



Request for Proposals (RFP)

for

Charlotte Senior Center Entry Addition

Issued: Monday, December 7, 2015

Pre-Bid Meeting: Friday, December 11, 2015, 9:00 AM

Deadline for Final Submission of Questions: Wednesday, December 16, 2015 – 5:00 PM

Deadline for Letter of Intent to Submit Bid: Wednesday, December 16, 2015 – 5:00 PM

Bid Date and Time: **Monday, January 11, 2016 – 2:00 PM**

Public Bid Reading: **Monday, January 11, 2016 – 2:00 PM**

Anticipated Selectboard Contract Award Date: Monday, January 25, 2016

Anticipated Notification of Contractor Selection Date: Tuesday, January 26, 2016

Anticipated Mobilization Date: Monday, June 6, 2016

Project documents will be made available to general contractors on Monday December 7, 2015 by 5:00 PM, available for download as a digital bid package on the Town of Charlotte town website (www.charlottevt.org). The digital bid package will be available for printing at Blueprints Etc., 20 Farrell Street, South Burlington, VT. A printed set of the project documentation will also be available for inspection at the Charlotte Town Hall by 8:00 AM Wednesday, December 9, 2015. A printed set of the project documentation will also be available at the offices of Vermont Integrated Architecture, at 137 Maple Street, Suite 29B (Marbleworks South Building), Middlebury, VT.

Jean Terwilliger, Project Architect
Vermont Integrated Architecture (VIA)

jean@vermontintegratedarchitecture.com
[\(802\) 989-7249](tel:8029897249)

Introduction

Vermont Integrated Architecture (VIA) and The Town of Charlotte invite proposals for the construction of renovations and an addition to the existing Charlotte Senior Center, located at 212 Ferry Road, Charlotte, Vermont.

Vermont Integrated Architecture, PC is the Architect of Record for the Project.

The Town of Charlotte is the Owner of the Property. The Friends of the Charlotte Senior Center are the project representatives and funders.

This project will be a tax-exempt project. Federal Tax ID number 03-0218365.

Project Summary

The Charlotte Senior Center Entry Addition Project includes an addition to the current entry area of the building to incorporate reorganized office spaces, host space, entry circulation and sitting area including consideration of equipment and materials storage for programs throughout the building, in addition to a new entry vestibule and coat storage. To accommodate the new addition, the roof on the east side of the building would be overbuilt, with a beam replacing the current entry wall, and heating and air conditioning would be added to the entry area. Re-grading of the entryway will be needed to accommodate the new entry location as well as utilities that enter the building underground in the vicinity of the addition.

"The total occupiable space will be 3605 Gross Square Feet including the new addition of 345 Gross Square Feet.

The property will remain in use during construction. Measures must be taken to secure the building during construction, and to separate construction from continuing activities. It is possible that a modified construction schedule will be requested to accommodate weekly scheduled classes. An accelerated schedule is preferred to minimize disruption to regular Charlotte Senior Center activities.

Pre-Bid Meeting

There will be a pre-bid meeting with VIA and The Town of Charlotte/Friends of Charlotte Senior Center for a site walk-through and question and answer session as follows:

Date: Friday, December 11, 2015

Time: 9:00 AM

Location: Charlotte Senior Center at 212 Ferry Road, Charlotte, Vermont

Participation at the Pre-Bid Meeting is mandatory, and is preferably limited to two (2) people per firm. The purpose of this meeting is to give bidders the opportunity to see the project site and to ask questions about the project documents. If you are intending to send representatives to this meeting please send a confirmation email to Jean Terwilliger at Vermont Integrated Architecture by 5:00 PM on December 10, 2015.

jean@vermontintegratedarchitecture.com

Answers to Questions at the Pre-Bid meeting will be distributed to all bidders.

Further questions may also be submitted, by email, until the deadline for questions noted above. Questions will be answered by the appropriate individuals and answered within 3 business days. Questions and answers and any addenda will be shared with all bidders.

All bidders must submit a letter of their intent to bid by the time and date listed on the first page of this document in order to receive further correspondence regarding the bidding of this project. This correspondence will include any addenda and answers to all questions asked by all bidders. The letter of intent should be emailed to Jean Terwilliger at Vermont Integrated Architecture.

Exhibits included with this RFP:

Included as part of this RFP are the following documents:

DRAWINGS

See attachment: '02 Charlotte Senior Center Drawing Set 120715'

A-1.0	Cover	Issued 12/07/15
Site Plan	Overall Site Plan	Issued 12/07/15
A-2.1	Demolition, Floor Plans, RCP	Issued 12/07/15
A-4.1	East Elevations	Issued 12/07/15
A-5.1	Building Sections and Details	Issued 12/07/15
A-10.1	Casework and Details	Issued 12/07/15
S-1.1	Floor Plan and Specifications	Issued 12/07/15
S-1.2	Foundation Plan and Details	Issued 12/07/15
S-1.3	Framing Section	Issued 12/07/15

SPECIFICATIONS

See attachment: '03 Charlotte Senior Center Specifications 120715' for project specifications.

GENERAL

DIVISION 01 - GENERAL REQUIREMENTS		
01 10 00	Summary and General Requirements	Issued 12/07/15
01 23 00	Alternates	Issued 12/07/15
01 52 40	Construction Waste Management	Issued 12/07/15

CIVIL

DIVISION 02 – SITE WORK		
On Civil Drawings- Site Plan		
02 41 19	Selective Demolition	Issued 12/07/15

ARCHITECTURAL

DIVISION 03 - CONCRETE
See Structural Drawing S-2.1

DIVISION 06 - WOOD, PLASTICS, AND COMPOSITES

06 10 00	Rough Carpentry	Issued 12/07/15
06 40 13	Exterior Architectural Woodwork	Issued 12/07/15
06 40 23	Interior Architectural Woodwork	Issued 12/07/15

DIVISION 07 - THERMAL AND MOISTURE PROTECTION

07 21 00	Thermal Insulation	Issued 12/07/15
07 25 00	Envelope Control Layers	Issued 12/07/15
07 31 00	Asphalt Roofing	Issued 12/07/15
07 46 00	Cement Board Siding	Issued 12/07/15
07 61 00	Sheet Metal Roofing and Accessories	Issued 12/07/15

DIVISION 08 - OPENINGS

08 11 00	Doors and Frames	Issued 12/07/15
08 41 13	Aluminum-Framed Entrances and Storefronts	Issued 12/07/15
08 52 00	Windows	Issued 12/07/15
08 71 00	Door Hardware	Issued 12/07/15

DIVISION 09 - FINISHES

09 25 00	Gypsum Board	Issued 12/07/15
09 51 20	Acoustical Ceiling Tiles and Panels	Issued 12/07/15
09 68 00	Carpeting and Walk-off Mats	Issued 12/07/15
09 91 00	Painting and Finishing	Issued 12/07/15

DIVISION 10 – SPECIALTIES

10 44 00	Fire Extinguishers and Cabinets	Issued 12/07/15
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DIVISION 31 – EARTHWORK

31 20 00	Earthwork	Issued 12/07/15
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STRUCTURAL

SEE DRAWINGS FOR SPECIFICATIONS

MECHANICAL AND ELECTRICAL

DIVISION 22 - MECHANICAL

Design build- Propose single head low-temp mini-split heat pump to provide both heating cooling for Entry Room 103 with supplemental heat and/or ventilation at Vestibule 101.

DIVISION 26 - ELECTRICAL

Schematic RCP and repositioning of fire alarm equipment- on the drawings and design build.

OTHER DOCUMENTS

Bid Form - see attachment: '04 Charlotte Senior Center Bid Form 120715'

Project Schedule

Unless negotiated otherwise, project construction shall commence no earlier than May 1, 2016, as required to reach Substantial Completion by August 26, 2016. This will allow full Charlotte Senior Center activities to resume after Labor Day.

Contractors shall submit a complete proposed construction schedule with their bid, confirming their ability to start construction in May or June of 2016 or as required to reach a Substantial Completion date of August 26, 2016.

Engineering

All civil and structural engineering has been completed for the project.

Mechanical, plumbing and electrical engineering will be provided by design-build contractors, contracted directly with the Town of Charlotte and Friends of the Charlotte Senior Center.

Proposals for Mechanical design-build services and Electrical design-build services are to be included along with the Bid Form.

General contractors will be required to coordinate their work with the work of these design-build mechanical and electrical contractors.

Permitting & Inspections

State of Vermont Construction Permit will be obtained by Architect and/or Owner prior to the construction start. There is no anticipated delay in proposed construction start date of June 6, 2016 in getting this permit.

Town of Charlotte Zoning Permit approval has been obtained for this project.

All required construction trade permits and inspections are the responsibility of the Contractor.

Submission Requirements

Each bidding contractor is required to complete the attached bid form '04 Charlotte Senior Center Bid Form 120715' to provide their proposed bid contract value, their proposed alternate values, and their contract percentages for adjustments to the scope of work.

Each bidding contractor is required to provide three reference projects of similar building type, scope and size completed by the bidding contractor in the past five years, including contact information for each project's owner or owner's representative. Contact information shall include current phone numbers and email addresses.

Each bidding contractor is required to submit a proposed construction schedule, as noted in project schedule section above.

Each bidding contractor is required to submit a bid guarantee as noted in bid guarantee section below.

Each bidding contractor is required to submit a schedule of values for their proposed base bid contract value by 12:00 Noon on Wednesday, January 13, 2015. The schedule of values document shall also include a list of bidding contractor's major subcontractors with sub-contract values over five thousand dollars.

Alternates

Bidders shall include alternate pricing for required Alternates on their bid forms. The Owner reserves the right to accept or reject Alternates in any order that best meets the needs and interests of the Town.

See Specification Section 012300 for required Alternates.

Submission Procedure

Proposal for this project must be as physical documents.

Proposals conforming to the requirements set out in this RFP and in other bid documents must be received by Town of Charlotte Administrator by US mail, courier, or in person no later than the deadline given above. All submissions shall be copied by email to Jean Terwilliger at Vermont Integrated Architecture.

Dean Bloch, Town Administrator
Town of Charlotte
P.O. Box 119
159 Ferry Road
Charlotte, VT 05445
dean@townofcharlotte.com (for questions only)

Jean Terwilliger, Project Architect
Vermont Integrated Architecture, PC
PO Box 862
Middlebury, VT 05753
jean@vermontintegratedarchitecture.com

All proposals must state that bids are valid for a period of at least six (6) months.

Electronic and paper submissions shall include the Bid Form, (signed and scanned), the required list of reference projects, and the contractor's proposed schedule. All components of the submission shall be in Adobe Acrobat® PDF format. All submissions shall be formatted to print on 8 ½" x 11" letter-sized paper.

It is the responsibility of the bidding contractors to provide sufficient time for their submission to be received by The Town of Charlotte and Vermont Integrated Architecture prior to the bid date and time. No bid received after the time and date specified shall be considered.

Physical proposals must be submitted in sealed opaque envelopes and marked:

Proposals for Charlotte Senior Center Entry Addition

The name and address of the bidder must also appear on the envelope.

The Town of Charlotte and Friends of the Charlotte Senior Center may consider any bid not prepared and/or not submitted in accordance with the provisions hereof as incomplete. The Town of Charlotte and Friends of the Charlotte Senior Center reserve the right to waive immaterial irregularities and to reject any or all bids. The Town of Charlotte and Friends of the Charlotte Senior Center also reserve the right to rebid portions of the project in the event that the price exceeds projected cost estimates.

Any bid may be withdrawn prior to the above scheduled time for the reading of bids or authorized postponement thereof. Any bid received after the time and date specified shall not be considered.

Modification of Bids

Modifications to bids already submitted will be allowed if submitted in writing prior to the bid date and time noted in this Request for Proposals. Modifications shall be submitted as such (including only the modification) and shall not reveal the total amount of either the original or revised bids.

Opening, Evaluation and Contracting

The Town of Charlotte and Friends of the Charlotte Senior Center will publicly read each contractor's proposed bid value and the value of their proposed alternates at 2:00 PM on Monday, January 11, 2015, at the Town of Charlotte Town Offices. A list of all proposed bid contract totals will be distributed to all bidders by 6:00 PM on Monday, January 11, 2015.

All proposals upon submission become the property of the Town of Charlotte and Friends of the Charlotte Senior Center. This Request for Proposals does not commit The Town of Charlotte and Friends of the Charlotte Senior Center to award a contract, to pay any costs incurred in the preparation of a proposal or to contract for the goods and/or services offered. The Town of Charlotte and Friends of the Charlotte Senior Center reserves the right to accept or reject any or all proposals received as a result of this request, or to cancel this Request for Proposals, if it is in the best interest of The Town of Charlotte and Friends of the Charlotte Senior Center to do so.

The Town of Charlotte and Friends of the Charlotte Senior Center will review all submitted proposal materials prior to selecting a contractor for this project. All proposals satisfying the requirements of this Request for Proposals will be evaluated to establish which of the bids best fulfills the needs Town of Charlotte and Friends of the Charlotte Senior Center and this project. Note that the Town of Charlotte and Friends of the Charlotte Senior Center is not legally obliged to select the lowest bid. The Town of Charlotte and Friends of the Charlotte Senior Center reserves the right to select the contractor they deem the best fit to perform this work and best able to fulfill the interests of the Town. The Town of Charlotte and Friends of the Charlotte Senior Center anticipates entering into a contract with the successful bidder to execute the proposed work.

Form of Agreement

The Town of Charlotte and Friends of the Charlotte Senior Center anticipate using the 'AIA 101 – 2007 – Standard Form of Agreement between Owner and Contractor where the basis of payment is Stipulated Sum' as the contract for this project. The contractor will have an opportunity to propose acceptable alterations to this agreement.

Disbursements

The Bid Template submitted by bidders will be used as a schedule of values for the project. Requisitions shall be based on the schedule of values. Contractors shall use AIA 'G702 – 1992' Application and Certificate for Payment.

Disbursements for this project will be subject to ten percent (10%) retainage.

Guarantee, Service Contract and Warranties

The successful bidder will be required to guarantee that all work, including any and all labor and materials, shall remain free of defects for one (1) full year after project completion. Operations and Maintenance Information, Manufacturer's Warranties on all MEP equipment and other Architectural Warranties shall be collected, bound and submitted to the Owner for his record and possible future use.

Insurance Requirements

The Contractor shall purchase and maintain the following types and amounts of insurance for the term of this contract. This insurance shall be obtained from an insurer having an A.M. Best Insurance Rating of at least A-, financial size category VII or greater.

Commercial General Liability Insurance including but not limited to Bodily Injury, Personal/Advertising Injury, Broad Form Property Damage, Products and Completed Operations Liability and Contractual Liability with limits of, at minimal, \$1,000,000 each occurrence and \$2,000,000 annual aggregate. The Contractor must list the Town of Charlotte and Friends of the Walter Irish Senior Community Center, Inc.as Additional Insured on their Commercial General Liability Policy.

Commercial Auto Liability Insurance covering all Owned & Hired and Non-Owned vehicles, with limits of, at minimal, \$1,000,000 Combined Single Limit for each occurrence. The Contractor must list the Town of Charlotte and Friends of the Walter Irish Senior Community Center, Inc.as Additional Insured on their Commercial Auto Liability Policy

Statutory Worker's Compensation Insurance and Employers Liability with limits of, at minimal, \$1,000,000 any one occurrence.

The Contractor shall provide the Town with such Certificates of Insurance as required above prior to the commencement of the Agreement. All Certificates shall contain a provision stating that the coverage's afforded under said policies will not be cancelled, materially changed or not renewed without thirty (30) days written prior notice , except ten (10) days for non-payment of premium, to the Town.

Performance and Payment Bonds

Each Bidder shall furnish, at or before the time of signing of the construction contract, a performance bond covering the complete execution of the project (one-hundred percent of contract price) according to the contract documents and a payment bond covering payment of any and all obligations associated with the project, also for one-hundred percent of the contract price. The cost of these bonds shall be identified on the Bid Form.