

ADDENDUM : Change on receipt of BID response DATE August 15th
Separated Sealed bids to be received via email (tom@laconiahousing.org) or hand delivered to Laconia Housing Authority, 32 Canal Street, Laconia, NH 03246 until 3:00pm EST, August 15th 2022. Bids will be publicly opened and read aloud immediately thereafter at 3:01pm, August 15th 2022.

Laconia Housing Bid Package Office Renovation (3932 sq ft)

32 Canal Street Laconia, NH

Sealed Bid process for Office renovation at Tavern Admin office.

The Laconia Housing Authority is requesting proposals through a Request for Bid process for construction of office space at 32 Canal St. Tavern Administration. The Bid process complies with all applicable local, federal and state building codes and statutory requirements, with special attention paid to the requirements of the Community Development Block Grant program under the United States Department of Housing and Urban Development (HUD).

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The information to Bidders, Form to Bid, Sample Contract and Scope of Work and Specifications may be obtained from Tom Cochran tom@laconiahousing.org (603) 737-2214 or at The Laconia Housing Authority or on website <https://www.laconiahousing.org/rfps-0>

Bid Requirements

1. A 5% Bid Bond is required with bid.
2. A 100% Payment and Performance Bond will be required.
1. This project is funded through the Community Development Finance Authority under the provisions, and subject to Community Development Block Grant requirements under Title 1 of the Housing and Community Development Act of 1974. Federal compliance requirements include Equal Employment Opportunity, Civil Rights, requirements, Section 3, Affirmative Action, Davis- Bacon Wage Rates (Building Belknap County.)
2. This is an equal opportunity/affirmative action agency. All qualified bidders will receive consideration without regard to race, color, religion, creed, age, sex, national origin, sexual orientation or familial status. Women and Minority Owned businesses are encouraged to submit bids.
3. Laconia Housing Authority reserves the right to reject any or all bids received and to waive any informalities in the bidding. No bid to be withdrawn for a period of 60 days subsequent to the opening of bids without consent of the Owner.
4. A Non-Mandatory, but highly advisable **Contractor Walk Thru** of current space will be held at the property on **August 1st, 2022 at 10:00am**. (Walk thru expected to take one hour.) If you require additional access to space for Bid Purposes please let us know.

The information to Bidders, Form to Bid, Sample Contract and Scope of Work and Specifications may be obtained at no cost from Tom Cochran at The Laconia Housing Authority or on the website <https://www.laconiahousing.org/rfps-0>

Tom Cochran, tom@laconiahousing.org (603) 737-2214

Bid specifics:

Timeline:

- **Job Walk:** August 1st @ 10 AM (recommended)- If you require additional access to space for Bid Purposes please let us know.
- **Proposals Due:** August 15th @ 3 PM
- **Delivery of Bid** –Please provide bid proposal via email to Tom@laconiahousing.org or drop off at main office 32 Canal St. Laconia NH
- **Confirmation of receipt of Bid** - Laconia Housing will provide confirmation of receipt of Bid via email.
- **Bid opening** will occur by on August 15th after 3:00 PM.

Submittals shall include the following:

- Listing of projects completed of a similar scope and nature.
- References on prior work completed
- Lump sum price for Project as well as broken down by major component (construction, HVAC plumbing electrical etc.)
- Written Commitment to complete construction by end of year.

Description of Work:

Demolition and fit-up of existing Building space in Laconia, NH. Project includes interior work only, no exterior scope. Interior spaces will include seventeen offices, a multipurpose conference room and a breakroom. This is a Community Development Block Grant (CBDG) project with Davis Bacon wage requirements. See supporting documents for wage requirements and other project info.

Any questions on scope or adjustment to scope shall be addressed in writing to Marty Swinton mswinton@laconiahousing.org a minimum of **3 days** before bid time. Completion of work by year end 2022.

Scope of Work:

The work includes providing all labor, equipment, and materials necessary to complete the demolition and fit-up of office space at 32 Canal Street in Laconia, New Hampshire. The project scope includes but not limited to demolition, electrical, mechanical, general carpentry, masonry, interior finishes (carpet, resilient base, acoustical ceiling and painted drywall).

Furnish all labor, equipment, and material for mechanical, electrical, plumbing, and fire suppression construction as required in accordance with project plans and specifications.

- Demolition work includes but not limited to; removal of walls, windows, doors, frames, fixtures, flooring, and all other items as required.
- Rough Carpentry work includes but not limited to; new walls, openings, and trim as required.
- Drywall work includes but not limited to; new sheetrock, patching and repairs as required.
- Doors & Hardware includes but not limited to; new doors and hardware as required.
- Painting work includes but not limited to; painting of new surfaces as required.
- Electrical work includes but not limited to; remove and replace light fixtures, relocate/replace power receptacles, panel modifications as required, power to new fixtures as required. Includes fire alarm modifications as required.
- Mechanical work includes but not limited to; Remove and/or service existing mechanical system for new layout, new mini splits, new fans, new ductwork, grilles/registers/diffusers as required.
- Plumbing work includes but not limited to, minor upgrades per new layout.
- Fire sprinkler work includes but not limited to; modify existing system as required per AHJ/Code requirements.

General Notes:

- Field verify existing conditions and notify Laconia Housing of any deviations from plans and specifications.
- Contractor shall protect new work against damage and soiling from construction operations. This shall include but not be limited to; providing caution tape and barriers to keep normal traffic out of work areas. This does not include permanent protection.

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- Shipping: Contractor responsible for all shipping and storage costs as required.
- Remove all rubbish resulting from installation at the end of every day; premises shall be left in a clean condition.
- Contractor responsible to field verify all site conditions and report any discrepancies to the owner prior to bid time. Any changes to work due to lack of due diligence will be the responsibility of the contractor and shall be performed at no additional cost to the owner.
- Contractor shall take all steps necessary to prevent damage to walls, doors and equipment; Contractor shall be responsible for damage to walls, doors, equipment resulting from installation.
- Contractor shall prepare existing substrates as required for new work. Ensure warranty terms for each scope.
- Changes of work out of the contractor's control shall be immediately reported to the owner along with a solution to the problem and cost associated with it.
- No additional work shall be performed without written approval from the owner.
- Any work performed prior to written approval shall be at the contractor's expense.
- Insurance certificates naming Laconia Housing Authority as additionally insured shall be provided prior to the commencement of work.
- All work must comply with OSHA guidelines
- Care should be taken to always protect the tenant's safety
- It is the contractor's responsibility to arrange for storage of any materials
- Workers on site must act and dress professionally (shirts must be worn at all times)
- Smoking is not permitted on the property
- Working times are Monday – Friday 7:00AM – 5:00PM (Saturday/Sunday work must be preapproved by Laconia Housing Authority)
- Attached construction signage must be posted at the project prior to the commencement of work
- 5% Bid Bond will be required
- 100% Performance & Payment Bond will be required.