

MADISON COUNTY REQUEST FOR PROPOSALS

Construction at the Madison County Administrative Building

September 8, 2014

Introduction: The Madison County Board of Supervisors is soliciting proposals for roof alterations to the Madison County administrative building located at 414 N. Main Street, Madison, Virginia.

Scope of Work:

1. Construct a new roof over the existing roof of the Administrative Building (approximately 4,129 sq. ft. of floor area) and construct an approximate 477 sq. ft. covered porch with accessible walkway as outlined in the construction drawings.
2. Remove and replace existing walkways as required to make an ADA compliant accessible route with a continuous slope from the parking lot to the building entrance.
3. Install recessed ceiling and exterior emergency egress lighting as outlined in the construction drawings for the covered porch entry way.

Construction Specifications:

- A. Rafter framing shall be AFL 16" 1.6E manufactured by Blue Linx and installed strictly in accordance with the manufacturers and Engineer's specifications. The bottom of rafters shall be laterally braced at 8' 0" O.C. All LVL beams to have 1.9 E or better and shall be installed in accordance with the manufacturers and Engineer's specifications. All other framing shall be #2 SPF or better unless otherwise specified. Roof sheathing shall be 5/8" OSB and new roof slope shall have a 5:12 pitch. The flat portion of the existing Auditorium roof shall be framed to code to match the existing roof pitch and receive new Galvalume roofing. Provide attic access to all accessible attic spaces of the structure and provide openings to ensure proper ventilation from the existing attic space to the new attic space. Coordinate access openings with owner.
- B. Simpson LSTA 21 strap to be installed at ridge of each 16" AFL rafter. Simpson H-3 clip to be installed at each bearing point of each 16" AFL rafter.
- C. 2" X 8" syp plate to be anchored to existing CMU block bond beam with 1/2" X 6" galvanized anchor bolts with epoxy.
- D. 2" X 12" blocking to be installed between each 16" AFL rafter at bearing points. 2" X 4" X 4'-0" rafter tails to be fastened to each 16" AFL rafter with 16d nails staggered. Install 2" X 6" sub fascia with a white aluminum wrap. Install 2" X 4" blocking over existing brick veneer and cover with 1" X 8" Azek trim board. Soffit shall be 2" aluminum soffit vent with 1/2"x5 1/2" Azek beadboard tongue and groove or equivalent. Crown molding shall be 3 5/8 "composite. Paint all surfaces to match existing building.
- E. Install new gutters and downspouts to match existing with approved storm drainage piping to daylight away from the structure to an approved location as determined by the owner.

- F. Install 2" X 6" stud knee walls with 2" X 4" lateral bracing equally spaced and 2" X 6" diagonal bracing. Knee walls shall have a single 2 X 8 bottom plate fastened to existing CMU bearing walls and double top plate fastened to 16" AFL rafters. Install (3) 13/4" x 91/4" LVL beam over openings in corridor as shown on the construction plans.
- G. Install 6" X 6" syp post laminated with 3/4" CDX plywood (2 sides) to support (4) 16" LVL beams with bearing plate under 16" AFL rafters over the Commissioner of the Revenue's office. Install 2"x4" strut 32" O.C. from rafter to LVL beam. Attach LVL beam to 6" X 6" syp post with Simpson LST 149 post to beam connector. Attach 6" X 6" syp post to concrete bond beam with Sturdi-Wall SW-66 anchor fastened with 5'8" X 4" anchor bolts and epoxy. Attach Sturdi-Wall anchor to post with (2) 1/2" bolts, nuts and washers.
- H. Install 1/2" drywall fastened to 2" X 4" framing 24" O.C. to draftstop attic space every 3,000 sq. ft. maximum. Provide a minimum 22" X 48" access door in draftstop walls. Access door shall be self-closing and self-latching.
- I. Porch framing shall consist of 2" X 6" ceiling joist 16" O.C. and (3) 2" X 10" syp beam supported by 8" composite structural columns. Column shall be anchored to concrete and 2" X 10" beam with Simpson 1/2" ATR as specified in attachment to the construction plans. Column footings shall be 24" X 24" X 12" concrete with #4 rebar 8" O.C. each way 24" minimum below grade. Turned down 4" concrete slab shall have a 4" crushed stone base and 6" X 6" #10 welded wire reinforcement.
- J. Porch ceiling shall consist of AZEK or equivalent tongue and groove vented material with 3 5/8" composite crown molding.
- K. Roof covering shall consist of 26 gauge Galvalume standing mechanically seamed metal with a Kynar paint to match adjoining Kemper Mansion roof with a 35 year minimum warranty. Matching snow guards to be installed in accordance with manufacturer's recommended spacing and installation specifications.
 - Option 1- provide quote to replace existing metal roofing over the Auditorium with new 26 gauge Galvalume and ridge vent. Existing roof decking shall be prepared to manufacturer's recommendations
 - Option 2- provide quote to remove existing roof over the Auditorium, prepare the existing sub-sheathing to manufacturer's recommendations, and install 24 gauge Galvalume metal roof with ridge vent over the entire structure.
- L. Remove existing skylights, insulate with a minimum R-38 insulation and finish interior spaces to match existing ceiling.
- M. Extending plumbing vent stacks to a minimum of 16" above finish roof at rear section with flashing boots to match roof covering. Extend bath exhaust ducts and vent through new roof structure at rear section of roof as required. Bath exhaust and vent boots shall be compatible with new Galvalume metal roofing.
- N. Install a continuous Galvalume ridge vent on the newly installed metal roof.
- O. Gable ends shall be sheathed with 7/16" OSB sheathing covered with Tyvek and fiber cement siding. Install 24" diameter composite louver in East facing gable.
- P. All concrete shall have a minimum compressive strength of 3500 psi and be air entrained.

- Q. Asbestos inspection and abatement (if required) will be the responsibility of Madison County and awarded under a separate contract. The building contractor shall be required to coordinate with any required abatement during the construction process.

SPECIFIC REQUIREMENTS

- The construction area adjoins the active Madison County Administrative Building and it will be the contractor's responsibility to minimize any interruption of the facility's operation and provide for the safety of the public and staff. Safety fencing shall be installed by the contractor as required to protect the public. Access to and egress from the structure shall be maintained during normal working hours. Construction debris shall be removed to an approved storage container daily. The owner will provide a designated staging area for material and storage. Contractor shall re-seed and stabilize all disturbed areas on the property.
- The contractor shall provide sufficient manpower to "dry-in" the structure in a timely manner to negate weather damage to the structure and offices below. The only portions of the existing roof to be removed are the specific areas required at bearing points for attachment to the existing structure and any other area that interferes with the installation of the new rafters. The contractor will be required to repair and correct any damages to the structure and equipment below at no additional cost to Madison County.
- All work shall be performed in accordance with the Virginia Uniform Statewide Building Code and all applicable town, county, state and federal regulations. Contractor is responsible to comply with all OSHA regulations.
- Construction plans for review may be obtained at the Madison County Administrator's Office located at 302 Thrift Road, Madison, VA. A \$20.00 fee is required for each set of plans obtained.
- A mandatory pre-bid meeting be held September 22, 2014 at 10:00 A.M. at the Madison County Administrative Building located at 414 North Main, Madison, Va.
- The contractor is responsible to obtain all permits from the Madison County Building Official's Department and the Madison Town Office. All County permit fees will be waived by Madison County.
- The successful bidder will be required to commence work within 40 days of award of contract and construction shall be substantially complete within 45 days of commencement of work. Construction will not be permitted to take place on Election Day November 4, 2014.
- The bidders, contractors and all subcontractors shall be properly licensed in accordance with the Virginia Board of Contractors regulations and provide the county with their contractor's license with their bid. Bidders shall provide at least 3 three references and examples of completed jobs of similar scope and value.

OPTIONS TO BE INCLUDED IN BID

Bidders shall provide quotes for the following options for this project:

Option 1- provide quote to replace existing metal roofing over Auditorium with a new 26 gauge Galvalume and ridge vent. The existing roof decking shall be prepared in accordance with the roof manufacturer's recommendations.

Option 2- provide quote to remove existing roof over the Auditorium, prepare the existing sub-sheathing to the roof manufacturer's recommendations, and install 24 gauge Galvalume metal roof with ridge vent over the entire structure.

GENERAL INSTRUCTIONS AND CONDITIONS

New Equipment of Current Production

Except as stated otherwise, the County requires that all materials and parts provided by the Contractor be new, undamaged and unblemished equipment of the latest design or model, of appropriate design, and in current production.

BIDDERS QUALIFICATIONS AND REQUIREMENTS

Certification of No Collusion

All Bidders shall certify that their bid has been prepared and submitted without any previous understanding, agreements or connections, with any persons, firm or corporation submitting a bid for this project, and that the bid is in all respects fair, and without collusion or fraud.

Employment Discrimination Prohibited

Bidders must affirm and shall certify by signing their bid document that they fully comply with Title VI and Title VII of the Civil Rights Act of 1964 and all other regulations promulgated there under.

Insurance

By signing and submitting a bid under this solicitation, the Bidders certifies that it has, and will have at the time of contract award, insurance coverage as required in this section. The Bidders further certifies that it, and any subcontractors it engages will maintain such insurance coverage during the entire term of the contract (Code of Virginia §§ 11 – 46.3 and 65.2 - 800 et seq.) and that all insurance coverage will be provided by companies authorized by the Virginia State Corporation Commission to sell insurance in Virginia.

Insurance Coverage and Limits Required:

Worker's Compensation - Statutory requirements and benefits Employer's Liability - \$500,000

Commercial General Liability - \$2,000,000 combined single unit

Automobile Liability - \$500,000 per occurrence/\$1,000,000 aggregate
(For each vehicle of the contractor, its agents or employees)

Property Insurance – Full replacement cost

County Due Diligence

The County retains the right to require additional information from each Bidders and to conduct necessary investigations to determine reliability and suitability for intended use of products offered, to verify the

performance of the Bidders in similar installations, and to determine the accuracy of information contained in each Bidder's bid. Bidders may be required to provide clarification or submit answers to follow up questions regarding their bid. All such communications shall be made formally, and documented in writing. Bidders may be asked to make an oral presentation, which must be followed by a written submission to the County of information provided or representations made. Under no circumstances shall the County accept any representations orally, which are not documented in writing, whether or not considered confidential, privileged, or proprietary.

BID CLARIFICATION OR INTERPRETATION

Any Prospective Bidder that finds errors, omissions, discrepancies or ambiguities in the bid should notify the County and request clarification. Bidders requesting clarification, interpretation of, or improvements to the general terms, conditions, scope of services, etc. shall submit a written request which must reach the County by 5:00 pm at least seven calendar days prior to the date set for the receipt of bids. Any changes to the bid shall be in the form of a written addendum from the County prior to the bid submission date, and all Potential Bidders of record will be notified and provided ample opportunity to respond. All issued addenda will become a part of the bid. Each Bidders shall be responsible for determining that all issued addenda have been received before submitting a bid and acknowledge their receipt as part of the bid submitted.

BID SUBMISSION REQUIREMENTS

Time of Receipt of Bids

In order to be considered all bids must be submitted in writing no later than 4:00 PM (EDT) on September 29, 2014 at which time, all bids received will be opened and read publicly. No bid will be accepted after the official time and date. Responses that are not hand delivered should allow for delivery time to ensure timely receipt. The proper and timely delivery of bids to the address above on or before the specified time and date is solely and strictly the responsibility of the Bidders. The County will in no way be responsible for delays caused by any occurrence. The time bids are received shall be determined by the clock in the County's Office.

Authorized Signature

Bids shall be signed only by person(s) legally authorized to bind the Bidders to a contract. If the Bidder is a firm or corporation, the name and official title of the individual authorized to execute the bid must be printed in the signature area. Bids submitted by corporations shall further submit the state of incorporation, and affix a corporate seal. Unsigned Bids will be rejected without further review or consideration.

Completeness of Bids

All information requested of Bidders should be included in the original submission. Failure to submit all information requested may result in the County declaring the entire Bid non-responsive, or requiring prompt submission of missing information as a clarification. The intent is to prevent the inadvertent omission of minor information which is critical to the evaluation of this procurement from disqualifying an otherwise complete, compliant and competitive bid. In no event shall the submission of missing information be allowed to provide an advantage to any Bidders, allow revision or delayed submission of pricing information, or result in substantive changes to the bid. With the exception of the Bidder's authorized signature, all information submitted including prices should be typed to ensure legibility.

Changes to Bids

All erasures, alterations, interpolations, interlineations, or other changes in the bid shall be initialed by the person who signed the bid. Where information is ambiguous, in error or conflict, its interpretation shall be that which is most advantageous to the County. No changes to bids will be permitted by the Bidders after the opening. Unit pricing will prevail in the event an error is made in computations.

Bidder's Understanding of the Scope of Work

By submitting a bid in response to this solicitation, the Bidders represents it has read and understands the Scope of Work and has familiarized itself with all federal, state, and local laws, ordinances, and rules and regulations that in any manner may affect the cost, progress, or performance of the contract work. Any clarifications or exceptions taken by the Bidders must be clearly described in a point-by-point bid response.

Bidders' Due Diligence Obligation

The failure or omission of any Bidders to receive or examine any form, instrument, addendum, or other documents, or to acquaint itself with site conditions, shall in no way relieve any Bidders from any obligations with respect to its bid or to the Contract. By the submission of a bid, Bidders signify that they are fully informed of the bid requirements, character, and extent for supplies, materials, equipment and services necessary to meet the requirements of this specification in accordance with all documents constituting the BID and shall comply satisfactorily with the contract requirements. Negligence or error on the part of any Bidders in preparing its bid confers no right of withdrawal or modification of their bid after the submission deadline. Sureties and principals are advised that the County is not required to give consideration to any "plea of error" in preparation of the bid.

ACCEPTANCE OF BIDS

All bids received on time shall be accepted. All late bids shall be returned to the Bidders unopened.

SELECTION PROCESS

Bids will be opened and read at the appointed hour but the County reserves the right to perform additional review and evaluation of materials prior to a final determination and award. Contracts will be awarded as promptly as possible after the closing date. Award will be made based on the lowest priced compliant bid, within the constraints of available funding and schedule after contact with the references submitted. In the unlikely event that two bids have the same offered price, and are both considered the lowest compliant submission, preference shall be given to goods, services and construction products in the Commonwealth of Virginia or provided by Virginia persons, firms or corporations, if such a choice is available; otherwise the tie shall be decided by lot. The County requires that the bids and their price remain firm for 120 days after the date of opening. At the end of that period, bids may be extended by Bidders for an additional 120 days at the request of the County if an award is expected.

Competitive Negotiations and Award

Competitive negotiations shall be initiated if the lowest bid price exceeds available funding.

INFORMATION TO BE FURNISHED BY BIDDERS

Point of Contact Required

The Bidders shall clearly identify the single point of contact for information concerning the bid submitted. A contact name, address, facsimile and telephone numbers shall be supplied.

PROJECT SCHEDULE

The Bidders shall submit with its bid, a preliminary schedule that shows the order in which the Bidders proposes to carry out the work, with dates on which the Bidders will begin and complete each distinct task segment of the work. The Successful Contractor shall provide a breakdown of the costs of each operable phasing of the work.

WARRANTY, SERVICE, AND MAINTENANCE

The Bidders shall include in this section a copy of the warranty for the materials and work. This section shall include the requested information regarding all sub-contractors proposed to perform installation, and warranty service.

AWARD OF THE CONTRACT

The County reserves the right to reject any or all bids and to waive any informality. The Successful Contractor shall, within 7 calendar days after prescribed documents are presented for signature, execute and deliver to the County, the contract forms.

ASSIGNMENT OF CONTRACT

The Successful Contractor shall not assign, transfer, convey, sublet, or otherwise dispose of the contract or his right, title, or interest therein, without the written consent of The County. The County may withhold such consent at its sole discretion.

CONTRACT PERIOD

A contract for this procurement will be executed between Madison and the Bidders for the period of performance through the negotiated and approved schedule.

TERMINATION OF CONTRACT

The County reserves the right to terminate the contract/purchase order immediately in the event that the Contractor discontinues or abandons operations; if adjudged bankrupt, or is reorganized under any bankruptcy law; or fails to keep in force any required insurance policies. Failure of the Bidders to comply with any section or part of the resulting Contract/Purchase Order will be considered grounds for immediate termination of the Contract/Purchase Order by the County.

CONTRACTOR'S PERFORMANCE

The Contractor agrees and covenants that its agents and employees shall comply with all City, State and Federal laws, rules and regulations applicable to the business to be conducted under the contract. The Contractor shall ensure that its employees observe and exercise all necessary care, caution and discretion so

as to avoid injury to any person or loss or damage to property of any and all kinds. The Contractor shall cooperate with County's officials in coordinating and performing the work so that interference to or disruption of normal services and activities will be held to a minimum.

EQUAL EMPLOYMENT OPPORTUNITY

Any Contractor, which performs any work or supplies any equipment under this contract, shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, handicap or natural origin, except where it is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause. All solicitations or advertisements for employees placed by or on behalf of the Contractor shall state that such Contractor is an equal opportunity employer. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section. During the performance of this contract, the Contractor shall include the provisions of the foregoing paragraphs in every subcontract or purchase order for \$10,000 or more so that the provisions will be binding upon each subcontractor or vendor.

MINORITY BUSINESS OPPORTUNITY AND PARTICIPATION

The County desires that minority business enterprises have the maximum opportunity to participate in the performance of this contract and will:

- Promote affirmatively (where feasible), the procurement of goods, services in connection with construction projects for minority owned business enterprises.
- Ensure that competitive and equitable bidding opportunities are followed to afford minority business enterprises participation. Strive to award contracts and subcontracts to minority business enterprises.
- Identify and communicate to the minority business enterprises community procedures and contract requirements necessary for procurement of goods and services for construction projects and subcontracts.
- Promulgate and enforce contractual requirements that the general contractor or all construction projects shall exercise all necessary and reasonable steps to ensure that minority business enterprises participate in the work required in such construction contracts.

The Contractor shall exercise all necessary and reasonable steps to ensure that Minority Business Enterprises and Women Business Enterprises participate in the work required in this contract. The Bidders agrees that by executing a contract for this solicitation that he/she will exercise all necessary and reasonable steps to ensure compliance with the special provision contained herein for Minority Business Enterprise. The Successful Contractor shall include this special provision, Minority Business Enterprise (MBE), in all subcontracts for this contract. Failure on the part of the Contractor to carry out the requirements set forth in the special provision may constitute a breach of contract and after proper notification may result in termination of the contract or other appropriate remedy.

PAYMENTS

Invoices and billing inquiries shall be directed to: Ernie Hoch, County Administrator at 302 Thrift Road Madison, Va 22727

Payment will be rendered to the Contractor for satisfactory compliance with the Contract within thirty (30) days after completion of the related work and receipt of a proper invoice. Payment shall not preclude the County from making a claim for adjustment on any item later found not to have been in accordance with General Conditions and Specifications. Final payment will be made after delivery and installation or construction, execution of all required work, inspection of the stated work and materials, submission of as-built documentation, and the receipt of a proper invoice. Any retainage which is due to the Contractor will be included with the final payment.

AUDITING

The County's personnel or agents may perform in-progress and post-construction audits of the Contractors' records as a result of a Contract awarded pursuant to this bid. Contractors' Files shall be available on demand and without notice during normal working hours.

APPLICABLE LAWS AND COURTS

This bid and any resulting agreements shall be subject to any regulations, and governed in all respects by the laws and courts of the Commonwealth of Virginia. Any litigation with respect thereto shall be brought only in the courts of the Commonwealth of Virginia with sole jurisdiction in the Circuit Court of Madison.

INSURANCE REQUIREMENTS

The Contractor shall maintain insurance to protect itself and the County from claims under the Workers' Compensation Act, and from any other claim for damages for personal injury, including death, and for damages to property which may arise from operations under this Contract, whether such operations be by itself or by any subcontractor or anyone directly employed by either of them. Such insurance shall conform to the requirements listed here, and shall be kept in force for the duration of the contract period. The Contractor shall provide a certificate of insurance indicating the following coverage:

Workers' Compensation: Per Statutory Requirements with a limit of at least \$500,000.

Employer's Liability \$1,000,000

Commercial General Liability: \$2,000,000

Automobile Liability Per Statutory Requirements with a limit of at least \$1,000,000 per occurrence

Umbrella liability limit of at least \$2,000,000.

Madison is to be named as additional insured with respect to the services to be procured. This coverage is to include Premises/Operations Liability, Product and Completed operations Coverage, Independent Contractor's Liability, Owner's and Contractor's Protective Liability and Personal Injury Liability.

INDEMNIFICATION

Bidders, by their submission of a Bid, agree that the decisions of the County are final and shall hold harmless Madison , its supervisors, employees, and consultants from any claims, damages and actions of any kind or nature whether at law or in equity as a result of having secured the contract. The Contractor shall maintain such personal injury and property damage liability insurance as necessary to protect itself from claims arising out of the performance on this contract. The Contractor shall indemnify and hold harmless The County, its officers, agents, employees, and designated representatives from any and all claims, suits, actions, liabilities, and costs of any kind caused by or arising from the performance of the contract. Nothing contained herein shall be deemed as an express or implied waiver of the sovereign immunity of the County.

TAXES

The Contractor shall be responsible to pay all , city, state and federal sales, consumer, or use taxes required by law enacted for the location of the work to be performed at the time of contract execution and resulting from the work or traceable thereto, under whatever name levied. Said taxes shall not be in addition to the Contract price, as the taxes are an obligation of the Contractor and not of the Purchaser, who shall be held harmless for same by the Contractor.

REJECTION OF BIDS

Madison reserves the right to reject any and all proposals received as a result of this bid, and to cancel this solicitation if doing so would be in the public interest. The County reserves the right to accept a proposal or proposals in whole or in part. The selected Contractor shall be held to the terms submitted in its proposal, but may be required to reduce costs depending upon services that the County may determine to be unnecessary or for which the county decides to assume responsibility.

Bids are due September 29, 2014 before 4:00 pm by hand or courier at 302 Thrift Road, Madison VA 22727

Base Bid: _____

Option 1: _____

Option 2: _____

Company: _____

Address: _____

Telephone: _____

E-Mail: _____

Contractor License Number: _____

Insurance Certificate Attached: _____

Authorized Company Officer: _____

Signature _____ **Date:** _____