

## NOTICE TO BIDDERS

### Project Information

Owner is seeking a General Contractor ("Contractor") for the adaptive re-use of an existing building into 16 apartments and associated community space. Work includes but is not limited to asbestos mitigation, lead hazard abatement, site work, interior demolition, and building construction per the plans/specifications.

- This IS a Davis-Bacon wage scale project.
- This IS a Section 3 covered project.
- This is NOT a LEED, Energy Star, or NGBS certified project.
- The project is NOT subject to sales taxes.
- Owner will secure a Builder's Risk Insurance policy for the project. Selected Contractor will be required to secure and show proof of all appropriate insurance coverages required for the project, as outlined in Exhibit F.
- Contractor will be required to post a 100% Performance and Payment Bond, as outlined in Exhibit F. Said bond shall remain in full force and effect for a period of one (1) year after date of final acceptance of the work. The bonds shall be obtained from companies holding certificates of authority acceptable sureties pursuant to 31 CFR part 223, "Surety Companies Doing Business with the United States."
- Pay applications will be subject to a 10% retainage to be withheld until all work is satisfactorily completed, lead hazard clearance is achieved, and a Certificate of Occupancy is obtained.

### Pre-Bid Meeting and Building Inspection

A pre-bid meeting and building inspection will be held at 1:00 pm Central / 2:00 pm Eastern Time, on Wednesday, April 10, 2024, at 205 Rumely St, La Porte, IN. The Owner will make reasonable accommodations to people with disabilities. Any person with special needs should contact Elizabeth Moreno at 219-286-3316 or [emoreno@NWI-CA.org](mailto:emoreno@NWI-CA.org) at least 72 hours before the scheduled meeting to discuss necessary special accommodations.

### Site Inspections

Additional appointments are available upon request. To coordinate, contact Elizabeth Moreno at 219-286-3316 or [emoreno@NWI-CA.org](mailto:emoreno@NWI-CA.org).

### Bid Due Date

Bids will be accepted until **9:00 am Central / 10:00 am Eastern Time on Wednesday, May 1, 2024**, at MartinRiley architects-engineers, 221 West Baker St, Fort Wayne, IN 46802. Bids received on or before this time shall be privately opened and reviewed. Bids received after this time will be returned unopened. Notification of acceptance or denial of bids will be sent to bidders via email.

### Procurement of Complete Bid Package Plans/Specifications

All bidders and plan services will have free access to a complete electronic set of Drawings and Specifications, including the documents listed below, which are attachments to the Notice to Bidders.

Each bid proposal shall include all labor, material, and services necessary to complete the project in strict accordance with the drawings and specifications as prepared and on file in the office of MARTINRILEY architects-engineers. The Architect retains all copyright to the bid documents, as

instruments of their professional service. Bidders, or any other persons, may not use the PDF files for any other purpose than preparing a bid for this project.

Plans, specifications, bid forms and notice to bidders are on file at MARTINRILEY architects•engineers. Contractors can purchase these documents at Eastern Engineering, 1239 North Wells Street, Fort Wayne, Indiana 46802, 260-969-6510, [www.easternengineering.com](http://www.easternengineering.com), available for NO deposit for each physical set. Sets may also be purchased online at: <http://distribution.easternengineering.com>.

Exhibit A: Federal Contract Provisions

Exhibit B: Federal Labor Standards Provisions (Form HUD-4010)

Exhibit C: Wage Determination

Exhibit D: Section 3 Contract Language

Exhibit E: Lead Paint Guide and Receipt

Exhibit F: Insurance and Bonding Requirements

Appendix A: Test Report, Hazardous Materials Assessment

Appendix B: Test Report, Lead Risk Assessment

#### Questions During Bid Process

Direct questions to:

Jessica Franke, Martin Riley

(260) 422-7994 or [jfranke@martin-riley.com](mailto:jfranke@martin-riley.com)

#### Construction Start

Construction is anticipated to start on or about June 1, 2024.

#### Required Bid Documents

Stipulated Sum Bids will be submitted for the Work, which includes all work shown in the plans and specifications and which will be awarded under a single contract.

Bids must include an original hard copy plus an electronic copy on a flash drive of:

1. Bid Form - Contractors shall certify on the Bid Form that they have obtained a complete set of construction documents, including all Drawings, Specifications, and Addenda, and have reviewed the jobsite to sufficiently familiarize themselves with the existing conditions.
2. Bid guarantee of five percent (5%) BID BOND or CERTIFIED CHECK for 5% of the Bid, including alternates.
3. Record of contacted minority and women business enterprises (XBE).
4. Contractor statement of Equal Employment Opportunity Policy
5. Certificate(s) of Insurance
6. Schedule of Values AIA G703.
7. Contractor's Statement of Financial Qualification.
8. Federal Tax ID Number.
9. List of anticipated Subcontractors including company name, location, and XBE certificate, if applicable.
10. XBE certificate, if applicable.
11. Proposed construction schedule.
12. Resume / list of relevant project experience
13. References related to previous adaptive reuse or multifamily work (Minimum of 3).

Bid Review Criteria to be Factored into Selection Decision

1. Performance history.
2. Previous successful experience constructing multifamily developments is desirable.
3. Previous successful experience with adaptive reuse is desirable.
4. Capacity to complete construction efficiently and expeditiously.
5. Bid price.
6. Contract will be awarded to the lowest, most responsive, most responsible Bidder, as determined by the Owner.

Bids will be privately opened and reviewed. Investigations, as deemed necessary, will be made to determine the ability of the Bidder to perform the work, and the Bidder shall furnish all such information and data for this purpose as may be requested. Bids that are deemed to fail to satisfy bid requirements may be rejected.

Any proposal may be withdrawn prior to the scheduled proposal deadline or authorized postponement thereof. No proposal may be withdrawn after the scheduled proposal deadline and must remain valid for at least ninety (90) days thereafter. A conditional or qualified Bid will not be accepted. The Owner reserves the right to reject any proposal, or all proposals, or to accept any proposal or proposals, or to make such combination of proposals as may seem desirable, and to waive any and all informalities in bidding.

HOI-Ivy Flats, LLC and Housing Opportunities, Inc. offer equal employment and contracting opportunities regardless of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age (40 or older), disability, and genetic information (including family medical history).

Minority and women business enterprises (XBE) are encouraged to participate. This project has a goal of 10% participation by XBE firms.