

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

February 1, 2023
(Revised:)

RE: 622E, 624B, 624D W. Colfax - Renovation

Attention bidders: South Bend Heritage is pleased to release the following single family residential project for bid. This project will renovate six apartments in an existing multi-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 1:45P on Wednesday February 8, 2023 at 620 W Colfax Street. If you have questions please attend this walk through or submit them anytime via email to patlynch@sbheritage.org before February 15, 2023. Visiting the structure interior is a requirement for bidding.

Bidder registration (General Contractors only) is required to SBH by February 15, 2023. 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, February 28, 2023 by 3:00P. Please carefully review RFP package for further information. Good luck.

Cordially,

Patrick Lynch
patlynch@sbheritage.org

622E, 624B, 624D 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/>

- Project Manual 02-01-2023
 - RFP Invitation to bid
 - Specifications
 - Schematic cabinetry layout
 - Bid form
 - Insurance minimums
 - Lead assessment documents
- Typical unit plan (8.5x11)
- Addenda when issued

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Residential remodeling Bid Package for
622E, 624B, 624D W. Colfax
South Bend, IN 46601

Levels	NA
Exterior	NA
Square Feet	600 SF per apt
Color	NA
Garage	NA
Roof	NA

Date issued: 02/01/2023

Revised: ----

Deadline for bid submittal: by 3:00 PM on Tuesday February 28, 2023.

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 plan of typical unit. May be mirror image.
 - 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 plan included with this bid package is intended to supplement the written materials. If there is a conflict between the drawing and written material, the written material is to take precedence. Floor plan may be mirror image.

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 622E, 624B, & 624D 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: _____

My firm is certified to work on RRP projects and I am familiar with lead safe work practices. Y / N

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

622E, 624B, & 624E W Colfax		issued: 02-01-2023
Totals by Division/Trade		
1.00 - General Requirements		\$
1.10 - Overhead and Profit		\$
2.00 - Demolition / content removal		\$
6.00 - Carpentry, trim, & cabinetry install		\$
Cabinetry material provided by SBH.		Cabinetry & tops from SBH
9.00 - Finishes - GWB and plaster repair.		\$
9.00 - Painting (interior)		\$
22.00- Plumbing		\$ (via SBHF)
23.00- HVAC		\$ (via SBHF)
24.00- Electrical		\$ (via SBHF)
Light fixture/lamp mat'l allowance		Light fixtures provided by SBH
17.00- Appliances - uncrate & install		\$
		Appliances provided by SBH
Total goes to bid form		\$

622E, 624B, & 624D W. Colfax - Specifications

Issued: 02-01-2023

Bid due date: Tuesday, February 28, 2023

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. 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: Work on this project to follow EPA Renovation, Repair, and Painting (RRP) Program guidelines. (This is not lead abatement.) RRP requires that any contractor and workers disturbing any painted surfaces must lead-safe certified.

A lead risk assessment has not been conducted for the apartment units in this scope of work. Therefore, assume that all painted surfaces directly or indirectly covered in this scope contain lead.

SBH requires that a state licensed lead abatement contractor oversee this project. Please indicate that your firm is certified to conduct RRP activities on the bid form.

A thorough wet cleaning is part of this project scope. However, passing a third party lead clearance test is not required.

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. All demolition must follow guidelines for RRP lead safe work practices.
4. Dumpsters. Contractor to provide dumpsters as required for this project. Dumpsters to be located in the drive lane opposite the 624 entry foyer. Dumpsters shall not be larger than 20 yard and are to be removed promptly when full.

General Construction specifications common for all 3 apartments

Following are specifications common to all three apartments. Special conditions unique to individual apartments are specified follow this section.

Demolition

Existing air-handlers to remain. AC line-set to roof, condensate drain, and power to remain.

Remove kitchen cabinetry as noted under special conditions for each address.

Remove vinyl flooring in kitchens / bathrooms to original hardwood or tile surface.

Remove carpet and pad where occurs. Carpet pad staples to be removed and not hammered flush.

Remove all closet tub plumbing access panels, surrounding trim, and adjacent bedroom closet baseboard. Remove wall lathe & plaster from entire face of closet rear wall to install new shower valve, head, and tub filler spout.

Remove any radiators remaining in apartments. Cut any old radiator steel supply pipe to a point below floor level so that floor can be patched. Radiators to be removed from the property.

Remove all surface mounted window curtain and blind hardware throughout all 3 apartments unless noted otherwise.

Remove all misc. abandoned hardware at all doorways and trim throughout.

Remove all existing apartment interior smoke detectors and smoke detector mounting brackets.

Remove all surface lighting related wire molding. Existing wire molding to receptacles may remain unless noted specifically to be removed or rerouted.

Some tile at tub lip may need to be removed to allow for new tub surround to be flush with adjacent wall tile.

Remove and dispose of any existing stoves and refrigerators in the apartments.

Demo & remove toilet, sink, and shower/tub valve. Protect existing tub from further damage.

Refer to individual apartment units for additional demolition notes specific to that apartment.

Plumbing

New toilet set on existing cast iron closet collar. Assume that collar must be re-tapped. Shim as required at sloped floors.

Tub – reglaze all 3 existing tubs after preparing for surround but before new surround is installed. Reglazing to be by Paladin Tub Refinishing. 574-233-9498.

Shower surround to be as noted in fixture schedule. Apply surround 36” tall at tub glued in place from tub lip to just below existing bullnose tile cap. Where occurs, scribe and butt against existing window casing, stool, and apron. Cont. sealant bead at tub/surround joint.

At existing tile wall behind vanity and stool, apply shower surround material 38” high (leave 2” +/- gap near floor). Apply 4” continuous vinyl base around bathroom perimeter.

Tub filler spout / showerhead / mixing valve new for the three scope apartments. Run new PEX hot and cold supply lines from basement for all 3 apartments in each stack that contains one of the scope apartments. This will bypass the existing supply risers to the toilet and vanity. In occupied apartments, connection to shower is not in the scope. However, new PEX run through 622C to be run in wall. New PEX for 624F may be capped below tub above 624D bathroom ceiling.

New 2” PVC tub drains run in bedroom closet from third floor to basement. Tie into existing main stack in basement. There will be two tub drain risers: one at 624B, 624D, 624F and one at 622A, 622C, 622E. SBHF will coordinate access to run drain in the one occupied unit, 622C. Studor vent at top. New tub trap arm as needed to complete connection. Remove existing drum traps and cap existing drain lateral running toward stool stack.

Important note: in vacant apartments, new 2” drain to be concealed in tub wall. In occupied apartments the new drain may be exposed against the closet back wall.

Replace existing 2” kitchen drain from third floor to basement. Tie into existing vent path above third floor. New opposing sink laterals at each floor to be offset. Install new PEX hot and cold supply lines adjacent to new kitchen drain. Abandon old galvanized hot and cold supply lines. SBHF will coordinate access to run new supply lines at occupied unit, 622C.

Fixture schedule:

Toilet: CMI 5725835 (HET). Max. 1.28 gpf. With coord. seat/lid, wax ring; Color: white Clear silicone at base. Field verify 12 inch

622E, 624B, & 624D W. Colfax

rough. Field verify that bathroom door will not hit elongated bowl. Use round bowl in lieu of elongated if door hits stool. Existing CI closet collar will require retap.

Lavatory Sink: Lowes Item # 648775 Model # CE29124-SS 'Style Selections' Euro 25-in White Single Sink Bathroom Vanity with White Cultured Marble Top

Lavatory Faucets: CMI 2017693 (1.5 gpm) and associated trap, drain, and connection to existing drain line.

Shower Faucet: Delta Multichoice universal tub & shower valve body + Delta CLASSIC: Monitor 13 Series shower trim chrome

Tub surround: Lowes FRP embossed white wall panels and accessory moulding trim. Also installed behind sink and stool with vinyl base as noted.

Kitchen sink #1: For 622E, 624B, & 624D: CMI 33" x 22" 50/50 Dbl Bowl Top Mount sink.
4 hole sink w/ strainer baskets and all required trap and drain fittings.

Kitchen faucet: CMI 1916574 with new shut off valves connected to existing galvanized supply lines.

HVAC

If needed, repair existing air handler so that circulation fan will operate. Clean. New filter.

Where visible, inspect ducts for breaks. Replace all grilles and grates. Replace any that are missing.

AC function not required. New t-stat for each apartment. Honeywell Home CT31A or equal non-programmable unit with fan only function.

Electrical

For 622E, 624B, & 624D, replace existing basement 60 amp electrical service and fuse box with new breaker box.

Replace GFIC device in bathroom.

For 622E, 624B, & 624D, Replace existing kitchen circuit with new 20A circuit from new bsmt panel. Install new 110 receptacle for kitchen range. Run new wire from range receptacle for new 30" range vent fan above. New cabinets will be furred out 1.5" to allow wires to run behind. From range hood, run wire for GFIC counter

receptacles each side of sink location. New receptacle for refrigerator as required behind or immediately adjacent to refrigerator.

All existing closet ceiling fixtures to be replace with motion activated LED fixtures.

Kitchen light to be:	2 bulb flush
Dining room ceiling light to be:	3 bulb semi-flush
Bedroom ceiling light to be:	2 bulb flush
Ceiling light outside bathroom to be:	2 bulb small flush
Ceiling light at entry to 622E, 624B, and 624D to be:	2 bulb small flush

Exterior fire stair lights are not included.

Two smoke/carbon monoxide detector in each 624E, 624B, 624D apartment – hardwired on wall above an existing receptacle in bedroom and living room.

Battery backup. Interconnect not required.

Run new coaxial and cat-6 cable to basement from each apartment. Locate in living room on wall btw living room and dining room. Label and loop in basement.

Replace door buzzer button in each apartment. SBH to provide button device.

Replace all existing switches and receptacles with new. Non-grounded receptacles to receive correct two-prong receptacles.

Carpentry - Apartment Interior

Patch oak floors under removed radiators as required. Patch may be plywood for areas to be carpeted. Patch to be oak flooring at areas to be painted. See flooring for notes per apartment.

Replace all existing and missing door stops with new coil type. Dark bronze color.

Remove all base shoe throughout and replace with new 1x2 prefinished trim.

New bedroom closet shelf and rod. New closet 1x6 baseboard.

Windows

Replace broken glass and any Plexiglas at kitchen door, window, and/or transom.

Refer to special conditions for additional information on windows.

Cabinetry – kitchen cabinet and tops provided by SBHF and installed by contractor

Cabinetry – at all bathroom medicine cabinetry, remove mirrored door and any misc. hardware from frame. Install new fixed mirror panel over original opening and leaving lower shelf accessible. Mirror will be approx. 27x29 and secured with edge clips screwed to original cabinet frame.

Bathroom accessories – replace existing with new towel bar; tp hanger; shower rod.

Provided by SBH and installed by contractor.

Doors

Front (interior) entry doors and entry locksets:

These doors to be reused for all apartments in the Colfax building. Adjust to close and latch smoothly. Repair frame, casing, and strike as required.

Refer to special conditions per apartment for any additional information.

Rear kitchen doors

Remove all existing hardware and locksets. Fill original cores and repair door frame and jamb as required. Sand smooth. Core for new exterior locksets. Install weather-strip to three sides exterior and at interior side of threshold. Weather-strip to be vinyl bulb on aluminum flange. Interior sweep to be alum. with vinyl fin. Adjust or replace threshold as required.

Reglaze door glass and install any missing interior glazing stop.

New SBH provided deadbolt and passage sets. Deadbolt to be Kwikset 816 Series Venetian Bronze Single Cylinder Key Control Deadbolt Featuring SmartKey Security. Passage set to be Kwikset "Hancock" passage fnx.

Interior doors

Remove all interior door hardware and fill original mortise with wood and filler. Sand smooth and core for new locksets. New locksets to be Kwikset knobset "Hancock". Privacy fnx for bathroom. Passage for all other apartment interior doors except mechanical closet. Mechanical closet to receive keyed entry lockset. SBHF will provide lockset hardware for interior doors and kitchen door. (Interior front entry lockset to remain)

Refer to special conditions section for interior doors noted to be replaced or new (currently missing).

Floor finishes

Apartment – kitchen and bath – new vinyl over underlayment in kitchen. Float cracks fill holes in bathrooms. Glue new vinyl directly to tile substrate. Sealant at edge. Terminate cleanly at existing tub and tile walls.

Apartment – living/dining/closets – carpet on pad Nylon cut pile carpet and 2lb pad at units 622E, 624B, and 624D. Rooms to be carpeted are living room, dining room, bedroom, closets that do not contain mechanical equipment, and entry.

Vinyl base – install new 4" continuous vinyl cove base at all bathrooms. Color TBD.

Wall & ceiling finishes - apartments

All acoustic tile ceilings to remain unless noted in special conditions. Replace damaged tile only. Paint.

All textured ceilings to remain unless noted in special conditions. Repair damaged areas with texture to match. Paint.

All smooth or textured ceilings to be scraped of loose or peeling material unless noted in special conditions. Skim coat as required. Paint.

Tub surround and adjacent walls behind vanity and stool are noted under Plumbing.

Painting

Paint all walls and ceiling / trim in 622E, 622B, 624D. The stairway side of the entry doors need not be painted.

Paint ceilings and any picture rail trim adjacent to ceiling flat antique white.

Paint all walls Sherwyn Williams Surescrub SW 7051 "Analytical Gray" with an eggshell sheen.

Paint all interior trim Sherwyn Williams Surescrub SW 7042 "Shoji White" with semi-gloss sheen. This includes the panel relief trim in the dining room.

Paint exterior of kitchen door and surrounding trim. Exterior painting of bedroom and bathroom window trim not included. Carefully scrape, prime, and paint per RRP guidelines.

Exterior paint color is a custom blend to match dark bronze window color.

Contractor to provide paint materials. Color blend is on file at SBH to match previously completed exterior painting.

Refer to special conditions for possible additional painting information at each apartment.

Appliances

SBHF will provide and install appliances (24" gas range & refrigerator)

(End of general spec. See below for Special Conditions for each individual apartment.)

622 E - Special Conditions (in addition to base scope)

Area: 600 SF / 1 bedroom

Contents:

SBHF will remove all contents prior to start of work.

Bathroom

No special notes for 622E as of date of issue. Refer to addenda for when issued for additional information specific to 622E.

Appliances

Appliances provided and installed by SBHF

624 B - Special Conditions (in addition to base scope)

Area: 600 SF / 1 bedroom

Unit is very dirty. Cleaning required and should be anticipated in contractor's base bid general conditions.

Bathroom

Replace window

Cut radiator stub to below floor

Relocate sink drain to inside wall.

Hallway

Textured ceiling okay

Bedroom

Replace bedroom window.

Remove surface mounted telephone

Remove radiator this room

Closet ceiling, remove and replace.

Hole in bedroom t&g flooring in SE corner.

Entry

Remove vinyl tile flooring

Living Room

Remove radiator

Skim coat ceiling

Replace windows

New coaxial cable and cat-6 at wall between living and dining rooms.

Dining Room

12x12 ceiling tile may remain

Kitchen

Remove ceiling tile and prep for overlay.

Remove cabinet above refrigerator completely.

Existing surface recep and conduit on north wall into wall.

Remove existing appliances.

Remove vinyl floor

Back door has plexiglass. Replace with DS glass.

Chair rail next to back door to be removed.

Appliances

Appliances by SBHF

624 D - Special Conditions (in addition to base scope)

Area: 600 SF / 1 bedroom

Bathroom

Remove and replace existing textured bathroom ceiling

Complete bathroom window installation.

Remove radiator in bathroom.

Remove bathroom VCT tile.

Hallway

Consolidate doorbell and switch into a single double box with divider for line and low voltage.

Bedroom

Remove 12x12 tile to furring. New GWB.

Screens and windows stored in this room to be relocated to 624A.

Remove radiator in bedroom.

Living Room

Overlay existing plaster. Smooth finish.

Remove 4 wall sconces to individual zip lock bags. Restored by SBHF and reinstalled.

Remove coaxial cable at bay window.

New coaxial cable and cat-6 cables to wall btw living room and dining room. Use single combined wall plate for both cables. Terminate each, looped in basement. Label clearly which apartment is which loop.

Dining Room

Remove ceiling tile and install new GWB to match living room. Smooth.

Remove telephone mount at west dining room wall. Remove all surface mounted telephone wires and plugs.

SBHF will install new wall gas heater.

Kitchen

Remove existing overlay ceiling and install new GWB. Do not hang a new layer on top of any existing overlay layer. Finish smooth.

Appliances

Range and refrigerator supplied and installed by SBHF.

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.

SBH shall be listed on the certificate of insurance as:

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