

PROJECT MANUAL

HANDICAP ACCESSIBILITY PROJECT

Castleton Free Library
Castleton, Vermont

Project 1701a



TOM O'BRIEN
ARCHITECT

79 Stone Drive
Colchester, VT 05446
802-363-9773

PROJECT DIRECTORY

Handicap Accessibility Project Castleton Free Library

OWNER: Castleton Free Library P.O. Box 296
638 Main Street
Castleton, VT 05735
Mary Kearns, Librarian
T: 802-468-5574
E: CastletonFreeLibrary@gmail.com
Web: [HTTPS://CastletonFreeLibrary.org](https://CastletonFreeLibrary.org)

Board of Trustees Nancy Mark, Board Chair

Town of Castleton 263 Route 30 North
P.O. Box 727
Castleton, VT 05735
T: 802-468-5319
Web: www.castletonvermont.org

ARCHITECT: Tom O'Brien Architect
79 Stone Drive
Colchester, VT 05446
Contact: **Tom O'Brien**
T: 802-363-9773
E: TOBrienArchitect@gmail.com

CIVIL ENGINEER: Enman-Kesselring Consulting Engineers
61 Prospect Street
Rutland, VT 05701
Contact: **Patrick Griffin**
T: 802-3775-3437
E: Pgriffin@enmankesselring.com

MECHANICAL &
ELECTRICAL Engineering Services of Vermont
9 Washington Street
Rutland, VT 05701
T: 802-885-8091
Contact (Electrical): **Claus Bartenstein**
E: Claus.Bartenstein@ESVtLLC.com
Contact (Mechanical): **Dan Dupras**
E: Daniel.Dupras@ESVtLLC.com

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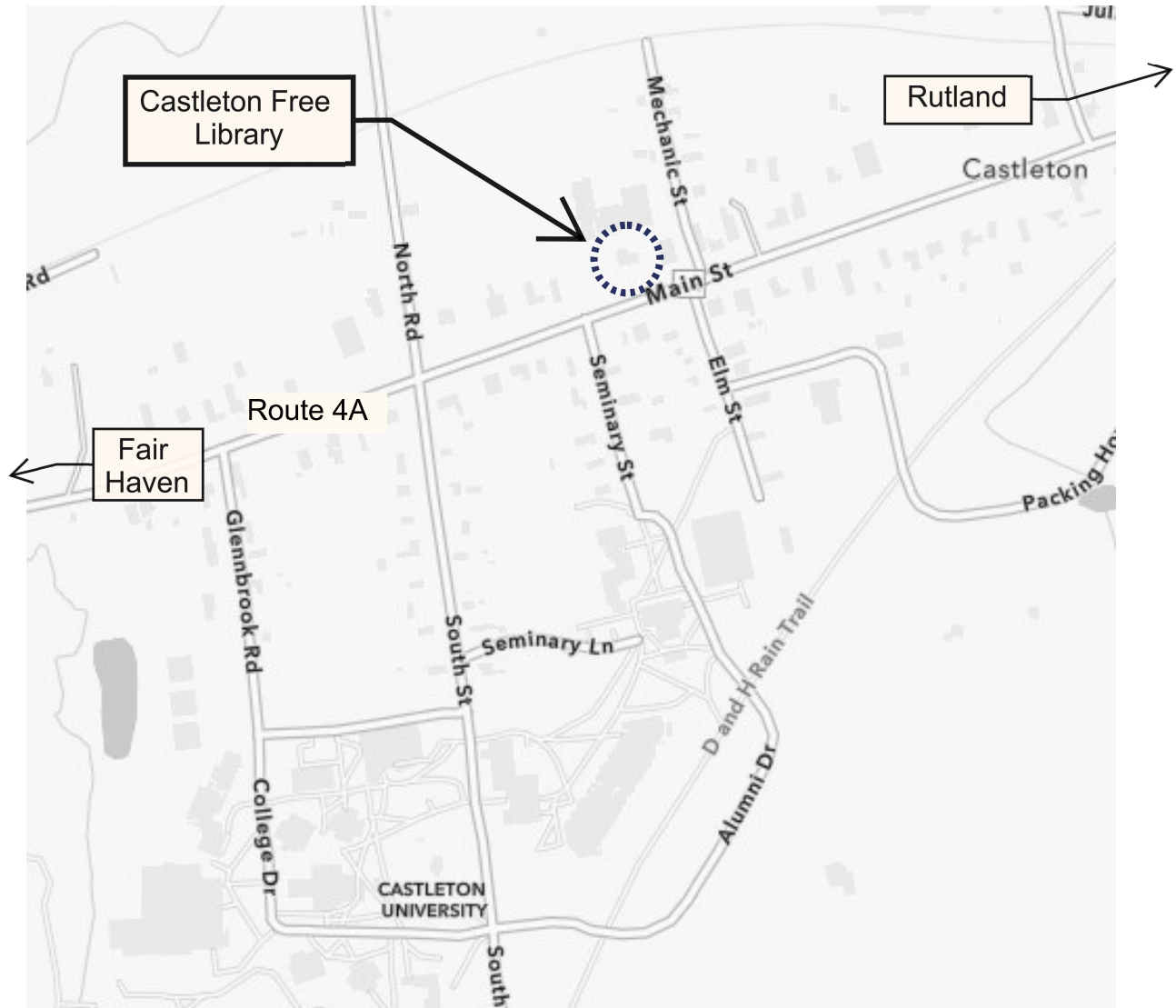
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INVITATION TO BID

Project: Handicap Accessibility Project
Castleton Free Library
638 Main Street
Castleton, VT 05735
Website: <https://castletonfreelibrary.org/>

Owner: Castleton Free Library
P.O. Box 296
638 Main Street
Castleton, VT 05735

Architect: Tom O'Brien
79 Stone Drive
Colchester, VT 05446
Tel: 802-363-9773
Email: TOBrienArchitect@gmail.com

Project: The Board of Trustees of the Castleton Free Library invites general contractors, subcontractors and suppliers to submit bids for the Handicap Accessibility Project planned for the Castleton Free Library. The planned work includes the construction of a new addition to the existing Library to house a new entry, 2-stop elevator and lobbies, restroom and related alterations to the existing building to accommodate these changes.

Pre-Bid Meeting: A mandatory Pre-Bid Meeting will be held at the at the Castleton Free Library at 1:30 PM on Monday, January 31st, 2022.

Attendance at the Pre-Bid Meeting is mandatory for General Contractors planning to submit a bid. If you have a conflict with this date, please contact the Architect to arrange an alternate time and date to visit the building.

Due Date: Bids will be accepted at the Castleton Free Library until 3:00 PM on February 15, 2022. They may be delivered in either of the following manners:

1. Delivered to the Castleton Free Library at the following address:

Castleton Free Library
638 Main Street
Castleton, Vt 05735

2. Mailed to the Castleton Free Library at the following address:

Castleton Free Library
P.O. Box 296
Castleton, Vt 05735

Bids must be placed in a sealed envelope. Please mark the exterior of the envelope as:

Castleton Free Library Bid

Due: 3:00 PM, February 15, 2022.

Do Not Open

Notes: This project will be funded in part with a grant obtained through the Vermont Agency of Commerce and Community Development using Federal funds. The Bidding Process, the Contract for Construction and the conduct of the work of this Project will be required to conform to a number of State and Federal requirements that are more fully described in the proposed Bidding and Contract documents. Bidders are advised to reviewed these requirements in advance to insure their compliance with them.

Minority-owned and Women-owned businesses - whether contractors, subcontractors or suppliers - are encouraged to be participate in the bidding process and to become part of the construction team for this project.

Bid Documents: Electronic copies of the bid documents can be obtained from the Castleton Free Library's website (<https://CastletonFreeLibrary.org>) by emailing a request to the Architect (TOBrienArchitect@gmail.com).

Hard Copies of the Bid Documents are available for purchase from either of the following locations:

Repro
450 Weaver Street, Suite 1
Winooski, VT 05404
Phone (Toll Free) - (800) 696-0084
Phone: (802) 655-2800
Email: Files@Reprovt.com

Blueprints Etc.
20 Farrell St. #101
South Burlington, VT 05403
Phone:(802) 865-4503
Email: orders@blueprintsetc.com

END OF INVITATION TO BID

INSTRUCTIONS TO BIDDERS

1. BID FORM

- A. In order to receive consideration, make all bids in strict accordance with the following:
1. Make bids upon the forms provided, properly executed and with all items filled out. Do not change the wording of the Bid Form, and do not add words to the wording of the Bid Form. Unauthorized conditions, limitations, or provisions attached to the proposal shall be cause for rejection of the proposal. Alterations by erasure or interlineation must be explained or noted in the bid over the signature of the bidder.
 2. No telegraphic bid or telegraphic modification of the bid will be considered. No bids received after the time fixed for receiving them will be considered. Late bids will be returned to the sender unopened.
 3. Each bid shall be addressed to the Owner, and shall be delivered to the Owner at the address given in this Instruction to Bid on or before the day and hour set for opening of bids. Each bid shall be enclosed in a sealed envelope bearing the title of the Work, the name of the bidder, and the date and hour of the bid opening. It is the sole responsibility of the bidder to see that their bid is received on time.

2. BID DEADLINE

- A. Bids will be accepted at the Castleton Free Library until 3:00 PM on February 15, 2022 in either of the following manners:
1. Delivered to the Castleton Free Library at the following address:

Castleton Free Library
638 Main Street
Castleton, Vt 05735
 2. Mailed to the Castleton Free Library at the following address:

Castleton Free Library
P.O. Box 296
Castleton, Vt 05735
- B. Bids must be placed in a sealed envelope marked "Castleton Free Library Bid".

3. EXAMINATION OF DRAWINGS, SPECIFICATIONS, AND WORK SITE

- A. Copies of the bidding and contract documents will be available for purchase from Blueprints, Etc. 20 Farrell Street, South Burlington VT, 802-865-4503.
- B. Before submitting a bid, each bidder shall carefully examine the Drawings, read the Specifications and all other proposed Contract Documents, and visit the site of the Work.
- C. Each bidder shall fully inform himself prior to bidding as to all conditions and limitations under which the Work is to be performed, and he shall include in his bid a sum to cover all costs of all items necessary to perform the Work as set forth in the proposed Contract Documents.

- D. No allowance will be made to any bidder because of lack of such examination or knowledge.
- E. The submission of a bid will be construed as conclusive evidence that the bidder has made such examination.

4. PRE-BID MEETINGS AND SITE VISITS

- A. A Pre-Bid Conference will be held at 1:30 PM on Monday, January 31st, 2022 at the Castleton Free Library, Castleton, Vermont. The building and grounds will be available for inspection at this time.
- B. Attendance at the Pre-Bid Meeting is mandatory for General Contractors planning to submit a bid. If you have a conflict with this date, please contact the Architect to arrange an alternate time and date to visit the building.
- C. Additional formal Pre-Bids Meetings and Site Visits may be held should the need arise or Bidders request them.
- D. The Castleton Free Library is a public building and is open to the public on a regular schedule. Bidders may make informal visits to the building during such public hours but are cautioned that:
 - 1. Access to all portions of the building may not be available.
 - 2. No one will be available to answer questions or provide interpretations of the Bidding Documents or Proposed Contract Documents.

5. INTERPRETATION OF CONTRACT DOCUMENTS PRIOR TO BIDDING

- A. If any person contemplating submitting a bid for construction of the Work is in doubt as to the true meaning of any part of the proposed Contract Documents, or finds discrepancies in or omissions from any part of the proposed Contract Documents, they may submit to the Architect a written request for interpretation thereof not later than 7 days prior to the deadline for receipt of bids.
- B. The person submitting the request shall be responsible for its prompt delivery.
- C. Interpretation or correction of proposed Contract Documents will be made only by Addendum, and will be emailed or delivered to each bidder on record.
- D. The Owner will not be responsible for any other explanations or interpretations of the proposed Contract Documents.

6. BID SECURITY

- A. 5% Bid Bond or cash alternative

7. BONDS

- A. The successful bidder will be required to submit the following forms of contract security:
 - 1. 100% Performance Bond
 - 2. 100% Labor & Material Payment Bond
- B. All costs associated with these bonds is to be included in the Base Bid amount.

8. WITHDRAWAL OF BIDS

- A. Any bidder may withdraw his bid, either personally or by written request, at any time prior to scheduled time for opening bids. No bidder may withdraw his bid for a period of 30 days after the date set for opening thereof, and all bids shall be subject to acceptance by the Owner during this period.

9. AWARD OR REJECTION OF BIDS

- A. The Contract, if awarded, will be awarded to the qualified bidder who has proposed the lowest qualified contract sum, subject to the Owner's right to reject any or all bids and to accept informality and irregularity in the bids and in the bidding. The Owner reserves to its sole discretion the right to reject any proposal that fails to demonstrate satisfactory compliance or competence with respect to any of these criteria:
1. Cost competitiveness
 2. Completeness of the proposal
 3. Qualifications and references
 4. Compliance with the Requirements of the Vermont Community Development Program (VCDP) applicable to this Project.

Credit will be given for demonstrated familiarity, background and experience with similar projects that would materially contribute to the success of the project or have a likelihood of saving time and expenses. The Owner reserves the right to reject any or all bids and to accept informality and irregularity in the bids and in the bidding.

Notice will be given to each respondent on or within 45 business days of receipt of a proposal

- B. In the event all bids received are over the amount budgeted, the Owner reserves the right to conduct value engineering with the lowest most qualified bidder.

10. TAX EXEMPT STATUS

- A. The Owner is exempt from sales and use taxes. The bid proposal must not include these taxes.

11. SUBSTITUTIONS

- A. Contractors, subcontractors and vendors desiring to substitute materials or products for those specified in the proposed Contract Documents are encouraged to submit them to the Architect for approval at least 7 days prior to bidding. Make submissions in accordance with Section 01631 of the Specifications. Approval or denial of substitutions will be included in an addendum to be sent to all bidders.
- B. Contractors are cautioned that including unapproved substitutions within their Base Bid or Alternates will not be just cause for a subsequent revision of contract price if the substitution is not accepted in the future and it could be cause for rejection of the bid.
- C. The Bid Documents include the form of the Contract and General Conditions to the Contract which the Owner intends to use on the project. Any changes or modifications which a bidder wants to make in these documents must be submitted in writing along with the bid. Contractors desiring to change these may also request approval of such changes from the Architect prior to submitting a bid.

12. GRANT REQUIREMENTS

- A. This project will be funded in part with a grant obtained through the Vermont Agency of Commerce and Community Development using Federal funds. The Contract for Construction and the conduct of the work of this Project will be required to conform to a number of State and Federal requirements that are more fully described in the proposed Contract documents but Bidders are advised to review these requirements in advance to be sure that they understand what will be required of them during the course of the Project and the Base Bid and the Contract Sum include all costs associated with these requirements.
1. The work of all required recordkeeping, retention of records, certifications and compliance shall be included in the Base Bid.
 2. The Contractor and all subcontractors must comply with all requirements and practices related to non-discriminatory labor practices, solicitation of the services of minority- and women-owned businesses, payment of Davis-Bacon Wages, and conformance to Federal and State labor laws.
 3. For more specifics, see the document entitled "**Attachment E - VCDP Attachment to Construction Contract (Pass Through Provisions)**" included in the Project Manual.

13. BIDDER INFORMATION

- A. Bidders are encouraged to submit information about their Company including but not limited to:
1. Company history
 2. Professional and client references
 3. Previous work history and experience with similar projects
 4. Identity of subcontractors and suppliers
 5. Identity of key construction personnel to be assigned to this project.

14. OTHER REQUIREMENTS

- A. The Bidding and Contract for this Project will include other requirements related to employment, contracting and bidding practices. Bidders are encouraged to review the proposed contract documents carefully and make themselves fully informed of these requirements.
- B. Minority-owned and Women-owned businesses - whether contractors, subcontractors or suppliers - are encouraged to be participate in the bidding process and to become part of the construction team for this project.

END OF INSTRUCTIONS TO BIDDERS

BID FORM

1. To: Castleton Free Library Board of Trustees
 P.O. Box 296
 638 Main Street
 Castleton, VT 05735

2. Project: Handicap Accessibility Project
 Castleton Free Library
 638 Main Street
 Castleton, VT 05735

3. Proposal of: _____ (hereinafter called "BIDDER"), organized and existing under the laws of the State of Vermont and doing business as _____ (insert the words "a corporation", "a partnership", or "an individual").

4. BASE BID:

The undersigned BIDDER having examined the entire Bid Documents for the above Project dated Dec 31, 2021 proposes to furnish all labor, material and equipment as may be necessary in order to complete the Work shown in the Bid Documents for a LUMP SUM of:

BASE BID: _____ dollars
 (\$ _____).

The value of this bid does not include sales tax

5. CONTRACTOR PERCENTAGES FOR ADJUSTMENTS TO SCOPE OF WORK

The following percentages are proposed for use when adjustments to the scope of work are made:

	Work Added:	Work Deleted:
A. General Conditions and Overhead	_____ %	_____ %
B. Profit	_____ %	_____ %
C. Bond Fee	_____ %	_____ %
D. Subcontractor markup	_____ %	_____ %

6. The Bidder proposes to use the following suppliers or subcontractors on the project:

<u>Trade</u>	<u>Subcontractor/Supplier</u>	<u>Subcontract Value (raw)</u>
A. Elevator	_____	_____
B. Mechanical	_____	_____
C. Electrical	_____	_____

- 7. The Owner is a tax exempt organization. By submission of this Bid, each BIDDER certifies that the figures in this bid DO NOT includes sales tax.
- 8. By submission of this Bid, each BIDDER certifies that this BID has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this BID with any other BIDDER or with any competitor.
- 9. The undersigned BIDDER acknowledges receipt of the following ADDENDA issued during the bidding period and understands they will be made part of the Contract for Construction:
 Addendum No. _____ dated _____
 Addendum No. _____ dated _____
 Addendum No. _____ dated _____
- 10. The undersigned BIDDER acknowledges the right of the OWNER to accept or reject any or all Bid Proposals, and to waive any irregularities or informalities during the bid period and to accept any bid proposal that the Owner believes is in its best interest.
- 11. The undersigned BIDDER certifies that he has examined the site and accepts the existing conditions as those under which the Work is to be done.
- 12. The undersigned BIDDER acknowledges that some funding for this Project is being provided by the Vermont Agency of Commerce and Community Development, the Bidder is aware of and accepts the Contract requirements and obligations that accompany these funds.
- 13. The undersigned BIDDER agrees to commence the Work described in the Bid Documents on or before a date to be specified in the Owner’s Notice to Proceed.

14. FIRM NAME _____
 ADDRESS _____

 SIGNATURE _____
 PRINT OR TYPE NAME _____
 TITLE _____
 TELEPHONE NO. _____

Corporate Seal (if bidder is a corporation)

Note: If Bidder is a Partnership, give full name of all Partners.
END OF BID PROPOSAL