



SEIHI Inc, 425 Hagemann, Burlington

BID PACKET

NOTICE TO BIDDERS
GREAT RIVER HOUSING TRUST FUND
REHABILITATION PROJECTS

Time and Place for filing sealed Proposals. Sealed bids for the work comprising the improvement as stated below must be filed before **2:00PM, Friday, November 3, 2017** in the Southeast Iowa Regional Planning Commission, 211 North Gear Avenue, Suite 100 .

Time and Place Sealed Proposals will be Opened and Considered. Sealed proposals will be opened and bids tabulated at **2:01PM, Friday, November 3, 2017** in the Southeast Iowa Regional Planning Commission, 211 North Gear Avenue, Suite 100.

The project will be awarded to the lowest responsible bidder. Southeast Iowa Regional Planning Commission, as administrative agent for the Great River Housing Trust Fund, reserves the right to reject any and all bids.

Time for Commencement and Completion of Work. Work on the improvement shall be commenced immediately upon approval of the contract by the SEIRPC and within Seven (7) days from the date specified on the Proceed Order. **Proceed Order Start Date may be flexible.**

Contract Documents. Copies of the contract documents can be aquired from the homeowner or picked up at Southeast Iowa Regional Planning Commission, 211 N Gear Ave, Suite 100, West Burlington, IA.

General Nature of Public Improvement. The rehabilitation of buildings, structures and sites in accordance with the rehabilitation standards determined by general inspection and guidance explained on bid packets; in accordance with the contract documents. **Project will be bid as a whole.**

****Women and Minority Owned Business are encouraged to participate****

Any questions regarding this notice can be directed to Sara Hecox at the Southeast Iowa Regional Planning

MEMORANDUM

TO: Contractors
FROM: Southeast Iowa Regional Planning Commission
RE: Great River Housing Trust Fund Housing Rehabilitation Program
DATE: October 25, 2017

Thank you for your interest in bidding on the homes in the Great River Housing Trust Fund Housing Rehabilitation Program. The following are a few reminders as you complete your bid packet.

1. All bids must be completed in permanent ink. Bids written in pencil will not be accepted.
2. Sealed bids for the work comprising of the improvements as stated below must be filed before **2:00PM, Friday, November 3, 2017** at **Southeast Iowa Regional Planning Commission, 211 North Gear Avenue, Suite 100**. Sealed proposals will be opened and considered at **2:01PM, on Friday, November 3, 2017** in **Southeast Iowa Regional Planning Commission, 211 North Gear Avenue, Suite 100**. The project will be awarded to the lowest responsible bidder. The Great River Housing Trust Fund reserves the right to reject any and all bids. Copies of the contract documents can viewed and downloaded at www.seirpc.com or picked up at Southeast Iowa Regional Planning Commission, 211 N Gear Ave, Suite 100, West Burlington, IA.
3. All bid submittals must include the following:
 - ✓ **Completed bid packet with all costs identified.**
 - ✓ **Bids with items not completed shall be considered non responsive, and thrown out.**
 - ✓ Signed non-collusion statement
4. The following will be required after the project is awarded:
 - ✓ Certificate of Insurance showing SEIRPC of city as additional insured.
 - ✓ Copy of Iowa Department of Labor Contractor Registration
5. All work must be bid as written. All notes/corrections will be considered, however to provide accurate bids, work involved must follow bid specifications. Any changes will be made with a change order. Bids not following specifications shall be considered non responsive.
6. Bid amount will be publicly recorded as amount written on bid request cover sheet. Correct calculations are the responsibility of the contractor.

Thank you for your interest in this project.



GREAT RIVER HOUSING TRUST FUND
BID SHEET

DATE BIDS RELEASED 10/23/2017 BIDS DUE 11/3/2017, 2:00 PM

Project: HTF-17-022
Basement SEIHI Inc
425 Hagemann
Burlington, IA 52601
Phone:

The following is hereby submitted as per your request. This bid covers all work and/or specified in the bid documents received for this job.

The undersigned, having become thoroughly familiar with the terms and conditions of the proposed Contract Documents and with local conditions affecting the performance and costs of the Work at the place where the work is to be completed, and having fully inspected the site in all particulars, hereby proposes and agrees to fully perform the Work within the time stated and in strict accordance with the proposed Contract Document, including furnishing of any construct, and complete said Work in accordance with the Contract Documents, for the sum of money:

All labor, materials, services, and equipment necessary for the completion of the Work shown on the Drawings and in the Specifications:

Total Bid (written amount) Dollars: \$ (numeric)

If awarded the Contract, the Bidder agrees to have on file with the Agency all required documents for verification of licensing and insurance. Completion of the project will require ___ calendar days. This proposal is valid for a period of 60 days.

All units of measurement and amounts are estimates.
Contractors shall be responsible for on-site measurements for complete accuracy.
Bid is for complete scope unless adjusted by change order by SEIRPC.

For questions, please contact:

Dan Eberhardt
Regional Planner II
Southeast Iowa Regional Planning Commission
211 North Gear Avenue, Suite 100
West Burlington, IA 52655
Email: deberhardt@seirpc.com
Phone: 319-753-4307
Fax: 319-754-4763
Website: www.seirpc.com

Office use only:
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HO CN Pb C

Contractor Information

Company Name: _____
 Address: _____
 City, St, Zip: _____
 Phone: _____ Cell Phone: _____
 Fed. Tax ID: _____ Email: _____

Printed Name: _____ Title: _____

Contractor Signature: _____ Date: _____

Insurance Provider Information

Name: _____
 Address: _____ Phone: _____
 City, St, Zip: _____ Policy #: _____

To assist in notification of future bidding projects we will be sending texts to the cell phone numbers on file. If you would like to have your number included please list your service provider to assist in setting up this service. If you do not wish to be included please let us know or reply "STOP" to any future message and we will remove you from our list.

List any Subcontractors that will be included

(note: all subcontractors will need to sign a lean waver prior to any payments on project)

Name	Trade
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Note: This is a complete bid all blanks shall be filled. Any omissions by the contractor bidding on this project shall be the responsibility of the contractor. Omissions of amounts shall be varified by the contractor.

The amount listed on the front page shall be considered a full and complete amount for entire scope of work. Please be sure your calculations are correct. Incorrect amounts may result in your bid being declared non-responsible, and rejected.

NON-COLLUSION AFFIDAVIT OF PRIME BIDDER

GRHTF Reuse
425 Hagemann, Burlington, IA 52601

STATE OF Iowa)
) SS:
COUNTY OF Des Moines)

_____, being first duly sworn, deposes and says that:
(printed name of contractor)

He/she is: (owner) (representative) (office personnel)
(partner) (other, explain _____)

Of _____, the Bidder that has submitted the attached Bid;
(Company name)

He is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such bid;

Such Bid is genuine and is not a collusive or sham Bid;

Neither the said Bidder nor any of its officers, partners, owner, agents, representatives, employees or parties in interest including this affidavit, nor any employee or official of the City of Burlington has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Bidder, firm or person to submit a sham bid in connection with the Contract for which the attached Bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached Bid or of any other Bidder, or to fix overhead, profit or cost element of the Bid price or the Bid price of any other Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement, any advantage against the City of Burlington or the owner of the property interested in the proposed contract;

The prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of Bidder or any of its agents, representatives, owners, employers or parties in interest including this affidavit, or by any employee or official of the City of Burlington.

Signed _____

Title _____

Project Basics**1 General Permit Requirements. Burlington**

All permits or licenses necessary for the new construction or alterations to the structure must be obtained by the Contractor before starting work. The City of Burlington may wave the fees for the permits for this program. Contractors and Subcontractors are responsible for obtaining any progress or final inspections from the Building Department. Failure to call for required inspections or proceeding without inspection may result in suspension from future bidding. Two copies of all permits are required, one shall be publicly displayed at the job site for all interested parties concerned, the second shall be on file at Southeast Iowa Regional Planning Commission. The Southeast Iowa Regional Planning Commission has the right to inspect work in progress. These inspections need not be announced in advance.

2 All work to comply with applicable **Laws and Codes for the city of Burlington including all setback requirements**

All materials and equipment herein specified shall be installed in conformance with the latest existing laws, ordinances and codes, latest edition, as adopted by the City of Burlington. These include, but are not limited to, the *2012 International Building Code (IBC)*, *2012 International Residential Code (IRC)*, *2012 International Mechanical Code (IMC)*, *2012 International Existing Building Code (IEBC)*, *2012 International Fuel Gas Code (IFGC)*, *2011 National Electrical Code (NEC)*, *2012 Uniform Plumbing Code (UPC)*, *2003 International Fire Code (IFC)*. However, the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitation of Historic Buildings may apply if the structure to be rehabilitated is found to be eligible for the National Register of Historic Places, also the *Iowa Green Streets Criteria* mandatory guidelines shall apply.

3 Note: Payment Schedule

The Great River Housing Trust Fund (GRHTF) program requires a retainage of 20% to be held for each draw request until final completion. GRHTF requires payment be based on a reimbursement type system, and each request for payment shall be inspected prior to release of funds.

No deposit amount shall be dispersed prior to start of work.

Contractor shall invoice Southeast Iowa Housing Inc. (SEIH Inc.) for a draw amount representative of the work in place. SEIH Inc. shall be responsible for payment inspection and release of funds.

House Exterior

Item	Specification	Quantity/Unit	Total Cost
4	<p>Excavation - Basement 8'</p> <p>Excavate to undisturbed soil. Bottom of footing shall extend below local frost line and to a maximum depth of 96" below adjacent grade. (presumed 2000 psf. soil bearing capacity).If suitable bearing is not found at elevations indicated, contact the Building Department. Excavation will follow blue print of house plan.</p> <p>Assure that all setback requirements from the city streets, alleys and neighboring property lines are met.</p>	500.00 SF	\$ _____

Basement

5 Concrete - General Specifications.

1. Concrete shall not be placed when stormy or inclement weather prevents good workmanship. Unless authorized in writing by the Rehab Officer, mixing and concreting operations shall be discontinued when a descending air temperature in the shade and away from artificial heat reaches 40 degrees F and shall not begin until an ascending air temperature in the shade and away from artificial heat reaches 35 degrees F. In no case shall concrete be placed upon a frozen subgrade. Concrete shall not be placed when the ambient air temperature exceeds 100 degrees F. No concrete placement may start if the ambient air temperature is 90 degrees F or above. Use of antifreeze agents or calcium chloride in concrete is allowed (not to exceed 2%) as per manufacturer's instruction.
2. Curing and protection shall be accomplished by preventing loss of moisture, rapid temperature change, and mechanical injury or injury from rain or flowing water for a period of seven (7) days. Curing shall be started soon after placing and finishing, and when free water has disappeared from the surface of the concrete. Expansion joints (e.j.) shall be placed at all locations where new paving abuts curbs or other structures, and in spans greater than 40 feet in length. All exterior concrete flat surfaces shall be cured within 12 hours with Kure & Seal or an approved equal.

1.00 \$ _____

6 Footings 18" x 8"

1. Footings shall be set on undisturbed soil or compacted backfill, which is free of organic material. Poor bearing soil shall be removed to extent required for footing loads and replaced with a minimum of eight (8) inches of compacted backfill material. Side forms shall be used where soil will not retain shape.
2. Unless otherwise shown, footings shall be sized as per code requirements, centered directly under the wall and reinforced with 2- #5 bars, 3" up from bottom of excavation and 3" away from side excavation. Bars shall be lapped minimum 18" at splices and shall run continuously around corners.
3. Concrete support pads shall be installed per print. Pads are to be a minimum of 24" x 24" x 12" deep of poured concrete with 3- #5 rebar each way. Pads shall be directly below bottom of floor and poured prior to floor pour.

152.00 LF \$ _____

Item	Specification	Quantity/Unit	Total Cost
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7 Install footing drain tile
Install footing drain tile connect to sump pump or to storm drain, with check valve.
Tile shall be placed on fabric covered with 3" washed stone, covered with a minimum of 12" washed stone with fabric cover. Tile shall continue around entire footing sloping to outlet. Form-a-drain may be used as footing forms in replacement, following manufactures recommendations.

160.00 LF \$ _____

8 Form and pour 8" basement wall 8' tall (Approximately 28'x48', see drawings)
Supply and set forms for a 8" wall per plan, elevations to be verified with project manager, prior to setting forms. Set and tie rebar per plans and applicable codes with minimum of 3- #5 bar horizontal, maintain minimum of 2" clearance from forms with all rebar. Rebar grounding tap shall be installed prior to pour. Anchor bolts must be 1/2" diameter minimum. Spaced at 6 feet on center along sill plates. Must be within 12", but not less than 4" from the end of a sill plate. Must be at least 2 anchor bolts on each sill plate. Each bolt must be embedded a minimum 7" into the concrete. Top of wall shall be straight, and level with no deflection greater than 1/2". Walls shall be square and true within 3/4".
There shall be at least one egress window and 3 regular window wells.
There shall be at least one 36 inch wide walk out door.

160.00 LF \$ _____

9 Pour concrete floor. 4"
Fill as needed base course of clean graded gravel, no larger than two (2) inches and not smaller than 1/4 inch. A continuous 6 mil membrane shall be installed on top of gravel. Precaution shall be taken so as not to tear the membrane during concrete placement.
Concrete slab to be constructed with 3000 lbs. mix concrete with a 4-inch minimum thickness. #3 Rebar shall be set and tied 50% 24" on center. Finish shall be hard trowel smooth finish with cure and seal applied directly after final troweling. Control joints will be made within 24 hours of pour, at maximum spacing of 12 feet on center each way.
Floor should finished for sump pump and radon mitigation system.

1,344.00 SF \$ _____

Plumbing

10 Install rough in for future bath in concrete. Basement
Install to consist of drains for toilet, sink and shower/tub to be placed prior to floor pour. check with contractor for final grade of floor, all piping to be documented on "as built print set" for future locating.

1.00 EA \$ _____

Item	Specification	Quantity/Unit	Total Cost
11	<p>Install lateral sewer line. 6"</p> <p>The City shall be notified 24 hours prior to any excavation. All appropriate utility companies shall be contacted 48 hours prior to digging. Excavation and installation shall be done by a Master Plumber or a Licensed Sewer Builder.</p> <p>Excavate and remove existing sewer line. Install new 6" PVC type DWV, SDR 35, or ABS sewer pipe. Piping shall be supported on a bed of clean gravel, and sloped a minimum of 1/8" per foot. Mechanical joints shall be made with an elastomeric seal (OPC 706.12.1) or other approved method. A cleanout shall be provided where drain emerges from foundation; along lateral at intervals of no more than 100 feet apart if needed; and where lateral changes direction.</p> <p>Piping shall be covered with clean fill prior to refilling trench. Excavation may be left mounded to allow for settling, but shall be leveled and reseeded within 6 months.</p>	25.00 LF	\$ _____

Front Porch

12	<p>Pour concrete floor for front porch. 4" (Approximately 2'x6')</p> <p>Fill as needed base course of clean graded gravel, no larger than two (2) inches and not smaller than 1/4 inch. A continuous 6 mil membrane shall be installed on top of gravel. Precaution shall be taken so as not to tear the membrane during concrete placement.</p> <p>Concrete slab to be constructed with 3000 lbs. mix concrete with a 4-inch minimum thickness. #3 Rebar shall be set and tied 50% 24" on center. Finish shall be hard trowel smooth finish with cure and seal applied directly after final troweling.</p>	1.00 SF	\$ _____
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Garage

13	<p>Pour garage floor, footing and wall. 4" floor. (Approximately 24'x24') Include 36" apron in front of garage.</p> <p>Fill/excavate as needed base course to be of clean graded gravel, no larger than two (2) inches and not smaller than 1/4 inch. A continuous 6 mil membrane shall be installed on top of gravel. Precaution shall be taken so as not to tear the membrane during concrete placement.</p> <p>Concrete slab to be constructed with 3000 lbs. mix concrete with a 4-inch minimum thickness. #3 Rebar shall be set and tied 50% 24" on center.</p>	1.00 SF	\$ _____
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Site work

Item	Specification	Quantity/Unit	Total Cost
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- 14 Excavation - Install Sewer and Water from street to house.

TRADE PARTNER AGREES TO ABIDE BY, AND TO ENFORCE COMPLIANCE BY ITS AGENTS AND INVITEES, WITH BUILDER'S ADDENDUM B - SCOPE OF WORK FOR Sewer & Water, IN THE PERFORMANCE OF ITS WORK, WARRANTY WORK OR ANY OTHER WORK OF ANY KIND, INCLUDING BY WAY OF ILLUSTRATION AND NOT EXCLUSION OF THE FOLLOWING:

Check Lists

- a. A completion checklist will be required to be signed by the Construction Manager to verify completion of each phase of work. The checklist would in no way release the Trade Partner from responsibility and warranty of his work but is designed for use as a measure of quality. *CHECKLIST TO BE TURNED INTO THE CONSTRUCTION MANAGER UPON COMPLETION OF WORK FOR PAYMENT APPROVAL.*

Materials Supplied by Trade Partner

- a. Tar Water Plug
- b. 6" PVC (SDR 26)
- c. 1" or 1 ¼" or 1 ½" Type "K" Copper Pipe
- d. Plastic Protective Sleeve
- e. All pipe material & connections
- f. 4" PVC for sump line (If required)

Job Description

- a. **General**
1. Trade Partner to be responsible for calling "Iowa One Call" prior to commencement of any work.
 2. Plumbing shall comply with municipal adopted Iowa state and local plumbing codes.
 3. Sewer is to be six (6") inch PVC (SDR 26) **or per City requirements, connected from the house** to the house stub. Bedding is to be per municipal specifications. Sanitary riser to be a maximum of 8' below top of curb.
 4. Sewer and water is to be in a separate trench. Horizontal separation or vertical separation shall be maintained per local code and jurisdiction.
 5. All sewer and water lines going through the foundation walls must be water tight sealed with a "waterplug" on both sides of the wall. All copper water services shall be sleeved with "plastic sleeve" or an approved sleeve to prevent contact with any concrete.
 6. Trench will be backfilled and excess soil will be graded smooth. All sewer and water trenches under and within three (3) feet of the curb need to be compacted.
 7. Trade Partner will be responsible for re-staking the B-box, exterior clean-outs and structures with wooden stake at least 2" x 4" x 8' in size, securely driven into the ground. Stakes must protrude a minimum of 4' above ground and be sprayed with a brightly colored paint.
 8. Trade Partner to re-grade the lot the way it was prior to commencing work or install sewer and water before backfill.

Item	Specification	Quantity/Unit	Total Cost
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9. All cost of de-watering excavations and work shall be incidental to the construction and be included in contract price.

10. Any additional trench backfill required due to cul-de-sacs or other restrictions will be at the sole expense of the Trade Partner, unless specified in contract.

b. Sewer

1. Clean-outs are to be per engineering plans and adjusted to final grade after topsoil.

2. Trade Partner will not charge for extra footage unless verified by the Construction Manager.

c. Water

1. Water service is to be diameter specified in contract, type "K" copper, connected to the water main or B-box Corporation. Check the B-box after backfill to assure key can be placed on round way. Keying of B-box is to be verified with a Construction Manager before leaving job site on the day of installation.

2. B-boxes are to be per engineering plans and adjusted to final grade after topsoil.

3. Trade Partner will not charge for extra footage unless verified by a Construction Manager.

d. Storm

1. When required Trade Partner to install sump line from specified location on rear of home to specified storm sewer stub.

2. Top of storm riser to be flush with top of foundation.

Warranty Service

a. Trade Partner to supply an emergency 24-hour service and react to all calls within 3 hours.

b. Any work order ticket received will be confirmed with the Construction Manager 24 hours before service is to commence.

Schedule

Trade Partner agrees to the following Maximum timelines:

2 day duration

1.00 LF \$ _____

15 Regrade around foundation, sloping soil away from house.

Provide clean topsoil and create positive drainage away from house (1" per foot) on all sides to a distance of 4 feet from foundation. Re-seed graded areas cover with straw and provide watering instructions for owner to insure germination.

220.00 LF \$ _____

Please transfer this total to the front page in space provided.

Total Bid \$ _____



