

INSTRUCTIONS TO BIDDERS

PROJECT

Phase II of:

St. Clair County Administrative Building Renovations - Ashville, Alabama

Architect's Project No.: 15002.00

June 06, 2016

GENERAL BID INFORMATION

1. Sealed Bid Proposals will be received by **St. Clair County Commission**, 165 5TH Avenue, Ashville, AL 35953, **Tuesday, June 28th, 2016** until **2:00pm local time** for the above named project at Ashville, Alabama, at which time bids will be opened and read. **Only on-time, hard copies will be accepted. Faxed, e-mailed, or late submittals will not be accepted.**

PROJECT MANAGEMENT

1. Program Manager:
BD Welch Construction
120 Industrial Station Road
Steele, AL 35987
Project Manager: Stephen Holland – stephenh@bdwelch.com; 256-442-0774
2. Architect:
Hendon+Huckestein Architects, PC
2126 Morris Ave
Birmingham, AL 35203
Project Architect: Trevor Matchett – tmatchett@hplusha.com; 205-322-1751

BID REQUIREMENTS

1. All bidders must hold a current State of Alabama General Contractor's license.
2. Successful bidder will be required to obtain all required local business licenses.
3. The Alabama Immigration Law (also referred to as "Act 2011-535" and codified in state law as Title 31, Chapter 13 or the Code of Alabama 1975) was amended by Act No. 2012-491 which was signed by Governor Bentley on May 18, 2012. Upon signature, the following requirements went into effect:
 - a. Contractors (including architects and engineers) will still be required to enroll in the E-Verify program and to provide documentation of enrollment in the E-Verify program with all contracts and agreements.
 - b. Contractors (including architects and engineers) will no longer be required to provide an affidavit nor will they be required to obtain affidavits from their sub-contractors or consultants.
 - c. All Contracts and agreements must now include the following statement:
By signing this contract, the contracting parties affirm, for the duration for the

agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the state of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.

4. Form of contract: Consensus Docs owner-contractor agreement direct with owner
5. Questions during Bid Process:
 - a. All Requests for Information (RFI) during bid period to be submitted by the bidder via email to the Program Manager.
 1. No RFI form is required
 2. It is the bidder's responsibility to ensure receipt of submitted questions.
 - b. Architect will issue an RFI response or addendum in writing to all bidders via email and project website
 - c. Questions received after 24 hrs prior to bid time will not be addressed

SCOPE OF WORK

1. Project Location;
St. Clair County Administrative Building
165 5th Avenue,
Ashville, Alabama 35953
2. Renovations: Reconfigure/enlarge existing commission chambers, including new commission bench; modify wall & door locations in first floor probate suite; install new break room, bathrooms, and probate judge's office on second floor probate suite; add countertop to second floor probate suite office; remove existing transaction window and vinyl wallcovering at second floor probate suite; repairs to existing roof, as described in the Construction Documents titled 'Phase II Renovations to St. Clair County Administrative Building at Ashville, Alabama' by Hendon+Huckestein Architects.
3. Bid Packages: Project to be bid in separate bid packages as outlined below. Each Bid Package will consist of a complete set of construction documents, and a narrative description of the limits of work in that particular package. All bidders are required to review the entire set for coordination of all items, including those items not noted on specific discipline sheets, and are responsible for including such items in their scope of work. Any questions about extents/limits of scope to be addressed in writing during the bid process.
 1. Bid Package 1 – Architecture & Engineering (previously awarded)
 2. Bid Package 2 – Demolition – remove existing features as described on the drawings, and as follows:
 - a. Remove walls as shown to allow for larger Chamber room 140.
 - b. Remove existing carpet in existing Chamber room 140.
 - c. Remove ceiling tile 140 & 138.
 - d. Remove Commission bench 140.
 - e. Remove existing millwork in existing work room 138.
 - f. Remove existing wall in Recording Clerk 109.

- g. Remove existing door frame in Recording Clerk 109.
 - h. Remove existing VCT flooring in Recording Clerk 109.
 - i. Remove existing pass through window at second floor probate suite
 - j. Remove existing vinyl wallcovering on one wall of second floor probate suite as indicated on drawings
4. Bid Package 3 – Roofing –
 - a. Add Alternate #1: Remove and replace all existing membrane roof and prefinished metal coping
 5. Bid Package 5 – Framing – install all framing as indicated on drawings and as follows:
 - a. Frame Furr down where existing wall was between Room 140 & Work Room 138.
 - b. Frame wall to allow for new door entering Chamber Room from Corridor 137.
 - c. Frame new ramp to new Chamber Bench.
 - d. Frame new platform for Chamber Bench.
 - e. Frame new wall in Recording Clerk 109.
 - f. Frame for two (2) new doors in Recording Clerk 109 & Records 108.
 - g. Frame new walls and doors for new Probate Judge Office, Probate Judge Toilet, Breakroom, Toilet.
 - h. Build new steps and modify existing exterior window opening at dormer to accommodate new exterior roof access door
 6. Bid Package 6 – Millwork – install all millwork as indicated on drawings and as follows:
 - a. Build and install new Chamber bench to include Judges Panel.
 - b. Install new millwork in probate Open Office.
 - c. Install new millwork in first floor break room
 - d. Install new base cabinets in first floor print area
 - e. Install new millwork in new 2nd floor break Room
 - f. Install new worksurface in second floor workroom
 - g. Install new gate at reception desk in room 203.
 7. Bid Package 7 – Insulation – Install all insulation as indicated on drawings and as follows:
 - a. Insulate wall new wall in Records Room 108.
 - b. Insulate ceiling for sound attenuation in Conference Room 119
 8. Bid Package 9 – Doors, Drywall, & Finishes – Install doors, drywall, and finishes as indicated on drawings and as follows:
 - a. Provide material and labor to install doors at Chambers Room, Recording Clerk 109, Record 108, Probate Judge Office & Toilet, 2nd floor Break room, 2nd Floor Toilet, New Public Records, New Files Office.
 - b. Provide material and labor to install new exterior HM door at existing dormer window for roof access
 - c. Hang and finish sheetrock, paint in Chambers office, new wall in Records 108, new Probate Judges Office, New 2nd Floor Break Room, New Probate Judge Toilet.
 - d. Install new carpet in new Chambers (to match existing).
 - e. Patch VCT in Records 108.

- f. Install owner furnished carpet tile in room 109
 - g. Install new carpet in Probate Judges Office.
 - h. Install VCT in new Break Room, Probate Judge Toilet, and Toilet.
 - i. Install new ceiling tile as described in drawings
 - j. Skim coat and sand existing drywall partition at removed VWC at second floor probate suite
7. Bid Package 10 –Mechanical/Plumbing (Design/Build) Provide design/engineering services as required by AHJ and install all mechanical and plumbing features (and supporting infrastructure) as required to meet all applicable codes, and as described on drawings, and as follows:
- a. Modify HVAC for new Layout in Chambers.
 - b. Add split unit (Mitsubishi) in Computer Room 136.
 - c. Install new plumbing for 2nd floor breakroom and both toilets. Provide fixtures.
 - d. Modify existing sprinkler head layout as required to accommodate new configuration.
 - e. Modify existing HVAC layout as required to accommodate new wall configurations on first and second floors
8. Bid Package 11 –Electrical (design/build) Provide design/engineering services as required by AHJ and install all electrical features (and supporting infrastructure) as required to meet all applicable codes, and as described on drawings, and as follows:
- a. Modify new layout in Chambers.
 - b. Connect Mitsubishi split unit in computer room 136
 - c. Move light switch in records 108 & 109
 - d. New plugs and switches in the following rooms Chambers, Probate Judges Office, 2nd Floor Break Room, Probate Judges Toilet, Toilet, Lee's Office, Public Records, Files Room, and Kim's Office.
 - e. Modify existing lighting layout as required to accommodate new wall configurations on first and second floors
4. Owner occupancy: Owner intends to maintain full occupancy of the existing facility throughout the construction of the new addition to the greatest extent possible. Contractors will be responsible for protecting the existing building envelope and its occupants throughout construction, and scheduling disruptive work well in advance to minimize disruption to ongoing operations.

GENERAL CONDITIONS

SITE

1. Program manager will be responsible for providing and maintaining adequate toilet and dumpster accommodations on site.
2. All Contractors to coordinate all parking and staging requirements with program manager prior to commencement of work.

CLEANING

1. Daily Clean-up: All contractors are responsible for daily cleanup and maintenance of project site. Contractors shall ensure that all trash and debris is placed in appropriate containers on site. Trash and combustible materials shall not be permitted to accumulate on site, or spill over to adjacent properties.
2. In addition to the above the Contractor shall be responsible for the following special cleaning for all trades as the work shall have been completed:
 - a. Cleaning of all painted, enameled, stained, or baked enamel work: removal of all stains, fingerprints and splatters from such surfaces.
 - b. Cleaning of all glass: cleaning and removing of all stickers, labels, stains, paint, dirt and dust, and washing and polishing of the interior and exterior of the same.
 - c. Cleaning all wall, ceiling, door, and floor finishes of all kinds: removal of all splatters, stains, paint, dirt and dust, and the washing and polishing of all floors as recommended by the manufacturer or as required by the Owner.
 - d. Cleaning of all manufactured articles, materials, fixtures, appliances and equipment: removal of all stickers, rust stains, labels and temporary covers; cleaning and conditioning of all manufactured articles, material, fixtures, appliances and electrical, heating and air conditioning equipment as recommended or directed by the manufacturers, unless otherwise required by the Owner; blowing out or flushing out of all foreign matter from all dust pockets, piping, tanks, pumps, fans, motors, devices, switches, panels, fixtures, boilers or similar features; and freeing or cleaning identification plates on all equipment of excess paint and the polishing thereof.
 - e. Replacement of all HVAC filters affect by the scope of work prior to final inspection by the Owner.
3. Final clean up: Before final completion and final acceptance the Contractor shall remove from the Owner's property, and from all public and private property, all tools, scaffolding, false-work, temporary structures and/or utilities including the foundations thereof (except such as the Owner permits in writing to remain); rubbish and waste material; and all surplus material, leaving the site clean and true to line and grade, and the Work in a safe and clean condition, ready for use and operation.

SAFETY

1. Safety – All Contractors shall take all necessary precautions for the safety of public and employees on the Work and shall comply with all applicable provisions of federal, state, and municipal safety laws and building codes to prevent accidents or injury to persons on or about or adjacent to the premises where the work is being performed. The Contractor shall take every precaution against injuries to persons or damages to property.

EXISTING BUILDING CONDITIONS & OWNER OCCUPANCY

1. **Building Access:** All building access to be coordinated by the Contractors with the Owner and Construction Manager.
2. **Dust Control:** All Contractors shall use proper and thorough measures to prevent dust migration, and protect adjacent areas. Contractor shall not permit dust to enter occupied areas.
3. **Protection of Work and Property:** All Contractors shall at all times adequately maintain, guard and protect its own work from damage, and safely guard the Owner's property from injury or loss arising in connection with the Project. All damaged property of Owner shall be repaired or replaced with new similar property at Contractor's expense, including installations costs at replacement value without deduction or reduction for depreciation. All repairs and replacements shall be done only upon approval of Owner whose decision shall be final. Contractor shall adequately protect adjacent property as provided by law and Contract Documents. Any damage to existing structures or the interruption of utility services shall be repaired or restored promptly at the expense of the Contractor.
4. **Building Environmental Controls -** The Contractor shall provide temporary closures for the windows, doors, and all temporary openings and take every reasonable precaution to prevent the escape of conditioned air from the building, or the entrance of unconditioned air into the building.

QUALITY & WORKMANSHIP

1. **Materials, Equipment, and Employees -** Unless otherwise stipulated, the Contractor shall furnish all material, equipment, tools, labor, water, light, power, transportation, other services or facilities and incidentals for the proper execution and completion of the Work. Unless otherwise stipulated, Contractor warrants that all materials, products, systems, and equipment incorporated in the Work shall be new and without apparent damage, be of quality equal to or higher than that required by the Contract Documents, be merchantable, and free of defects.
2. Contractor warrants all labor and services shall be performed in the best and most workmanlike manner by persons skilled in their respective assignments of trades, shall comply with the Contract Documents, and shall be free of defects. Workmen whose work is unsatisfactory, or who are considered unfit or unskilled, or otherwise objectionable, shall be removed from the Work.

END OF INSTRUCTIONS TO BIDDERS