



## **City of Lowell - Community Center Exterior Rehabilitation Project** Project Scope and Bid Form Worksheets

505 W. First Street Lowell, NC 28098  
Parcel ID#127880



### **Contact for this Proposal's Scope of Work:**

Cheryl Ramsey, City of Lowell Clerk  
[cramsey@lowellnc.com](mailto:cramsey@lowellnc.com)

### **Background:**

The City of Lowell Community Center (formerly Lowell Teacherage) is a historic structure that was built in 1920. It was previously used by the female teachers at nearby Holbrook High School as a dormitory. The City of Lowell currently houses historical photographs and other items within the building. The building also doubles as the City of Lowell Community Center. This rental facility consists of two meeting rooms, a full kitchen, bathrooms, tables, chairs, and on-site parking. The space is commonly rented to both residents and non-residents of Lowell. It's popular for birthday parties, baby showers, bridal showers, family gatherings, and more.

**Pre-Bid Meeting, Bid Due Date and Public Opening:**

Separate sealed bids for City of Lowell for the CDBG-Neighborhood Revitalization Community Center Rehabilitation will be received by the City office at 101 W. First Street, Lowell NC 28098 **Friday, December 9, 2022, at 2:00pm**, then at said office to be publicly opened and read aloud. The bidder shall show such evidence by clearly displaying his or her current license number on the outside of the sealed envelope in which the proposal is delivered.

**Project Goals and General Scope:**

The goal of this project is to perform necessary rehabilitation work on the exterior of this historic building, now used as a City Community Center. This project includes 1) replacement of all exterior windows, 2) all exterior doors and 3) exterior painting for all areas of the building that will include porch and porch ceiling repairs, mortar repairs and ensuring that proper seals from the weather.

**Compliance with Federal and State Codes and Laws:**

All work completed on the property must follow all state and federal laws. This includes, but is not limited to NC Building Code, RCRA, NESHAP and all permitting and other state and federal requirements for this project. Contractor will secure all relevant permits for the work including disposal of all construction materials and lead-based paint debris. The Environmental Analysis Report is attached.

**Other Requirements:**

It is required that the bidder be an active licensed North Carolina General Contractor. Evidence of such must be clearly submitted on the outside of his or her sealed bid envelope. A **performance bond of 100% of the total job** will be required upon successful awarding of the project. A **payment bond** on the part of the Contractor for 100% of the contract price.

**Bid Worksheets and Official Bid Form**

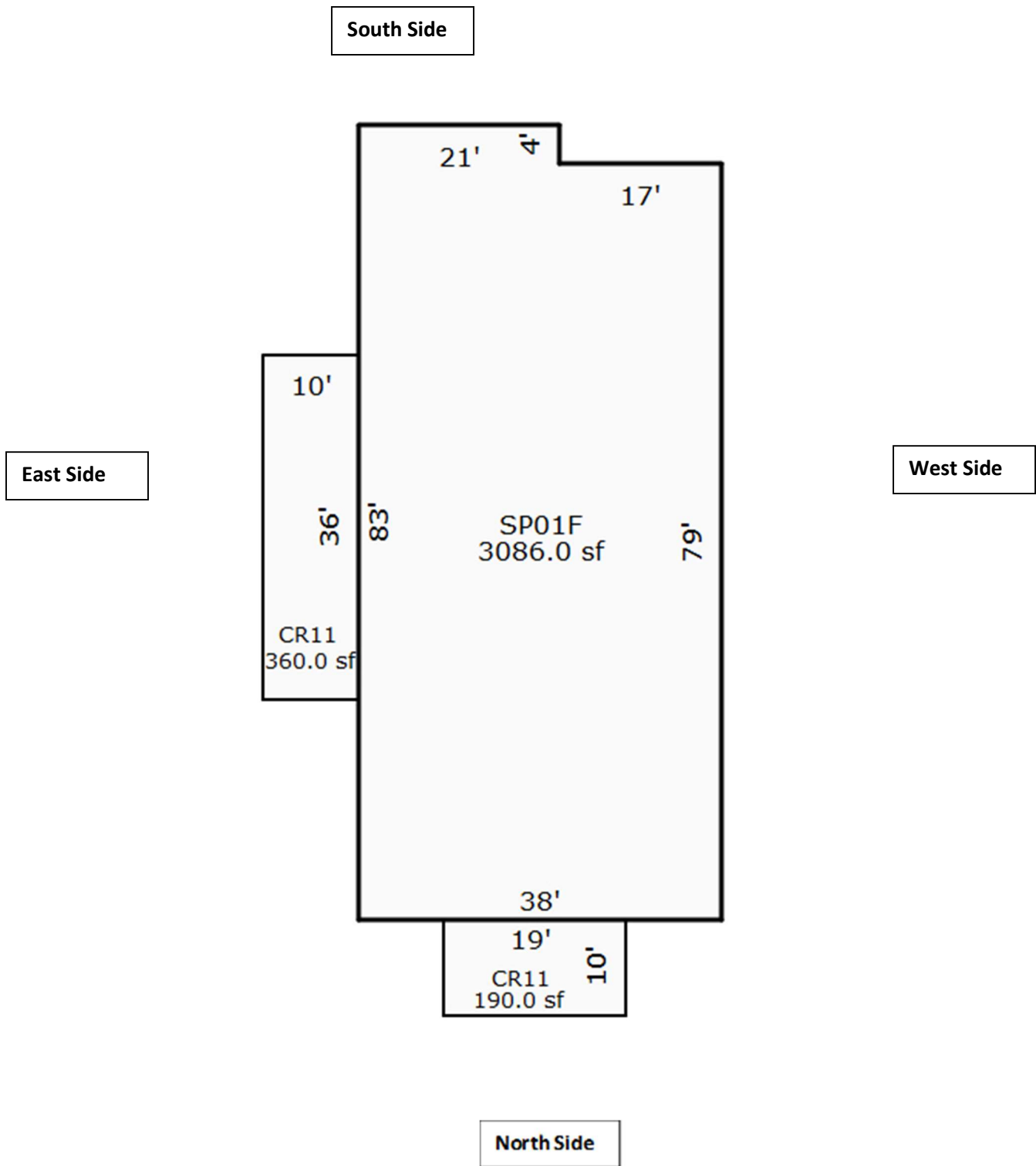
All bidders are required to submit both the Official Bid Form as well as the Bid Worksheets provided in this bid package. The Official Bid Form should provide the final price for the scope of work with windows that are wood-framed and the second line is for the scope of work with windows that are vinyl-framed as an option.

***Please Note:***

This project is being funded in whole or in part by a Housing and Urban Development (HUD) Community Development Block Grant Program (CDBG-NR). As a public facility infrastructure project, certain federal requirements will apply to the contract. Bidders will be required to agree to work in compliance with these regulations, which include regular reports on labor hours worked per the Davis Bacon Act and well as hanging Department of Labor posters at the job site. Another example requires all bidders on this work be required to comply with Section 109 and E.O. 11246 which prohibits discrimination in employment.

A listing of federal regulations is listed on page five (5) of this document. Full definitions related to these regulations and actions that the selected bidder will need to agree to in the contract will be provided at the **pre-bid meeting on Friday, December 2, 2022, at 2:00 pm** at City Hall located at 101 W. First Street, Lowell NC 28098. Please contact Cheryl, Ramsey, Lowell City Clerk at [cramsey@lowellnc.com](mailto:cramsey@lowellnc.com)

**Building Footprint** - note porches and that there are windows on all four sides of the building



**Requirements for bidder selected for this contract:** Insurance, Bonding and Liquidated Damages.

**Insurance**

The Contractor will furnish to the City evidence of comprehensive public liability insurance protecting the City for not less than \$500,000/\$1,000,000 in the event of bodily injury including death and \$100,000 in the event of property damage arising out of the work performed. The Contractor shall carry workers' compensation insurance and other coverage required by local laws governing workers' compensation, which will be on file with the City.

**Bonding Requirements**

For construction or facility improvement contracts or subcontracts exceeding the Simplified Acquisition Threshold, the Federal awarding agency or pass-through entity may accept the bonding policy and requirements of the non-Federal entity provided that the Federal awarding agency or pass-through entity has made a determination that the Federal interest is adequately protected. If such a determination has not been made, the minimum requirements must be as follows:

A performance bond on the part of the Contractor for 100 percent of the contract price. A "performance bond" will be executed in connection with a contract to secure fulfillment of all the Contractor's requirements under such contract.

A payment bond on the part of the Contractor for 100 percent of the contract price. A "payment bond" is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

**Liquidated Damages**

Contractor and Owner recognize that time is of the essence and that Owner will suffer financial and other losses if the Work is not completed and Milestones not achieved within the Contract Times, as duly modified.

The parties also recognize the delays, expense, and difficulties involved in proving, in a legal or arbitration proceeding, the actual loss suffered by Owner if the Work is not completed on time.

## **Federal Funds** and Public Construction Contracts

*The source of funds for this contract are HUD federal funds and the following federal provisions apply pursuant to 2 C.F.R. § 200.326 and 2 C.F.R. Part 200, Appendix II (as applicable). Staff will assist with the federal funding compliance requirements at the pre-bid and pre-construction meetings, including the required provisions noted below:*

Termination for Convenience - 24 CFR 85.44 (All Contracts in Excess of \$10,000)

Legal Remedies

Lead-Based Paint & 24 CFR § 35.145

Equal Opportunity - 41 CFR 60-1.4

Davis-Bacon Act, as amended (40 U.S.C. 3141-3148)

Copeland “Anti-Kickback” Act

Age Discrimination Act of 1975

Americans With Disabilities Act of 1990

Retention and Access Requirements For Records (24 CFR Part 85.42)

Conflict of Interest (24 CFR 85.36 and 24 CFR 570.611)

Remedies/Sanctions or Breach of Contract Terms

Changes to Contract

Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708)

Compliance with Clean Air and Water Acts (applicable to all contracts over \$150,000)

Drug-Free Workplace Requirements

Debarment and Suspension.

Byrd Anti-Lobbying (31 USC §1352)

Solid Waste Disposal Act

Documentation of Costs

Records Retention

Records Access

Minority and Woman-Owned Business Firms