

00 21 13 - INSTRUCTIONS TO BIDDERS

Bids are requested for a general construction contract, or work described in general, as follows:

CITY OF SAN RAFAEL COMMUNITY CENTER ADA BATHROOMS 618 B Street, San Rafael, CA 94901

1. **RECEIPT OF BIDS.** Bids are due on **Thursday, October 10, 2019 by 1:00 pm.** Bids shall be sent via email to fabiolag@cityofsanrafael.org.
2. **CONTACT INFORMATION:**

Sr. Project Manager, A. Fabiola Guillen-Urfer
Department of Public Works
Telephone: 415-485-3435
Email: fabiolag@cityofsanrafael.org
3. **REQUIRED BID FORMS.** All Bidders must submit Bids using the Bid Form provided. The City of San Rafael reserves the right to reject any Bid not clearly written.
4. **OPTIONAL PRE-BID SITE VISIT.** City of San Rafael will conduct a pre-bid Site Visit at **1:30 p.m. on Wednesday, October 2, 2019 at the San Rafael Community Center, on 618 B Street, San Rafael, CA 94901.** Bidders are encouraged to attend but attendance is not required. Bidders are encouraged to submit written questions in connection with the Site Visit. City of San Rafael will transmit to all parties recorded as having received bidding documents for such items that in its discretion considers necessary in response to written questions. Bidders shall not rely on oral statements. Oral statements will not be binding or legally effective. Other Pre-Bid Site visits may be scheduled at City of San Rafael sole discretion, depending on staff availability.
5. **BID QUESTIONS:**
Contractors are required to submit any questions in writing, via e-mail, to: fabiolag@cityofsanrafael.org no later than **1:00 P.M. on Monday, October 7, 2019.** City will respond to written inquires only.
6. **SCHEDULE:** The Community Center serves the City of San Rafael residents and community at large. The administration has made some arrangements to allow for the restroom renovation work to take place. However, the Community Center will be open and fully operational during construction. The Work shall be completed between the following dates:

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|----|--|-------------------------|
| i | Work shall start on | November 4, 2019 |
| | 1 Milestone No. 1: Demolition shall be complete by | November 10, 2019 |
| ii | Work shall be substantially complete by | December 6, 2019 |

This duration of about 5 weeks is non-negotiable. The work must be performed between the above-mentioned dates and shall be substantially completed and fully operational no later than December 6, 2019.

The main office of the Community Center will move to a temporary location while demolition work takes place to minimize disruptions. Demolition work shall be completed by November 10 (Milestone No. 1). Main office personnel will return to its permanent location, the front desk, on Monday, November 11. Minor punch list items may be done on December 9 and December 10 with proper access control and coordination with the City's Project Manager.

7. SPECIAL CONDITIONS:

- i Contractor shall include Saturday work to complete the project on time.
- ii Contractor shall work during the week of Thanksgiving Holiday (Monday through Wednesday. No work Thursday/Friday/Saturday that week) to take full advantage of the entire project duration.
- iii Contractor to install a full height temporary hard barrier to separate the community and staff from the construction site as well as to protect from noise and dust during construction. Barrier must be safe and maintained through the project. Refer to Site Logistics plan for approximate location of hard barrier (plywood or sheetrock construction) and contractor access.
- iv Hours of operations are between 7am to 6 pm. Monday through Saturday. (Saturday work at Contractor's discretion to assure timely completion of the project).
- v Contractor has the option to work overnight/graveyard shift if preferred during demolition. This option can be discussed with the City Project Manager.
- vi Owner will provide temporary restrooms for the Community Center's use during construction. This is not a contractor cost.
- vii The Community Center will continue to be occupied and operated at its full capacity during construction. The Community Center is host to various entities and outside groups with ongoing activities for people of all ages, including children and seniors. Contractor must maintain safe practices at all times and be aware of the public who will continuously access the building during construction hours.

8. ALTERNATE No. 1. Alternate pricing will be presented to the City of San Rafael at the time of contract approval. Selection of the alternate will be at the City's sole discretion. The Alternate will not be part of the basis of award. The contract will be awarded only based on the "Base Bid Amount".

- A. If Additive Alternate No. 1 is accepted, contractor may choose to work at the two locations concurrently, but it is not required. Completion of the Community Center ADA Bathroom renovation project is the highest priority and it must be completed by December 6th. The Shoreline Park Pathway Restroom Renovation Project may be started any time after notice to proceed and it shall be completed no later than January 30th, 2020.

9. WAGE RATES.

In accordance with California Labor Code sections 1770 and 1773, City of San Rafael has obtained from the Director of the Department of Industrial Relations ("DIR"), the general prevailing rate of wages applicable to the Project.

Each Trade Contractor and all subcontractors of whatever tier shall pay not less than the specified rates to all workers employed by them in the execution of the Project. It is bidder's responsibility to determine any rate change, which has occurred or will occur during the intervening period between each issuance of written rates by DIR.

10. EQUAL EMPLOYMENT OPPORTUNITY. Contractor shall comply with all applicable federal, state, and local laws, rules, and regulations in regard to nondiscrimination in employment because of race, color, ancestry, national origin, religion, sex, marital status, age, medical conditions, disability, or any other reason.

11. AGREEMENT. A sample agreement has been included for bidders review of terms. **Note item #3, a payment and performance bond are required (forms attached).** These and all other costs associated with bonds and insurance must be included as part of the total contract amount. This is not a bid bond. This is only required once the bidder is selected. (See attached forms for reference).

-END OF SECTION-