

Invitation To Bid

The Fairmont Community Development Partnership (FCDP), owner of the historic YMCA Building at 100 Fairmont Avenue, Fairmont, WV, is requesting bids for the replacement of the existing built-up rolled asphalt roof on the YMCA Building.

Bid Specifications:

To furnish all materials and perform all labor necessary for the completion of reroofing the YMCA Building, (Old Moose Building), located at 1st Street & Fairmont Avenue as follows:

- Remove and dispose of old roofing, refuse as well as asbestos removal as needed. See (Appendix A) "Asbestos Containing Building Materials Survey Summary".
- Remove and dispose of existing metal coping.
- Provide quote for the installation of a Duro-Last Roof Membrane System and a EPDM Membrane System
- Install 60ml rubber roofing using mechanically fastened installation methods including metal plates and screws sufficient to penetrate decking or parapet walls at least one inch
- Clean, prime and seal all seams and end laps of rubber with overlap as recommended by manufacturer
- Extend membrane up parapet walls, curbs skylight and roof projections a minimum of 12 inches. Extend higher at corner where gutter system exits roof
- Properly caulk top of all flashing
- Install proper termination bars at top of flashing to ensure waterproof seals
- Install new pipe collars on roof projections as needed; properly caulk and seal top edges
- Removal of vent pipes and counter-flashing of chimneys.
- Price per Sq. Ft. for removal and replacement of rotted wood decking as required.
- Install 1' Polyiso insulation
- Install one new Bilco roof hatch to fit existing roof hatch opening
- Wall top details to be a two piece compression metal with no exposed fasteners
- Install new prefinished metal gutters and downspouts to match existing in size and gauge of metal (confirm requirements of sizing per NRCA Standards).
- Install new metal coping to match full extent of existing to SMACNA – color by owner
- Furnish Standard 20 year warranty
- All work to be performed in a professional manner

The price shall include and cover the furnishing of all materials, labor, tools, material, and equipment necessary for the removal of existing roofing material indicated in this document and specifically designated as and shall be paid in full at the time of completion and acceptance. The Bid Item Price shall include all asbestos abatement activity for the roof material indicated in Appendix A "Asbestos Containing Building Materials Survey Summary." Contractor shall be required to remove all damaged roof sheathing. Contractor will also be responsible for obtaining all

permits. Asbestos abatement for the contract must be performed in accordance with WV Division of Health Legislative Rules Title 64 Series 63, OSHA Asbestos Construction Standard 29 CFR 1926.1101 and the EPA Asbestos NESHAP guidelines 40 CFR 61, Subpart M. A Notice of Abatement, Demolition or Renovation form must be submitted to the proper agencies, and a 10-day notice given prior to the commencement of any abatement on this project. The roof is accessible by an internal staircase on the fourth floor.

The project completion date is Monday, November 30, 2009 and will be reviewed by the West Virginia State Historic Preservation Office. Contractors will be selected based upon (1) cost, (2) experience with similar historic preservation projects, and (3) proven ability to complete a project. The contractor must carry out the described work in compliance with the Secretary of Interior's Standards for Rehabilitation.

Contractors wishing to be considered shall submit the following to the FCDP in Fairmont, WV by October 23, 2009:

1. Letter of Interest detailing previous historic preservation experience
2. Lump sum for bid proposal
3. Three references from previous historic building roof replacements

All bids must be received no later than 4:00 pm on Friday, October 23, 2009. Send bids to Mr. Bob Gribben and/or Mr. Bob Sapp at 109C Fairmont Avenue, Fairmont, WV 26554. The bid package is available by calling Bob Sapp or Bob Gribben at (304) 366-7600.

The property will be open for a pre-bid walk through upon appointment.

Funds for this project are through the WV State Historic Preservation Office (WVSHPO) and all work must be approved by the SHPO prior to payment. All applicable federal, state and local laws, rules, and regulations apply. WV Fair Minimum Wage Rates (Prevailing Wage) apply.

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SECTION 00900 COMPETENCY OF BIDDER CLAUSE: GENERAL CONTRACTOR

Part I - General

1.01 DESCRIPTION OF REQUIREMENTS

- A. The type of requirement specified in this section relates to the determination by the owner of the competency of the Bidder to perform this contract.
- B. The Bidder will be deemed competent and technically qualified when the bidder provides the information requested on the Technical Qualifications Data Forms included in this section in sufficient form and quantity so a determination can be made that the bidder has fulfilled the minimum requirements as stated in the forms.
- C. The following project specification experience is required to meet the standards set forth for this project:
 - Rubber Roofing:
 - 3 projects in 4 years
 - Rubber membrane roofing installation and rehabilitation
 - Familiar with the Secretary of the Interior's Standards for Rehabilitation
 - Maintained historic integrity of project
 - Projects must involve buildings more than 50 years old (experience with historic materials required)
- D. This information shall be provided to the owner within seven days of his/her request as a follow up to the bid.
- E. Failure on the part of the Bidder to provide thoroughly completed Technical Qualifications Data Forms and the necessary photographic documentation requested herein will result in the Bidder being found non-responsible and may be grounds for rejection of the bid.

1.02 FORM A: BIDDER'S BACKGROUND

- 1. Fill out firm name, address, telephone number, date, authorized official, title and corresponding telephone number. Authorized official must have authority to negotiate and contractually bind your company.
- 2. Provide information regarding your plant/facilities and equipment.
- 3. Describe your firm's project management skills. Minimum requirement: must have an individual assigned to the project who has had five years of project management experience on renovation projects. Identify the individual's experience by providing name, address, date and client for three renovation or restoration projects that the project manager has run.
- 4. Provide a project management plan, in your own words, discussing how you will proceed through the contract requirements to perform the applicable work. Minimum requirement: must provide a plan that addresses the project schedule.

FORM A: BIDDER'S BACKGROUND
TECHNICAL QUALIFICATION DATA

1. FIRM NAME: _____

FIRM ADDRESS: _____

FIRM TELEPHONE
NUMBER: _____

AUTHORIZED OFFICIAL: _____
(Note: Authorized official must have authority to negotiate and contractually bind the company)

TELEPHONE NUMBER: _____
2. Provide a short narrative describing the firm's location and facilities.
(you may attach additional sheets)
3. Describe your firm's project management skills which are relevant to this project.

Minimum requirement: must have at least one individual assigned to the proposed project who has had five years of project management experience on renovation/restoration projects. Provide his/her name with a list of three projects for which he/she performed the project management. For each project provide the project name, address, date, and the name and telephone number of the client contact most familiar with your project manager's performance on the project.

SECTION 01100 - SUMMARY

PART 1 - GENERAL

1.1 SUMMARY OF WORK

- A. Project: Historic YMCA Building, 100 Fairmont Avenue, Fairmont, WV
- B. Owner: Fairmont Community Development Partnership
- C. The Work consists of following summary of work:

The project includes the removal of several layers of existing asphalt rolled roofing and asphalt based coatings, the removal and reinstallation of the wood decking as required the removal of vent pipes, the counter-flashing of chimneys, the installation of new metal gutters and downspouts, installation of new metal coping, the reflashing of all penetrations and the installation of an EPDM roofing system or Duro-Last Membrane Roof System.

Contractor will use every precaution to protect the public and adjacent property. All work will be done in a neat workmanlike manner with 100% cooperation. The Contractor shall furnish labor material, liability and workers compensation insurance, all parking and building permits as well as a performance bond for the project.

Bid proposal is based on using AIA form #A401 unmodified.

- D. Owner-Furnished Items: The following products will be furnished by Owner and shall be installed by Contractor as part of the Work:
 - 1. Access to the east and south perimeters of the building, on site water, electric, parking in the rear lot of the project site, and general access to all area of the building requiring work.

1.2 WORK RESTRICTIONS

- A. Contractor's Use of Premises: During construction, Contractor will have full use of site indicated with limited access to the interior of the building. Contractor's use of premises is limited only by Owner's right to perform work or employ other contractors on portions of Project.
- B. Note that the building may remain open for public tours and visitation and the contractor is responsible to ensure the health, safety, and welfare of the public while the site is under his use. Close coordination with the building owner will be required.
- C. Funding for this project is from Federal Funds through the West Virginia State Historic Preservation Office. All applicable Federal, State, and Local laws, rules, and regulations apply. This is a prevailing wage job.

1.3 SAFETY

- A. All workers using flammable materials or heat producing devices such as but not limited to blow torches, heat guns, and soldering devices must have a portable fire extinguisher within 5 feet of them when using such materials and devices.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION (Not Applicable)

END OF SECTION 01100

SECTION 01200 - PRICE AND PAYMENT PROCEDURES

PART 4 - GENERAL

4.1 UNIT PRICES

- A. A unit price is an amount proposed by bidders and stated on the Bid Form for certain work that is paid for per unit of measure. Bidders shall indicate on the Bid Form unit prices for the following items of work:
 - 1. Square feet of rubber roof sheathing replacement
 - 2. Square feet of Metal Flashing replacement
 - 3. Linear Feet of gutter replacement to match existing
 - 4. Square feet of wood roof sheathing replacement
- B. Unit prices include all necessary material, plus cost for delivery, installation, insurance, applicable taxes, overhead, and profit.
- C. Changes to the Work incorporating Unit Prices will be made by Change Order.

4.2 CONTRACT MODIFICATION PROCEDURES

- A. On Owner's approval of a proposal from Contractor, Architect will issue a Change Order on AIA Document G701, for all changes to the Contract Sum or the Contract Time.
- B. When Owner and Contractor disagree on the terms of a proposal, Architect may issue a Construction Change Directive on AIA Document G714, instructing Contractor to proceed with the change. Construction Change Directive will contain a description of the change and designate the method to be followed to determine changes to the Contract Sum or the Contract Time.

4.3 PAYMENT PROCEDURES

- A. Submit a Schedule of Values at least 10 days before the first Application for Payment. In Schedule of Values, break down the Contract Sum into at least one line item for each Specification Section. Correlate the Schedule of Values with Contractor's Construction Schedule.

- B. Submit 3 copies of each application for payment on AIA Document G702/703, according to the schedule established in Owner/Contractor Agreement.
 - 1. For the second Application for Payment through the Application for Payment submitted at Substantial Completion, submit partial releases of liens from each subcontractor or supplier for whom amounts were included in the previous Application for Payment.
 - 2. Submit final Application for Payment after completion of Project closeout procedures with release of liens and supporting documentation. Include consent of surety to final payment and insurance certificates. Note that last payment will be held until work is completed and approved by the State Historic Preservation Office. Allow 4-6 weeks for the final payment

1.4 PROCUREMENT METHOD

A. General:

Selection of a contractor for the project is subject to the approval of the West Virginia State Historic Preservation Office. Selection will be based on (1) cost, (2) experience with historic rehabilitation projects, and (3) proven ability to complete a project.

1. Definitions

a. Technically Qualified (or competent) Bidder

A technically qualified bidder is a bidder who meets all of the technical qualifications for the categories stipulated in this contract.

b. Non-Responsible Bidder

A non-responsible bidder is a bidder who has failed to complete the forms provided as directed, including submission of photographs, or whose work does not meet the standards for competency as created by the competency clause requirements. The owner reserves the right to reject the bid of any bidder determined to be non-responsible.

PART 5 - PRODUCTS (Not Applicable)

PART 6 - EXECUTION

6.1 BASIS OF AWARD

- A. The bid shall be evaluated based upon price and proof of competency.
- B. The bidder or the subcontractor whom the bidder will use for the performance of this work shall meet the competency qualifications defined in SECTION 00900 Series. Proof of competency is required to be submitted within seven days of the owner's request. Only one Technical Qualifications Data Package may

be submitted by each bidder. The owner reserves the right to ask for additions or changes to the Technical Qualifications Data Package submission. Each bidder shall propose only one specialty firm for each specialty category listed.

- C. The bid may be rejected if the bidder or his subcontractor has established on former jobs, either Government, municipal or commercial, a record for unsatisfactory work, has repeatedly failed to complete contracts awarded to them within the contract time, or otherwise fails to meet the specified competency qualifications.

3.2 PROOF OF COMPETENCY

- A. The Proof of Competency (Technical Qualifications Data Package) shall be sufficiently complete and organized to insure that evaluation can be made on the basis of its content. It is important that the Proof of Competency (the Technical Qualifications Data Package) be organized as specified in SECTION 00900 SERIES COMPETENCY OF BIDDER and COMPETENCY OF SPECIALIST FOR RESTORATION SKILLS-TECHNICAL QUALIFICATIONS and exactly follow the paragraph numbers therein since the evaluation will parallel the specified order. For the same information to apply to more than one paragraph, it must be repeated in its entirety each time.
1. Elaborate binders, graphics, brochures, appendices and illustrations are neither necessary nor desired.
 2. Legibility, completeness and adherence to the prescribed format are essential. Failure to do any of the above may be grounds for rejection of bid.

END OF SECTION 01200

SECTION 01701 - EXECUTION AND CLOSEOUT REQUIREMENTS

PART 7 - GENERAL

7.1 CLOSEOUT SUBMITTALS

- A. Operation and Maintenance Data: Organize data into three-ring binders with identification on front and spine of each binder and pocket folders for folded sheet information. . Include the following:
1. Manufacturer's operation and maintenance brochures
 2. Emergency instructions
 3. Copies of warranties
 4. Product Data

PART 8 - PRODUCTS (Not Applicable)

PART 9 - EXECUTION

9.1 EXAMINATION AND PREPARATION

- A. Examine substrates and conditions for compliance with manufacturer's written requirements including, but not limited to, surfaces that are sound, level, plumb, smooth, clean, and free of deleterious substances; substrates within installation tolerances; and application conditions within environmental limits. Proceed with installation only after unsatisfactory conditions have been corrected.
- B. Prepare substrates and adjoining surfaces according to manufacturer's written instructions, including, but not limited to, filler and primer application.
- C. Take field measurements as required to fit the Work properly. Where fabricated products are to be fitted to other construction, verify dimensions by field measurement before fabricating and, when possible, allow for fitting and trimming during installation.

9.2 CUTTING AND PATCHING

- A. Do not cut structural members or operational elements without prior written approval of owner.
- B. For patching, provide materials whose installed performance will equal or surpass that of existing materials. For exposed surfaces, provide or finish materials to visually match existing adjacent surfaces to the fullest extent possible.

9.3 INSTALLATION

- A. Comply with manufacturer's written instructions for installation. Anchor each product securely in place, accurately located and aligned. Clean exposed surfaces and protect from damage. If applicable, prepare surfaces for field finishing.
- B. Clean Project site and work areas daily, including common areas.

9.4 FINAL CLEANING

- A. Clean each surface or item as follows before requesting inspection for certification of Substantial Completion:
 - 1. Remove labels that are not permanent.
 - 2. Clean transparent materials, including mirrors. Remove excess glazing compounds. Replace chipped or broken glass.
 - 3. Clean exposed finishes to a dust-free condition, free of stains, films, and foreign substances. Leave concrete floors broom clean.
 - 4. Vacuum carpeted surfaces and wax resilient flooring.
 - 5. Wipe surfaces of mechanical and electrical equipment. Remove excess lubrication. Clean plumbing fixtures. Clean light fixtures and lamps.
 - 6. Clean the site. Sweep paved areas; remove stains, spills, and foreign deposits. Rake grounds to a smooth, even-textured surface.

9.5 CLOSEOUT PROCEDURES

- A. Substantial Completion: Before requesting Substantial Completion inspection, complete the following:
 - 1. Advise Owner of pending insurance changeover requirements.
 - 2. Submit specific warranties, maintenance agreements, and similar documents.
 - 3. Obtain and submit releases permitting Owner unrestricted use of the Work and access to services and utilities. Include occupancy permits, operating certificates, and similar releases.
 - 4. Submit Record Drawings, operation and maintenance manuals, and similar final record information.
 - 5. Deliver tools, spare parts, extra materials, and similar items.
 - 6. Change over locks and transmit keys to Owner.
 - 7. Remove temporary facilities and controls.
 - 8. Complete final cleaning requirements, including touchup painting.
 - 9. Touch up and otherwise repair and restore marred exposed finishes to eliminate visual defects.
- B. On receipt of a request for inspection, Owner will proceed with inspection or advise Contractor of unfulfilled requirements. Owner will prepare the Certificate of Substantial Completion after inspection or advise Contractor of items that must be completed or corrected before the certificate will be issued.
- C. Request inspection for certification of Final Completion, once the following are complete:
 - 1. Submit a copy of Substantial Completion inspection list stating that each item has been completed or otherwise resolved for acceptance.
 - 2. Instruct Owner's personnel in operation, adjustment, and maintenance of products, equipment, and systems.
- D. Owner will reinspect the Work on receipt of notice that the Work has been completed.
 - 1. On completion of reinspection, Architect will prepare a final Certificate for Payment. If the Work is incomplete, Architect will advise Contractor of the Work that is incomplete or obligations that have not yet been fulfilled.

END OF SECTION 01701

SECTION 01732 - SELECTIVE DEMOLITION

PART 10 - GENERAL

10.1 SECTION REQUIREMENTS

- A. Unless otherwise indicated, demolished materials become Contractor's property. Remove from project site.
- B. Items indicated to be removed and salvaged remain Owner's property. Remove, clean, and deliver to Owner's designated storage area.
- C. Comply with EPA regulations and disposal regulations of authorities having jurisdiction.

- D. Conduct demolition without disrupting Owner's use of the building.
- E. Hazardous Materials: See (Appendix A) "Asbestos Containing Building Materials Survey Summary".

PART 11 - PRODUCTS (Not Applicable)

PART 12 - EXECUTION

12.1 DEMOLITION

- A. Maintain and protect existing utilities to remain in service before proceeding with demolition, providing bypass connections to other parts of the building.
- B. Locate, identify, shut off, disconnect, and cap off utility services to be demolished.
- C. Conduct demolition operations and remove debris to prevent injury to people and damage to adjacent buildings and site improvements.
- D. Provide and maintain shoring, bracing, or structural support to preserve building stability and prevent movement, settlement, or collapse.
- E. Protect building structure and interior from weather and water leakage and damage.
- F. Protect walls, ceilings, floors, and exposed finishes that are to remain. Erect and maintain roof covering. Cover and protect fixtures, furnishings, and equipment that are to remain.
- G. Neatly cut openings and holes plumb, square, and true to dimensions required. Use cutting methods least likely to damage construction to remain or adjoining construction.
- H. Promptly patch and repair holes and damaged surfaces of building caused by demolition. Restore exposed finishes of patched areas and extend finish restoration into remaining adjoining construction.
- I. Promptly remove demolished materials from Owner's property and legally dispose of them. Do not burn demolished materials.

END OF SECTION 01732

SECTION 07531 - EPDM MEMBRANE ROOFING

PART 13 - GENERAL

13.1 SECTION REQUIREMENTS

- A. Submittals: Shop Drawings of tapered insulation.

- B. Exterior Fire-Test Exposure: ASTM E 108, Class B.
- C. Warranties: Manufacturer's standard form, without monetary limitation, signed by roofing manufacturer agreeing to repair leaks due to defects in materials or workmanship for period of 20 years.

13.2 REFERENCE MATERIALS

- A. National Park Service
 - 1. Preservation Brief 4: Roofing For Historic Buildings
<http://www2.cr.nps.gov/tps/briefs/brief04.htm>

- B. General Services Administration

The GSA web site contains numerous documents about roofing, maintenance and repair.
<http://w3.gsa.gov/web/p/hhttp.nsf/All%20Procedures?OpenView>

PART 14 - PRODUCTS

14.1 ROOFING MATERIALS

- A. EPDM Sheet: ASTM D 4637, Type I, non-reinforced; 45 mils thick; black.
 - 1. Auxiliary Materials: Recommended by roofing system manufacturer for intended use and as follows:
 - a. Sheet Flashing: 60-mil- thick EPDM.
 - b. Seaming Material: Single-component, butyl splicing adhesive and splice cleaner.
 - 2. Substrate Board: ASTM C 1177, Type X, glass-mat, water-resistant gypsum substrate; 5/8 inch (16 mm) thick.
- B. Duro-Last Membrane System (White PVC Vinyl)
 - 1. Install 3/8 inch Duro-Fold insulation board on the entire roof deck. Install 40 mil Duro-Last membrane on the roof deck and walls up, over and down the outside edge a minimum of 3 inches. Install a 6 inch commercial apron style gutter along with repairing the existing downspouts.

14.2 ROOF INSULATION

- A. If required: Extruded-Polystyrene Board Insulation: ASTM C 578, Type IV .
- B. Fabricate tapered insulation with slope of 1/4 inch per 12 inches, unless otherwise indicated.

PART 15 - EXECUTION

15.1 INSTALLATION

- A. Install substrate board with long joints continuous and perpendicular to roof slopes with end joints staggered. Tightly butt substrate boards together and fully adhere to substraat.
- B. Install EPDM sheet according to roofing system manufacturer's written instructions and as follows:
 - 1. Adhered Sheet Installation: Apply bonding adhesive to substrate and underside of sheet and allow to partially dry. Do not apply bonding adhesive to splice area of sheet.
- C. Seams: Clean splices, apply splicing cement, and firmly roll side and end laps of overlapping sheets. Seal exposed edges of sheet terminations.
- D. Install sheet flashings and preformed flashing accessories and adhere to substrates. Protect roofing from damage and wear during remainder of construction period.
- E. Correct deficiencies in or remove and reinstall roofing and sheet flashing that does not comply with requirements.

END OF SECTION 07531

100 Fairmont Avenue
Fairmont, West Virginia

Roof Replacement
September 28, 2009

BID FORM

Rubber Roof Replacement

YMCA Building
100 Fairmont Avenue
Fairmont, WV

Bids due at 4:00 pm on Friday, October 23, 2009

Indicate below the number of Addendums received:

For all labor and material, the sum of \$ _____

(written amount) _____ dollars.

Unit Prices

1. EDPM Rubber roof replacement: \$ _____ /SF
2. Flashing: \$ _____ /SF
3. Downspouts \$ _____ /SF
4. Wood Decking and Sheathing \$ _____ /SF

Alternates

1. Duro-Last Roof System/

\$ _____ / sf
(Please note if this is a lump sum add or deduct to your base bid.)

Submitted by:

Name of firm: _____

Address: _____

Authorized Signature binding bidder to the bid amounts:

(seal)

LIST OF PROPOSED SUBCONTRACTORS AND EQUIPMENT/MATERIAL SUPPLIERS

Furnish a fully completed copy of this list to the Owner within two (2) hours of the reading of the last bid on this Project.

For work projected to be performed by Bidder, indicate "By Contractor." If more than one bona-fide entity is being seriously considered for any of the subcontract work, list those that may be used. If the acceptance of an alternative proposal changes a subcontractor or supplier, indicate by notation below.

On individual work/material categories which do not apply to this Project, indicate "no applicable" or N/A."

WARNING: In requiring this Post-Bid List, it is the express intent of the Owner to use the information to carefully review the construction TEAM being proposed for use on this Project by the Bidder. If the Architect determines that the submitted data appear to be frivolous, at variance with this intended use, or that the Owner's ability to properly evaluate the Bids is hampered, the Bid may be declared non-responsive.

The Bidder may be requested to change an unsatisfactory subcontractor or equipment/material supplier. The Owner or Architect/Engineer may indicate their concerns about any entity listed which they have reason to believe past experience indicated poor performance may be expected. The Contractor has full responsibility for satisfactory execution of all work in accordance with the contract Documents.

PROJECT NAME: _____

OWNER: _____

ARCHITECT: _____

BID OPENING : _____ (DATE) _____ (TIME)

BRANCH OF WORK/MATERIAL CATEGORY

SUBCONTRACTORS/SUPPLIER

- | | |
|----------------------------------|-------|
| 1) Selective Demolition | _____ |
| 2) EPDM Roof System Installation | _____ |
| 3) Duro-Last Membrane System | _____ |