

PROJECT NOTES
for
**COPPER COUNTRY COMMUNITY MENTAL HEALTH
RICE MEMORIAL CENTER
EXTERIOR RAMP REPLACEMENT**
HOUGHTON, MICHIGAN



October 11, 2022

ADVERTISEMENT FOR BIDS

THE OWNER –Copper Country Community Mental Health, Houghton, Michigan, hereby gives notice that sealed bids will be received for the following described project. **Rice Memorial Center – Exterior Ramp Replacement.**

PROJECT – **Remove existing ramp on the south side of the building, including decking, framing and foundation. Replace with new wood, ADA compliant ramp and roof. Site modifications include concrete sidewalk.**

TIME - Sealed bids will be received until 3:00 p.m. Thursday, October 27, 2022 at the office of the Architect, at which time and place all bids will be publicly opened and read aloud.

BIDS - Submit bid on the bid form provided. Bids shall include all applicable federal, state and local taxes, cash and contingency allowances, along with all other items expressed in the bidding documents.

Bids shall be addressed to the Owner. Bids shall be sealed and shall have the name and address of the Bidder and the Contract for which the bid is being submitted on the outside of the envelope. All bidders shall bid in accordance with the Bid Form included in the Contract Documents.

Bids shall include proposed date for completion of the work.

BID SECURITY - Bidders shall provide bid security in the form of a bid bond in the amount of 5% of the project costs or as directed by the Owner.

BID REJECTION - The Owner reserves the right to waive any informalities or to reject any or all bids.

SITE VISITATION - Each Bidder is responsible for inspecting the site and for reading and being thoroughly familiar with the Contract Documents. The failure or omission of any Bidder to do any of the foregoing shall in no way relieve any Bidder from any obligation in respect to his bid.

BID WITHDRAWAL - No bidder may withdraw his bid within 30 days after the actual date of the opening thereof.

EXAMINATION OF CONTRACT DOCUMENTS - The contract documents are on file for inspection at **U.P. Engineers & Architects, Inc., 100 Portage Street, Houghton, Michigan 49931.**

PROCUREMENT OF CONTRACT DOCUMENTS - Contract Documents are available as PDF documents via email or as paper copy by contacting **U.P. Engineers & Architects, Inc., info@upea.com, or (906) 482-4810.**

Signed:

Copper Country Community Mental Health



U.P. Engineers & Architects, Inc.

GENERAL NOTES

BIDDING

1. Bids will be accepted as described in the "Advertisement for Bids."
2. Bidding documents may be obtained at the office of the Architect upon receipt of applicable deposits in the amount to cover reproductions and handling charges. In the absence of the Architect's role in the bidding process, documents can be obtained from the Owner.
3. Bidders shall provide bid security in the form of a bid bond in the amount of 5% of the project costs or as directed by the Owner.
4. Submit bid on the bid form provided. Bids shall include all applicable federal, state and local taxes, cash and contingency allowances, along with all other items expressed in the bidding documents.
5. The Owner reserves the right to accept or reject any or all bids, for any reason. The office of the Architect takes no responsibility or liability for such action by the Owner.

CONTRACT

1. Form of contract shall be *AIA Document A105, Standard Short Form Of Agreement Between Owner And Contractor*.

INSURANCE, BONDS, PERMITS, UTILITIES

1. Contractor shall maintain a minimum of \$500,000 General Liability and Workers Compensation insurance for the duration of the work. A current certificate shall be submitted no later than 15 days after signing of contract. Work shall not commence until the certificate has been received. The Contractor shall provide notice of any change in coverage or renewal to the Owner within 10 days of these changes.
2. Contractor shall obtain payment and performance bonds for the work in the amount of the contract, unless determined otherwise. The Contractor shall provide proof of bonds within 15 days of signing a contract for the work.
3. Contractor shall include the cost for all building, plumbing, electrical, mechanical, septic, well or other municipal permits within the construction cost of the project unless determined otherwise.
4. Contractor shall coordinate all utility service installations and relocation of services. Contractor shall include the cost of utility service connections and fees in the cost of the work.

TESTING AND INSPECTION

1. Contractor shall include a cost for testing for the following items unless otherwise noted:
 - A. Footing concrete: per ACI requirements, min. One test / delivery.
 - B. Slabs, sidewalks, and other flatwork: one test / delivery or 1000 s.f.

Specification/Bid Form:

All work performed and materials used shall be to the complete satisfaction of the Owner and Architect.

All work provided by Contractor shall be guaranteed against all material and labor defects for a period of one year after the date of final acceptance. Defective work shall be redone at the Contractor's own expense and to the complete satisfaction of the Owner and Architect.

Contractor shall furnish all labor, material, and equipment in order to perform the Work as depicted on the construction plans.

All materials removed shall be properly handled and disposed of off-site. No onsite burning is permitted.

Other Contract Requirements:

- a. The Contractor may begin work any time after the contract date; which is expected to be within 30 days after bid date. The final completion date for this project shall be as proposed and accepted by the Owner.
- b. The Contractor shall provide the Owner with a certificate of insurance covering comprehensive general liability and workers compensation prior to commencement of the work.
- c. Payments made to the Contractor shall include a retainage by the Owner of 10% until final acceptance of the work by the Owner and release of liens from the Contractor.

Site Visit Information:

- a. Contact Travis Pihlaja (906) 370-6920, to arrange a site visit to look at the job.
- b. Please note that any and all verbal communication and discussions of the project are not binding to the project, unless they are put into writing in the form of an Addendum.

Repairs/Renovations Specifics:

- a. Contractor may submit Voluntary Alternates to the work item proposed. Also, submit each voluntary Alternate with an associated bid price of "add", "deduct", or "no cost change".
- b. The Lowest Bid Contractor shall submit a bid breakdown after bid in order for the Owner to award the contract in the amount of their available funds.

AWARD OF CONTRACT:

This contract shall be awarded to the contractor with lowest responsive and responsible bid; either with or without any Alternates. Consideration of proposed completion date may be a condition of award. Owner anticipates contract award within 30 days of bid date.

BID FORM

TOTAL BASE BID

_____ (\$ _____)
(Words) (Figures)

BASED BID PROPOSED COMPLETION DATE: _____

Alternate Completion Date: _____

Alternate No. 1: ADD / DEDUCT

_____ (\$ _____)
(Words) (Figures)

ADDENDUM ACKNOWLEDGEMENT

Bidder acknowledges receipt of the following Addenda, which are reflected in the Bid Price.

Addendum No. __ Date: _____

Addendum No. __ Date: _____

Addendum No. __ Date: _____

CONTRACTOR: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

SIGNATURE: _____

_____ (Title)

_____ (Date)

OWNER ACCEPTANCE

OWNER: _____

ADDRESS: _____

SIGNATURE: _____
(Title)

(Date)

WITNESS: _____
(Title)

(Date)

ADMINISTRATION PROCEDURES

APPLICATION FOR PAYMENT

1. Submit on AIA Form G702 - Application and Certificate for Payment and AIA G703 - Continuation Sheet for G702.
2. Content and format: utilize schedule of values for listing items in application for payment and submit updated construction schedule with each application.
3. Payment period: submit payment request with transmittal letter by the 5th day of the month, for payment within 30 days of submittal.

SCHEDULE OF VALUES

1. Submit draft Schedule of Values on AIA form G703 - Continuation Sheet for G702, or other approved form, within 15 days after Notice of Award.
2. Format: identify each line item with division number and title of specification section, supplier, or subcontractor. Include dollar value of the work component.
3. Revise schedule with each application for payment to include approved change orders.

SCHEDULE FOR CONSTRUCTION

1. Submit Schedule showing complete sequence of construction by activity, identifying Work of separate stages and other logically grouped activities. Show early and late start, early and late finish, float dates, and duration.
2. Revisions to Schedules: Indicate progress of each activity to date of submittal, and projected completion date of each activity. Identify activities modified since previous submittal, major changes in scope, and other identifiable changes.
3. Prepare report to define problem areas, anticipated delays, and impact on Schedule. Report corrective action taken or proposed, and its effect.

CHANGE PROCEDURES:

1. Submittals: submit name of individual responsible to process change documents and be responsible for informing others in Contractor's employ or subcontractors of changes to the work.
2. The Architect may issue a proposal request or notice of change to advise of changes in the work, which may include change description, drawings, and/or specifications for executing the change. Minor changes not changing the contract price or time will be issued on AIA form G710. Contractor shall prepare and submit estimate within seven days.
3. Contractor may propose changes by submitting a request for change to Architect, describing proposed change and its full effect on the work. Include a statement describing reason for the change, and effect on contract sum/price and contract time with full documentation and a statement describing effect on work by separate or other Contractors.
4. Change order: submit itemized account and supporting data after completion of change, within time limits indicated in conditions of the contract. Architect will determine change allowable in contract sum/price and contract time as provided in contract documents. Architect will issue change orders for signatures of both parties as provided in conditions of the contract.

5. Contractor shall not bill for Work that has not been approved by a fully-executed Change Order.

PRODUCT AND QUALITY CONTROL

SHOP DRAWINGS

1. Submit all shop drawings within ten days of the date of the Contract.
2. Shop drawings and product data shall indicate critical dimensions, attachment to adjacent construction, conditions of application, utility and electrical characteristics, connection requirements, and location of outlets for service of equipment. Include material safety data sheet if applicable.
3. Contractor shall review, for compliance with the contract documents, shop drawings, samples and product data. Indicate required field dimensions and note where product information varies from specifications. Prior to submitting to Architect, mark each document as reviewed.
4. Architect shall review submittals for limited purpose of checking for conformance with information given and design concept expressed in contract documents.

SUBMITTAL PROCEDURES

1. Transmit each submittal electronically as a PDF with project ID, submittal number, and subject in the filename. Submit with Contractor's transmittal form. Sequentially number transmittals.
2. Identify variations from contract documents and product or system limitations which may be detrimental to successful performance of completed work.
3. Apply Contractor's approval stamp, indicating approval of submitting Subcontractor, if applicable.
4. Allow 10 days for each submittal excluding delivery time to and from Contractor. Contractor may request expedited review for time-sensitive submittals

QUALITY CONTROL:

1. Monitor quality control over suppliers, manufacturers, products, services, site conditions, and workmanship, to produce work of specified quality. Comply with manufacturer's instructions including each step in sequence. Request clarification from Architect when instructions conflict with contract documents.
2. Comply with specified standards as minimum quality for the work except where codes, industry standards, or specified requirements indicate higher standards or more precise workmanship.
3. Work shall be performed by persons qualified to produce required and specified quality. Field measurements shall be verified as indicated on shop drawings or as instructed by manufacturer. Products are to be secured in place with positive anchorage devices designed and sized to withstand stresses, vibration, physical distortion or disfigurement.
4. Work shall comply with state and local governing codes.
5. Work shall be done in a professional manner in accordance with trade quality standards.
6. Tolerances: adjust products to appropriate dimensions. Monitor fabrication and installation tolerance control of products to produce acceptable work. Comply with manufacturers tolerances. Position before securing products in place. Request clarification from Architect when manufacturers tolerances conflict with contract documents. Do not permit tolerances to accumulate.

DEFECT ASSESSMENT

1. Work not conforming to specified requirements shall be replaced. If it is not practical to remove and replace the work, the Architect will direct appropriate remedy or adjust payment.
2. If instructed by the Architect or Owner, the defective work may remain or may be partially repaired. Unit price will be adjusted to new price at Architect /Owner's discretion. Individual specifications may modify these options or may identify specific formula or percentage sum/price reduction.
3. Authority of Architect to assess defects and identify payment adjustments is final.
4. Nonpayment for rejected products: payment will not be made for rejected products for any of the following:
 - A. Products wasted or disposed of in a manner that is not acceptable.
 - B. Products determined as unacceptable before or after placement.
 - C. Products not completely unloaded from transporting vehicle.
 - D. Products placed beyond lines and levels of required work.
 - E. Products remaining on hand after completion of the work.
 - F. Loading, hauling, and disposing of rejected materials.

CONDITIONS OF THE WORK AND TEMPORARY FACILITIES
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COORDINATION AND PROJECT CONDITIONS:

1. Contractor shall notify Architect and Owner in writing of any discrepancies between these plans and existing conditions prior to construction.
2. Verify utility requirements and characteristics of operating equipment are compatible with building utilities. Coordinate work of various sections having interdependent responsibilities for installing, connecting to, and placing equipment in service.
3. Coordinate space requirements, supports, and installation of mechanical and electrical work indicated diagrammatically on drawings. Follow routing shown for pipes, ducts and conduit as closely as practicable. Utilize spaces efficiently to maximize accessibility for other installations, maintenance and repairs.
4. In finished areas conceal pipes, ducts, and wiring within construction. Coordinate locations of fixtures and outlets with finish elements.
5. Coordinate completion and cleanup of work of separate sections in preparation for substantial completion. Coordinate access to site to minimize disruption of Owners activities.

FIELD ENGINEERING

1. Provide field engineering services as necessary to provide and establish elevations, lines, and levels, utilizing recognized engineering survey procedures.
2. Submit copy of site drawing certifying elevations and locations of the work is in conformance with contract documents. Verify setbacks and easements, confirm dimensions and elevations.

CUTTING AND PATCHING:

1. Perform work in a manner and with such care as to avoid damage to other work and to provide proper surfaces to receive patching and finishing. Work shall be restored with new products in accordance with the requirements of the contract documents.
2. Cut masonry and concrete with masonry saw or core drill. Refinish surfaces to match adjacent finishes.

3. Maintain integrity of wall, ceiling, or floor construction. Completely seal voids. Fit work tight to pipes, sleeves, ducts, conduit, and other penetrations through surfaces,
4. At penetrations of fire rated walls, partitions, ceilings, or floor construction, completely seal voids with fire rated material to full thickness of penetrated element. Identify hazardous substances or conditions exposed during the work to Architect for decision or remedy.

TEMPORARY UTILITIES

1. Temporary electricity: complement existing power service capacity as required for construction operations. Provide power outlets with branch wiring and distribution boxes located as required for construction operations. Provide flexible power cords as required for portable construction tools and equipment. Permanent convenience receptacles may be utilized during construction.
2. Temporary lighting for construction: provide temporary work lighting equal to 2 watts/s.f. from existing electrical system. Permanent building lighting may be utilized during construction. Maintain lighting and provide routine repairs as work progresses.
3. Temporary water service: provide suitable quality water service as needed to maintain specified conditions for construction operations. Permanent building domestic water may be used during construction.

VEHICULAR ACCESS AND PARKING:

1. Use existing on-site roads for construction traffic. Provide and maintain access to building entrances.
2. Use of existing parking facilities by construction personnel for parking or material storage is permitted only at locations approved by Owner.
3. Avoid traffic loading beyond paving design capacity. Tracked vehicles not allowed. Maintain traffic and parking areas in sound condition, repair facilities damaged by use.

CONDITIONS AT THE SITE:

1. General Contractor shall clean adjacent construction area of any and all construction debris. Return site and adjacent areas to the condition existing prior to the start of work.
2. During construction, General Contractor shall ensure safe passage of persons around construction area. Conduct operations to prevent injury to persons, properties, and existing construction.
3. General Contractor shall remove from site all debris, rubbish and other materials resulting from construction operations.
4. General Contractor shall maintain utilities to existing structure, keep in service and protect against damage during construction operations.
 - A. Disconnect and seal utilities serving structures to be demolished prior to start of demolition work.

WATER CONTROL:

1. Grade site to drain. Protect site from puddling or running water with erosion control devices and trenching as necessary.

NOISE AND PEST CONTROL:

1. Provide methods, means, and facilities to minimize noise produced by construction operations, and to prevent pest, rodents, and insects from entering facility.

POLLUTION CONTROL:

1. Provide methods, means, and facilities to prevent contamination of soil, water, and atmosphere from discharge of dust, debris or toxic substances produced by construction operations.
2. Provide erosion and sedimentation controls to limit runoff and sediment.

PRODUCT DELIVERY AND STORAGE:

1. Materials removed from existing premises shall not be used in new construction unless specified by contract documents.
2. Transport and handle products in accordance with manufacturer's instructions. Inspect shipments upon delivery to ensure the products comply with requirements and that the products are undamaged.
3. Store and protect products in accordance with manufacturer's instructions with seals and labels intact and legible. Store in weathertight, climate-controlled enclosure favorable to the product. Provide off-site storage if on-site storage is not permitted. Store loose granular materials on a solid flat surface in well-drained area to prevent mixing with foreign matter.

COMPLETION OF THE WORK

CLOSE-OUT PROCEDURES:

1. Remove temporary utilities, controls, equipment, and materials prior to completion of work.
2. Submit written certification that work has been completed and inspected in accordance with contract documents and ready for Architect's review.
 - A. For work not completed, submit document identifying those items with proposed schedule for completion.
3. Submit final application for payment identifying total contract sum, previous payments, and sum remaining.

FINAL CLEANING:

1. Clean all debris from site, remove all waste, rubbish, and construction facilities from site, sweep paved areas, clean landscaped areas. Clean equipment and fixtures to sanitary conditions.
2. Final inspection by Architect will not proceed prior to final cleaning.

GENERAL CONDITIONS:

1. Contractors shall inspect existing conditions prior to project start to locate any unusual conditions that may interfere with project interface and coordination.
2. The Architect assumes no responsibility for deviations from the plans directed by the Owner or initiated by the Contractor for any reason.
3. The Owner reserves the right to change any aspect of the project for any reason before the project begins with proper notification to the building authority and to the bidding Contractors. If the Owner chooses to substitute any materials or services, they may do so without penalty if no delay is created. If the Owner directs any changes that delay the Contractor or subcontractors, the Contractor may request a contract change order for contract sum or schedule.
4. The Contractor shall be responsible for protection of new and existing construction from all types of weather.