

**TOWN OF COLMA**

**COLMA, CALIFORNIA**



**NOTICE OF INVITING BIDS**

**TOWN HALL CAMPUS RENOVATION AND ADDITION**

**BUILDING INFILL & SITEWORK PROJECT**

**August 24, 2017**

**BID OPENING: Thursday, September 28, 2017**

NOTICE IS HEREBY GIVEN that the City Council of the Town of Colma ("Town") invites and will receive sealed Bids up to but not later than **2p.m. on Thursday, September 28, 2017** at the Dept. of Public Works, located at 1190 El Camino Real, Colma, CA 94014, for the furnishing to Town of all labor, equipment, materials, tools, services, transportation, permits, utilities, and all other items necessary for Town Hall Building Infill & Sitework (the "Project"). At said time, Bids will be publicly opened and read aloud at the Town Office. Bids received after said time shall be returned unopened. Bids shall be valid for a period of 90 calendar days after the Bid opening date.

The Project scope includes both Renovations of existing facilities as well as New Construction in the form of building addition and site upgrades.

**Renovations:** The Town of Colma's existing Town Hall was built in 1941; the building is historic to both Town Staff and Residents due to the old style architecture and nostalgic interior space. The Contractor shall be asked to provide upgrades to existing finishes, some structural elements, mechanical, plumbing and electrical systems and also revisions to floor plan space; approximately 2,500 square feet. The work is consistent with Town's effort to maximize space, utilize modern technologies and business practice and also to provide a friendly and welcoming atmosphere for the Community.

**New Construction:** While the 1941 building is deemed the Town's jewel, the staff and needs of the Town have expanded in recent years. To accommodate this expansion a building addition of approximately 7,000 square feet is being built on the back side of the old building. The additions foundation and steel superstructure have already been built, by others. The Contractor who successfully bids this project and is awarded the Contract shall be required to complete the addition with the remaining pieces; i.e. exterior and interior walls, finishes, openings and storefronts, roofing, decorative items and surrounding site work (landscapes and hardscapes).

The successful bidder should be prepared to complete the Building Infill & Sitework Project in two phases such that the building is complete and staff is moved in prior to completion of the adjacent parking area.

Bids must be submitted on the Town's Bid Forms. **Bidders may obtain a copy of the Contract Documents from <https://www.colma.ca.gov/rfp-and-bids>**. Hard copy plans and specs are available for viewing at the Colma Public Works Department at 1190 El Camino Real Colma, CA 94014. To the extent required by section 20103.7 of the Public Contract Code, upon request from a contractor plan room service, the Town shall provide an electronic copy of the Contract Documents at no charge to the contractor plan room.

It is the responsibility of each prospective bidder to download and print all Bid Documents for review and to verify the completeness of Bid Documents before submitting a bid. Any Addenda will be posted on <https://www.colma.ca.gov/rfp-and-bids/>. It is the responsibility of each prospective bidder to check <https://www.colma.ca.gov/rfp-and-bids/> on a daily basis through the close of bids for any applicable addenda or updates. The Town does not assume any liability or responsibility based on any defective or incomplete copying, excerpting, scanning, faxing, downloading or printing of the Bid Documents. Information on <https://www.colma.ca.gov/rfp-and-bids/> may change without notice to prospective bidders. The Contract Documents shall supersede any information posted or transmitted by <https://www.colma.ca.gov/rfp-and-bids/>.

Each Bid shall be accompanied by cash, a certified or cashier's check, or Bid Bond secured from a surety company satisfactory to the City Council, the amount of which shall not be less than ten

percent (10%) of the submitted Total Bid Price, made payable to Town of Colma as bid security. The bid security shall be provided as a guarantee that within five (5) working days after the Town provides the successful bidder the Notice of Award, the successful Bidder will enter into a contract and provide the necessary bonds and certificates of insurance. The bid security will be declared forfeited if the successful Bidder fails to comply within said time. No interest will be paid on funds deposited with Town.

A NON-MANDATORY Pre-Bid Conference is scheduled for Thursday, September 7, 2017 at 2pm to review the Project's existing conditions at 1190 El Camino Real Colma, CA 94014. Representatives of the Town and Design Consultants, if any, will be present. Questions asked by Bidders at the Pre-Bid Conference not specifically addressed within the Contract Documents shall be answered in writing, and shall be sent to all Bidders present at the Pre-Bid Conference. Pre-bid RFIs shall be submitted in writing to the Town Representative not later than 5pm on Thursday, September 14<sup>th</sup>, 2017. Responses shall be provided in addenda format.

The successful Bidder will be required to furnish a Faithful Performance Bond and a Labor and Material Payment Bond each in an amount equal to one hundred percent (100%) of the Contract Price. Each bond shall be in the forms set forth in the Bid Manual, shall be secured from a surety company that meets all State of California bonding requirements, as defined in California Code of Civil Procedure Section 995.120, and that is a California-admitted surety insurer.

Pursuant to Section 22300 of the Public Contract Code of the State of California, the successful Bidder may substitute certain securities for funds withheld by Town to ensure its performance under the contract.

Pursuant to Labor Code Section 1773, Town has obtained the prevailing rate of per diem wages and the prevailing wage rate for holiday and overtime work applicable in San Mateo County from the Director of the Department of Industrial Relations for each craft, classification, or type of worker needed to execute this contract. A copy of these prevailing wage rates may be obtained via the internet at: [www.dir.ca.gov/dlsr/](http://www.dir.ca.gov/dlsr/)

In addition, a copy of the prevailing rate of per diem wages is available at the Town's Public Works Department and shall be made available to interested parties upon request. The successful bidder shall post a copy of the prevailing wage rates at each job site. It shall be mandatory upon the Bidder to whom the Contract is awarded, and upon any subcontractors, to comply with all Labor Code provisions, which include but are not limited to the payment of not less than the said specified prevailing wage rates to all workers employed by them in the execution of the Contract, employment of apprentices, hours of labor and debarment of contractors and subcontractors.

Pursuant to Labor Code sections 1725.5 and 1771.1, all contractors and subcontractors that wish to bid on, be listed in a bid proposal, or enter into a contract to perform public work must be registered with the Department of Industrial Relations. No Bid will be accepted nor any contract entered into without proof of the contractor's and subcontractors' current registration with the Department of Industrial Relations to perform public work. If awarded a contract, the Bidder and its subcontractors, of any tier, shall maintain active registration with the Department of Industrial Relations for the duration of the Project.

This Project is subject to compliance monitoring and enforcement by the Department of Industrial Relations. In bidding on this Project, it shall be the Bidder's sole responsibility to evaluate and include the cost of complying with all labor compliance requirements under this contract and applicable law in its Bid.

Unless otherwise provided in the Instructions for Bidders, each Bidder shall be a licensed contractor pursuant to sections 7000 et seq. of the Business and Professions Code in the following classification(s) throughout the time it submits its Bid and for the duration of the contract: Class A or B License.

Substitution requests shall be made within 35 calendar days after the award of the contract. Pursuant to Public Contract Code Section 3400(b), the Town may make findings designating that certain additional materials, methods or services by specific brand or trade name other than those listed in the Standard Specifications be used for the Project. Such findings, if any, as well as the materials, methods or services and their specific brand or trade names that must be used for the Project may be found in the Special Conditions.

Pursuant to Public Contract Code section 3400(b), if the Town has made any findings designating certain materials, products, things, or services by specific brand or trade name, such findings and the materials, products, things, or services and their specific brand or trade names will be set forth in the Special Conditions.

Pursuant to Public Contract Code section 7201, the Town has made a determination that the project described herein is substantially complex, and therefore a retention of 5 % will be withheld from payment until after the work is complete.

Town shall award the contract for the Project to the lowest responsible Bidder submitting a responsive Bid as determined by the Town from the Base Bid. Town reserves the right to reject any or all bids or to waive any irregularities or informalities in any bids or in the bidding process.

**For further information, contact Mahan Bozorginia, Project Manager at [mahan.bozorginia@colma.ca.gov](mailto:mahan.bozorginia@colma.ca.gov) or at 650-757-8894.**

***BID TIMELINE SUMMARY:***

- *Bid Published: Thursday, August 24<sup>th</sup>, 2017*
- *Pre-bid Conference: Thursday, September 7<sup>th</sup>, 2017 @ 2pm*
- *Pre-bid RFIs due: Thursday, September 14<sup>th</sup>, 2017 by 5pm*
- *Addenda distribution: Thursday, September 21<sup>st</sup>, 2017 (pending review of submitted RFIs)*
- *Bids Due: Thursday, September 28<sup>th</sup>, 2017 no later than 2pm*

**END OF NOTICE INVITING BID**