

**Hardwick Town House Renovations
Hardwick, Vermont
2024**

**00100
INVITATION TO BID
and
INFORMATION FOR BIDDERS FOR
SITE CONTRACTORS and GENERAL CONTRACTORS**

The Town of Hardwick is soliciting bids from site contractors and general building contractors for the addition of accessible stage entrance and roof canopies to the historic Hardwick Townhouse.

Digital copies of the bidding documents will be distributed free of charge to all Building and Site Work contractors invited to bid on the project. Hard copies of the plans by be obtained for a fee from:

Blueprints Etc.
20 Farrell St.
South Burlington, Vermont 05403
(802)865-4503
ftp@blueprintsetc.com

Plans and addenda will be distributed to bidders who acquired their plans through the designated plan distributor.

The successful bidders will be provided with 2 complete copies of the construction documents at no cost.

The general building work will be bid as a lump sum project with alternates and unit prices as noted on the bid forms.

The successful contractor will be required to provide a 100% Performance and Payment Bond or an Irrevocable Letter of Credit in the amount of 50% of the contact amount. Refer to Section 00600 of the Project Manual.

There will be a pre bid meeting at **3:00 p.m. on December 5, 2023**, all bidders are encouraged to attend. It is a bidding requirement that all bidders visit the site in Hardwick Vermont and inspect the existing conditions prior to submitting a bid. It will be necessary to coordinate any site visit with the owner's representative as access to the existing building is restricted.

Bids will be received by e-mail only. Bids will be received by the owner until **December 19, 2023, at 2:00 p.m.** After the bid opening the owner will evaluate the bids and will notify the bidders on their decisions within 7 days of the bid date.

**Hardwick Town House Renovations
Hardwick, Vermont
2024**

Bids must be emailed in a PDF format to:

bids@hardwicktownhouse.org

The email subject line must state “SEALED BID, Hardwick Town House **SITE WORK BID or GENERAL BUILDING BID**. The text of the email must state the bidder’s name and contact information.

All bids must be made on the bid form for the work contained in these documents. All blanks must be filled in by ink or typewritten, and the form must be complete and fully executed. Only one copy of the bid is required.

The Bid Form contains a requirement for bid security in the form of a signed guarantee from the contractor that the contractor will pay the owner 5% of the amount of their bid for the work in the event contractor declines to enter into a contract for the work or cannot provide the necessary performance and payment security. Refer Section 00600 of the Project Manual.

The Owner may waive informalities and irregularities or reject any or all bids and accept the bid, which in the Owner’s judgment, is in the Owner’s own best interest. Bidders may withdraw any bid prior to the scheduled time for the receipt of bids. Any bid received after such time will not be considered. No bidder may withdraw a bid for 20 days after the bid opening. Should there be any reason why the contract cannot be awarded within that period, the time for acceptance may be extended for award by mutual agreement between Owner and the Bidder.

Direct all questions concerning the work and/or bidding requirements to the Owner’s designated representative:

Jamie Milholland

jamiemilholland@gmail.com

Voicemail: (802) 586-2231

Mobile/text: (941) 362-4862

Only written addenda distributed to invited bidders shall relieve the contractor from fulfilling any conditions of the contract documents.

The Owner may make such enquiries and investigations, as it deems necessary to determine Bidder’s ability to perform the work. Bidders shall provide all such data and information as the Owner may request. The Owner reserves the right to reject any bid if in the Owner’s sole judgment such information is not satisfactory or fails to properly qualify the Bidder to carry out the work. Conditional or qualified bids may not be accepted.

All rules, regulations, codes, and authorities having jurisdiction over the project shall apply throughout the course of the work. The Contractors shall comply with all applicable State and

**Hardwick Town House Renovations
Hardwick, Vermont
2024**

Federal rules, regulations, and shall also comply with the terms and conditions of the Owner's funding sources included in the Project Manual.

SCHEDULE:

It is the intention of the Owner to enter into a contract as soon as possible after receiving the bid.

Timely completion of the project is advantageous to the owner and the contractor's proposed completion date will be considered in the owner's evaluation of the bids.

The contractors shall diligently pursue the work until it is complete.

It is the goal of the owner to deliver the completed project to the operating tenant on or around September 1, 2024.

TAXES

This project is exempt from Vermont sales tax. The owner will provide the successful bidders with a certificate of sales tax exemption status.

END OF SECTION

**Hardwick Townhouse Renovations
Hardwick, Vermont
2024**

**Section 01010
PROJECT INFORMATION AND
GENERAL REQUIREMENTS**

PART 1 - GENERAL
1.01 SUMMARY:

The Owner:

TOWN OF HARDWICK
20 CHURCH ST. P.O. BOX 523
HARDWICK, VT 05843

The Contractor:

The Architect:

CUSHMAN DESIGN GROUP
100 MOUNTAIN ROAD
P.O. BOX 655
STOWE, VT 05672
802-253-2169
www.cushmanesign.com
Attn: Michael Perpall, AIA
mp@cushmanesign.com

Production Designer

David Koschak Design Group
221 Craftsbury Rd
Craftsbury, Vermont 05826
Attn: David Koschak
david.koschak@gmail.com

Structural Design

WAITE DESIGN & ENGINEERING, LLC
(802) 238-5646 (c)
Attn: Jared Waite, PE
Senior Structural Engineer

Mechanical/Electrical Design

ENGINEERING SERVICES OF VERMONT, LLC
5430 Waterbury-Stowe Rd., 2nd Floor
Waterbury Center, VT 05677
Attn: Jerry L. Marshall, P.E.
Office Ph: 802.882.8449
Jerry.Marshall@engineeringvermont.com

**Hardwick Townhouse Renovations
Hardwick, Vermont
2024**

The Project:

Hardwick Townhouse Renovations

A. Project summary:

1. General Project Information:
2. NEKarts is to preserve and operate the Hardwick Town House as a center for entertainment, education, and community engagement.
 - a) The work on the project will be performed by a site contractor and a general contractor each working directly for the owner. It is a requirement for both contractors to cooperate with each other and schedule their work to enable each contractor to perform his or her work as efficiently as possible and within the overall project schedule.
 - b) The project is being funded by the sources listed below. All contractors are required to adhere to the terms and conditions of all funding source which include but may not be limited to:
 - (I) The equal opportunity clause provided under 41 CFR 60-1.4 (b), in accordance with Executive Order 11246 "Equal Employment Opportunity."
 - (II) The Byrd anti-lobbying statute.
 - (III) The Clean Air Act and Federal Water Pollution Control Act.
 - (a) Contractors will be required to provide remedies for a breach of the terms and conditions of the Clean Air Act and Federal Water Pollution Control Act.
 - (IV) List of funding sources
Freeman Foundation Grant
NEKarts General Fund
NEKarts Restricted Funds
ARPA Funds
Town of Hardwick Capital Funds
FY23 Tax Credit Award
Hometown Grant Program
Many individual and corporate private donors

Temporary facilities.

- c) The general Building contractor shall provide temporary toilet facilities to be made available for all building activities on the site including the site contractor.
 - d) The existing electrical service may be used for jobsite electrical power until the progress of the work requires the existing service be abandoned, at which time the general building contractor shall provide any required temporary electrical service. The general building contractor shall provide service outlets, sub panels, temporary lighting and GFI protection as required for the use of all construction personnel and activities. The owner will pay for any utility charges and the monthly electrical bills for the temporary power.
 - e) The general building contractor shall be responsible for providing phone and internet services for their own uses as they see fit.
 - f) The general building contractor and site contractor shall provide temporary office or storage facilities for their own use as they see fit. The placement of any temporary storage or office facilities must be coordinated with the other contractors and be approved by the owner.
 - g) Prior to commencing work construct temporary partitions, barricades, and dust protection as may be required to protect: adjoining properties, traffic patterns, and existing operations and equipment.
 - h) Take all necessary precautions to protect damage to existing utilities including but not limited to: water supply, electrical, phone, cable television, and storm sewer.
 - i) Once all of the work is complete, remove all temporary barriers and construction support items.
3. **General Building Construction:**
 - a) Provide all labor and materials to complete all work on the building in accordance with the: plans,

**Hardwick Townhouse Renovations
Hardwick, Vermont
2024**

specifications, approved submittals, material manufacture's recommendations, recognized construction standards, and the applicable building codes and permit requirements.

b) Refer to the General Building Scope of Work for additional information.

4. Other project requirements and conditions:

a) With the submission of a bid on the project it is assumed that the contractor has inspected the existing conditions and is fully acquainted with the project documents and the existing conditions.

b) Permits and Fees:

(I) The owner will attain the state public building permit, the state highway access permit, and any permits relating to the sewer and water supply systems.

(II) There are no local municipal permits required.

(III) All other required permits and fees shall be the responsibility of the contractor.

c) The contractor shall coordinate and schedule all work to limit disruption to operations and activities at the Townhouse.

d) The contractor is responsible for complying with all applicable safety laws and regulations and shall comply with the current established recommendations for construction activities during the Covid -19 crisis.

e) Codes: Comply with applicable codes and regulations of the authorities having jurisdiction.

f) Dimensions: The drawings are based on certain assumptions and are presented as a graphic representation of the existing conditions and the required work. Verify all dimensions and conditions in the field. Do not scale drawings.

g) Existing Conditions: Existing conditions may vary from the information presented on the drawings and other contract documents. Verify all actual conditions prior to submitting a bid.

h) The contractor shall provide all temporary barricades and traffic control as may be required to protect property, traffic and pedestrians from harm.

i) The site and all work areas shall be kept neat and free from debris. All rubble shall be removed from the site on a daily basis and stored in appropriate containers or stored in neatly covered piles in approved locations until removal from the site is practical.

j) All work is to be done in a neat and professional manner in strict accordance with the project documents, manufacturer's recommendations, and the recognized standards of the applicable trades.

k) The contractor shall maintain a drug and alcohol-free work site.

l) The contractor shall not staff the project with any personnel that exhibits behavior inappropriate for the facility environment.

m) Without prejudice the owner reserves the right to bar any personnel for the property.

B. Coordination:

1. General building contractor shall cooperate with the Owner, consultants, and authorities having jurisdiction as well as other trades and contractors working under separate contract for the Owner. This may include but is not limited to: Town of Hardwick employees, and individuals who volunteer for specific items of finish work.

C. **Intent:** Drawings, specifications, and scopes of work are intended to provide the basis for proper completion of the work. Anything not expressly set forth, but which is reasonably implied or necessary for proper performance of the project shall be included in the work.

D. Schedule:

1. It is the intent of the owner to enter into a contract as soon as possible after the bids have been received, however the contractor shall maintain their bid for up to 30 days.
2. Time is of the essence. The contractors chosen to perform the work must diligently pursue the work with sufficient workers and materials to complete the project in a timely manner.

E. **Submittals:** All materials incorporated in the project must be approved by the owner's designated representative.

1. Three copies of all required submittals shall be delivered to the owner's designated representative. Alternately submittals may be e-mailed in a legible PDF format.

**Hardwick Townhouse Renovations
Hardwick, Vermont
2024**

2. The architect will approve, reject, or conditionally approve of submitted items in writing.
 3. The owner's designated representative may take up to 10 days to review and act on all submittals.
- F. **Payment:** Applications for payment will be accepted monthly in a format similar to AIA form G702 with the continuation sheet G703. Equivalent formats may be used with the owner's prior approval.
1. Requisitions are to be based on a schedule of values that has been approved by the owner prior to the first application for payment.
 - a) Because of requirements from different funding sources the contractor may be required to identify specific materials and / or specific labor items on their schedule of values. In some cases, the contractors may be required to bill certain identified items separately from the rest of the contract work.
 2. Retainage: The amount retained shall be 10% of the value of Work. At the owner's discretion the retainage may be reduced or eliminated for contractors whose performances merit consideration.
 - a) At substantial completion, the contractor may request a reduction in retainage. At substantial completion the value of retainage shall be equal to the current retainage being held or 200% of the agreed value of the incomplete work, whichever is less.
 3. Payment to the contractors will be made within 20 days of the owner's receipt of a requisition that has been approved by the owner's designated representative and is accompanied by releases of lien from the contractor, their subcontractors and major material suppliers. The release of lien form shall be submitted to the owner for prior approval and shall include:
 - a) Name of the contractor.
 - b) Total billed to date.
 - c) Total retainage held.
 - d) Amount received by the contractor / subcontractor to date.
 - e) Amount currently due excluding retainage.
 - f) Signature of a person authorized to represent the interests of the contractor.
 4. Project close out:
 - a) Provide two bound hard copies and a digital copy of owner and operator manuals for all equipment provided.
 - b) Provide contact information for personnel responsible for warrantee service for all equipment provided.
 5. Final payment including all retainage will be paid within 30 days of the owner's receipt of the final requisition as approved by the owner's designated representative providing the following items have been addressed.
 - a) All terms of the contract have been met.
 - b) All punch list items have been satisfactorily addressed.
 - c) Final release and waivers of liens from the contractor and subcontractors have been received.
 6. Warrantee; Except for equipment specified with a longer warrantee period all equipment and workmanship shall be warranted for a period of one year from project completion.
- G. **Insurance, Bid and Performance Security:**
1. The owner will provide builder's risk insurance.
 2. Contractor insurance requirements: Refer to the sample contractor of required minimum limits of insurance coverage.
 3. Bid and Payment Security: Refer to section 00600 Bid Security and Performance and Payment Security

END OF SECTION

**Hardwick Town House Renovations
Hardwick, Vermont
2024**

DOCUMENT 00300

REVISED BUILDING BID FORM

1. Submit bids in compliance with Document 00100 - Instructions to Bidders.
2. This Bidding document will become part of the Contract Documents.
3. Project Name:

**Hardwick Town House Renovations
Hardwick, Vermont**

4. Project Owner:

**Town of Hardwick
20 Church Street, P.O. Box 523
Hardwick, Vermont 05843**

5. Name and Address of Bidder:

The organization named above is a (corporation, partnership, an individual) licensed to do business in

the State of _____

**Hardwick Town House Renovations
Hardwick, Vermont
2024**

6. for informational purposes provide a breakdown of costs and the names of trade contractors. If a task is self-performed enter SELF or NOT DETERMINED if a trade contractor has not been determined at bid time.

HEADING	CONTRACTOR	AMOUNT
Concrete/Foundation		
Structure and Carpentry		
Roofing		
Siding		
Windows		
Doors and Hardware		
Flooring		
Drywall and finishes		
HVAC		
Wheelchair Lift		
Electrical		
General conditions & OH&P		

7. TOTAL BID

\$ _____

In words _____

**Hardwick Town House Renovations
Hardwick, Vermont
2024**

8. Personnel assigned to the project.

Project Manager _____

Project
Supervisor _____

9. Percentage mark up on change order work.

Labor _____%

Materials _____%

Subcontract _____%

10. Time: The Bidder proposes the following dates:

a. Proposed Starting Date:

b. Proposed Date of Substantial Completion:

11. By submitting this Bid Form, the Bidder certifies that Bidder has visited the project site, is aware of existing conditions which affect the work, and has reviewed the Contract Documents, including the following Addenda:

(List addenda received)

ADDENDUM # _____ -

DATED _____

ADDENDUM # _____ -

DATED _____

ADDENDUM # _____ -

DATED _____

**Hardwick Town House Renovations
Hardwick, Vermont
2024**

12. Will the bidder be supplying **PERFORMANCE AND PAYMENT BONDS** or an **IRREVOCABLE LETTER OF CREDIT**? circle one.

13. **BID SECURITY** - The person signing this bid form is an authorized agent of the company (or partnership, or individual) submitting the bid for the Building Work on the Hardwick Town House Renovation Project. In the event the company (or partnership, or individual) submitting this bid is unable to, or declines to enter into a contract for the project as proposed on this bid form the company (or partnership, or individual) shall, at the owner's request pay to the owner an amount equal to 5% of the amount of the bid noted above. The person signing below jointly and severally agrees to the terms of this bid and the terms of the noted Bid Security

14. Signed (and sealed if bidder is a corporation)

SIGNATURE _____

DATE _____

NAME AND TITLE type or print

CORPORATE SEAL

END