

NOTICE AND INSTRUCTIONS TO BIDDERS

04/15/2021

Rochester Town Garage – Stormwater Infrastructure Improvements

1. **PROJECT LOCATION:** Rochester Town Garage: 84 Peavine Drive, Rochester VT
2. **TYPE OF CONSTRUCTION:** The White River Partnership (WRP) is seeking bids for construction of new stormwater infrastructure at the Rochester Town Garage to better manage surface flow and to mitigate sediment discharge into the White River. Construction includes installation of new dry well, catch basins, HDPE pipes, and a hydrodynamic separator unit to remove sediment from stormwater before entering the White River. **Please see Project Overview on the included PLAN SET.**
3. **PERFORMANCE and PAYMENT BOND:** A Performance Bond and a Payment Bond, each for 100% of the Bid value, will be submitted at the time of Contract award on the standard AIA Document A312 -2010 form. Irrevocable Letters of Credit for 100% of the Bid value may be substituted by the CONTRACTOR for each of the Bonds. The Payment Bond (or Irrevocable Letter of Credit) will not be released until satisfactory evidence has been provided to the White River Partnership (WRP) that all outstanding debts, liens, and judgments incurred by the CONTRACTOR for the performance of SUBCONTRACTORS, or supplies and materials incorporated into the Work have been paid. The Performance Bond (or Irrevocable Letter of Credit) will be held in force for one year after the Substantial Completion and will serve as warranty of the Contract. The Irrevocable Letter of Credit for Performance (if used in place of a Performance Bond) may not be reduced or released prior to completion of the one-year warranty period unless authorized by the WRP and approved by the Lending Authority. The WRP has the right to waive the Performance and Payment Bond at their discretion.
4. **INSURANCE REQUIREMENTS:** Contractor shall furnish the WRP with proof of insurance within (5) calendar days from award of bid. The chosen Contractor shall supply the WRP with a Certificate of Insurance showing liability coverage no less than \$1,000,000 and naming the WRP as an additional insured. Proof of Workers' Compensation insurance for all employees engaged in work is required as well.
5. **PROJECT PLANS AND DOCUMENTS:** Electronic plans and bid documents will be available by end of day 04/15/2021. A paper copy of the project plans, the Notice and Instructions to Bidders, and all other bid documents can be picked up at the White River Partnership office by appointment only. Electronic copies of said documents will also be available via email from Christian Pelletier, White River Partnership Program Coordinator, christian@whiteriverpartnership.org.
6. **PRE-BID MEETING:** There will be no mandatory pre-bid meeting for this project. A pre-bid meeting can be scheduled between **4/19/2021** and **4/30/2021** by contacting:

Christian Pelletier, WRP Program Coordinator
Mobile Phone: 860-428-6900
Email: christian@whiteriverpartnership.org
7. **BID FORMS:** All Bids shall be submitted on the attached forms. No lines on the Bid shall be left blank. All pages of the Bid forms must be completed. Failure to complete the Bid will

render the Bidder non-responsive, and the Bid will not be read. The WRP may waive any informalities or minor defects or reject any or all bids. In the event there is any discrepancy in the Proposal between any price in words, figures, or the extended totals, the price in words shall govern and the extended totals in each case shall be corrected accordingly. A conditional or qualified bid will not be accepted.

8. **ALTERNATE STORMWATER DESIGN/CONSTRUCTION PROPOSALS:** No alternate design and/or construction proposals are allowed.
9. **QUESTION AND ANSWER PERIOD:** All inquiries must be submitted by phone or email to the owner's representative noted below **by 5:00 pm, 4/30/2021**. Answers to the questions submitted by the deadline will be responded to via email in the form of an addendum **by 5:00 pm, 5/05/2021**. The addendum so issued shall become part of the Contract Documents.

Christian Pelletier, WRP Program Coordinator
Mobile Phone: 860-428-6900
Email: christian@whiteriverpartnership.org

BID DUE DATE: Bid proposals, on forms included herein, must be delivered via email. Email bids will be received **until 4:00 pm on Friday 5/07/2021**.

Email address: christian@whiteriverpartnership.org

Bids will be opened and read aloud over a Zoom Meeting held at 4:30 on Friday 5/07/2021. The WRP will provide a Zoom meeting link to all contractors that submit bids.

10. **WITHDRAWAL OF BID:** A bid may not be withdrawn by the Bidder for a period of sixty calendar days after the bid opening.
11. Federal Disadvantaged Business Enterprise (DBE) utilization requirements do not apply to this contract; however, Bidders are encouraged to make positive efforts to incorporate DBE firms and/or suppliers into their project team.
12. All work must be completed in accordance with all applicable permits. All permitting (if applicable) is done by the WRP, Town of Rochester, and Project Engineer.
13. The WRP will be responsible for payment in accordance with the terms of the Contract.
14. **BID SELECTION CRITERIA:**

The contract, if awarded, will be awarded to the least costly, best qualified and most responsible bidder. In determining the "least costly, best qualified and most responsible bidder," in addition to price, the following may be considered:

 1. The substantial performance of the bidder in meeting the specifications and other terms and conditions of the solicitation;
 2. The ability, capacity and skill of the bidder to provide the services required, and to do so within the time specified;
 3. The character, integrity, reputation, experience, financial resources and performance of the bidder under previous contracts (if applicable).

The chosen contractor may be required to provide references and demonstrate successful completion of similar work. The chosen contractor may be required to demonstrate that he or she consistently performs work using the highest quality of workmanship. The chosen contractor may be required to demonstrate that he or she owns or has access to the equipment required to perform this work. Contractor shall not assign or subcontract the performance of this project or any portion thereof to any other contractor without the prior written approval of the WRP.

The Owner reserves the right: (1) to accept or reject any or all Bids in whole or in part and to accept other than the lowest price proposal; (2) to amend, modify, or withdraw this Request for Bids; (3) to require supplemental statements or information from bidders; (4) to waive or correct any irregularities in Bids received, after prior notice to the Bidders.

15. PROJECT SCHEDULE: Project shall be 100% complete no later than **7/02/2021**. Project may begin after the Notice to Proceed is issued, with tentative start date scheduled for **May-June 2021**.

16. GENERAL INFORMATION: See *Project Overview* on the included PLAN SET.

- a. During project development, D&F Excavating & Paving, Inc. was consulted about paving costs for the 4" Asphalt (25'x125' pad). If you would like to work with D&F Excavating & Paving in the preparation of your bid documents, there contact information is provided below. Working with D&F Excavating & Paving is not required:

D&F Excavating & Paving, Inc.
PO Box 534, 34 Main Street - Middlebury, VT 05753
(802) 388-2338

- b. **Hydrodynamic Separator:** Contractor is not responsible for the purchase of the hydrodynamic separator. Town of Rochester will provide this piece of equipment for installation.
- c. The heaviest lift required for the installation of the **Hydrodynamic Separator** is 11,560 lbs. Contractor is responsible for ensuring their equipment is capable of installation.