

Instructions to Bidders

Supplementary Material to the Construction Documents

Bid Posting Date 5/22/24

PROJECT NAME: Captain Sinclair Main House Renovation

LOCATION: **9524** Whitaker Drive, Gloucester, VA 23061

CONTRACT NO. MPPAA 23-01

CONSTRUCTION PROJECT MANAGER

- *CONSTRUCTION POINT OF CONTACT: Lewis L. Lawrence, Executive Director, Middle Peninsula Planning District Commission*
EMAIL: llawrence@mppdc.com
PHONE: 804 758-2311
- *CONSTRUCTION ALTERNATE POINT OF CONTACT: Neal J. Barber*
Email: nealbarber1944@gmail.com
PHONE: 804 761-0186

DESIGN FIRM: Balzer and Associates

DESIGN PROJECT MANAGER

- *DESIGN POINT OF CONTACT NAME: Taylor Goodman*
EMAIL: tgoodman@balzer.cc
PHONE: 804 794-0571

OWNER: Middle Peninsula Chesapeake Bay Public Access Authority (MPPAA)

- *OWNER POINT OF CONTACT NAME; Lewis L Lawrence, Executive Director, Middle Peninsula Chesapeake Bay Public Access Authority*
EMAIL: llawrence@mppdc.com
PHONE: 804 758-2311

Pre Construction Meeting: May 29th, 2023 at 12:00 P.M. 9524 Whittaker Drive, Gloucester VA

All Bids Due: 12:00 P.M. EST on June 20th, 2023 to the MPPDC Office located at 125 Bowden St., Saluda, Virginia 23149

PROJECT DESCRIPTION:

The project includes the renovation of approximately 1,300 sq. ft. of the second floor and the first-floor entrance of the south wing of the Main House of the Captain Sinclair property owned by the Middle Peninsula Chesapeake Bay Public Access Authority located at Whittaker Drive, Gloucester, VA 23061. The renovation includes the conversion of the second floor into three residential suites and a common kitchen. The renovation will be conducted in accordance with the plan prepared by Balzer and Associates dated December 1, 2022, the Instructions to Bidders including all Appendices, and these Supplemental Materials.

BID:

The MPPAA is bidding the addition to the Pool House at the same time as the Main House Renovation. The bidder is encouraged to bid on both projects. The bids will be received and opened separately. If there are cost savings through awarding both projects to the same bidder, the bidder should indicate on the Bid Form, Appendix A, for each bid any discount or cost savings that would accrue to that project as a result of awarding both contracts to the same Bidder.

PERMITS

Prior to commencing construction work, Contractor will, at its own expense, obtain all necessary building and other permits required by federal, state and local authorities.

PAYMENT OF CONTRACTOR

Payment for work completed will be made upon submission of an invoice by the contractor and based upon the completion of work consistent with the milestones outlined in the schedule of construction and confirmation that the work was completed. The invoice will be paid no later than 45 days from the time of verification of completion of the work. Payment will be made consistent with the advanced drawdown payment from Virginia Housing Development Authority.

INSURANCE

The contractor shall maintain such insurance of the type and for the time period required by MPPDC's Standard Terms and Conditions Appendix D of the Instructions to Bidders. A copy of the insurance policy to be supplied to the owner's representative at the time of award of the contract.

MOBILIZATION/DEMobilIZATION

The contractor will be responsible for maintaining the construction site in a clean and orderly fashion. The contractor will dispose of all construction waste in accordance with local permitting and requirements. The contractor shall have a construction waste container on site during the construction period.

SCOPE OF WORK

SITE WORK

The Contractor will:

- Trim vegetation and shrubbery as necessary to allow the south wing of the house to be washed and painted.
- Power wash and repair the entrance fountain and masonry entrance porch.
- Convert the fountain at the front of the building to a planter.
- Fill and cap the planters on the entrance porch with masonry units to match existing masonry.
- Construct a 6 ft. walkway from the parking area on the north of the Main House to the proposed ramp and entrance porch. Pervious pavers shall be used to construct the walkway.

DEMOLITION AND RESTORATION

On the First Floor of the Main House, the Contractor will:

- Remove the framing as shown on the construction drawings.
- Remove all ceiling and wall coverings.
- The removed ceiling and wall coverings will be replaced with wall covering materials meeting current minimum FEMA standards for Flood Resistant Materials. Class 4 or 5 flood damage resistant materials may include non-paper-faced gypsum board, water-resilient fiber-reinforced gypsum exterior sheathing, or asbestos-cement board, or fiber-cement board. Materials shall be approved by the owner's representative.
- Remove all batt insulation from the walls.
- The stone fireplace and stone island to remain.
- Install a solid surface countertop on the stone island counter.

On the Second Floor of the Main House, the Contractor will:

- Remove the framing as shown on the construction drawings.
- Remove the HVAC ducts and equipment.

FRAMING

The Contractor shall frame the interior walls in accordance with the construction drawings prepared by Balzer and Associates.

MECHANICAL, ELECTRICAL AND PLUMBING

Mechanical.

The Contractor shall:

- Install mini split units with a head in each residential suite and in the common kitchen area.

- Each suite and kitchen shall have its own thermostat for temperature control.

Electrical.

The Contractor shall:

- Group the electrical circuits for the three residential units in one of the main electrical panels as practicable.
- Alternatively, install a separate electrical panel to serve the renovated residential space.
- Replace existing ceiling fixtures with LED recessed ceiling lights or flush mounted LED ceiling fixtures.
- Install a ceiling exhaust fan in each bathroom.

Plumbing.

The Contractor shall:

- Connect all plumbing fixtures to the existing septic tank and drain field system.
- Temporarily disconnect the plumbing system serving the first floor.
- Install an electric tankless hot water heater meeting the specifications of a Stiebel Electron Tempra Plus 36 or its equivalent.

INSULATION AND DRYWALL

The Contractor shall:

- Insulate the 2nd floor walls to a minimum of 4 inches of batt insulation.
- Insulate the ceiling to a minimum of 8 inches of blown-in fiber insulation.
- Construct the drywall as specified in the construction drawings.
- Install a minimum of 8 inches of batt insulation between the first and second floors.

WINDOWS AND DOORS

The Contractor shall:

- Install the doors as specified in the door schedule.
- Repair existing windows or doors and replace any damaged or foggy glass panes. The grade and type of doors shall be approved by the owner's representative.
- Remove the western garage door, increase the size of the center support to align under the steel beam, and fill the garage door opening with framing that includes a 3' ft. exit door.

FLOORING

The Contractor shall:

- Refinish the hard wood floors and coat them with a poly finish.
- Any new flooring must match the existing flooring.

INTERIOR FINISHES

The Contractor shall:

- Prime and paint all ceilings and walls using grade and color approved by the owner's representative.
- Prime and paint trim in semi-gloss white interior trim paint.

EXTERIOR FINISHES

The Contractor shall:

- Power wash the existing exterior walls and caulk the existing windows prior to painting. Paint the exterior of the Pool House with a grade and color of paint approved by the owner's representative.
- Prime all new wood on the exterior prior to painting.
- Paint the exterior trim with a white semi-gloss exterior paint.

ROOFING

- The Contractor shall: Relocate the statuary from the roof to the garden area adjacent to the Main House. The statuary so moved shall be placed on concrete pads.