



April 26, 2021

SUBMITTED BY:

JOE CLARK
EXECUTIVE DIRECTOR

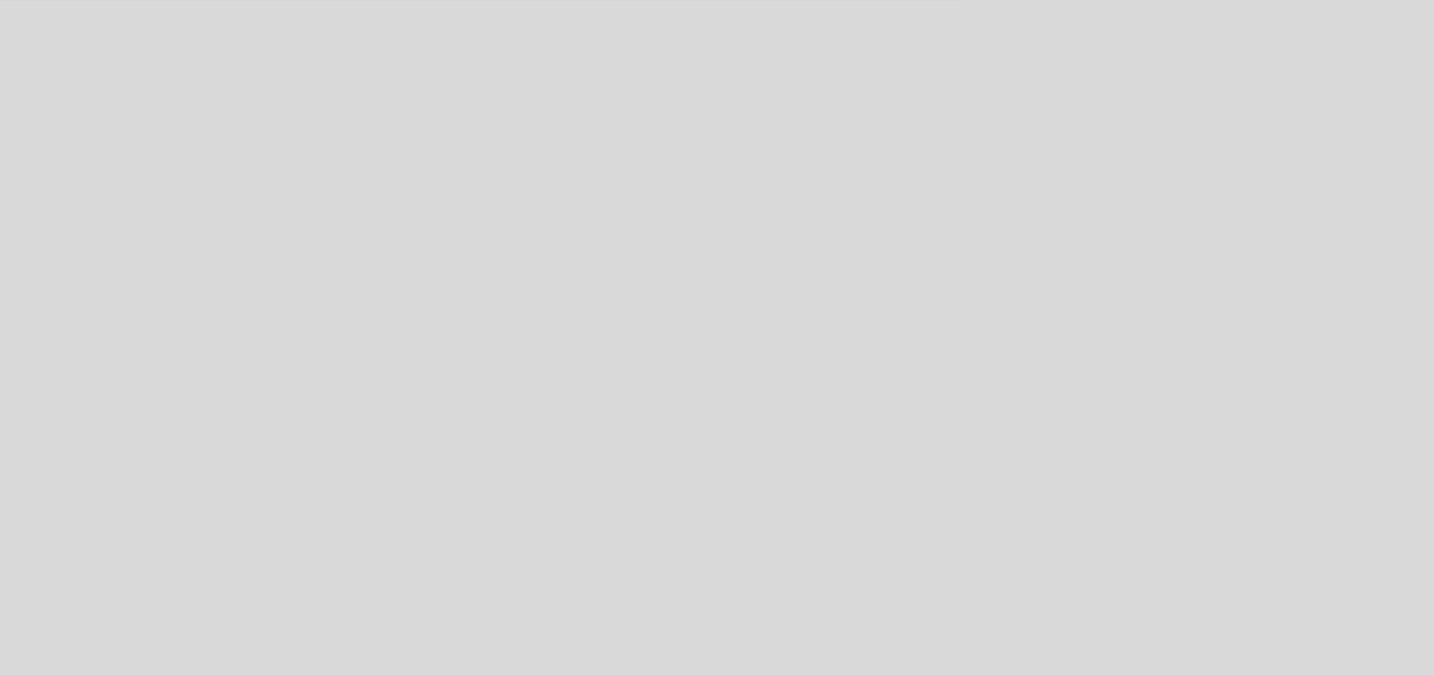
TRANSIT SERVICES

212 E. LOCUST ST
CENTRALIA WA 98531

360.330.2072

JOE@TWINTRANSIT.ORG

***Bidding Documents for a Transit Facility –
Installation of HRV System***



REQUEST FOR PROPOSAL

Transit Facility Remodel – HVAC Services

Proposed for:

212 E Locust Street

Centralia, WA

Offered by:

Lewis Public Transportation Benefit Area (LPTBA) a.k.a. Twin Transit

April 26, 2021

COVER LETTER

RFP No. 2021-02
Issued: April 26, 2021

4/26/2021

Subject: Transit Facility Remodel – HVAC Services
Project: Installation of HRV System
Owner: LPTBA a.k.a. Twin Transit
Facility Name: Transit Center Project
Address: 212 E. Locust St.
Centralia, WA 98531

Bid Deadline: 5/10/2021

Dear Prospective Bidder,

Lewis Public Transportation Benefit Area, hereinafter “Owner”, is accepting bids for the installation of HVAC equipment at its administrative offices located at 212 E Locust Street, Centralia.

This information contained within this packet provides an overview, eligibility requirements, conceptual site and building plans/ specifications, and instructions needed for bidding on this project. If your company has any suggestions or possible improvements that are not shown, please note them in your detailed proposal that is to be submitted.

You are hereby invited to review the documents, visit the site and submit your proposal for the above referenced project work in accordance with the Bid Documents. Bids are to include all sales tax, freight and any other miscellaneous charges. Owner may, at its discretion, accept or reject any or all bids.

This project has an approximate start date of May 1, 2021 and a target completion date of August 1, 2021.

For any questions on project specifications or scope of work, please contact the Executive Director of Transit Services via e-mail at joe@twintransit.org.

Sincerely,

Joseph L. Clark

Executive Director of Transit Services

PROJECT OVERVIEW & SCOPE

RFP No. 2021-02
Issued: April 26, 2021

Summary

Twin Transit is the business name of the Lewis Public Transportation Benefit Area (LPTBA), a public transit agency in Lewis County, Washington. Twin Transit has provided public transit services to the cities of Centralia and Chehalis since 1977.

Project Background

Twin Transit is requesting bids from interested and experienced providers licensed in the State of Washington to purchase and install an HVAC system as part of Phase 4 of the facility renovation and addition located at 212 E Locust Street, Centralia. Architectural plans have been approved by the City of Centralia for the completion of the remodel in phases. All drawings provided by Twin Transit have been developed and designed by KMB Architects. They show the overall layout and footprint dimensions of the building including entry and exits, reception/clerical areas, office rooms, common/meeting spaces, restrooms, and window placements as they currently exist.

Required Skills and Experience for Firm or Individual

Twin Transit intends to award the contract to a qualified firm based on familiarity of the project, expertise, and qualifications.

Primary Tasks

The successful firm must complete all of the following on or before August 1, 2021:

- Deliver and install heat recovery ventilator (HRV)
- Install in attic with inlets and outlets per plans
- Provide fresh air inlet and stale air outlet per plans
- Install grill covers by Titus per plans

SECTION 1: INSTRUCTIONS TO BID

1. The Bidder must follow the instructions in this section and use the information and forms provided in this bid packet to prepare and submit a final proposal and bid price. The Owner does not assume any responsibility for errors or misinterpretations resulting from the use of an incomplete bid packet. The Owner may also issue clarifications and modifications to the bid packet as it deems necessary.
2. By Owner's request, the Bidder may be asked to submit the following company information within five (5) business days of invitation to demonstrate their qualification to perform the work:
 - a. Financial data.
 - b. Previous experience.
 - c. Present commitments.
 - d. Any other data as may be requested.
3. Each proposal must contain evidence of the Bidder's required qualifications:
 - a. Registered to do business in the state where the project is located, or covenant to obtain such, prior to the award of the contract.
 - b. Proof of Insurance.
 - i. Please reference Article 17 in the example Construction Agreement (CA) provided later in this document for the minimum coverages and limits required.
 - c. Bondable to a minimum of \$1,000,000.
 - d. Capability to supply an adequate number of skilled workmen, experienced in the craft they are performing, to insure a timely completion of the project.
4. Proposals must be submitted by corporations, partnerships or LLC must follow the procedures outlined below;
 - a. Proposals and bids submitted by Corporations must be executed in the corporate name by the president, vice president or other corporate officer with the authorization to sign.
 - b. Proposals and bids submitted by Partnerships must be executed in the partnership name and signed by a partner or other individuals who are authorized to sign.
 - c. Proposals and bids submitted by a Limited Liability Company (LLC) must be executed in the LLC's name and signed by a member manager or any individual who has the authority to sign on behalf of the Bidder.
 - d. Proof of authorization may be requested by the Owner.
5. The Bidder shall see that all of the following actions are taken while formulating their bid proposal.
 - a. Examine all bid packet documents.
 - b. Visit and become familiar with the project site and local conditions.
 - c. Consider Federal, State and Local Laws and Regulations that affect the project.
 - d. Study and correlate all observations with the bid packet.
 - e. Notify the Owner of any and all conflicts, errors or discrepancies found in the bid packet.
6. To schedule a walk-through and project briefing, please contact Twin Transit project representative, Joseph Clark, at 360-330-2072.
7. Proposals must be emailed in PDF format to Joe Clark no later than 4:00 p.m. on Monday, May 10, 2021. Bids will not be accepted without proper notification. Questions about the meaning or intent of information provided in this bid packet are to be directed to the Twin Transit, Executive Director of Transit Services via e-mail.

8. If applicable, a final Project Site Layout Exhibit shall be issued to the Bidder at a later date. This exhibit shall be referenced to ensure the bidder's final design accommodates the proposed site criteria.
9. Bidder must include the following when submitting their final bid proposal:
 - a. Completed Bid Form including the Bidder's contact information.
 - b. Written Bid Proposal outlining scope of work and schedule.
 - c. Certificate of Insurance to meet Owners requirements, including but not limited to, LPTBA a.k.a. Twin Transit listed as an additional insured.
 - d. Submit one copy of qualifications along with a letter of interest that includes firm history, proposed personnel, brief resumes, and previous projects that would be applicable to Twin Transit. The SOQ should consist of 6 pages maximum, 8.5"x11" format.
10. Base Bids must be priced on a lump sum basis. A separate price shall be included for each alternative bid option, if applicable, as described in the design specifications and listed in the bid form. The bid option price for each alternative shall be the amount to be added or deducted from the base bid price if the Owner decided to use or not use the option.
11. Twin Transit shall host a Pre-Bid Bidder's site review on a date to be determined later. All bidders are invited to join the on-site review for a description of the project and a question/answer session. Only bidders that notify the Twin Transit with their intent to bid will be invited to the meeting.
12. Bid proposals and drawings shall be submitted on or before **4:00 pm on Monday, May 10, 2021**. Bids will be accepted as e-mail only. E-mail should be addressed to the Owner's Representative and the subject line should read "Bid Attached".
13. Submittals of the proposal to the Owner shall be at the Responder's sole expense.
14. All bids will be opened in private.
15. The bid proposal may be requested to be modified or withdrawn only, in writing, by the person who submitted the original bid or other authorized representative, prior to being opened.
16. All bid proposals will remain subject to acceptance for sixty (60) calendar days after the bid is submitted, unless otherwise noted by Bidder.
17. A Selection Committee will be comprised of Twin Transit staff to evaluate all responsive proposals and award the work to the most qualified firm based on project familiarity, expertise, and qualifications.
18. During the bid proposal evaluation process, the Owner shall consider the past performance and qualifications of the Bidder, whether or not the proposal complies with the prescribed requirements and alternates such as unit price and other data.
19. Bidders will be notified within sixty (60) business days of their final decision. The Owner may, at its sole discretion, reject any and all bids without reason.
20. After the Owner awards the work to the successful Bidder, but before the construction contract is signed, the Bidder must provide to the Owner the following:

- a. Certificates of Insurance to meet Owner's requirements, including but not limited to, LPTBA aka Twin Transit listed as an additional insured.
- b. A Schedule of Values listing each major construction component, including material cost, installation cost and other miscellaneous cost to complete its construction.
 - i. A Schedule of Values Form may be requested from the Owner's Representative.
- c. An updated set of Contract Materials including scope of work, specifications, general arrangement drawings and equipment lists if applicable.
- d. A Project Schedule from mobilization through completion with major components listed separately with approximate work start through completion. The project schedule is preferred to be submitted in Microsoft Project format if possible but will be accepted in other formats.
- e. A Projected Payment Plan charting the requested payments that the Contractor would like to receive from the Owners on a regularly scheduled basis.
- f. A COVID-19 Response Plan that meets all federal and state guidelines.
- g. A firm date for completion of the project.
- h. A signed copy of the Contractor's Safety Rules Form with the Facility Manager.
 - i. Twin Transit will host a Webinar or on-site meeting with the Contractor(s), the Project Foreman, the Job Site Foreman and other staff members that will be working on the project. The meeting will cover all the equipment and safety specifications as required by Twin Transit.

SECTION 2: GENERAL REQUIREMENTS/QUALITY CONTROL

GENERAL PROJECT REQUIREMENTS

1. Proper construction site procedures must be provided and followed in order to maintain site productivity and safety between the Owner and the Contractor; as necessary, the following will be provided:
2. Builders Risk Insurance:
 - a. The Contractor shall be responsible for providing builders risk insurance and all other insurance requirements stated in the sample contract.
3. Jobsite Security:
 - a. The Contractor shall be responsible for securing their own equipment and construction materials.
 - i. The Owner shall NOT be responsible for any onsite theft or damage of these items.
4. Temporary Electricity Service:
 - a. The Contractor shall provide and pay for temporary electrical power on the construction site, if necessary.
 - b. The Contractor shall provide and pay for any temporary construction connections needed.
 - i. This includes wiring, cords, outlets, lamps, devices and connections required.
 - ii. Installation, service, wiring and devices shall be safe.
5. Temporary Lighting:
 - a. The Contractor is to provide and install their own temporary lighting for the construction site to satisfy safety and security requirements.
 - b. Sufficient lighting must be available in all work areas and during work hours.
 - c. The lighting level shall not be less than that required by OSHA standards.
 - d. As permanent lighting facilities are completed, they may be used in lieu of temporary ones.
6. Temporary Doors:
 - a. The Contractor is ultimately responsible for the final condition of all facility doors, frames and hardware specified within their scope of work.
 - b. During construction, the Contractor shall provide a temporary door assembly that can protect against the elements of weather and be secured with lockable hardware.
 - c. After final project completion, the temporary doors must be replaced with the specified doors, frames and hardware which should be in new condition and fully functional.
7. Sanitary Facilities:
 - a. Contractors must provide adequate sanitary facilities for their personnel at the location.
8. Snow Removal:
 - a. Contractor shall be responsible for the snow removal within the construction limits during construction until the Owner make beneficial use of the facility.
9. Fencing and Barricades:
 - a. Contractor shall be responsible to provide and maintain fencing around excavations and

hazards and shall protect adjacent features from damage from his operations.

- i. Fencing shall be adequate to prevent accidents and safeguard the public and workmen.
- ii. Fencing shall be neat and well maintained.

10. Contractor shall be responsible to provide and maintain barricades where required to warn of a hazard and to stop the public and workman.

- i. Barricades shall have properly operating warning lights, illuminated or flashing at all time, when deemed necessary by site safety personnel.

11. Crane Use:

- a. Contractor shall be required to follow the rules and regulations on crane safety as found in the Federal Register Part II, Department of Labor, Occupational Safety and Health Administration, 29 CFR Part 1926, Cranes and Derricks in Construction; Final Rule. For more information visit: http://www.osha.gov/FedReg_oseha_pdf/FED20100809.pdf

12. Execution and Closeout Requirements:

- a. The execution of all work shall be in strict accordance with these specifications and manufacturer's written specifications. Where the manufacturer's recommended details are used, the manufacturer shall be responsible for the performance of their product. All work not specifically mentioned that is required to make the Work complete and operational shall be included.

13. Codes:

- a. All construction shall comply with all applicable federal, state and local building codes.
- b. It is the responsibility of Contractor to ensure compliance with said codes and modify the specifications as needed to comply with such codes.

14. Workmanship:

- a. All workmanship shall conform to the best and highest standards of quality in each trade and shall include all items of fabrication, construction and installation.
- b. All work shall be completed by skilled tradesmen and mechanics.
- c. Installation of all equipment and materials shall be in strict accordance with manufacturer's recommendations.

15. Cleaning and Waste Management:

- a. The construction site shall be in a clean and orderly condition throughout the construction process.
- b. At the conclusion of construction, the site shall be properly cleaned, and all waste and surplus materials removed.
- c. Contractor shall be responsible for construction dumpsters and trash and construction waste removal from the site.

CONSTRUCTION QUALITY CONTROL

1. To assure the quality of construction, proper construction documents, observations and material testing must be provided and communicated between the Owner, Contractor and Material Testing Agency throughout the complete project duration.
2. Construction shall comply with all applicable National, State and Local building codes, NFPA68 and 101, OSHA.
 - a. It is the responsibility of the Contractor to ensure compliance with said codes, whether currently enforced or not, and modify the specifications as needed to comply with such codes.
 - b. All re-work due to the Contractor not complying with any and all applicable codes shall be the full financial responsibility of the Contractor.
3. Workmanship shall conform to the best and highest standards of quality in each trade and shall include all items of fabrication, construction and installation.
 - a. All work shall be completed by skilled tradesmen and mechanics.
 - b. Installation of all equipment and materials shall be in strict accordance with manufacturers' recommendations.
 - c. All re-work due to poor quality workmanship or equipment miss-installation shall be the full financial responsibility of the Contractor.

SECTION 3: BID FORM / SCOPE OF WORK / DESIGN CRITERIA / SPECIFICATIONS

SECTION 3A: BID FORM

Subject: Transit Facility Remodel – HVAC Services
Project: Installation of HRV System
Owner: LPTBA a.k.a. Twin Transit
Facility Name: Transit Center Project
Address: 212 E. Locust St.
Centralia, WA 98531

Bidder full and legal name: _____

Address: _____

Contact Person: _____

Title: _____

E-mail Address: _____

Phone Numbers: Office – _____

Fax – _____

Mobile – _____

Date: _____

Registered to do business in the state of WA? (YES) (NO)

Contractor's EMR Rating: _____

If a Corporation, in which State is it located? _____

If Partnership or LLC, state full names of all Partners or Members:

1. Base Bid:

- a. Bidder agrees to provide all the materials and labor as outlined in the Scope of Work and Specifications and to perform and complete the work for the Project for the Stipulated Price of:

_____ Dollars (\$_____).

- i. Bidder has included _____ Dollars (\$_____) for sales, use or excise tax in the price shown in (a) above.

- b. Requested Option Price "B": - Bidder agrees to provide all the materials and labor as outlined in the Office - Office - Renovation, Remodel and Addition Scope of Work and

Specifications and to perform and complete the work for the use of upgraded materials for aesthetic or improved structural, architectural or engineering purposes.

_____ Dollars (\$_____).

i. Bidder has included _____ Dollars (\$_____) for sales, use or excise tax in the price shown in (c) above.

c. Requested Option Price "C": - Bidder agrees to provide all the materials and labor as outlined in the Scope of Work and Specifications and to perform and complete the work for the addition of sound proofing and insulation in the walls of the office:

_____ Dollars (\$_____).

i. Bidder has included _____ Dollars (\$_____) for sales, use or excise tax in the price shown in (d) above.

2. Pricing Breakdown:

- a. Earthwork \$ _____
- b. Concrete \$ _____
- c. Building \$ _____
- d. Drywall \$ _____
- e. Paint and Finish \$ _____
- f. Floor Coverings \$ _____
- g. Plumbing \$ _____
- h. HVAC \$ _____

3. Any Alternate Pricing Options or Deviations from Project Specifications:

(please provide description and addition/deduction amount)

a. _____

b. _____

4. Acknowledgement of Addendums:

a. The following Addendums have been received. The modification to the Contract Documents noted therein have been considered and all cost thereto are included in the Bid Price.

Date	Addendum No.
_____	_____

5. Any Deviations from Project Specifications or Plans:

(please provide specification section and description)

a. Drawings Sheet No. or RFP Page No. _____

b. Drawings Sheet No. or RFP Page No. _____

If any additional deviations, please attach additional sheet.

6. Names of major Subcontractors:
- a. Earthwork Subcontractor _____
 - b. Concrete Subcontractor _____
 - c. Building Subcontractor _____
 - d. Interior Subcontractor _____
 - e. Drywall Subcontractor _____
 - f. Paint and Finish Subcontractor _____
 - g. Floor Coverings Subcontractor _____
 - h. Plumbing Subcontractor _____
 - i. HVAC Subcontractor _____
 - j. Electrical Subcontractor _____

7. Based on contract award date of May 11, 2021, please note Contractor's "best guess" projected date for the following:
- a. Mobilization to site _____
 - b. Functionality operational _____
 - c. Final completion _____

8. Insurance Coverage:

Insurance Required	Twin Transit Requirements Contractor Coverage (Input Coverage Amount)
a. General Liability	
i. Per Occurrence	\$ 2,000,000 _____
ii. Per Aggregate	\$ 2,000,000 _____
b. Excess/Umbrella Liability	\$ 5,000,000 _____
c. Automobile Liability	\$ 1,000,000 _____
d. Pollution Legal Liability	\$ 2,000,000 _____
e. Professional Liability	\$ 2,000,000 _____
f. Worker's Compensation	\$ 1,000,000 _____

9. In the event of changes in work necessitate a change in cost, the percentage applied for supervision, profit and _____ overhead will be _____%. Note all changes will follow the Change Order Process.
10. We hereby submit the above Bid Proposal for the Installation of HRV System located at Centralia, WA as described in the Contract Documents.
11. Prevailing wage is required for all work performed on the Construction project. Prevailing Wage Requirements in Washington are as follows;
- Chapter 39.12 RCW requires local government contractors and subcontractors to pay prevailing wages to all workers for all public works and maintenance contracts, regardless of the dollar value of the contract. This includes:
 - Public works (RCW 39.04.010)
 - Building service maintenance – defined as janitors, waxers, shampooers, and window washers (RCW 39.12.020 and WAC 296-127-023)
 - Construction, reconstruction, maintenance, or repair (RCW 39.12.030)
 - Turn-key leases, rentals, or purchases (RCW 39.04.260)
 - Off-site fabrication of non-standard items for a public works project (WAC 296-127-010(5)(b))
 -

For more information on the prevailing wage requirements of this project please refer to the following website; <http://mrsc.org/getdoc/5000230f-9957-4dab-9172-fcba7d82160d/Purchasing-and-Bidding-Prevailing-Wage-Issues.aspx>

Company Name: _____

By: _____
(Printed Name)

(Title)

(Signature)

(Date)

SECTION 4: CONTRACTOR SAFETY RULES

The following rules outline the safety guidelines, policies & procedures that are to be followed by every contract employee present on Lewis Public Transportation Benefit Area a.k.a. Twin Transit property. Failure to follow these rules may result in cancellation of the contract.

1. Contractor personnel must follow all plant safety regulations and procedures, including emergency evacuations. Review these procedures with facility management before beginning work. Compliance with all regulatory standards is required.
2. Contractor must coordinate construction schedules with facility management.
3. Any change in construction method and/or schedule requires prior approval of facility management.
4. Contractor must follow facility check in/sign in procedures.
5. Absolutely NO SMOKING is permitted in or around this facility except in designated areas.
6. Contractor personnel are not permitted in any part of the facility beyond their designated work areas without proper authorization.
7. Personal Protective Equipment (PPE) must be provided to all contracted employees pursuant to 1910.132
8. All work areas and “attractive nuisances” must be barricaded and
 - a. “Attractive nuisances” are defined as, but not limited to, open pit holes, trenches and/or excavations, access to ladders or stairways, keys left in vehicles, compressed gas bottle storage.
 - b. Barricades must be substantial enough to adequately prevent all reasonably foreseeable unauthorized entry attempts.
 - c. Areas must be visibly marked as “Authorized Access Only.”
 - d. Review the barricade method with facility management and safety representative.
 - e. All excavation cuts greater than 4 vertical feet must be barricaded or sloped.
 - f. Elevated work areas, areas around pits, holes, trenches, etc. must be barricaded using the following method:
 - i. Blaze orange mesh fence or equivalent.
 - ii. Upright posts every six feet, with fencing securely attached.
 - iii. Fencing attached to posts in manner that prevents lifting of fence.
 - iv. Fence placed three feet from edge of drop, unless physically not possible.
 - v. Each vertical post must be signed with “DANGER-FALL HAZARD-STAYBACK.”
9. Contractor personnel must not use man-lifts without special training and authorization by facility management.
10. Contractor is required to follow the rules and regulations on crane safety as found in the Federal Register Part II, Department of Labor, Occupational Safety and Health Administration, 29 CFR Part 1926, Cranes and Derricks in Construction; Final Rule.
 - a. Visit website for further details: http://www.osha.gov/FedReg_osha_pdf/FED20100809.pdf
11. Contractor is required to follow rules and regulations on roofing work on low-slope roofs as found in 29 CFR Part 1926, Roofing Work on Low-slope Roofs and 29 CFR Part 1926, Steep Roofs.
12. Welding, cutting, or other hot work is not permitted in this facility except under special circumstances.
 - a. Contractor must review the facility’s written hot work program and obtain a Hot Work Permit signed by the facility management.
 - b. Facility management and Contractor must inspect the area where hot work will take place and make sure housekeeping is suitable.
 - c. A minimum two-hour fire watch must be posted after the hot work is completed. (Circumstances may vary and the fire watch could be longer.)
13. All electrical equipment and tools used inside the facility must be appropriate for the location. Only intrinsically safe equipment is allowed in every Class 2 location, unless the area is offline, and no dust is present.
14. Contractor must have approval to store and/or use hazardous materials, including solvents and

other flammable materials. A Hazard Communication/Employee Right-to-Know program, Material Safety Data Sheets and an inventory of any hazardous materials must be provided to the facility management.

15. Contractor and location Safety Representative will review the locations of all permit-required confined spaces. If Contractor performs work in any permit-required confined space, he/she must provide a copy of their written permit-required confined space program and employee training records. All entry into permit-required spaces will be performed only after a permit is issued. (Exception: New construction grain bins that do not have any equipment active that will introduce grain or power augers or other built-in equipment inside of the bin.)

16. Reducing liability exposures on unattended sites is critical for a safe working site and for the best interest of all Contractors. At the end of each day and during extended periods of absence, Contractor is responsible to make sure the construction site is left in a safe, clean condition and unexposed to any "attractive nuisances".

- a. Debris must be cleaned up and removed on a daily basis.
- b. All tools, equipment, vehicles, ladders, and other equipment shall be stored in a safe manner and location.

17. All equipment guarding and covers must be replaced immediately upon completion of work. The lockout/tagout method must be enforced while guards are removed. Contractor must have a written lockout/tagout program and employee training records.

* Contractor must attend a detailed review of the complete safety guidelines, policies & procedures presented by the safety specialist via webinar or pre-construction meeting prior to the beginning of construction.

**For any questions or requests pertaining to this section, please contact:

Joe Clark
Executive Director of Transit Service
Twin Transit
212 E. Locust Centralia WA 98532
Business: (360) 330-2072
Mobile: (360) 880-7177
Email: joe@twintransit.org

I have been informed of the above safety information and it has been discussed with me. I understand that failure to follow any of the above rules may result in cancellation of the contract and immediate removal from the property.

Contractor CompanyName: _____

By: _____ (Title)

(Signature) (Date)

Owners Representative: Twin Transit

By: _____ (Title)

(Signature) (Date)