

## INVITATION TO BID

Project: S. Ellen Jones Neighborhood Revitalization / Midtown Renaissance

Property Address: 313 E 14<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 1 PM EST. All contractors submitting a Bid must attend the pre-bid meeting.

Bids will be accepted until 12:00 PM EST on 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 IHCD 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



## S. Ellen Jones Neighborhood Revitalization / Midtown Renaissance

### Detailed Scope of Work - 313 14<sup>th</sup> St

#### General Notes

- Remove all wall paper from all wall and ceiling surfaces.
- Remove all flooring down to original hardwood floor.
- Refinish all hardwood floors.
- Repair cracks, loose or missing areas of plaster.
- Scope existing house sewer line to street.
- Install new HVAC registers unless original to house.
- Provide blinds throughout.

#### Exterior

- Deconstruct for reuse of blocks and repair with new footings front left corner of porch.
- Install metal handrails on steps located at sidewalk and front porch.
- Install new sidewalk on left side of house- slope water from middle of house towards front and rear of property.
- Remove and treat roots of plant growth on house and within 3' of house.
- Remove swing set.
- Install new gutters and downspouts.
- Install new concrete porch and steps at rear of house retain original footprint of existing porch.
- Install new siding and repair eaves- provide unit price per sq ft – extent of work determined after lead abatement.
- Repaint entire exterior.
- Install new shingle roof
- Regrade as needed power-seed and straw front and rear yard. Water throughout six month holding period as required by weather conditions.
- Remove cedar tree and root system.
- Re-landscape with \$1500 allowance.
- Install lighting at front (2 lights) and rear entry door (1 light). Install security light aimed at rear of property.

#### Living Room

- Install ceiling fan with light kit switched at entry door and entrance to dining room. Provide switch for each light and fan.
- Clean, prep and re-finish all trim and unpainted doors with clear finish.
- Correct and level settlement located at pocket door wall.
- Return pocket door to working order.
- Install deadbolt on front door.
- Prep and paint walls and ceiling.

## Dining Room

- Remove chair rail.
- Repair settlement located by fireplace.
- Remove non original components of cased opening and prep and re-finish with clear finish.
- Clean, prep and re-finish fireplace. Remove cultured marble hearth and install new... Seal throat of chimney at damper. Repair fireplace cover and re-install.
- Prep and paint walls and ceiling. Prep and re-finish baseboard with clear finish.

## Study

- Remove all wood paneling.
- Remove APC and restore ceiling to original height.
- Replace non-original baseboard with new base to match profile and finish of original.
- Strip paint from cased opening and original baseboard, prep, and refinish with clear finish.
- Remove walls and install new wall and door per drawings.
- Install new oak treads and paintable risers on stairs to attic.
- Prep and paint walls and ceiling.

## Kitchen

- Remove APC and restore ceiling to original height.
- Remove existing fixtures and cabinets.
- Install new kitchen cabinets and countertops,
- Provide in budget - refrigerator, range hood, stove, dishwasher, and microwave oven.
- Prep and paint walls, trim, doors and ceiling.
- Install ceiling fan and light kit switched at door entering dining room and rear entry door. Provide switch for each light and fan.
- Prep and paint walls and ceiling.

## Rear Bedroom & Closet

- Install ceiling fan and light kit switched at door entering kitchen. Provide switch for each light and fan.
- Remove APC and restore ceiling to original height.
- Prep and paint walls, trim, doors, and ceiling.
- Install shelving on left wall of closet.

## Bathroom

- Install new one piece tub and shower kit.
- Install new 6' wall per drawings.
- Install new toilet, base cabinet with cultured marble top and sink.
- Install new bath accessories.
- Prep and paint walls, trim, doors and ceiling.

- Remove existing duct and chase in corner of bathroom.

### Attic

- Finish attic out per drawings.
- Install VTAC heat pump unit duct to condition bedroom and bathroom as needed.
- Install carpet in bedroom, vinyl sheet goods in bathroom.
- Insulate roof deck with 2lb spray foam.

### MEP

- Install new plumbing supply and waste lines throughout entire house.
- Remove exterior mounted service panel. Install new service panel in basement. Install new switches, outlets, cover plates, and wiring to new fixtures and outlets. We presume all wire will be new. If it is found existing wire is acceptable, it can be requested to retain said wire.
- Install new HVAC system (gas fired furnace, condensing unit and evaporator coil) and all required duct work.
- Install new washer and dryer hook-up in basement.
- Install sump pump with line terminating at rear of house.

### Weatherization

- Insulate all exterior walls with cellulose insulation.
- Perform weatherization package to all windows and doors.
- Install new double track storm windows.
- Seal at floor system in basement with ½ lb foam insulation and insulate foundation walls with vinyl wrapped fiberglass insulation.
- Install moisture barrier on ground in basement and crawlspace.

It is written and understood that items listed herein are descriptions of the Work and do not describe the Work in its entirety. All Work is subject to the technical specifications listed in the Owner - Contractor Agreement.

SUBCONTRACTOR LIST

Project: S. Ellen Jones Neighborhood Revitalization / Midtown Renaissance

Property Address: 313 E 14<sup>th</sup> St

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

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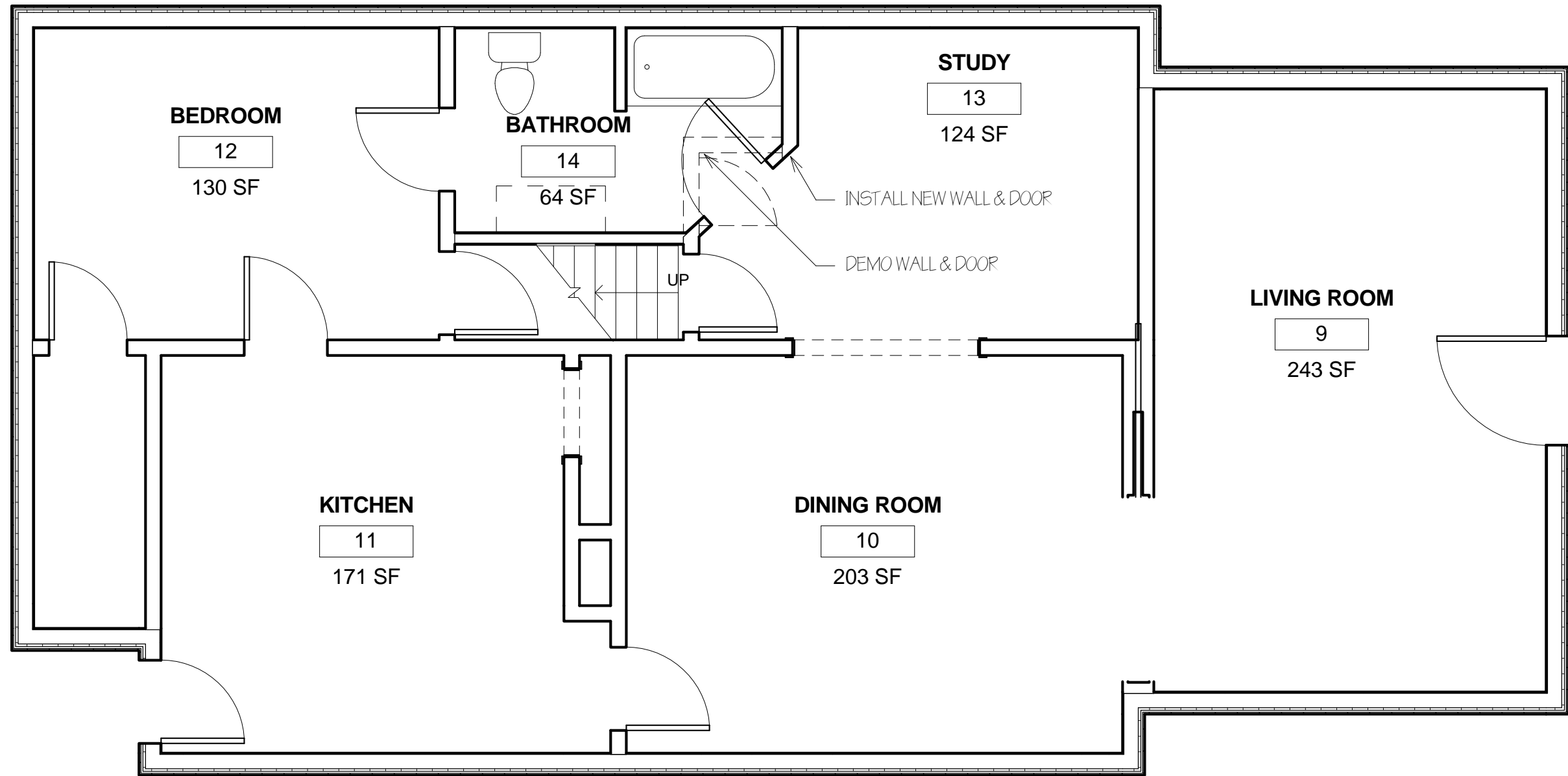
All Subcontractors intending to perform work on the S. Ellen Jones Neighborhood Revitalization / Midtown Renaissance shall be listed. NDHC reserves the right to review and reject any and all subcontractors listed herein. If a subcontractor is named below, each space in that row must be filled in. Subcontractors 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



E  
D  
C  
B  
A

NUMBER	NOTES	DATE	7	6	5	4	3	2	1

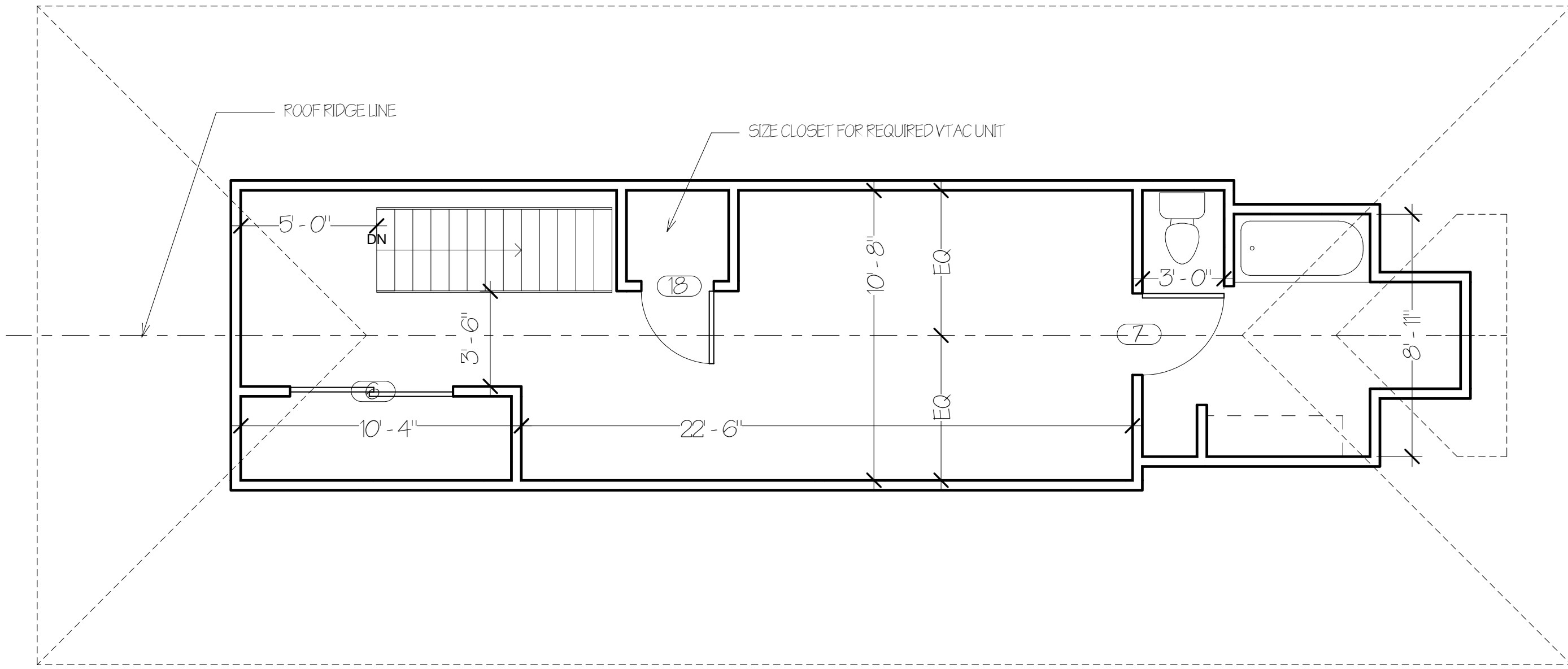
- For Review
- Released for Construction
- Record Drawing

NEW ALBANY NSP  
313 E 14TH ST

DRAWN BY: JAA  
 APPROVED BY: JAA  
 DATE ISSUED: 6.18.10  
 SCALE: 1/4" = 1'-0"  
 1ST FLOOR  
 SH# A21

New Directions  
 Housing Corporation  
 1000 E. Liberty St  
 Louisville Ky, 40204  
 (502)589.2272  
 (502)589.3256 Fax

E  
D  
C  
B  
A



NUMBER	NOTES	DATE	7	6	5	4	3	2	1

For Review

Released for Construction

Record Drawing

NEW ALBANY NSP

313 E 14TH ST

DRAWN BY: JAA


APPROVED BY: JAA

DATE ISSUED: 06/18/10

SCALE: 1/4" = 1'-0"

2ND FLOOR

SH# A2.2



New Directions  
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