

BID AND PROPOSAL INVITATION:

Section 0100 - Invitation for Bids

Sealed bids will be received by the St. Thomas Community Health Center, Inc. until 2:00 PM on May 17, 2022. Bids shall include qualification statements and price for the furnishing of all labor and materials and performing all work necessary for the repairs, refurbishing, and rehabilitation of the existing historic building of approximately 6000 SF located at 2000 Magazine Street in New Orleans, Louisiana. The work also consists of the repairs, re-surfacing, re-stripping, and re-fencing of the associated asphalt parking lot of approximately 30,000 SF located across the street at 1017 St Andrew Street.

Summary:

The work entails new vinyl flooring, new baseboards, new cabinetry, new ceilings, new doors new hardware, re-painting, floor framing repairs, and miscellaneous repairs to the existing building. Exterior walls will remain in place and new interior walls will be constructed. Electrical component/lighting/device replacement, mechanical equipment/component replacement, and plumbing fixture/connection replacement will be included in the scope of work. Electrical, mechanical, plumbing, fire alarm, and sprinkler work will be . All work shall be complete with all materials, labor, permits, taxes, etc.

Scope of Work will include necessary demolition work to complete the new work.

Schedule: (tentative only)

Initial IFB: May 3, 2022

Receive sealed bids at St Thomas CHC until May 17, 2022

“Construction Contract” signing and Notification to Proceed: TBD

180 days to complete construction

Substantial Completion of Construction: TBD

Three (3) hard copies of the bid shall be submitted and shall be in a sealed opaque envelope with the name, address and contractor’s license # on the front. It shall also include on the front cover “Sealed Bid – St Thomas Health Clinic 2000 Magazine and 1017 St Andrew”, along with the date. E-mail or fax will not be accepted.

Section 0200 - Selection Process:

Bidders with proven and demonstrated capabilities to perform this scope of work for healthcare facilities and in rehabilitating historic structures in the last five (5) years will be considered for the project. All information as stipulated on the Bid Form and in the Contractor’s Qualification Statement (Bid Requirements) will be used in evaluating the Bidders. The Owner reserves the right to review qualifications and determine if Bidders have sufficient capacity to complete the work on time and within budget (a responsibility determination as discussed below) prior to award of the contract.

After bids/proposals/qualifications are received, the owner will review and evaluate them privately based on a selection process as directed by the owner. Price shall be the predominant but not the only factor used by Owner in its evaluation. Once a selection has been made, the Owner anticipates entering into a final contract for construction costs, provided that those costs are in compliance with the negotiated budget. As this contract is federally-funded, the resulting contract shall include all required provisions found in the applicable federal grant regulations (45 C.F.R. part 75).

The Board of Trustees of St. Thomas Community Health Clinic reserves the right to reject any and all bids and to waive any formality before or after bid opening. No bidder may withdraw his bid for a period of sixty (60) days after date set for opening thereof.

Section 0300 - Instructions to Bidders

PROJECT: Refurbishing and Rehabilitation of the 2000 Magazine Street Building and the work also consists of the repairs, re-surfacing, re-striping, and re-fencing of the associated asphalt parking lot of approx 30,000SF located across the street at 1017 St Andrew Street.

- A. IFBs/PROPOSALS: Bids must be in accordance with these instructions and those requirements set forth in the "Bid and Proposal Invitation" in order to receive considerations.
- B. CONTRACT DOCUMENTS: Documents include the design development drawings. The Design Development Drawings are preliminary only and shall not be construed as completed construction documents to provide the work. Architectural and engineering construction documents will be completed collectively with the Architect, the selected contractor and his engineering consultants during the Pre-Construction Services time frame.
- C. EXAMINATION OF DOCUMENTS AND SITE: Bidders shall carefully examine the existing plans and drawings of the historic building and parking lot site to obtain first-hand knowledge of the scope and the conditions of the Work. Each Contractor, Subcontractor, and Sub-subcontractor, by submitting a proposal to perform any portion of the Work, represents and warrants that he has examined the Drawings, and the site of the Work, and from his own investigation, has satisfied himself as to the scope, accessibility, nature and location of the Work, the character and extent of other work to be performed, the local conditions, labor availability, practices and jurisdictions and other circumstances that may affect the performance of the Work. No additional compensation will be allowed by the Owner for the failure of such Contractor, Subcontractor, or Sub-subcontractor to inform himself as to conditions affecting the Work.
- D. COMPLETION TIME: The completion of the Contract must be within the time stated on the Bid Form, subject to such extensions as may be granted in the General Conditions, or the Contractor will be subject to pay to the Owner Liquidated Damages in the amount as stated on the Bid Form.
- E. LICENSE: The Bidder must be fully qualified under any state or local licensing law for Contractors in effect at the time and at the location of the Work before submitting his bid. In the State of Louisiana, Revised Statutes 37:2150, et seq. will be considered, if applicable. The Contractor shall be responsible for determining that all of his Sub-bidders or prospective Sub-contractors are duly licensed in accordance with law.
- F. PREPARATION OF BIDS: Prices quoted shall include all items of cost, expense, taxes, fees and charges incurred, or arising out of, the performance of the work to be performed under the Contract. Bids shall be submitted in duplicate and shall be signed in ink. Any bid on other than the required form will be considered informal and may be rejected. Erasures or other changes in a bid must be explained or noted over the initials of the

bidder. Bids containing any conditions, omissions, unexplained erasures and alterations, or irregularities of any kind may be rejected as informal. The prices should be expressed in words and figures or they may be deemed informal and may be rejected. In case of discrepancy between the prices written in the bid and those given in the figures, the price in writing will be considered as the bid. Failure to submit all requested information as described in the "Bid and Proposal Invitation – Proposal Requirements" will make a bid irregular and subject to rejection. Bids shall be signed with name typed or printed below signature. Where bidder is a corporation, bids must be signed with the legal name of the corporation followed by the name of the state of incorporation and the legal signature of an officer authorized to bind the corporation to a contract.

- G. **SUBMITTAL OF BIDS:** Sealed proposals will be received at the time, date and place established by Owner as described in the "Bid and Proposal Invitation". Bids shall be made on the unaltered "Bid Form", furnished by the Owner with attached qualification proposals. Fill in all blank spaces and submit three copies of all information. Proposals shall be signed with name typed below signature and if a partnership, give full name of all partners. Where bidder is a corporation, proposals must be signed with the legal name of corporation followed by the name of the state of incorporation and the legal signatures of an officer authorized to bind the corporation to a contract. Submit proposal in an opaque, sealed envelope addressed to the Owner and plainly mark on the outside of the envelope the project name, and name and address of the bidder and state Contractor's License Number. No bidder shall modify, withdraw or cancel his bid or any part thereof for) days after the time agreed upon for the receipt of bids.
- H. **MODIFICATION AND WITHDRAWAL OF BIDS:** Prior to the time set for bid opening, bids may be withdrawn or modified. Bids may be modified only on the official bid form and must be signed by a person legally empowered to bind the bidder.
- I. **SUBMISSION OF POST-BID INFORMATION:** Upon notification of acceptance the selected bidder shall within fifteen (15) days, submit the following:
- 1) A schedule of values for each major item of Work included in the bid.
 - 2) A designation of the portions of the Work proposed to be performed by the bidder with his own force.
 - 3) A list of names of the subcontractors or other persons or organizations, including those who are to furnish materials and equipment fabricated to a special design proposed for such portions of the Work as may be designated in the Documents or as may be requested by the Architect. The Bidder will be required to establish to the satisfaction of the Owner and the Architect the reliability and responsibility of the proposed Subcontractors and suppliers to furnish and perform the Work.
 - 4) Phasing plan and construction schedule.
- J. **AWARD:** The Owner reserves the right to accept or to reject any and all bids without compensation to bidders and to waive irregularities and informalities.
- K. **LIQUIDATED DAMAGES:** The successful bidder by entering into a contract for the construction of the project described in this specification hereby agrees to be subject to the assessment of Liquidated Damages in the amount set forth in the "Bid Form" PER DIEM that the project remains unacceptable for substantial completion.
- L. **FORM OF CONTRACT:** The contract for the construction of the project will be in

the form designated by the Owner.

- M. **BONDS:** Prior to the Owner's signing of both Contractor/Owner Agreements, the Contractor shall furnish and pay for a Performance Bond and Labor and Material Payment Bond of a company which is acceptable to the Owner. Each Bond shall be in an amount equal to 100% of the Contract Sum, as security for the true and faithful performance of the Contract and payment in full of all subcontractors and persons performing labor, services, materials, machinery and fixtures in connection with the work. The Performance Bond and Labor and Material Payment Bond Form may be AIA Document A312 as published by the American Institute of Architects modified if necessary to comply with applicable statutes, or other bond form acceptable to the Owner. The bonds shall be signed by an official of the bonding company and shall be accompanied by the bonding agents' written power of attorney.
- Builders Risk:** Owner shall purchase and maintain Builders Risk Insurance. Contractor shall pay deductible for any claim for each occurrence.
- Surety Company:** Sureties must be authorized to do business in State of Louisiana, and listed on the U.S. Treasury Department's list of acceptable sureties.

SECTION 0400 - BID FORM

DATE: _____

THE BIDDER: _____

TO: St Thomas Community Health
Center, Inc 1936 Magazine
New Orleans, Louisiana
70130 Attn: Donald T.
Erwin

GENTLEMEN:

BIDDER, HAVING EXAMINED DRAWINGS AND SPECIFICATIONS, AND HAVING PERSONALLY VISITED AND INSPECTED SITE AND BEING FULLY FAMILIAR WITH EXISTING CONDITIONS AND REQUIREMENTS SURROUNDING THE CONSTRUCTION OF:

Refurbishing/Rehabilitation of:
St. Thomas Community Health Center and Parking
Lot 2000 Magazine St & 1017 St. Andrew St.
New Orleans, LA

HERE DOES PROPOSE TO COMPLETE THE PRE-CONSTRUCTION ENGINEERING & SERVICES AND TO PROVIDE THE LABOR AND MATERIALS FOR THE WORK IN ACCORDANCE WITH THE "DESIGN-DEVELOPMENT DRAWINGS" AND "PROPOSAL REQUEST OUTLINE" AS PREPARED BY:

Terrell-Fabacher
Architects, LLC 1525 St.
Charles Avenue, Suite 300
New Orleans, Louisiana
70130

A. BASE BID TOTAL For all work required by the Contract
Documents PROBABLE COSTS: the lump sum of: (including
items A & B above)

_____ Dollars (\$_____)

NOTE: AMOUNTS SHALL BE SHOWN IN BOTH WORDS AND FIGURES. IN CASE OF DISCREPANCY, AMOUNT INDICATED IN WRITING SHALL BE CONSIDERED AS AMOUNT OF THIS BID. ANY BID THAT FAILS TO INDICATE PRICES IN BOTH WORDS AND FIGURES MAY BE DEEMED INFORMAL AND REJECTED.

ADDITIONAL QUALIFICATION INFORMATION

- 1. Overhead percentage: _____
- 2. Profit percentage: _____

BIDDER HEREBY AGREES TO COMMENCE WORK UNDER THE CONSTRUCTION CONTRACT ON OR BEFORE A DATE SPECIFIED IN A WRITTEN "NOTICE TO PROCEED" AND TO FULLY COMPLETE THE WORK ***WITHIN One Hundred Eighty (180) CONSECUTIVE CALENDAR DAYS*** SUBJECT TO ADJUSTMENTS OF COMPLETION TIME IN ACCORDANCE WITH THE CONTRACT DOCUMENTS, SUBJECT TO LIQUIDATED DAMAGES PER CALENDAR DAY FOR FAILURE TO COMPLETE THE WORK WITHIN THE TIME STIPULATED.

FOUR HUNDRED DOLLARS (\$400.00) LIQUIDATED DAMAGES WILL BE ASSESSED PER CALENDAR DAY OF DELAY, FOR FAILURE TO COMPLETE ALL THE WORK WITHIN THE STIPULATED TIME.

BIDDER, IF NOTIFIED OF ACCEPTANCE OF HIS BID WITHIN SIXTY (60) DAYS AFTER TIME SET FOR OPENING OF BIDS, AGREES TO EXECUTE A CONTRACT FOR WORK ACCEPTED BY OWNER IN AN ACCEPTABLE NOTARIAL FORM WITHIN TEN (10) DAYS OF NOTIFICATION.

BIDDER AGREES, IF AWARDED CONTRACT, TO EXECUTE AND DELIVER TO OWNER AT TIME THE CONTRACT IS EXECUTED, SATISFACTORY PERFORMANCE AND LABOR AND MATERIAL PAYMENT BONDS ACCEPTABLE TO OWNER, EACH IN AMOUNT EQUAL TO CONTRACT SUM

CONTRACTOR'S STATE LICENSE REGISTRATION NO. _____

RESPECTFULLY SUBMITTED,

SEAL (IF BID IS BY
CORPORATION)

CONTRACTOR

BY

TITLE

BUSINESS

ADDRESS

CITY &

STATE

BIDDING CONTRACTOR MUST SUBMIT COMPANY OR CORPORATION AUTHORIZATION
EMPOWERING THE SIGNATURE OF THIS BID PROPOSAL.

IF BIDDING CONTRACTOR IS A PARTNERSHIP, GIVE FULL NAME OF ALL PARTNERS AS
FOLLOWS:

END OF SECTION 0400