

City of Tucker

Invitation to Bid

ITB # 2024-009

CITY HALL INTERIOR RENOVATION



BID MANUAL

City of Tucker
1975 Lakeside Parkway, Suite 350
Tucker, Georgia 30084

ITB #2024-009 CITY HALL INTERIOR RENOVATION

**City of Tucker Invitation to Bid
ITB #2024-009 City Hall Interior Renovation**

INVITATION: The City of Tucker, Georgia requests that interested parties submit bids for the Renovation of the Interior of City Hall. Bids will be accepted until the date and time listed below and will be awarded to the responsive and responsible bidder whose bid, conforming with all the material terms and conditions of the ITB, is the lowest in price Addenda and updates to this bid manual will be posted on the City of Tucker website, <http://tuckerga.gov/bids>, or may be requested by email to procurement@tuckerga.gov.

BID ACTIVITY SCHEDULE	
Invitation to Bid Issued	May 7, 2024
Pre-Bid Conference - Required	May 17, 2024 at 10:00 am (EST)
Deadline for Questions	May 21, 2024, at 1:00 pm (EST)
Responses to Questions Posted (Addenda)	May 24 2024
Bid Deadline	June 6, 2024, at 1:00 pm (EST)
Award at Council Meeting	July 8 2024 (Tentative)
Completion from Notice to Proceed	90 calendar days

SCOPE OF WORK: Refer to Exhibit A.

PRE-BID CONFERENCE - Required: Friday, May 17, 2024 at 10:00am. Location: City Hall Office located at 1975 Lakeside Parkway, Suite 350, Tucker, GA 30084. Email procurement@tuckerga.gov no later than Friday, May 17, 2024 at 9:00am of intent to attend.

QUESTIONS: Submit all questions in writing to procurement@tuckerga.gov with the subject line “Questions: ITB #2024-009” no later than May 21, 2024 at 1:00 pm Eastern Time.

ADDENDA: Responses to the questions received will be by addenda and will be posted on the City website www.tuckerga.gov/bids on May 24, 2024. The signed acknowledgement issued with each addendum must be submitted with the proposal. It is the vendor’s responsibility to verify if any addenda were created.

SUBMITTAL REQUIREMENTS: Vendor shall submit ITB Response electronically to procurement@tuckerga.gov no later than June 6, 2024 at 1:00 pm (EST) with the subject line “Submittal: ITB #2024-009”. The email must contain the vendor’s contact information. Submittals should be one PDF file and named <Company Name>.ITB 2024-009.Bid Submittal.pdf

BID OPENING: Bids will be publicly opened at City Hall at 1:15pm on Thursday, June 6, 2024.

BID TABULATION: Following submittal verifications, a listing of submittals will be posted on the City website: www.tuckerga.gov/bids.

ITB #2024-009 CITY HALL INTERIOR RENOVATION

DOCUMENT SUBMITTAL REQUIREMENTS:

1. Unit Price Bid Proposal Form (Exhibit B)
2. Project Schedule Proposal including Phase Approach
3. W-9 Form (Provided)
4. Certificate of Insurance
5. Contractor Affidavit (Provided)
6. Subcontractor Affidavit (Provided)
7. Bid Bond Form (Provided)
8. Contact Form (Provided)
9. Proposed List of Subcontractors
10. Related Experience and References
11. Acknowledgement of Addendum issued with each Addendum

All responses must be received electronically by the Bid Deadline. (Addenda will show any schedule updates). No bids will be received orally or by phone. Late bids will not be considered. Bids received after the bid deadline will be filed unopened. The City of Tucker reserves the right to reject any and all bids or any part, to waive any formalities to make an award and to re-advertise in the best interest of the City.

The city reserves the right to negotiate pricing and may, in its discretion, award a contract to the lowest responsible and responsive bidder submitting the proposal.

ITB #2024-009 CITY HALL INTERIOR RENOVATION

EXHIBIT A – SCOPE OF WORK **City of Tucker Invitation to Bid** **ITB #2024-009 City Hall Interior Renovation**

PURPOSE, INTENT AND PROJECT DESCRIPTION

The City of Tucker (City), requests that interested parties submit formal electronic bids for the renovation of the interior of the City Hall building.

The project intends to utilize existing space more efficiently in City Hall, as well as to make improvements to customer-facing portions of the building. This will include creating 5 new individual offices, improving, and expanding three shared offices, improving and/or reconfiguring customer service areas in the front lobby, and improving two customer service areas in the Municipal Court area of the building.

During construction, the City intends to keep City Hall open and functioning. To do this, the project will need to be completed in phases. City staff have identified 4 phases of this construction project. Phasing will require the contractor to reach substantial completion (aside from punch list items) in each of the phases, before moving on to the next phase. In some areas of the building, this will require the contractor to plan around city events such as Municipal Court or City Council meetings.

GENERAL CONDITIONS

The contractor shall execute the work according to and meet the requirements of the following:

- The Contract Documents including but not limited to the scope of work, plans, and specifications.
- City of Tucker ordinances and regulations
- OSHA standards and guidelines
- Any other applicable codes, laws and regulations including but not limited to Section 45-10-20 through 45-10-28 of the Official Code of Georgia Annotated, Title VI of the Civil Rights Act, Drug-Free Workplace Act, and all applicable requirements of the Americans with Disabilities Act of 1990.

The contractor will be responsible for providing all labor, materials, and equipment necessary to perform the work. This is a unit price bid. Payment will be made based on actual work completed.

The contractor shall attend a mandatory walk-through on site in order to be considered a qualified bidder. No change orders will be issued for differing site conditions. In case of discrepancies between the plans and specifications, the most stringent prevails.

The contractor shall assign a Project Manager who will be the key contact for the Contractor and shall work closely with the architect as well as Assistant to The City Manager.

A work schedule proposal shall be included in the bid. This schedule will demonstrate the contractor's understanding of how work may be phased. The City reserves the right to negotiate

ITB #2024-009 CITY HALL INTERIOR RENOVATION

and adjust the timeline prior to awarding the contract to the low bidder. A responsive and responsible bidder will be capable of phasing the project in alignment with the City's needs.

The contractor shall submit a two-week advance schedule every **Friday by 2:00p.m.**, detailing scheduled activities for the following week. A mandatory weekly planning and project status meeting will be required each week at a regular time determined by the contractor and project managers to coordinate the following week's work schedule and times.

For security purposes, the Contractor shall identify all job site workers in advance with the City's identified staff.

The materials used in the work shall meet all quality requirements of the contract. The City will inspect the work as it progresses.

The successful bidder must have verifiable experience in construction of similar projects in accordance with these specifications. The bidder shall provide at least three examples and reference information (including company name, project name, contact name, phone number and email address) demonstrating experience successfully completing projects of similar scope.

10% retainage will be withheld from the total amount due the contractor until Final Acceptance of work is issued by the City. The City will inspect the work as it progresses.

Attending the pre-bid conference is mandatory to be considered for award.

PROSECUTION AND PROGRESS

The Contractor will mobilize with sufficient forces such that all construction identified as part of this contract shall be substantially completed within 90 days of Notice to Proceed. The contractor will be considered substantially complete when all work required by this contract has been completed (excluding final punch list work).

The normal workday for this project shall be 9:00AM to 5:00PM and the normal workweek shall be Monday through Friday. **Work requiring loud constant noise will be required to be conducted after normal workday hours or on weekends.** The City will be flexible to coordinate extended workdays or weekends upon request by the Contractor on a case-by-case basis. No work will be allowed on national holidays (i.e. Memorial Day, July 4th, Labor Day, etc.).

The contractor shall provide all labor, administrative forces, equipment, materials and other incidental items to complete all required work. The City shall perform a Final Inspection upon substantial completion of the work. The contractor will be allowed to participate in the Final Inspection. All repairs shall be completed by the contractor at the contractor's expense prior to issuance of Final Acceptance.

The contractor shall be assessed liquidated damages in the amount of \$200.00 per calendar day for any contract work (excluding punch list items) that is not completed within 90 days of Notice to Proceed. Liquidated damages shall be deducted from the 10% retainage held by the City. The

ITB #2024-009 CITY HALL INTERIOR RENOVATION

contractor will also be assessed liquidated damages in the amount of \$200.00 per calendar day for not completing any required Punch List work within 30 calendar days of final inspection.

PERMITS AND LICENSES

The Contractor shall procure all permits and licenses, pay all charges, taxes and fees, and give all notices necessary and incidental to the due and lawful prosecution of the work. All fees for City permits will be waived, though Contractor shall still secure all necessary permits and licenses.

BONDING AND INSURANCE REQUIREMENTS

No bid may be withdrawn for a period of forty-five (45) days after the time has been called on the date of opening.

All bids must be accompanied by a Bid Bond of a reputable bonding company authorized to do business in the State of Georgia, in an amount equal to at least five percent (5%) of the total amount of the bid.

Upon Notice of Award, the successful contractor shall submit a Performance Bond payable to the City of Tucker in the amount of 100% of the total contract price. The successful contractor shall also submit a Payment Bond in the amount of 100% pursuant to O.C.G.A. § 36- 91-70 and 90.

Upon Notice of Award, the successful contractor shall procure and maintain a General Liability Insurance Policy with minimum limits of \$1,000,000 per person and \$ 3,000,000 per occurrence. The contractor shall provide certificates of insurance evidencing the coverage requested herein before the execution of this Agreement, and at any time during the term of this Agreement, upon the request of the City, Contractor shall provide proof sufficient to the satisfaction of the City that such insurance continues in force and effect.

The Certificate of Insurance shall have the City of Tucker 1975 Lakeside Parkway, STE 350, Tucker Ga 30084 as a plan holder.

MATERIALS

The contractor will be responsible for the quality of materials incorporated into the project. All materials will meet appropriate guidelines and requirements. The contractor will be responsible for replacing any work performed with materials that do not meet guidelines and specifications at no cost to the City.

INVOICING

The Contractor shall invoice monthly for work satisfactorily completed. Invoices need to be sent to the Assistant to the City Manager for approval. The project contract number and project issued purchase order number shall be included on all invoices submitted to the City Project Managers.

UTILITIES

The contractor shall be responsible for protecting all utilities and for coordinating any utility relocation necessary for the completion of the work with the City's onsite Project Managers.

ITB #2024-009 CITY HALL INTERIOR RENOVATION

COORDINATION

The Contractor shall keep the City's Project Managers updated on the construction schedule, daily work plans and any challenges, setbacks in a timely manner.

PREPARATION OF WORK AREA

The Contractor shall be responsible for the preservation of all areas of City Hall and shall use every precaution necessary to prevent damage or injury thereto, while conducting work for the City.

The contractor shall coordinate with City Project Managers areas to be cordoned off, proper use of necessary signage, plastic tarps, HVAC protection per OSHA requirements for construction in work environments including, mitigation of dust exposure to other work areas.

When or where any direct or indirect damage or injury is done to property by or on account of any act, omission, neglect or misconduct in the execution of the work, or in consequence of the non-execution thereof by the Contractor, he shall restore, at his/her own expense, such property to a condition similar or equal to that existing before such damage or injury was done, by repairing, rebuilding or otherwise restoring as may be directed, or she/he shall make good such damage or injury in an acceptable manner. The Contractor shall correct all disturbed areas before retainage will be released.

SAFETY

Beginning with mobilization and ending with acceptance of work, the Contractor shall be responsible for providing a clean and safe work environment at the project site. The Contractor shall comply with all OSHA regulations as they pertain to this project.

CLEANUP

All restoration and clean-up work shall be performed daily. Operations shall be suspended if the Contractor fails to accomplish restoration and clean-up within an acceptable period. Failure to perform clean-up activities may result in suspension of the work.

Municipalities are exempt from Georgia State Sales and Federal Excise taxes. Do not include such taxes in the proposal figure. The City will furnish the successful bidder(s) with tax exemption certificates.