

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

August 12, 2022  
(Revised:            )

**RE: 118 N Walnut Apartment - 2<sup>nd</sup> Floor Renovation**

Attention bidders: South Bend Heritage is pleased to release the following project for bid. This project will renovate one apartment over an existing leasing office.

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 Monday August 15, 2021 at 118 N Walnut Street. If you have questions please attend this walk through or submit them anytime via email to patlynch@sbheritage.org before August 22, 2021. Visiting the structure interior is a requirement for bidding.

Bidder registration (General Contractors only) is required to SBH by August 22, 2022. 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, August 31, 2022 by 3:00P. Please carefully review RFP package for further information. Good luck.

Cordially,



Patrick Lynch  
patlynch@sbheritage.org

## **118 N Walnut - Apartment**

### 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 08-12-2022
  - RFP Invitation to bid
  - Specifications
  - Schematic cabinetry layout
  - Bid form
  - Insurance minimums
  - Lead assessment documents
  - Window description from mnfr. & Installation instructions
  - Exhibit B - HUD requirements for CDBG funded projects
- Drawing Set dated 08-12-2022 (11x17)`
- Addenda when issued

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Remodeling Bid Package for  
118 N Walnut Street  
South Bend, IN 46601

Levels	NA
Exterior	NA
Square Feet	Varies
Color	NA
Garage	NA
Roof	NA

Date issued: 08/01/2022

Revised: ----

Deadline for bid submittal: by 3:00 PM on Wednesday August 31, 2022.

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. window installation instructions
  - h. 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

Due to SBH by Wednesday, August 31, 2022

The undersigned, after reviewing this Bid Package and becoming thoroughly familiar with 118 N 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: \_\_\_\_\_ 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

<b>118 N Walnut - Apartment</b>		<b>issued: 08-12-2022</b>
Totals by Division/Trade		
1.00 - General Requirements		\$
1.10 - Overhead and Profit		\$
2.00 - Demolition including dumpsters		\$
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		Provided by SBHF
23.00- HVAC		Provided by SBHF
24.00- Electrical		Provided by SBHF
Light fixture/lamp mat'l allowance		
17.00- Appliances - uncrate & install by SBHF		Appliances provided by SBHF UON
<b>Total goes to bid form</b>		\$

## **118 N Walnut Apartment – Specifications**

Issued: 08-12-2022

Bid due date: Wednesday, August 31, 2022

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.

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 provided lead risk assessment. 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 Greentree Environmental or equal. If interior fails 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. Remove all plumbing and electrical fixtures from bathroom including medicine cabinet. Remove exhaust fan. Remove trim as required for new wall plan.

## **General Conditions**

### **Lead**

Lead safe work practices are required per the city of South Bend's RRP guidelines. Licensed lead supervisor required.

## **General Construction for both Apartments**

### **Demolition**

Remove kitchen cabinetry.

Remove vinyl flooring in kitchen / bathroom to original hardwood or tile surface.

Remove any existing carpet tack strip.

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 appliances... stove and refrigerator.

Demo & remove toilet, sink, and shower/tub valve.

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

### **Insulation**

Attic insulation by SBHF

### **Plumbing**

Kitchen –

New sink in location of existing.

New shut off valves and new drain p-trap back to existing drain in wall.

Existing kitchen supply may be reused. (Unlike bathroom which are to be new)



Install new 40 gallon gas water heater in basement dedicated to second floor apartment unit.

Assume new toilet can set on existing closet collar and that sanitary stack is usable. New right hand tub and surround.

New PEX supply plumbing to all bathroom fixtures from basement.

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 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

Kitchen sink: CMI 33" x 22" 50/50 Dbl Bowl Top Mount sink. 4 hole w/ strainer baskets and all required trap and drain fittings.

Kitchen faucet: CMI 1916574 with new shut off valves.

## **HVAC**

Provide and install new gas furnace and AC for apartment. Refer to plan for location of equipment and ductwork. All ductwork to be per drawings and sealed. Carefully seal ductwork at ceiling penetrations. Refer to attic ductwork plan.

## **Electrical**

Use existing elec. panel located in south exterior wall.

Inspect attic for any in service knob and tube. Provide new circuits as required. Run new wire from range receptacle to range vent above.

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

Kitchen light to be:	2 bulb flush
Living room ceiling light to be:	3 bulb semi-flush
Bedroom ceiling lights to be:	2 bulb flush
Hallway lights outside to be:	2 bulb small flush
Ceiling light at entry to be:	2 bulb small flush

New hardwired/battery backup smoke detectors per plan. May reuse existing wiring if serviceable.

Run new coaxial and cat-5 cable to basement from apartment living room. Location TBD.

Replace all existing switches and receptacles with new.

SBH will provide light fixtures and bulbs.

### **Carpentry - Interior**

Doors – replace all interior locksets. SBHF will provide all new lockset hardware.

#### Windows

All windows to be replaced with SBHF provide replacement window product.

Interior trim to remain intact. Refer to window specifications and Marvin Ultimate Double Hung Insert G2 Installation Instructions.

Cabinetry – kitchen cabinets provided by SBH and installed by contractor.

Note and carefully inspect sloped ceiling and method used to install existing cabinetry. New wall cabinetry to be modified and installed same as existing. Counter tops provided and installed by SBH.

Cabinetry – install new SBHF provided surface mounted medicine cabinet.

Bathroom accessories – towel bar; tp hanger; shower rod. Provided by SBH and installed by contractor.

Doors – apartment entry from exterior.

Entry door to be reused. Adjust to close and latch smoothly. Repair, patch, and fill frames and strikes as required. Weather-strip to be vinyl bulb on aluminum flange. Interior sweep to be alum. with vinyl fin. Adjust or replace threshold as required.

Doors – interior doors

Remove all interior door hardware and fill original mortise with wood and filler. Sand smooth and core for new locksets. New locksets provided by SBHF.

Provide and install new pair of 2480 closet doors and frame at north bedroom. 4 panel wood doors similar to existing. Prime and paint. Hinges to be oil rubbed bronze color.

**Floor finishes**

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

**Wall & ceiling finishes –**

New GWB at new framed and significant repairs. Smooth finish. All smooth or textured ceilings to be scraped of any loose or peeling material. Skim coat as required. Paint.

**Painting**

Paint all walls and ceiling / trim.

Paint ceilings and any picture rail trim adjacent to ceiling flat antique white. Paint all walls Sherwyn Williams Surescrub SW 7051 “Analytical Gray” with eggshell sheen.

Paint all interior trim Sherwyn Williams Surescrub SW 7042 “Shoji White” with semi-gloss sheen.

**Appliances**

Not included.

## **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.

\*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).

SBH shall be listed on the certificate of insurance as:

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