

PROJECT MANUAL

Sweet Home City Hall

Sweet Home, Oregon



3225 Main St.
Sweet Home, OR 97386

Project No.: 16158
Issue Date: 7/27/2018
8/20/2018 Revision 1



Digitally signed by Sid Scott
Date: 2018.08.21 08:11:02-07'00'

PROJECT DIRECTORY

Sweet Home City Hall
Sweet Home, OR

OWNER:

City of Sweet Home
1140 12th Avenue
Sweet Home, OR 97386
Ph: (541) 367-8969
Attn: Ray Towry
Email: rtowry@ci.sweet-home.or.us

ARCHITECT:

Scott | Edwards Architecture LLP
2525 E Burnside Street
Portland, OR 97214
Ph: (503) 226-3617
Attn: Andrew Kraus
Email: andrew@seallp.com

STRUCTURAL ENGINEER:

WDY, Inc.
6443 SE Beaverton Hillsdale Hwy., #210
Portland, OR 97221
Attn: Dale Diloreto
Ph: (503) 203-8111
Email: dale@wdyi.com

CONTRACTOR:

TBD
-
-
Ph: -
Attn: -
Email: -

END OF SECTION

**SECTION 00 11 13
ADVERTISEMENT FOR BIDS**

**Sweet Home City Hall
Sweet Home, OR**

The **City of Sweet Home** hereby extends an Invitation to General Contractors to bid on the **Sweet Home City Hall** project located in **Sweet Home, Oregon**.

Briefly, the Sweet Home City Hall project located in Sweet Home, Oregon, consists of selective exterior and complete interior renovations to an existing 12,590 sf, 1-story, Type 5-B construction, non-sprinklered office building. The full extent of the Work is described in the Drawings and Project Manual, dated 7-27-18 (Rev. 1 8-20-18).

Sealed bids for the construction of the Sweet Home City Hall project will be received at **Sweet Home City Hall, City Manager's Office, 1140 12th Avenue, Sweet Home, Oregon 97386** until 2:00 pm local time, **Wednesday, September 26, 2018**.

Submittal of bid proposals shall be in a sealed envelope with identification plainly marked on the outside including bidder's name, project name, bid date and time. Bids shall be submitted on the prescribed Bid Form per Section 00 41 00 of the Project Manual and be accompanied by:

- First Tier Subcontractor Disclosure (two hours following bid opening)
- Bid Bond

Bid proposals shall be publicly opened and read aloud at 2:00 p.m. on September 26, 2018 at **Sweet Home City Hall, City Manager's Office, 1140 12th Avenue, Sweet Home, Oregon 97386**.

BIDDING DOCUMENTS

Bid Documents, including contract terms, conditions and specifications will be available for review and purchase beginning **September 5, 2018**. The Plan holders List will be managed by Precision Images, 900 SE Sandy Blvd., Portland, Oregon; Ph: (503) 274-2030, Fax: (503) 222-1879, www.precisionimages.com. All bidders wishing to be notified of addenda shall register their name, mailing address and fax number with one of the selected Plan Centers listed below:

- Precision Images – Virtual Plan Center
- Contractor Plan Center, Inc.
- DJC Project Center
- Salem Contractors Exchange
- Premier Builders Exchange
- Eugene Builders Exchange
- Douglas County Plan Center

Questions or requests for clarification shall be directed in writing to the Project Manager, Andrew Kraus, via email at: andrew@seallp.com, or by regular mail at: Scott Edwards Architecture 2525 E Burnside St, Portland, OR 97214. All written questions must be received by the Architect by 3:00 pm, prevailing local time, **September 19, 2018**, seven (7) calendar days prior to the Bid Due date. The Architect will determine appropriate responses, if any, and if necessary an Addendum will be issued to all plan holders of record at least three (3) calendar days prior to the Bid Due date. Any verbal response(s) obtained from any source by bidders will be considered informational and shall not be relied upon by bidders.

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PRE-BID MEETING

A mandatory pre-bid meeting will be held at the project site, 3225 Main Street, Sweet Home, OR 97386, on **September 12, 2018**, at 1:00 PM, to review the building site, discuss the scope of work and discuss project requirements. Statements made by Owner representatives at the conference are not binding on the Owner, unless confirmed by written addendum.

BID GUARANTEE

A bid guarantee from each bidder equivalent to five percent (5%) of the bid price shall be included with the bid form. The bid guarantee shall consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid of assurance that the bidder will, upon acceptance of his bid execute such contractual documents as may be required within the time specified.

FIRST TIER SUBCONTRACTOR DISCLOSURE

All bidders must complete and submit the **First Tier Subcontractor Disclosure Form** per Oregon Revised Statutes (ORS) ORS 279C.370 as required by Section 00 45 21 of the Project Manual **by 4:00 p.m. on the day set for opening of bids**. The first tier Subcontractor Disclosure Form, if submitted separately, shall be submitted in a sealed envelope plainly marked on the outside with project name, bid date and time, "First Tier Subcontractor Disclosure Form", bidder's name and contractor's Oregon state CCB license number. The Owner must reject a bid as non-responsive if a bidder fails to submit the subcontractor disclosure form by the deadline.

RIGHT TO REJECT BIDS

The Owner reserves the right to waive minor informalities in the bids. In addition, the Owner may reject any bid proposal not in compliance with prescribed bidding procedures and may reject, for good cause, any and all bid proposals upon a finding of the Owner that it is in their interest to do so.

No bidder may withdraw a bid after the hour set for receipt of bids unless thirty (30) days have elapsed and the Owner has not let a contract.

INTENT TO AWARD / PROTEST PERIOD

Subsequent to opening of the bids and determination of a bid within the acceptable project budget, a **Notice of Intent to Award** will be emailed to the qualified low bidder with a copy to all other contractors submitting a bid. Bidders shall have seven (7) calendar days from the Notice of Intent to Award date within which to review the bid files (by appointment), request any clarifications, or submit a written protest. After the expiration of the seven (7) day period, and giving due consideration to any protest, the Owner shall proceed with the formal award of the Contract for Construction.

All award protests must be in writing and either mailed or hand-delivered to: City of Sweet Home, Attn: Ray Towry, 1140 12th Avenue, Sweet Home, OR 97386 and received within the protest period. The Owner shall not consider any written protest received after this deadline.

AWARD OF CONTRACT

Award will be based on the sum as indicated on the Bid Form as well as inclusion of all required

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forms.

PERFORMANCE AND PAYMENT BONDS

The successful bidder will provide performance and payment bonds each of 100% of the total contract price as required by 24 CFR 85.36(h). In lieu of a surety bond, the Owner, in its sole discretion, may permit bidder to submit cash, a cashier's check or certified check in an amount equal to the estimated total contract price.

PROJECT SCHEDULE

It is a condition of the Bid that all work on this project shall be completed no later than **129 calendar days** from Notice to Proceed (*Substantially complete February 28, 2019*), not including any extension in contract time authorized by approved Change Order. The anticipated Notice to Proceed (construction start) date is to be **October 22, 2018**. Submission of a Bid shall indicate Bidder agrees to pay as **liquidated damages**, in the amount as follows:

- Two hundred dollars (\$200) per calendar day, for days 1-15 beyond the contracted timeline.
- Four hundred dollars (\$400) per calendar day, for days 16-30 beyond the contracted timeline.
- Eight hundred dollars (\$800) per calendar day, for days 31+ beyond the contracted timeline.

Liquidated damages shall be calculated from the date of the contracted timeline completion until the General Contractor obtains the Certificate of Occupancy for the project.

PREVAILING WAGE RATES

This project is a public works project. By signing the bid, the bidder agrees to comply with the provisions of ORS 279C.800-870.

State of Oregon Bureau of Labor and Industries (BOLI) Prevailing Rate of Wage apply to all work on this project including work performed by Subcontractors.

These wage rates are included in Section 00 73 43 of the Project Manual.

ADDENDA

All addenda will be posted on the plan center's website. Additionally, plan centers will notify its potential bidders registered of all addenda.

END OF SECTION