

PROJECT SPECIFICATIONS

City of Emmetsburg 2022 Downtown Housing Grant Project

2117/2119 Main Street, Emmetsburg, Iowa

CONTACT:

Gretchen Reichter

14 N Lawler St, PO Box 417

Emmetsburg, IA 50536

1-712-415-1142

greichter@emmettsburg.com

GENERAL INSTRUCTIONS TO BIDDERS

1. All bids must be itemized in the spaces provided for each item. Total each division of the bid packet and transfer the total to the Division Total sheet attached at the end of the bid packet. Any mathematical errors will be subject to concern.
2. All work shall be completed as per the Project Specifications and/or bid document. Any changes to the contract of specifications must be accomplished through a Change Order. All changes must be in writing and approved by all parties before the additional or modified work is undertaken. Requests for changes should be accompanied by materials specifications, costs, and labor estimates.
- ~~3.~~ All work shall be completed as per the product manufacturer's instructions or specifications and Standard Construction Trade Practices. Products specified are to be interpreted as a starting point for quality of materials and performance of work. Substitutions to specified products are welcomed. All substitutions must be approved by the City of Emmetsburg prior to bidding or usage.
4. The contractor shall be fully responsible for obtaining all necessary permits and licenses as required within the city of the project site.
5. All discarded materials and construction debris shall be removed from the construction site in a timely manner. The job shall be left in a reasonably clean and safe condition daily. Before requesting final payment, the contractor must clean up and remove all rubbish and waste materials from the premises and leave the project "Broom Clean". All glass, woodwork, and hardware must be left reasonably clean (labels removed, paint removed, etc.).
6. The contractor shall verify on the job site, all quantities, measurements or dimensions, conditions, and verify the plans or drawings (if any) prior to submitting the bid. There will be no change order based on mistaken quantity, count, measurements, or dimensions.
7. The successful bidder shall be responsible for completion of each item as specified. If during the course of the work, the contractor uncovers unforeseen code violations or damage that wasn't apparent prior to the work, the contract price may be amended accordingly. All reasonable change order requests under these conditions will be considered. Final determination shall be made by the City of Emmetsburg or an Authorized Representative.

Any or all bids may be rejected if there are sound documented business reasons in the best interest of the program.

Any questions regarding the scope of the proposed work or the specifications should be directed to:

GRETCHEN REICHTER
City of Emmetsburg
14 N Lawler St, PO Box 417
Emmetsburg, IA 50536
712-415-1142 | greichter@emmettsburg.com

STATEMENT OF QUALIFICATIONS

INSTRUCTIONS: Please complete each item of this statement as accurately and to the best of your ability. The content of this statement will be considered confidential. The City, if not satisfied with the sufficiency of your responses, may revoke your placement on its list of prospective contractors, disregard the same, or require additional information. In addition, the City reserves the right to verify any or all of the information provided in this statement. Bids will not be considered unless the statement is completed and submitted with the bid.

Name of Firm _____

Address _____

City _____ State _____ Zip _____

Phone _____ Cell _____

Email _____

Is the above a: Corporation Partnership Sole Proprietorship

Is the above: Licensed? Yes No Insured? Yes No Bonded? Yes No

Date the above firm was incorporated or organized: _____

List all owners, officers, and partners involved in this firm:

NAME	TITLE/POSITION	HOME ADDRESS
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Briefly state the company's history (types of work completed, previous experience with historic buildings, work force size, etc.):

Describe in detail any instances where your firm has defaulted or failed to complete any work awarded under contract:

Please provide the following information regarding your present insurance coverage:

AGENT/CARRIER NAME

ADDRESS

PHONE

- | | | |
|-----------------------|------------------------------|-----------------------------|
| Contractor Liability? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Property Damage? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Bodily Injury? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Automobile? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Workers Compensation? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

List primary vendors or suppliers:

NAME

ADDRESS

PHONE

List your usual subcontractors:

NAME

ADDRESS

PHONE

List any other information you feel pertinent to this statement:

CERTIFICATION: I certify that the knowledge provided in the proceeding statement is true and correct to the best of my knowledge. I understand that the inclusion of false or misleading information in this statement may disqualify my firm from participating in the program.

Firm Name: _____

By: _____ Title: _____ Date: _____

DIVISION 1 – EXTERIOR

Cut eleven (11) new openings for windows on the east, north, and west sides of the building:

- Six (6) openings approx. 36"x48" on east side (Apts #1, #2, #3 and #5)
- One (1) opening approx. 72"x48" on north side (Apt #6)
- Two (2) openings approx. 36"x48" on north side (Apt #6)
- Two (2) openings approx. 72"x48" on west side (Apt #4)

\$ _____

Install six (6) new windows on the south side of the building approx. 11' tall x 4' wide, filling the building's original envelope

\$ _____

Install twelve (12) new operable windows with screens on the east, north, and west sides of the building:

- Five (5) windows approx. 36"x48" on east side (Apts #1, #2, #3 and #5)
- One (1) window approx. 72"x48" on north side (Apt #6)
- Two (2) windows approx. 36"x48" on north side (Apt #6)
- Four (4) windows approx. 36"x48" on west side (Apt #4), installed with two units mulled together in each opening

\$ _____

Replace existing entry door to upper story staircase with commercial-grade glass door

\$ _____

Install new steel roof on back/north portion of building approx. 48'x60'

\$ _____

Repair cracks in walls in the rear northeast corner of the building and paint to match existing color

\$ _____

Other:

\$ _____

DIVISION 1 SUBTOTAL

\$ _____

DIVISION 2 – HVAC

Install HVAC for four (4) separate apartment units, including:

- Ductwork
- High-efficiency gas furnaces
- SEER air conditioning units
- Programmable thermostats
- Ductless split units for hallways
- Bathroom exhaust fans

\$ _____

Other:

\$ _____

DIVISION 2 SUBTOTAL

\$ _____

DIVISION 3 – PLUMBING

Run plumbing and gas lines for four (4) separate apartments units with kitchens, bathrooms, washer/dryer hookup, and utility rooms, including:

- Run water, sewer, and gas to/from basement to each utility room
- Separate water meters
- Tub/shower units, drains, and faucets
- Toilets
- Kitchen sinks, drains, and faucets
- Laundry hookups
- Water heaters
- Water softeners

\$ _____

Install stackable washer and dryer units in four (4) apartments

\$ _____

Other:

\$ _____

DIVISION 3 SUBTOTAL

\$ _____

DIVISION 4 – ELECTRICAL

Install new service and wire four (4) apartments and hallway with 200 amp service, including:

- Separate electric meters
- Run wiring to each apartment
- Wire circuits, outlets, switches, and recessed LED lighting
- Wire furnaces, air conditioning units, water heaters, appliances, and smoke detectors
- State inspection

\$ _____

Accent lighting fixture allowance

\$ _____

Other:

\$ _____

DIVISION 4 SUBTOTAL

\$ _____

All electrical work done shall adhere to the National Electric Code and any local codes if they exist.

DIVISION 5 – INTERIOR

Frame four (4) apartment units per project plans	\$ _____
Insulate exterior walls, interior walls, and ceiling to maximize energy efficiency and fire rating between units	\$ _____
Drywall, tape, mud, and texture interior walls	\$ _____
Install ceiling tiles	\$ _____
Install four (4) fire-safe entry doors to apartments	\$ _____
Install interior doors and hardware, baseboard, and casing	\$ _____
Install/refinish flooring in four (4) apartment units and hallway: restore hardware floors where possible, install carpeting in bedrooms, install vinyl plank flooring elsewhere	\$ _____
Install cabinets, islands, vanities, countertops, mirrors, and closet systems	\$ _____
Install kitchen appliances in four (4) apartment units, including refrigerator, dishwasher, range, and microwave	\$ _____
Paint four (4) apartment units	\$ _____
Repair and paint walls in hallway	\$ _____
Other:	\$ _____
DIVISION 5 SUBTOTAL	\$ _____

Historic building features and design elements (i.e. Masonic Temple doors, fire places, wood flooring, interior doors and transom windows, crown molding and ceiling tile) should be salvaged/repurposed when available/possible.

DIVISION 6 – SITE PREPARATION

Demolish existing walls, properly dispose/recycle waste, and prepare site for construction	\$ _____
Other:	\$ _____
DIVISION 6 SUBTOTAL	\$ _____

DIVISION TOTALS

DIVISION 1 – EXTERIOR	\$ _____
DIVISION 2 – HVAC	\$ _____
DIVISION 3 – PLUMBING	\$ _____
DIVISION 4 – ELECTRICAL	\$ _____
DIVISION 5 – INTERIOR	\$ _____
DIVISION 6 – SITE PREPARATION	\$ _____
BUILDING PERMIT & FEES	\$ _____
ADDENDUM/CONTINGENCIES	\$ _____
TOTAL BID	\$ _____

If the undersigned is notified of the acceptance of this proposal within 30 days of time of opening the bids, they agree to execute the following project documents:

- Construction contract
- Subcontractor identification statement
- Non-collusion statement
- Notice to proceed
- Copies of payment request made to Developer
- Change orders
- Owners acceptance
- Waiver of liens

The undersigned further agrees, if this proposal is accepted, to enter into an agreement and to complete the work within the grant period (June 14, 2022 – June 14, 2024).

The undersigned understands that the City reserves the right to reject any or all proposals or to waive formality of technicality in any proposed project in interest of the owner.

Firm Name: _____

By: _____ Title: _____ Date: _____

Business Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____