

Issued Date: Tuesday, April 5, 2022

Bid Package for: 917 Colfax – reroofing & exterior

917 W. Colfax Street
South Bend, IN 46601

Request for Proposals (RFP)

917 W. Colfax Street – Exterior Renovation
South Bend, IN 46601

South Bend Heritage will receive written bids for exterior work at **917 W. Colfax, South Bend, IN** until **3:00 PM** local time on Tuesday, April 26 at **803 Lincoln Way West, South Bend, IN**. Bids may be emailed by that time. Send to the attention of Pat Lynch and confirm receipt via phone call or email. Email: patlynch@sbheritage.org.

All questions about this RFP should be directed to patlynch@sbheritage.org.

Project Description: Carpentry (trim & siding) and painting for 917 W. Colfax Street.

Pre-bid walk through: A non-mandatory pre-bid walk through is scheduled for **1:00P Monday, April 11**. Bidder registration and additional walk through information can be found in the bid documents. All bidders are required to visit the site before submitting a proposal.

Bidding Documents: This RFP and all associated bid documents will be available beginning 12:00P Tuesday, April 5 on the SBH website <http://sbheritage.org/projects-blog/contractors/> or upon request via email. Documents are in pdf format.

Thank you for your interest in this SBH project.

Cordially,



Pat Lynch
Architect

BIDDING AND CONTRACT REQUIREMENTS

1. Bid Package Index
 - Request For Proposals letter 4-5-2022
 - Written specifications & site plan 4-5-2022
 - Bid Form
 - Lead risk assessment (Exterior only)
 - SBH Minimum Insurance Requirements
 - Exhibit B for CDBG contracts
 - Addenda if issued

2. Bids will be due on **Tuesday, April 26, 2022** at the SBH offices by 3:00PM. (Received via mail, FAX, email, or dropped off by this time.) SBH offices are located at 803 Lincoln Way West, South Bend, IN 46616. Send to the attention of Pat Lynch. Fax: 574-289-4550. Email: patlynch@sbheritage.org. If you choose USPS, FAX, or email you are responsible for delivery confirmation. SBH is not responsible for lost mail, undelivered or mis-delivered email, or an incomplete fax transmittal.

3. **South Bend Heritage** reserves the right to reject any or all bids, and to waive any irregularities in bidding and to make an award in the best interest of the **South Bend Heritage** and its project partners.

4. Schedule for construction: Beginning as soon as possible after award and Contractor receipt of written notice to proceed. Schedule for this project is “of the essence”.

5. ADDITIONAL WALK THROUGHS: Any additional walk through may be scheduled in advance and conducted between 1:00P and 5:00P M-F and on/before Monday, April 18. No exceptions will be granted and bidder registration will close on this date. All bidders are required to visit the property before submitting a proposal.

6. Permits
Bidder to apply for and obtain required general construction permits. All additional permits must be acquired by each subcontractor.

7. Payment & Performance Bonds
Payment and performance bonds are not required for this project.

8. Bids not utilizing the attached Bid Form or without all Alternates completed may not be accepted. Additional materials may be submitted to support your proposal.

9. Bidder registration and addenda – all bidders must affirm interest and register with SBH at a scheduled site visit or at patlynch@sbheritage.org to receive bidding updates and

addenda. All addenda will be issued via email to registered bidders only. Receipt of any addenda must be acknowledged on the bid form. All registered bidders must visit the jobsite at least once. If you have non-registered sub-contractors bidding under your proposal you are responsible for forwarding all bidding information and addenda. If you received this RFP via direct email notification you may consider yourself registered.

10. Material allowance(s) and Owner provided items (if any) are called out on a following page. You may assume that any overhead and profit you may have is included in the allowance. This markup is disclosed on the Bid Form.
11. Full and complete contractor markup on any positive value change orders to be disclosed on the Bid Form.
12. The project work described in this document does not fall under Federal Davis Bacon prevailing wage guidelines. Certified payrolls are not required.
13. Bid the work according to the drawings and specifications. If you or your subs have questions about elements of the work, the G.C. should call SBHF. If information is lacking SBHF will issue new guidelines (Addendums) to all Bidders. If you propose Alternates not required in the Bid Form, these should be numbered and added to the Form.
14. All drawings and this specification make up the bid set. Do not break the set or distribute individual sets to sub-contractors or vendors. All contractors are responsible for coordination of their trade with the all other portions of the project. You are responsible for understanding all abbreviations used in the bid documents. An abbreviation index is available on the drawing set cover sheet. If you can't find an abbreviation or have any other question you are responsible for contacting SBHF.
15. All materials, labor, markup, and any other elements required to complete the work described in this bid package and not specifically excluded as alternates or allowances are to be included in the Base Bid amount.
16. Certificates of insurance will be required prior to start of work. Refer to attached minimum limits of liability. South Bend Heritage Foundation, Inc. shall be named as additional insured under the Contractors' Comprehensive General Liability Policy.
17. Builder's Risk will be carried by SBH.
18. Copies of the winning bid form will be available from SBH after the contract is awarded and construction has commenced.

GENERAL

- Sub-Contractors will advise the Owner of minor changes in the Work not involving an adjustment to Contract Sum/Price or Contract Time.
- SBHF may issue a Proposal Request which includes a detailed description of a proposed change with supplementary or revised Drawings and specifications and a change in Contract Time for executing the change. The Contractor will prepare and submit an estimated schedule of construction within 10 days of contract award.
- The Contractor may propose a change by submitting a request for change to SBHF, describing the proposed change and its full effect on the Work, with a statement describing the reason for the change, and the effect on the Contract Sum/Price and Contract Time with full documentation.
- Billing
Sub-Contractors will submit monthly billing to SBH on the 25th of each month. Additional application for payment may be made if mutually agreed upon by both the Owner and the Contractor. All applications for payment are to be notarized and submitted on an AIA G702/G703 or Architect approved equivalent form and accompanied by a partial lien waiver for an amount matching the amount on the application. Contractor should assume that payment from the Owner to the Contractor will occur within 45 days of Owners receipt of a correct and error free application for payment and any required supporting documents. Applications for payment with errors will be returned for correction and payment may be delayed.
- Retainage
5% retainage will be held on all sub-contractor applications for payment on this project.
- Staging
Coordinate all staging with SBHF.
- Hours of construction activity
7:00A to 7:00P Monday through Friday unless otherwise arranged in writing with SBH.
- Cutting and boring
Unless specifically noted otherwise, items noted on this bid package are to be provided and installed by the contractor. Unless noted otherwise or specifically assigned to another contactor, all incidental materials, tools, shims, blocking, cutting, and boring required to complete that work are to be assumed to be provided by the installing contractor. Responsibility for repair or sealing of cut, drilled, or bored materials to be by the installing contractor unless specifically noted or arranged otherwise. See specification for fire caulking and rated assemblies. All holes drilled or cut into any structural members to be per code.

- Environmental
Lead – Follow applicable Lead Safe Work Practices. Exterior of project must pass lead clearance by GreenTree Environmental. SBH will pay for first test. If test fails, contractor is responsible for additional testing as required to pass.

Asbestos – If asbestos is found during renovation notify SBH immediately.

Mold – If mold is found during renovation notify SBH immediately.

- Parking
Not applicable.
- Final “wet” Cleaning
Not applicable.

Access to building toilet facilities by contractors is not permitted. Port-a-John will be provided by SBH.

ROOFING

No roofwork is anticipated at this time. Adjustments to existing drip edge and repair of any damaged flashing or roof shingles will be addressed as needed.

GUTTERS

A priority of this scope of work is to improve the structure’s handling of storm-water and protect it from future deterioration. Inspect for deteriorated or missing flashing or other related vulnerabilities. Add or repair these areas to direct water away from the building. Add aluminum flashing and flexible flashing (Grace Ice & Water or equal) where missing at low slope first floor roofs where they meet the adjacent lap siding.

At the upper roof eaves, modified to receive k-profile gutters, SBHF to install cont. aluminum gutters with downspouts. Downspouts to run across first floor porch roofs and then routed to grade where possible.

No gutters at open front porch. Half round gutter at west one story enclosed areas adjacent to front porch to remain.

SBHF responsible for all new gutters/downspouts and any adjustments to existing.

CARPENTRY, SIDING, AND TRIM

Replace deteriorated trim boards with new 5/4 boards. Preserve existing trim details and brackets. Remove and reinstall as necessary.

Assume an allowance of 200 lineal feet of pre-primed 5/4x4 (ripped to width as needed) flat stock for repair of corner boards or similar application. Any additional material required will be addressed during the work.

Significant water damage is evident at several locations around the building. Rotted trim and siding are to be removed at these areas; new building felt & flashing applied; and siding materials replaced in kind. All trim and siding at these areas to be back-primed.

New lap siding material to be smooth cedar or approved equal.

Assume an allowance of 400 square feet of pre-finished cedar lap siding sized to match existing lap siding. Any additional material required will be addressed during the work.

Repair front porch existing deck boards where missing or significantly damaged. Porch joists were new in 2004, so should be in good shape except for some repair required at SW corner.

Repair and rebuild front & rear porch railings as necessary. Match existing profiles and dimensions. Replace deteriorated front and rear porch 1x skirt trim at porch perimeter.

Front porch lattice panels to be replaced with new. Panels to be Permalatt Products, Inc. Bremen, Indiana. 1/4" 3D vinyl square lattice. Color: Khaki. Accessory vinyl u-channel is acceptable as a panel frame, but only comes in white.

www.permalatt.com.

Replace steps up to each front porch (there are two sets) with new framing. Provide and install 48" wide fiberglass stair tread covers at front and rear steps. Secure with stainless steel screws to resist salt corrosion. One color anti-slip FRP step covers and treads. Depth 11.75" w/ 2" nose. Available at

<https://www.noskidsafety.com/anti-slip-frp-step-covers-treads-yellow-black-1-1.aspx>

or equivalent. Color to be black. Note: no yellow safety nosing! Provide new 4x4 newel posts and stair railings patterned after existing at front and rear porch.

Coordinate removal of existing crown and addition of new over-fascia over existing at upper roof edge with SBHF gutter contractor who may require a new 1x fascia.

Upper roof eaves to receive new cont. alum. K-profile gutter. No new gutters will be installed at open front porch, so repair crown at front porch eave. Refer to gutter notes above.

Replace damaged or missing fascia, crown, and bed molding as required for entire exterior. Except where new k-profile gutters will be installed. Prime and paint.

Replace damaged porch fascia, crown, and misc. trim as required. Adjust or replace existing front porch drip edge to ensure that it is NOT allowing roof water to roll back against the trim. Bend to provide a gap or drip edge to move water away from trim.

At large half round attic accent windows, repair glazing compound where missing or damaged.

Address numbers and mailboxes by SBHF. Attached by carpentry contractor.

PAINTING

Prep: During repair, carefully assess existing siding & trim for ability to receive a new finish coating. Trim and siding that remains is to be scraped and prepared to receive new primer and finish coats. Assume that new prefinished siding and trim will require an additional finish coat after installation.

Refer to lead risk assessment report and employ any required lead safe work practices.

Caulk all gaps and edges as required. Using high quality paintable polyurethane product. DAP Dynaflex 230 or equal.

Paint existing and new siding and all existing and new trim. Colors TBD but will be generally similar to the current color scheme. Decorative pattern relief profile at high south gable to be accented a contrasting color from background gable color.

Two large half round attic window frames to be painted an accent color, TBD.

Repaint foundation masonry a dark brown. Color TBD.

Paint porch deck with oil based floor paint. A dark brown color that matches foundation color.

LANDSCAPING

Re-establish existing bed border at front porch. Remove grass and weeds as required to accommodate a new mulch bed. Mulch at perimeter of entire structure as required for lead clearance.

No new plants or removal of existing larger plants/shrubs included. No tree trimming included.

917 W Colfax Bid Form

Issued date: Tuesday, April 5, 2022

Due date: Tuesday, April 26, 2022

Having thoroughly examined both the Contract Documents and the site conditions, I hereby propose to furnish all labor and material to accomplish the indicated Bid Package for the following prices:

- **Base bid:** I agree to perform the described work for the lump sum of:

_____ (\$ _____)

- My full and complete markup on any positive value change orders will be _____ %

Alternate work: For the work described below and elsewhere in the Contract Documents, you may revise the foregoing Base Bid as follows:

For: _____ Add (+) Deduct (-)

.....

	\$ _____
(please attach any voluntary alternates on a separate sheet)	

I acknowledge receipt of the following Addenda: Addendum No: _____ | Addendum No: _____

Include with this proposal the following: (just one copy if submitting more than one proposal)

- ~~the completed AIA A305~~
- ~~the requested references as described under "References" above~~
- voluntary alternates if any

Signed: _____ Title: _____ Date: _____

Company: _____

South Bend Heritage Foundation

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 \$1,000,000

Additional insured:

South Bend Heritage Foundation, Inc., its subsidiaries and agents must be listed as an additional insured.

*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.