

## INVITATION TO BID

Project: S. Ellen Jones Neighborhood Revitalization / Midtown Renaissance

Property Address: 607 E 8<sup>th</sup> St

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You are invited to bid on a general contract for work involved in the S. Ellen Jones Neighborhood Revitalization / Midtown Renaissance project. The work includes interior and exterior paint, structural stabilization, general renovation including electrical, plumbing and HVAC work. Bids shall be stipulated lump sum. Any other form of bid will be rejected.

The address herein is part of a larger project and will be phased and managed by New Directions Housing Corporation (NDHC) accordingly. Your contract will start dependant total construction schedule and any active construction contracts related to this project. A Notice to Proceed issued by NDHC will start contract time. Contract time will be determined by the work you are bidding on; accordingly NDHC will approve contract time prior to contract signing.

A pre-bid meeting will be held at the project address on Tuesday, June 22, 2010 at 2:30 PM. All contractors submitting a Bid must attend the pre-bid meeting.

Bids will be accepted until 12:00 PM EST on Friday, July 2, 2010. All bids will be opened privately and immediately after Bid Closing. All bidders will be notified by letter at a later date once NDHC has thoroughly examined all Bids.

Procurement Documents can be obtained at the offices of NDHC located at either 1000 E Liberty St, Louisville, KY 40204 or 701 E Spring St, New Albany, In 47150 by appointment only, or online at [www.ndhc.org](http://www.ndhc.org).

When submitted Bid exceeds \$100,000, a bid security equaling 5% of the Bid is required in the form of a certified check or bid bond. As well, submit proof of payment and performance bonding capacity equal to Bid amount. In lieu of acquiring the payment and performance bonds, NDHC will accept an irrevocable line of credit listing IHCDA as the sole beneficiary and equal to 25% of the total construction contract. The line of credit must be issued for the entire construction period plus one (1) year following construction completion.

Monthly reporting is required for this project using form CC-257 MEUR.

New Directions Housing Corporation reserves the right to reject any and all Bids. Award of Bid will not be solely based on the lowest Bid.

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Jeremy Angermeier, CCCA  
Construction Administrator  
New Directions Housing Corporation

## DESCRIPTION OF SERVICES

Project: S. Ellen Jones Neighborhood Revitalization / Midtown Renaissance

When preparing a bid, include all costs associated with services described below.

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1. Executing the Work as described in drawings, technical specifications, and scope of work.
  2. All fees associated with design documents required for permitting purposes.
  3. All cost associated with utilities during and up to 6 months after completion of work.
  4. All cost associated with security during and up to 6 months after completion of work.
  5. All cost associated with property maintenance during and up to 6 months after completion of work.
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End of Description of Services

## EVALUATION CRITERIA

Project: S. Ellen Jones Neighborhood Revitalization / Midtown Renaissance

New Directions Housing Corporation will adhere to the following criteria during the evaluation of all Bids.

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1. Specialized experience or technical expertise of the firm and its personnel in connection with the type of services to be provided and the complexity of the project.
  2. Past record of performance on such NSP-funded contracts within the State of Indiana, and a list of other clients served including type of work, timeliness, quality requirements, and cost control. References submitted by interested bidders should be contacted.
  3. Capacity of the firm to perform the work within time limitations, taking into consideration the current and planned workload of the firm.
  4. Familiarity of the firm with the type of problems applicable to the project.
  5. Price.
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End of Evaluation Criteria

## INSTRUCTION TO BIDDERS

Project: S. Ellen Jones Neighborhood Revitalization / Midtown Renaissance

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The Bidder shall verify all existing site conditions prior to submittal of Bid.

Any questions regarding the Site or Procurement Documents shall be formally submitted (email, fax, hand delivery, or mail) to Jeremy Angermeier on the supplied Request for Interpretation (RFI) sheet included in the Procurement Documents. A response will be returned to the Bidder on or before seven (7) calendar days. In the event a change in the Procurement Documents is necessitated from the RFI, an addendum will be formally issued to all Bidders at the time of response.

The Bid Form shall be filled out using ink and be clearly legible or typed. In preparing the Bid Form, every line and space must be filled to be considered a bona fide submitted Bid. If any particular line isn't pertinent for a Bidder's submission of Bid, the letters NA shall be written in the line or space. The Bid should also include the Subcontractors List document provided in the Procurement Documents. The instructions are included on the Subcontractor List document. If all work is done in-house of the Bidder's Company, the sentence "All work completed in-house" shall be written in the name blank where the first subcontractor would be listed.

If an Outcome Based Scope of Work instead of a Detailed Scope of Work is provided for an address by NDHC, the Bidder must submit with the Bid a detailed description of work which is covered by Bid amount. The description of work shall be broken down by exterior and interior work. Interior work shall be broken down by room. If Bidder has included demolishing and or relocating walls, fixtures, cabinets, windows, and doors Bidder must submit scaled drawings showing proposed floor plan with dimensions of all walls, fixtures, cabinets, windows, and doors being shown.

Two (2) original copies of the Bid Form must be signed and dated by an authorized representative of the Contracting Firm submitting the Bid. The Bid shall be delivered in a tape sealed envelope with the Bid Form placed on top, then remaining documents listed as attachments on the bid form. The Bid must be hand delivered into the office of New Directions Housing Corporation located at 1000 E Liberty St, Louisville, KY 40204 on or before date stated in the Invitation to Bid.

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End of Instructions to Bidder

**BID FORM**

Project: S. Ellen Jones Neighborhood Revitalization / Midtown Renaissance

Date: \_\_\_\_\_ Address: 607 E 8<sup>th</sup> St

To: New Directions Housing Corporation

From: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1. The undersigned BIDDER agrees, if this bid is accepted, to enter into an agreement with New Directions Housing Corporation in the contract included with the Procurement Documents; to perform and install the Work specified or indicated in the Procurement Documents for the bid price and within the bid time indicated in this Bid and in accordance with this Bid and other Contract Documents.
2. In submitting this Bid, the undersigned BIDDER agrees that:
  1. The Bid will remain open for the time of Sixty (60) Calendar Days.
  2. New Directions Housing Corporation reserves the right to reject this Bid.
  3. The Bidder has made themselves familiar with all existing site conditions.
  4. The Bidder has reviewed and is familiar with all of the Procurement Documents.
  5. This Bid is genuine, made on behalf of the Bidder and not of any other party, person, firm, or corporation.
  6. Bidder has received the following Addenda receipt of which is hereby acknowledged.

Date	Addenda
_____	_____
_____	_____
_____	_____

3. Bidder will complete the Work in accordance with the Contract Documents for the following Stipulated Sum of \_\_\_\_\_ (\$ \_\_\_\_\_) and in the time of \_\_\_\_\_ ( \_\_\_\_\_).

Use Words Use Numbers

Use Words Use Numbers

4. UNIT PRICES:  
 Wood siding \_\_\_\_\_ per sq ft  
 Wood soffit \_\_\_\_\_ per linear ft

5. The following documents (as applicable) are attached as a condition of this Bid.
- a. Detailed Description of Work \_\_\_\_\_
  - b. Subcontractor List \_\_\_\_\_
  - c. Drawings \_\_\_\_\_
  - d. Bid Security \_\_\_\_\_
  - e. Payment & Performance Surety \_\_\_\_\_
  - f. Letter of Credit \_\_\_\_\_

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Submitted on \_\_\_\_\_, 2010  
 BY \_\_\_\_\_ (Printed Name of Person Authorized to Sign) \_\_\_\_\_ (Signature)

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# NSP / S. Ellen Jones (Midtown) Revitalization

## Outcome Base Scope of Work – 607 E 8<sup>th</sup> St

### General Notes & Guidelines

- Remove all wood paneling from all wall surfaces.
- Remove existing APC.
- Refinish all hardwood flooring.
- Repair cracks, loose or missing areas of plaster. New work shall be GWB.
- Scope existing house sewer line to street.
- Provide blinds throughout.
- Install hardwired, monitored security system.
- Restore exterior siding and soffits to an original look.
- All windows shall be 1 over 1 pattern.
- Restore front elevation to resemble original look.
- Weatherize entire house i.e. walls, windows, doors, basement / crawlspace.
- Pour new parking pad.
- Install new electrical, plumbing, and HVAC systems.
- Remove existing landscape and provide \$1500 allowance.
- Install new roof.
- Repair structural damage.

The end product for 607 E 8<sup>th</sup> St would be a house which from the exterior would look original fitting into the fabric of the neighborhood. The interior floor plan should be retained where ever possible as it already had a reasonable layout having three (3) bedrooms and two (2) bathrooms. Utilizing the basement as mechanical and storage space, maximize the available footage of the house.

The kitchen shall have all modern amenities including gas stove, refrigerator, microwave, rangehood and a dishwasher. The kitchen should have a minimum of ten (10) feet or countertop (not including sink).

Each bedroom will have a minimum on five (5) feet of closet space, with the master preferably having a small walk-in closet.

The living room and bedrooms should be wired for cable, satellite, and phone, with home runs terminating in the basement.

Existing floor plan is available upon request. Contact Jeremy Angermeier for layout. Provide a detailed description of proposed work based on bid price as described in Instruction to Bidders.

SUBCONTRACTOR LIST

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Property Address: 607 E 8<sup>th</sup> St

Prime Contractor: \_\_\_\_\_

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All Subcontractors intending to perform work on the S. Ellen Jones Neighborhood Revitalization / Midtown Renaissance shall be listed. NDHC reserves the right to review and reject any and all subcontractors listed herein. If a subcontractor is named below, each space in that row must be filled in. Subcontractors listed herein can change and are not guaranteed the work.

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Subcontractor	MBE/WBE/DBE	Trade(s)	\$Amount	Phone#

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End of Subcontractor List