

INVITATION FOR BIDS AND BIDDER INSTRUCTIONS

“Coral Hills Façade Renovation and Energy Retrofit Grant Program”

Redevelopment Authority of Prince George’s County

Issue Date: Friday, October 27, 2017

The Redevelopment Authority of Prince George’s County (RDA) is soliciting bids from qualified Contractors to assist the RDA in implementing the Coral Hills Façade Renovation and Energy Retrofit Grant Program by providing home construction, renovation, and lead remediation services as may be required for the rehabilitation of single family housing. Multiple, fixed price contract awards will be made for all work as specified. Said Contract award will be made to the qualified, responsible Bidders with the lowest bids. The maximum budget cannot exceed \$10,000 per Property Project Site.

Project Description

The Coral Hills Façade Renovation and Energy Retrofit Grant Program (or “Coral Hills Façade and Energy Program”) is a federally-funded initiative to improve the external appearance of residential homes in Capitol Heights in order to enhance the attractiveness of the community, preserve and restore the architectural significance of the community, and encourage and support additional homeowner investment in Capitol Heights. The Coral Hills Façade and Energy Program will fund eighteen (18) properties on certain targeted streets in the Capitol Heights, MD neighborhoods. Specifically, the properties are:

- 1506 Opus Avenue, Capitol Heights, MD
- 1615 Ruston Avenue, Capitol Heights, MD
- 1703 Ruston Avenue, Capitol Heights, MD
- 1626 Quarter Avenue, Capitol Heights, MD
- 1719 Dewitt Avenue, Capitol Heights, MD
- 1805 Arcadia Avenue, Capitol Heights, MD
- 1806 Billings Avenue, Capitol Heights, MD
- 3907 Byers Street, Capitol Heights, MD
- 3910 Dent Street, Capitol Heights, MD
- 4016 Vine Street, Capitol Heights, MD
- 4202 Vine Street, Capitol Heights, MD
- 4106 Torque Street, Capitol Heights, MD
- 4314 Torque Street, Capitol Heights, MD
- 4119 Ellis Street, Capitol Heights, MD
- 4205 Alton Street, Capitol Heights, MD
- 4216 Urn Street, Capitol Heights, MD
- 4301 Urn Street, Capitol Heights, MD
- 4305 Will Street, Capitol Heights, MD

Specific tasks for this Work include certain eligible exterior improvements that can be made through the Coral Hills Façade and Energy Program, to include, but not be limited to, the repair, replacement, and/or installation of:

- Fences, doors, cornices, porches, railings, carports, walkways, gutters;

- Energy efficient windows and window framing on the front of the building and sides of the building visible from the public right of way;
- Landscaping, water drainage issues, or slope problems, re-grading, leveling, improved features;
- Driveway and walkway repair and/or replacement;
- Painting, brick work, or siding;
- Lighting or other design elements to enhance exterior character; and,
- Roof repair or replacement

Each of the eighteen (18) properties cited above has a distinct Statement of Work (“SOW” or “Work”) – that reflects the unique needs of each individual homeowner – and that specifies the eligible exterior improvements that have been approved by the RDA for completion under the Coral Hills Façade and Energy Program. Bidders are to refer to the following documents that will be provided via a Dropbox link, which will stipulate the particular scope of work for each individual property:

- the Bid Form, *Bidding Requirements*
- the Drawings and Specifications, *Contract Documents*;
- Individual Lead Test Results for each Project Property Sites 1 through 18; and,

BID Closing Date and Time: Sealed Bids will be received until:

- **Bid Closing Time: 3:00 p.m. (EST)**
- **Bid Closing Date: Friday, November 17, 2017**

Bid Documents: The Bid Documents can be found at the following link. The Bid Documents include the Bid Forms, Construction Drawings, and any other pertinent information necessary to complete the Bids:

<https://www.dropbox.com/sh/uca8ikvukbew4hf/AACYS89e3rnedqCgV12TLnFAa?dl=0>

Preparation of Bids: There is not a bid document fee for this Invitation to Bid. Rather, all bid documents can be accessed via a Drop Box link. The Bid Document Files shall include the Invitation for Bids (IFB), the Instructions to Bidders, the Bid Forms, and Drawings and Specifications.

Submission of Bids: Submit one (1) original, and one (1) copy of the Sealed Bid. Bids shall be submitted in-person to the following address:

**The Redevelopment Authority of Prince George’s County
9200 Basil Court
Suite 504
Largo, Maryland 20774
ATTN: Victor Sherrod**

The envelope shall indicate the **Project Name, Name of the Bidder**, and the **Date and Time of the Bid Closing**. Any Bids received after the closing date and time listed above will be disqualified, and will not be accepted.

The RDA reserves the right to reject any or all bids, to waive informalities or irregularities in any bid, to advertise for new bids, or to proceed to do the work by other means, as may be determined to be in the best interest of the RDA.

Combined Pre-Bid Conference/Site Visit: A combined Pre-Bid Conference/Site Visit of all 18 properties will be held promptly at **9:00 a.m. (EST), Thursday, November 2, 2017**, beginning at the following address:

1615 Ruston Avenue

Capitol Heights, MD 20743

The Pre-Bid Conference and Site Visits shall continue until such time that all the remaining seventeen sites are visited, as well, so that potential Bidders can familiarize themselves with the existing site conditions of every property subject to this IFB. For planning purposes, the following represents the schedule for said Site Visits:

9:00am: 1615 Ruston Avenue
9:30am: 1703 Ruston Avenue
9:45am: 1626 Quarter Avenue
10:00am: 1506 Opus Avenue
10:30am: 4106 Torque Street
10:45am: 4314 Torque Street
11:00am: 4216 Urn Street
11:15am: 4301 Urn Street
11:30am: 1719 Dewitt Avenue
11:45am: 4305 Will Street
12:00pm: 4205 Alton Street
12:15pm: 4202 Vine Street
12:30pm: 4016 Vine Street
12:45pm: 3907 Byers Street
1:00pm: 3910 Dent Street
1:15pm: 1805 Arcadia Avenue
1:30pm: 1806 Billings Avenue
1:45pm: 4119 Ellis Street

Point of Contact: Questions regarding this IFB can be directed to the following point of contact (POC):

Mr. Victor Sherrod, RDA Program Manager
Telephone: (301) 883-7403
Email address: vsherrod@co.pg.md.us

Basis for Award. The RDA intends to award a single Contract Award, or intends to make multiple fixed price Contract awards, to the lowest responsible Bidder(s), for furnishing all materials, equipment, labor and supervision required to complete the Work set forth in the subject IFB.

The work under this IFB is federally-funded, and the resultant Contract shall be administered by the RDA.

Bidder Award and Post-Award Kick Off Meeting. The successful Bidder(s) shall be notified of the award decision by no later than Tuesday, November 28, 2017. Shortly thereafter, a Post Award Kick-off Meeting shall be held. The successful Bidder(s) shall be notified of the date and time accordingly.

Validity of Bid. All Bidders must assent - in and at the time of their Bid submission - that their Bids are valid for a period of sixty (60) calendar days from the actual date of the Bid opening.

By: Victor Sherrod, Program Manager

Redevelopment Authority of Prince George's County

INSTRUCTIONS TO BIDDERS AND BID REQUIREMENTS

Proposals to be considered must be made in accordance with the following instructions:

1. Notice is hereby given that the RDA will receive **sealed bids** up to **3:00 p.m. (EST), November 17, 2017.**
2. At the time of the Bid submissions' closing date of November 17, 2017, all Bidders must be licensed under the Maryland Home Improvement Law and carry insurance specified under Division 1, Section 1B, paragraph 16. All Bidders must provide proof of enrollment or acceptance into an extended warranty program with bid submission.
3. At the time of the successful Bidder's award and Notice-To-Proceed, the successful Bidder(s) must be accredited with the Maryland Department of the Environment (MDE) to provide Lead Paint Abatement Services, and provide proof of said accreditation.
4. Bids or proposals must be submitted on the **Bid Form** provided by the Redevelopment Authority (RDA). All bids shall be signed and dated by a person authorized to bind the company legally, and be delivered to the RDA, as specified by the deadline indicated on the Invitation For Bid (IFB).
5. Bids shall be based upon the completion of all work in the manner described in the Bid Documents. These documents include the Contract Agreement, Bid Form, General Requirements and Specifications.
6. The RDA shall not consider alternates proposed by a bidder that was not specified in the Bid Forms. The RDA shall not consider a bid/proposal that is qualified by the contractor with unrequested alternates or other changes.
7. Bidders should carefully examine each job site and assess the work required. It shall be the responsibility of the contractor to foresee problems that may be encountered in the rehabilitation project. Bids shall be all inclusive to complete the work requested and the subsequent work that results from construction. Bidders will be responsible for their own quantity take-offs. The Homeowner reserves the right to reject any or all bids.
8. **All questions regarding the Bid Documents shall be emailed to Victor Sherrod at vsherrod@co.pg.md.us, and to Tenika Felder at tfelder@redlefgroup.com.** The questions received, and their respective responses will be shared with all prospective bidders. Please note that **all questions must be received by Tuesday, November 7, 2017, at 2:00pm (EST). *No responses will be issued for any questions received after that date and time.* No phone calls regarding the bid documents will be accepted – no exceptions.** Responses to questions will be provided by **Friday, November 10, 2017 at 2:00pm.**
9. Bidders shall be prepared, at the time of executing a contract with the Owner, to give evidence that the insurance required by the Bid Documents General Requirements and Specifications will be in effect for the duration of the contract.

10. **Submittals:**

a. Mandatory Bid Submittal: It is mandatory for the Bidder to use the Bid Form that is contained in the Bid Documents. All Bids must be itemized as specified in the Bid Form. If only the lump sum is provided, the bid will be rejected. The breakdown costs or labor, material, cost per square foot and/or unit costs per division must be included with the lump sum bid.

b. Optional Bid Submittal: Additionally, at the Bidder's sole discretion, the Bidder may elect to group together clusters of six (6) properties each, and offer a composite Lump Sum Bid for each cluster of 6 properties. The Bidder may determine which six (6) properties to group together to offer the best value based on the Bidder's estimation of the cost to complete the specified scope of work for each individual property.

However, the Bidder understands that even if the Bidder elects to include the Optional Bid Submittal option stated above, it is mandatory that the Bidder also submits the individual cost elements stated in the Mandatory Bid Submittal requirements above.

11. Bids shall be prepared with the intention of commencing work within the specified time period and to continue work, without delay, to the satisfactory completion of the contract. **The work will commence by no later than December 4, 2017, and it shall be completed by February 28, 2018.** Unwarranted delays can trigger the liquidated damages clause and affect future consideration for contracts.
12. The words, "bids", "proposals," and "work write-up" are used interchangeably. All bids will include a job schedule with a start date of **December 4, 2017**, and with a walk-through date to be determined after commencement of work. After the walk-through, the punch list items shall be completed by the contractor within three (3) business days of receipt. The schedule must include length of time required for specific tasks, especially material order and delivery dates, lead times, installation and demolition, number of men assigned to task, and man-hours required per task, at a minimum, for all eighteen (18) properties.
13. **GENERAL.** The Bidder shall furnish all labor, materials, equipment and permits necessary for the satisfactory completion of the rehabilitation of each of the eighteen properties.
14. **SCOPE OF WORK** for this Project is provided in the Bid documents via the DropBox link.
15. **CONSTRUCTION.** The selected Contractor(s) is/are responsible for verifying sizes, dimensions, and quantities based on site conditions before ordering materials and supplies, delivery, and installation. The Contractor(s) is/are solely responsible for the construction means, methods and techniques used during renovation/rehabilitation unless indicated otherwise. Contractor(s) shall supply all the tools, equipment and machinery required for project completion.
16. **HOLD HARMLESS.** The successful Contractor(s) assume(s) the liability for all losses, damages (*including loss of use*), expenses, demands and claims in connection with or arising out of any injury or alleged injury to persons (*including death*) or damages or alleged damage to property, sustained or alleged to have been sustained in connection with or to have arisen out of the performance of the work by the successful Contractor(s), their subcontractors, and their agents, servants and employees, including losses, expenses, or

damages sustained by the RDA. The successful Contractor(s) hereby undertakes and agrees to indemnify and hold harmless the RDA, officers, employees, Architect and agents; individually and collectively, from any and all such losses, expenses, damages (*including loss of use*), demands and claims, and shall defend any suit or action brought against them, or any of them, based on any such alleged injury (*including death*) or damage (*including loss of use*), shall pay all damages, judgments, costs, and expenses, including attorney's fees in connection with said demands and claims resulting therefrom. However, the successful Contractor(s) shall not assume liability for, nor indemnify the RDA against any such losses resulting from the sole negligence of the RDA or its employees or agents.

17. **PRINCE GEORGE'S COUNTY BUILDING PERMITS.** The Contractor(s) shall provide all building permits, as required, for the rehabilitation project of the 18 properties, and shall have specialty contractors provide permits for plumbing, heating and air-conditioning, and electrical work to be performed. The Contractor(s) shall schedule the required inspections and shall provide inspection approvals from County Inspectors to the RDA Program Manager before close-in. The Contractor(s) shall submit every inspection result to the RDA Program Manager as soon as said results are received. The Contractor(s) shall attach a copy of said inspection results to submitted draw requests.
18. **ADDENDUMS & WARRANTIES.** The Contractor(s) shall provide to RDA a packet containing all manufacturers' manuals and warranties on all the installed equipment, fixtures and appliances, at the time of the Final Inspection. Any/All pre-existing items are exempt unless required in the work write-up. The Contractor's Final invoice will not be processed until the required packet is provided. The Contractor(s) shall enroll all 18 properties in an extended warranty program before mobilization and shall provide proof of such enrollment to the RDA Program Manager. The Contractor(s) shall provide its/their warranty, sub contractors' warranties, and the extended warranty upon completion of the project.
19. **SAFETY.** The Contractor(s) shall adhere to the Occupational Safety and Health Administration's (OSHA) safety standards and regulations. The Contractor(s) shall be responsible for identifying hazards and installing safety measures and a safety plan throughout the project. The Contractor(s) shall ensure that all of its/their subcontractors and workmen adhere to OSHA regulations throughout the duration of the project. The Contractor(s) shall post signs, not only within the property as per OSHA regulations, but, also, outside, notifying the community and other workers on the job site of construction activities. The signs and other safety measures utilized on - and for the project - shall be in adherence to OSHA standards and regulations.
20. **QUALITY CONTROL PLAN.** The burden of proof is on the contractor(s) to show that all materials, preparation, finishing and workmanship, are compliant with the project's specifications and industry standards. The Contractor(s) shall establish a quality control plan for the project and monitor the quality of work throughout the duration of the project. The Contractor(s) shall promptly correct any errors, omissions, and mistakes on the job and shall be responsible for time delays due to its/their errors, omissions, and mistakes, and/or those of its/their subcontractors.
21. **TIME MANAGEMENT.** The Contractor(s) shall create a Project Schedule and shall adhere to it for the duration of the project. It shall be the Contractor's responsibility to accelerate the project to avert any delays in the Project's schedule.

The need for extra labor, material, or equipment to accelerate the time will be at Contractor's expense. The Contractor shall submit a weekly report which will document progression of the project. Information contained in the weekly report shall include, but, is not limited to, inspections, material delivery, trades on site, and tasks completed per day in accordance with the Project's schedule submitted for job completion. The reports shall be emailed to the RDA Project Manager, Mr. Victor Sherrod, at vsherrod@co.pg.md.us.