

Landscaping

1. New plantings not in this scope.
2. Remove existing ivy from entire structure. Remove ivy plants at grade.
3. Any site-work required to pass lead clearance is included in the scope of work.
4. Provide 6' spruce fence at east property line from a point on the lawn near the rear alley and ending at a point aligned with the rear of the front porch. No return to the house or gate is required.

3.00 Concrete

1. New curb cut, parking pad, and sidewalk from W Colfax. Refer to drawings. New walkway from new pad to front steps.

4.00 Masonry

1. Not applicable. Report and found masonry damage to SBH.

5.00 Metals

1. New gutters and downspout leaders.
2. Alum. soffit and fascia under division 7.
3. New black handrails per code at each end of front porch steps. Secure to existing cement with bolts. Locate metal handrails just inside decorative wood stair rail and newels.

6.00 Wood, Plastics, and Composites

1. Interior trim – all interior doors to close and latch smoothly.
2. New base shoe at new vinyl flooring.

7.00 Thermal and Moisture Protection

Insulation

1. Refer to roofing below for information on rigid insulation at roof deck.
2. 1" min. closed cell spray foam at box sill at basement and crawl spaces. Full perimeter.

Exterior

1. Remove all existing lap siding and any original wood siding from house. Corner, frieze, and window trim to remain unless damaged or altered beyond repair.

2. Repair missing, damaged, or deteriorated fascia, soffit, frieze, window, and/or corner trim as needed with new 5/4 MiraTEC or approved equal of same width. Finish to be smooth.
3. New siding to be pre-finished Hardi-lap siding. Color to be determined. Reveal to match existing siding reveal. Install over Tyvek housewrap. Tape all joints. Install with cap nails. No staples.
4. New beaded front porch panel ceiling. Stained. Cove molding or sim. edge trim at perimeter to hide panel edge.
5. New front porch balustrade. Wood balustrade w/ 1x4 balusters. Top and bottom rails to each be a 2x4 + 2x3 with chamfered edges. Painted. Overall height of balustrade to be 30" from porch deck. Newels to be 6"x6" with caps. Newels and rails at front steps to also be max. 30" height. See division 5 for stair handrail to meet code.
6. Gutters and downspouts
New throughout.
7. Provide and install two mailboxes – adjacent to each front door. Basic metal unit. Black. New or reused address numbers.

Roofing

1. Remove existing roof complete to decking.
2. Apply (1) layer 2" rigid foam board to existing decking under 7/16" OSB decking. Secure new decking to existing with long screws and fender washers. Stagger joints of OSB and foam minimum 12" each way.
3. Note that new rigid foam is for main roof only. NO FOAM or new OSB required at rear (south) porch due to conflict with adjacent window sills.
4. New 40 year architectural shingles over GAF "Tiger Paw" underlayment or approved equal. Shingle color TBD.

8.00 Openings

1. Windows
 - a. All existing windows to remain unless noted otherwise below.
 - b. New basement windows. Replace plexiglass panel with new awning style basement window. Basement windows to be tan vinyl windows sized to match masonry rough opening. IG glass.
 - c. New north window at 840 living room to match existing north window at 838. Window material allowance to be \$2,500.00. Window may be "frame in frame" replacement type. Submittal required for Owner written approval.

2. Entry Doors
 - a. Rear entry doors – rear entry doors and storm doors to remain.
 - b. Front entry doors – restore. Replace broken or plexiglass. New entry locksets for front doors. Keyed same as rear doors. Remove storm doors.
 - c. No new storm doors or screen doors at this time.
3. Door hardware: All new interior door hardware to be Schlage knob-sets in ORB finish. Exterior door hardware to be Schlage entry sets with deadbolts. All keyed to match.
4. New door stops – spring type – throughout.
5. Interior doors
Repair all as required to close and latch smoothly.
All interior door hardware to be Schlage knob-sets. Oil Rubbed Bronze finish.

9.00 Finishes

Interior elements

1. Existing interior trim to remain unless otherwise noted. Patch or replace damaged or missing trim throughout. Match existing adjacent finish.
2. New shower curtain rods at tub and shower unit. No curtain required.
3. New TP hander and towel bar in each bathroom.
4. 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.
5. Any new closet rods are to be wood or metal with appropriate metal hangers spaced 36” OC max.
6. Base shoe at vinyl and refinished hardwood areas.
7. Install kitchen counter top in west unit.
8. Existing lav vanity base, top, and sink to remain.

Walls & Ceilings

1. Inspect all existing interior walls. Walls are generally in good condition and do not require work. However, there are several holes, cracks, and other

damaged areas throughout where wallboard and/or plaster repair is required.

2. Please note that existing interior trim is generally to be left in place unless noted otherwise.

Paint

Exterior

1. All exterior trim and siding to be primed and painted. Assume a three color scheme.
2. No paint for foundation masonry.
3. Paint color and type:
 - a. t.b.d.
 - b. t.b.d.
 - c. t.b.d.

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. Interior stained trim – east unit: clean only.
3. Interior stained trim – west unit: clean and poly. Satin.
4. Paint color
 - a. Ceilings SW6119 “antique white” flat
 - b. Walls SW 6108 “latte” eggshell
 - c. Trim SW 6077 “everyday white” semi-gloss
5. Paint basement floor and steps as required for lead clearance. Med grey.
6. Paint previously painted elements in basement as req'd for lead clearance.

Flooring

1. New carpet in bedrooms and second floor landing area. Carpet to be cut pile broadloom nylon material over min. 2lb re-bond pad.
Protect existing Burber carpet on east stairs. New carpet runner on west stair.
2. Existing oak/pine flooring at dining room, and front parlor to remain.
Protect during construction. Repair, sand, and poly. Include steps as needed.
Patch existing patches (old return air locations, etc.) with new hardwood.

New sheet vinyl floors at east kitchen and rear mud-room area. New vinyl at east unit bathrooms. Protect west unit vinyl during construction with heavy “Ram Board” cardboard taped down and wall to wall.

3. Paint basement floor and as otherwise required for lead clearance.

22.00 Plumbing

1. Generally, the rough in plumbing is complete. Replace fixtures as noted below and per the specified plumbing fixtures list.
2. Some appliances are already in place. Protect during construction. New dishwasher, refrigerator, and new range will be provided by SBH for east unit. Contractor to uncrate and install all appliances as required.
3. Remove water softener equipment. No new water softener is included.
4. Reuse existing water service.
5. Two new water heaters. 40 gallon power vent. Repair and/or add to existing water service, meter base, etc. as required to separate hot water plumbing for the two units.
6. Plumbing fixtures. Submittal required for all listed products.

Toilet:	Replace existing. Delta Corrente C43904-WH (HET). Max. 1.28 gpf. With coord. seat/lid, wax ring; Color: white Clear silicone at base.
Lavatory Sink:	existing to remain at east unit. Install existing sink and faucet in new west countertop.
Lavatory Faucets:	Delta Foundations B2515LF-PPU (1.5 gpm)
Tub/Shwr Faucet:	Delta Foundations B114900 (fixed head shower is 2.0 gpm)
Kitchen sink:	Existing to remain.
Kitchen faucet:	East existing to remain. West unit intall new.

23.00 HVAC

1. New bath fan/lights to exterior at each 2nd floor bathroom. Provide ext vent caps at exterior sidewall or to soffit. Bath fans to be separately switched light and fan. Broan 80cfm unit. Inspect existing ductwork to exterior to ensure it is in good condition.

2. Kitchen vent hoods – Existing at east unit to remain. Install provided unit at west unit by electrical contractor.
3. Two 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. Provide pump for condensate to main sewer line if required.
4. Ductwork to be galvanized. No flex duct is permitted for HVAC furnace system unless specifically discussed and approved by SBH.
5. Existing supply and return air grilles to remain.

26.00 Electrical

1. Rewire existing structure and new addition complete. Provide new 100A service from meter base to new breaker panel in basement. Locate panel on plywood near south wall such that an exterior service disconnect is not required. Existing meter base and aerial service to remain.
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, 2 switched recepts in living room; one ceiling fixture each in dining room and kitchen; pendant fixture over kitchen sink; ceiling at mud room; and 3 keyless in basement. Fan in each bathroom switched separately; Fan/light in second floor hall bath; One motion flood at rear w/ switch override; 1 ceiling light at front porch; and as otherwise indicated on lighting plan.
4. All light fixtures and lamps will be provided by SBH from contractor provided list. Install per lighting plan. Provide and install 4 keyless light fixtures in basement all controlled by switch near basement door.
5. Inspect entire structure for required GFCI receptacles at all sinks and exterior locations. Provide new, relocate, or repair as required to meet current code.
6. Install 30” Broan recirculation type range hood at west kitchen. Hood is provided by SBH.
7. Inspect existing for switched garbage disposal power and switch leg. Provide new if missing.

8. For bidding purposes assume that all existing light fixtures will remain unless noted otherwise.
9. Replace rear exterior light with new dusk to dawn LED flood light.
10. Relocate front porch ceiling fixture j-box to center of each unit porch area. SBH will provide new front porch ceiling fixtures for electrician to install.

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.