

RANDOLPH AREA COMMUNITY DEVELOPMENT CORPORATION
JOSLYN HOUSE, RANDOLPH, VERMONT
July 19, 2018

REQUEST FOR PROPOSALS and INSTRUCTIONS TO BIDDERS
FOR CONTRACTOR SERVICES

Joslyn House, owned by the Randolph Area Community Development Corporation (RACDC), is a shared senior living facility with 20 rental units (single rooms and shared baths) located at 16 Maple Street in Randolph, Vermont. The building consists of approximately 15,000 square feet of living and common space on 4 floors, each of which is served by a sprinkler system and an elevator. The basement supports a laundry room, a recreational room, a food storage area, and the mechanical rooms. The main floor supports 8 resident rooms, a kitchen, a dining room, a living room and sun porch. The second floor supports 12 resident rooms, one of which is currently used as an office for SASH Supportive Services staff. The third floor includes an apartment for the resident care takers, and the remainder is attic space. The target population is low-to-moderate income elderly, but it may also serve the younger disabled. The facility will be occupied during the upgrades.

Representatives of RACDC will review proposals and negotiate contracts with the selected contractor(s) for the renovations described in the attached Bid Documents. Bid documents include the RFP, Scopes of Work, Specifications, Exhibits with descriptions, drawings and design details, as well as the Contractor/Owner Agreement template.

Contractors may bid on all of these items using the bid form attached. The bid form delineates between the base bid, and add-alternate work, which may be done as funds allow. We will also entertain separate bids for the HVAC work.

A general description of the work is outlined below. The work is described in greater detail in the specifications and exhibits.

ENERGY WORK.

- Windows. Installation of new windows and related framing, trim and finish work:
 - White interior & exterior fiberglass Marvin Infinity replacement windows and related framing in “new” concrete resident wing, completing the replacement of resident room windows. Note, due to the change of the location of the plane of the window in the resident wing replacements, a framing spec is available from previous installations and Marc Bourdeau of Windows & Doors by Brownell is available to consult and oversee the first window installation to ensure that they are installed in the same manner.
 - In kitchen, remove & replace door in kitchen area with larger double-hung Marvin Infinity fiberglass window 6’ over counter elevation (white interior and exterior), and remove corner vinyl window, reframe and finish inside and out to match existing finishes.
 - Marvin Infinity replacement fiberglass windows (final color TBD) in resident wing entrance and second floor sitting area.
 - Marvin Infinity replacement fiberglass windows (final color TBD) in remaining portions of the oldest wood frame portion of the building.

- HVAC: Heating & cooling system improvements described in Exhibits by Pearson & Associates. NOTE: we may wish to continue a relationship with the plumber who

installs the system, and therefore will consider using the contracted plumber for ongoing repair and maintenance of the system if proximate enough to respond quickly to need for services.

- Re-piping of heating system
- Boiler replacement
- Domestic heat pump water heater replacement
- Installation of new hard-wired thermostat system and sensors
- Cold climate heat pump systems.
- Ducting for cold climate heat system heads and related carpentry & wall repair or conduit, interior and exterior

SAFETY IMPROVEMENTS AND UPGRADES.

- Elevator upgrades & Improvements:
 - *(to be performed by Bay State Elevator– Contractor to perform “work by others” necessary & ancillary to elevator upgrades):* installation of new electronic controls and related call-button upgrades. NOTE: a variance from the state board will be required for the minimum ceiling height of the elevator machine room as it is currently 4” below the minimum 7’ height requirement. This will be obtained by the elevator company.
 - Related “work by others” including carpentry and electrical work (by Contractor).
- Exterior Upgrades & Improvements.
 - Porch & Ramp to Resident Wing described in Exhibits by Architect Ward Joyce: Removal of porch and associated handicap ramp and railing, construction of new porch and porch roof and supports, and framing for ramp (to be bid). Ramp construction and finish work to be completed by volunteers. Exhibits by Architect Ward Joyce.
 - Roofing described in Roof Exhibit.
 - Remove slate roof and replace with shingling on older wood-frame portion of house with steep pitched roof.
 - Repair or replace underlayment if necessary.
 - Install ice & shield, flashing, and replace boots, etc.
 - Evaluate chimney and provide suggested Change Order for any work necessary upon inspection.

INTERIOR UPGRADES & IMPROVEMENTS

- Resident wing bathroom upgrades:
 - Removal & replacement of vinyl floors & subfloors as needed.
 - Installation of new trim & cubbies for residents.
 - Installation of new storage cabinet or cubbies
 - Installation of new lighting fixtures with motion sensors in bathrooms
- Basement Upgrades, as indicated on sketch included:
 - Installation of motion sensors controlling lighting to different areas of the basement.
 - Removal of existing food storage area; framing and finishes for new food storage area and SASH office.
 - Frame new food storage area and SASH office.

- Installation drop ceiling in SASH office area.
- Installation of new lighting, electrical and finishes in new areas.
- Dining Room Upgrades:
 - Repair walls
 - Remove old vinyl floor covering and refinish wood floors
 - Prep & paint ceiling and walls.

The scopes of work tasks are described in more detail within the Project Specifications provided and herein attached.

The bidder, in submitting a bid, represents that the bidder has read and understands the bid documents, has visited the site, become familiar with local conditions under which the work is to be performed and has correlated the bidder's observations with the requirements of the proposed contract documents. **A bidder WALK-THROUGH is scheduled for Wednesday, July 25th, 2018 at 2:00PM and will be conducted by a representatives of the Owner, window distributor and contract architect and engineer.** All prospective bidders are encouraged to attend this meeting. Contractors unable to attend this walk-through should contact Jane Pekol (802) 728-4305 x 1002 or jane.pekol@racdc.com if they wish to request an alternative appointment for a walk-through, which may be accommodated at Owner's sole discretion.

To be eligible to bid, contractors must be licensed to do business in Vermont and have a current certificate of good standing with the Vermont Secretary of State's Office, certify that they are not debarred by the State. Contractor must agree to comply with all applicable federal, state, and local requirements and regulations. Contractor must be fully insured, (see insurance limits in contract template) and must provide owner with a certificate of insurance naming RACDC, as additional insured. The bidder, when selected as contractor, must sign the owner's Contractor-Owner Agreement (including the attachments thereto) and agree to comply with all other requirements. Contractor must be able to provide a 100 percent performance and 100 percent payment bond for the contract price.

OWNER REVIEW OF BIDS

The Owner shall have the right to reject any or all bids, or reject a bid that is in any way incomplete or irregular. The Owner shall have the right to waive informalities or irregularities in a bid received and to accept the bid that, in the Owner's judgment, is in the Owner's best interest. Bids will be reviewed and evaluated by the Owner, considering among other factors:

- Contractor integrity;
- Past performance and references;
- Qualifications and experience;
- Financial and technical resources;
- Pricing of work;
- Availability and schedule; and
- Demonstrated ability to perform successfully.

- Regarding plumbing, ability of contractor to continue to provide ongoing repair and maintenance to the system is desirable.

Note: Owner reserves the right to conduct value engineering with the lowest and most qualified bidder.

INSTRUCTIONS TO BIDDERS

To make your bid, you must use the attached BID FORM provided. Each Scope of work is specified on the form. Fill out the relevant section of the bid form. Contractors may bid all of the project, or may bid on only the roofing or HVAC portion of the Scope. Any bid not presented in the attached format may be rejected by Owner.

Contracting firms wishing to submit bids must notify the Owner and provide their company's name, business address and telephone number, so that they can be properly notified of addenda and any changes in bid date or time. (Contact Jane Pekol, RACDC, (802) 728-4305, jane@racdc.com.) Interpretations, corrections, substitutions, and changes of the bid documents will be made by written addendum (only) issued by the Owner or Owner's representative. Interpretations, corrections, substitutions, and changes of the bid documents made in any other manner will not be binding, and bidders shall not rely upon them.

Proposals shall be:

- dated and signed by a principal of the business duly authorized to make contracts, include evidence of bonding; and
- enclosed in a sealed envelope and bear the bidder's name and marked "Proposal for Joslyn House"

Please submit your proposal delivered by hand or mailed to the Business Office of RACDC located in the basement of the Bar Harbor Bank, 21 North Main Street, Randolph Vermont or mail to RACDC, P.O. Box 409, Randolph, Vermont 05060. **Proposals are due no later than Wednesday, August 15th, 2018 at Noon.** No extension of the bidding period will be made except as notified in writing by Owner. The bidder shall assume responsibility for timely delivery at the location designated for receipt of bids. No other means of bidding other than the above is acceptable; oral, telephonic or telegraphic proposals will not be accepted. Local, woman- and minority-owned business are encouraged to bid and General Contractors are encouraged to reach out to woman- and minority-owned business and local contractors, as appropriate, for sub-contracting.

Questions: Please refer any questions in writing to Julie Iffland at director@racdc.com and Jane Pekol at jane@racdc.com no later than August 1st, 2018 at 5pm. We will have answers back by the end of day, Friday, August 3rd.

Bid documents are available for download at no cost from RACDC's website at the following url: www.racdc.com/JH-Bid. You may also request a printed copy for a fee of \$25.00, payable to RACDC. Any change to the Bid Documents during the bid period will be made via addenda, and posted to the same web page. Contractors attending the walk-through who enter their email address on the sign-up sheet will be notified of the changes.

The Owner, RACDC, is an equal opportunity employer, lender and housing provider.

END OF RFP AND INSTRUCTIONS TO BIDDERS