

# INSTRUCTIONS TO BIDDERS

(All terms herein are defined on either this “Instructions to Bidders” or the “Bid Form”)

**Common Wealth Development, Inc. (the “Owner”)**

**Jenifer Place (the “Project”)**

**1526 Jenifer Street, 433 Cantwell Court and 434 South Thornton Avenue  
Madison, Wisconsin**

Common Wealth Development, Inc. (the “Owner”) invites proposals on the work outlined in the Contract Documents, including the accompanying Drawings and the Project Manual. Project is described in the Specifications in Section 01010 Summary of the Work and consists of major remodeling of three wood-framed four-unit buildings. The three buildings are adjacent to each other.

## **PROPOSAL DESCRIPTION**

Proposals shall include a completed Bid Form, completed paperwork from the Federal Requirements, and a letter/information packet from the bidder addressing the Contractor Selection Criteria.

## **PROPOSAL DUE DATE**

Proposal due date is January 12, 2012 at 2:00 pm. Proposals should be e-mailed as indicated on the Bid Form. As a follow-up, proposals shall be mailed on the day of proposal submission to Glueck Architects (the “Architect”), 116 N. Few Street, Madison, Wisconsin 53703. Bid opening will be at Architect’s office and is private. If you have any questions, you may contact Jim Glueck at Architect’s office, at (608) 251-2551 or [glueckarch@sbcglobal.net](mailto:glueckarch@sbcglobal.net).

## **GENERAL CONTRACTOR**

The Owner will be the General Contractor on this project.

## **SUBCONTRACTS TO BE BID**

Proposals for the following subcontracts are being sought. Other work is to be self-performed by Owner or performed under another contract.

HVAC (permit)

Plumbing (permit)

Electrical (permit)

Fire Protection (permit)

Drywall

Interior Painting

Concrete/ Masonry/Foundation Drainage/Waterproofing/Underslab Vapor Barrier

Insulation/Above Ground Vapor Barrier

Flooring

Landscaping

Finish Carpentry/ Finish Hardware/Doors/Cabinets

Earthwork

## **PERMIT FEES**

Contractor shall obtain and pay for all permits required by local, state, and other applicable regulatory authorities for construction of the Project relative to their trade. See above subcontract list; items requiring permits beyond Owner's permit have the word "permit" written on that list, and that subcontract includes design-build services as noted in the appropriate Section of the Specifications.

## **BONDING REQUIREMENTS**

Bid security in the amount of five (5) percent of the bid must accompany each bid.

For subcontracts exceeding \$100,000, bidders will be required to provide evidence of past performance bonding on similar projects, as well as the ability to obtain a performance bond for this project. Depending on demonstrated financial solvency an actual performance bond may not be required.

## **PREBID MEETING**

There will be a mandatory prebid meeting on January 5, 2012 at Yahara River View Apartments, 1459 East Main Street, Madison, Wisconsin at 1:00 pm.

## **BID PREPARATION**

Each bid must be submitted on the prescribed form. All blank spaces for bid prices and other data must be filled in by ink or typewritten. Bid must be signed by an appropriate person and dated.

## **LAWS AND REGULATIONS**

The bidder's attention is directed to the fact that all applicable state laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction over construction of the Project shall apply to the construction contract (the "Construction Contract") throughout the construction process, and those applicable laws, rules, regulations, ordinance, etc. will be deemed to be included in the Construction Contract the same as though herein written out in full.

## **FEDERAL REQUIREMENTS**

The Contractors shall comply with Federal requirements contained in this Project Manual. See Additional Federal Requirements Contract Attachment. Fill out and submit all forms in that attachment with your proposal. Note that this project is not subject to Davis-Bacon Requirements.

## **METHOD OF AWARD/CONTRACTOR SELECTION CRITERIA**

Selection of the Contractors for this project will be made based on the following weighted criteria:

1. Price (30%): Lowest bid, with consideration given to the fees charged for changes to the work
2. Performance History (25%): Demonstrated history of successful completion of similar projects, including safety considerations and timeliness
3. Work Quality (15%): References and past performance indicating conscientious, good quality workmanship

4. Experience Working with Non-Profit Agencies (20%): Experience working with non-profit organizations in the construction and administration of capital projects that have federal, state or city funding. This includes maximizing savings by utilization of owner-direct purchasing, meeting special reporting requirements, meeting Disadvantaged, Women, Minority Business Enterprises goals set by the City of Madison, and demonstrating efforts to notify low-income businesses and residents of contracting and employment opportunities by submitting a Section 3 Plan.
5. Energy-efficient/Sustainable practices (10%): Experience with energy-saving and sustainable materials and practices related to bidder's specific trade

### **OBLIGATION OF BIDDER**

At the time of the opening of the proposals, each bidder will be presumed to have inspected the subject site, and to have read and to be thoroughly familiar with the Contract Documents, including the Plans, Specifications, any and all addenda and amendments, and the Instructions to Bidders. Bidders are required to visit the project site before submission of a proposal. The failure or omission of any bidder to examine the property, any form, instrument, or document shall in no way relieve any bidder from any obligation in respect of his/her bid. See Section 01010 Summary of Work.

### **SAFETY STANDARDS AND ACCIDENT PREVENTION**

With respect to all work performed under the Construction Contract, the successful General Contractor shall:

1. Comply with the safety standards provisions of applicable laws, building and construction codes, and the "Manual of Accident Prevention in Construction" published by the Associated General Contractors of America, the requirements of the Occupational Safety and Health Act of 1970 (Public Law 91-596), and the requirements of Title 29 of the Code of Federal Regulations, Section 1518 as published in the "Federal Register," Volume 36, No. 75, Saturday, April 17, 1971, or more current versions.
2. Exercise every precaution at all times for the prevention of accidents and the protection of persons (including employees) and property.
3. Shall maintain all articles (necessary for giving first aid to an injured person) at his/her on-site office or other well-known place at the job site and shall make standing arrangements for the immediate removal to a hospital or a doctor's care of persons (including employees) who might be injured on the job site.

### **CONTRACT DOCUMENTS**

Though not found herein or attached hereto, the following documents are included in the Project Manual and will be used for this Construction Contract (most current edition of each):

AIA Form A-101 Owner-Contractor Agreement Form  
AIA Form A-201 General Conditions  
AIA Form G-702 and G-703 Application and Certificate for Payment; Continuation

Sheet

**EVIDENCE OF INSURANCE COVERAGE**

Contractor shall provide written evidence of satisfactory insurance coverage. The Owner must be named and notice must also be given to the Owner.

**PROJECT COMPLETION**

Project is to be substantially complete by August 1, 2012. There are no liquidated damages; however, the Owners would expect Contractor to make every reasonable effort to hold to this schedule.

**END OF INSTRUCTIONS TO BIDDERS**