



REQUEST FOR PROPOSALS

FOR THE

Waterville Public Library Ramp Demolition and New Egress Stairs

February 2022

**CITY OF WATERVILLE
WATERVILLE, MAINE 04901**

PROJECT

The City of Waterville is seeking proposals for removal of the Elm St ramp, the construction of new concrete stairs, door replacement, sitework and other incidental work at the Waterville Public Library. The project will generally follow the attached plans and specifications as prepared by OPAL. If this RFP contradicts the attached plans and specifications, this RFP will prevail.

PROPOSED SCOPE OF SERVICES

The successful General Contractor will perform the following scope of work:

1. Secure the site with a construction fence
2. Demolish the existing concrete ramp to the limits shown
3. Construct new cast in place concrete egress stairs
4. F&I new steel handrails
5. F&I new exterior door
6. All sitework as shown
7. All landscaping as shown as part of Base Bid
8. All miscellaneous and incidental work as shown on the project plans and specifications

PROJECT TIMELINE

January 12, 2022

Advertisement / Request for Proposals

January 20, 2022

11:00 am. A mandatory pre-bid meeting will be held on site on this date and time. Any general contractor not attending this meeting will not be allowed to bid on this project as a general contractor. Contractors will be allowed access to all areas that can be accessed without staging or an aerial lift. Contractors are welcome to provide their own access to areas of the building for further inspection. All questions asked at this meeting, whether answered on site or at a later date, will be issued to all bidders as an addendum and will become part of these contract documents.

January 26, 2022

Deadline to receive questions. All questions shall be submitted (in writing) to:

Andrew J. McPherson, P.E., City Engineer at: amcpherson@waterville-me.gov on or before this date.

- February 2, 2022** **RFP proposals due by 2:00PM.** Proposals shall be sealed and either mailed or hand delivered to:
- City of Waterville
1 Common Street
Waterville, Maine 04901
- On the envelope, label: BID “RFP For Waterville Public Library Ramp Demolition and New Egress Stairs”. Contract WAT2022-001.”
- February 8, 2022** **Contract recommendations will be presented to the Waterville City Council at the regular Council meeting for recommendation of award.**
- February 10, 2022** **Contract to be issued based on Council’s approval.**
- February 17, 2022** **Contractor to provide certificates of insurance, Performance and Payment bonds, as well as two copies of the signed contract agreement to the City of Waterville.**
- March 3, 2022** **A preconstruction meeting will be held with the General Contractor and the City of Waterville.**
- March 4, 2022** **Contractor will be issued a “Notice to Proceed”**
- September 30, 2022** **Contract Substantial Completion Date**
- October 15, 2022** **Contract Final Completion Date**
- The construction duration will be limited to 90 consecutive calendar days. The contractor will choose the 90-day on-site window in which they will work. This can be anytime between March 4th, 2022, and September 30th, 2022. Site visits for planning, submittals, and other office related work will not count towards the 90 consecutive calendar days.**

WARRANTY

The project shall have a minimum of a 1-year warranty, which shall commence on the date of final acceptance from the City. Other material warranties will also apply.

BONDING & INSURANCE

BONDING – A bid bond is not required. The successful contractor will be required to furnish a 100% performance bond and a 100% payment bond for the full amount of the contract from an underwriter approved by the City of Waterville.

INSURANCE – The successful bidder shall furnish a Certificate of Insurance under the terms contained in the City of Waterville General Conditions section of this contract. The City of Waterville will be listed as additional insured.

CITY PROVIDED SERVICES

The City will provide access to the building as required and agreed upon by the City and the General Contractor (GC). The City will provide electricity and water, as needed, for the GC's use on this contract, according to the terms of the attached General Conditions. The General Contractor will be responsible for installing any temporary outlets or hose bibs needed for construction and will be responsible for removing the same and restoring the area to pre-construction condition.

The City of Waterville reserves the right to accept or reject any and all proposals for any reason and to award the contract to any contractor if the City feels the award is in the best interest of the City of Waterville.

Proposals shall be sent / delivered to:

Andrew J. McPherson, P.E.
City Engineer
Waterville City Hall
1 Common Street
Waterville, ME 04901

Tel. 207-680-4232
Fax. 207-680-4234

amcpherson@waterville-me.gov

Proposal Submission & Due Date:

All proposals shall be received by the City of Waterville no later than **2:00 PM on February 2, 2022** at which time they will be opened and read aloud. Proposals received after the date and time specified above will not be considered.

- Faxed or E-mailed proposals will not be accepted.
- **Two (2) hard copies** of each bid proposal required with bid.
- A list of past, completed projects and a list of at least three (3) references shall be attached to each bid proposal.

Contact for questions:

Andrew J. McPherson, P.E., City Engineer
City of Waterville
1 Common Street
Waterville, Maine 04901

Tel. 207-680-4232
Fax. 207-680-4234
E-mail: amcpherson@waterville-me.gov

Bid Form:

The bidder will fill out the following bid form completely using numerals and written words for bid prices and totals. All bid items must be filled in completely. If any item is left blank the City may reject the bid as incomplete. The bidder will refer to the PROPOSED SCOPE OF SERVICES section of this document for the detailed bid item scope of work.

Item 1. Demolish existing library ramp, construct new egress stairs, replace door, landscape site as shown. – Lump Sum

Bid total in Words _____ Bid total in Figures _____

Item 2. Deduct Alternate. Deduct landscape plantings. Loam and seed site – Lump Sum

Bid total in Words _____ Bid total in Figures _____

Contract award may be based on Bid Item 1 or the combination of Bid Item 1 and Bid Item 2.

Contract documents include this RFP, City of Waterville Construction Contract General Conditions, and the plans and specifications documents provided by project architect OPAL Global, LLC.

CONTRACTOR:

Name: _____

Signature: _____

Title: _____

Date: _____

OWNER: City of Waterville

Authorized Name: _____

Authorized Signature: _____

Title: _____

Date: _____

City of Waterville

Construction Contract General Conditions

- A. Insurance. The General Contractor will provide a signed, valid, and enforceable Certificate of Insurance for all construction projects on City property. All Certificates of Insurance will be by insurance companies licensed to do business in the State of Maine. All insurance policies must be approved by the City of Waterville before the GC is allowed to start work on any City projects on City of Waterville property. Policies will name the City of Waterville as “Additional Insured”.

The General Contractor and all subcontractors shall carry a Workers’ Compensation insurance policy acceptable to the City of Waterville.

All General Contractors and Subcontractors shall carry commercial general liability insurance in an amount not less than \$1,000,000 per occurrence and \$2,000,000 in aggregate. Other insurance or larger policies may be required on certain projects. These requirements will be spelled out in Supplemental General Conditions particular to certain construction projects.

- B. Contractor furnished items. The General Contractor on all City of Waterville construction projects, unless otherwise noted in the Contract Specifications, shall furnish the following items and services:
1. Portable toilets in sufficient numbers to accommodate the number of employees working on site employed by the General Contractor and all of its subcontractors.
 2. Electricity required beyond that readily available at the construction location. The GC and subcontractors will be allowed to access the City of Waterville’s 110/220 electrical service if available on site. The GC will be responsible for all other electrical supply required during the course of construction including paying for service installation and removal and monthly electric bills.
 3. Water. The GC will be allowed to use City water only to the extent that it is available from a City owned faucet or hose bib. Other water requirements will be furnished and paid for by the GC. If public water is required, the General Contractor will coordinate this with the Kennebec Water District.
 4. Rubbish removal. The GC will be responsible for all trash and debris removal from the project. The GC will not be allowed to use any City owned dumpsters or garbage cans. All costs associated with trash and debris removal and project clean-up, on- going and final, will be the responsibility of the General Contractor.
 5. Security. The General Contractor will be responsible for securing the jobsite and for securing the City owned premises from which they are working to provide a security system as secure or more secure than before the start of construction.
 6. Snow removal. The GC shall be responsible for snow removal within the construction and staging limits of the project.
 7. Landscape protection. The GC shall be responsible for protecting and maintaining all trees, shrubs, appurtenances, and grasses scheduled to remain. This includes adequate grass mowing within the construction and staging limits.
 8. Storm Drainage. The GC shall be responsible for maintaining storm drainage throughout the project and staging limits for the duration of the project. The Contractor will follow the guidelines in the latest edition of the Maine DEP Best Management Practices for Erosion and Sedimentation Control.
 9. Weather protection. The General Contractor will be responsible for the weather protection of all construction and staging areas, all construction materials stored on site, and all adjacent City property
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impacted by the construction project. The Contractor shall maintain all existing structures and other facilities in a "water-tight" condition.

10. Workers and equipment. The General Contractor shall provide at all times during the construction process adequate workers and equipment to safely and efficiently complete the construction project within the time allotted by the construction contract.
11. Liquidated damages. The General Contractor shall pay the following Liquidated Damages for each calendar day the contract has not been completed per the original completion date or the new completion date as established by change order:
 - a. Contracts under \$50,000.00 \$200/calendar day
 - b. Contracts from \$50,000 to \$500,000 \$350/calendar day
 - c. Contracts from \$500,000 to \$2,000,000 \$500.00/calendar day
 - d. Contracts over \$2,000,000 \$1000/calendar day

Other supplemental liquidated damages may be applied to any project and will be spelled out in the bid documents.

- C. Contractor Payments. The General Contractor will invoice the City of Waterville once per month for work completed. The City of Waterville will pay the GC no later than 30 days after receiving an approved invoice for work performed. Retainage will be held in the amount of 10% of each invoice until the project reaching substantial completion. Upon substantial completion, the retainage held will be reduced to 5%. The remaining retainage, 5% of the amount earned to date, will be paid to the contractor upon final completion.
 - D. Final Completion. Final completion will be determined when all the following, when applicable, have been completed or supplied to the City of Waterville:
 1. All work is 100% complete
 2. All warranties have been provided
 3. All spare parts have been provided
 4. Any required owner training has been provided
 5. All required City departments have signed off including Fire, police, and code enforcement
 6. All utilities have signed off
 7. All required Release of Lien forms have been received from the General Contractor, subcontractors, and suppliers.
 - E. Change orders. No extra work will be performed by the contractor without a written change order from the City of Waterville.
 - F. As-built drawings. The Contractor will provide as-built drawings to the City of Waterville. The as-built drawings can be paper or electronic and will show, at a minimum, the work performed, dimensions of work, material used, all contractors and subcontractors that participated on the project, and other pertinent information typically listed on construction as-built drawings.
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