



December 4, 2023

Project Manager Invitation to Bid / Scope of Work

Notice is hereby given that the General Contractor:

Miller Architects & Builders, LLC
3335 West St. Germain Street
St. Cloud, MN 56301

Contact: Scott Hanson
Mobile: (320) 471-9299
Email: ScottH@millerab.com
Phone: (320) 251-4109
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Is presently seeking subcontractor and vendor bids for the construction of:

Project: SHELBY COUNTY FUNERAL HOME
Location: 1401 Garfield Avenue, Harlan, IA 51537
Description: Renovation ~ 3,500 SF
Schedule:

▪ Bid Period	12-5-23 to	12-21-23
▪ Building Permit Plan Review	1-15-24 to	2-2-24
▪ Construction Period	2-5-24 to	4-5-24

BIDDING INFORMATION

1. Project manager Scott Hanson of Miller Architects & Builders will accept subcontractor and vendor bids by facsimile or E-Mail until **2:00 p.m., Thursday, December 21, 2023.**
2. The link to access Autodesk/Plan Grid for bidding documents is in email.
 - Hardcopy documents are the responsibility of the bidders.
 - Addendum(s) will have a new link to access them and will be emailed out by PM when issued. Civil Plans will be issued by addendum when available.
3. **Bids, on your letterhead, must include or be accompanied by:**
 - A. Indication of addendums received, if any.
 - B. Indication of Section being bid. Multiple Sections to be bid individually.
 - C. Approval notes from the architect for "approved equals".
 - D. Alternates as identified within this Bid Invitation and in Plans/Specifications.
 - E. Value engineering alternates, if any, are to be identified on bid document.
 - F. Freight to the jobsite will be considered as included. It is the sole responsibility of contractors to unload their materials.
 - G. State and local sales tax must be included.
 - H. Shop drawings must be submitted ASAP after awarded; allow 5 days for review and return so material can be on site according to the Construction Schedule.

GENERAL NOTES

1. Bidders are encouraged to visit site to see existing conditions.
2. Contact Project Manager if specifications call for related work and you are uncertain if it should be

included in your bid.

3. The Construction Schedule will be used as the project timeline. Contractors need to provide manpower needed to meet this schedule. Contractors are to provide Shop Drawings or Product Data Sheets within two weeks of award of contract or as needed to meet Construction Schedule.
4. Bidders are to review all bidding documents to be sure their bid is complete. Change orders will not be issued for failure to completely review all documents or for failure to notify project manager of code required work that was inadvertently overlooked by the architect and engineers responsible for the bidding documents.
5. Bidders are to include permit costs for their section of work.
6. GC reserves the right to reject any or all bids and to waive any informality or irregularity in the bids and in the bidding.
7. Contractor's attendance will be required at scheduled preconstruction and progress meetings.
8. All material submittals and colors must be delivered to GC promptly after receiving the contract and be approved by owner and architect before any materials are ordered. If any materials have a pattern, the pattern direction must be approved before install. Bidders MUST NOT provide samples for selection of material costing more than contracted materials. If this happens, and the owner makes a selection from the samples, the cost difference will be the subcontractor's responsibility.
9. Contractors must verify they are working with the most current drawings before they begin their work; the cost to repair errors will be the responsibility of the subcontractor.
10. If applicable, contractors shall supply temporary generators until electric service installation, temporary heat and temporary shelters for their own work.
11. Any contractor who hires a subcontractor must inform the GC and submit the required insurance information for them prior to their work starting on site.
12. Coordinate with the job superintendent with any materials or equipment that needs to be installed at a certain time due to size or special installation requirements.
13. Notify GC on any equipment clearance requirements before construction begins.
14. Deficiencies must be corrected within two weeks after issuance of Project Completion Punch List.
15. To obtain a subcontract, bidders must be able to provide proof of general liability and workers compensation insurance thus: **Certificate of Insurance:** No physical work will be permitted at the project site before we receive a compliant certificate of insurance thus: Certificates of Insurance to list Miller Architects & Builders, LLC as the certificate holder; list Miller Architects & Builders, LLC and Owner as additionally insured which comply with the Contract Documents. Additional Insured shall apply on a primary basis with respect to any other insurance afforded to Owner and Contractor. Miller Architects & Builders, LLC and Owner is included as additional insured for both on-going operations per CG2010 (07/04) and completed operations CG2037 (07/04) or the equivalent that comply with the subcontract agreement.
 - a. Commercial General Liability: to include, without limitation, comprehensive form; premises operations; underground explosion and collapse hazard; products-completed operations; contractual; independent contractors; broad form property damage; and personal injury.

	Each Occurrence	Aggregate
Bodily Injury and Property Damage combined	\$1,000,000	\$2,000,000
Personal Injury	\$1,000,000	\$1,000,000
 - b. Automobile Liability: to include all owned autos (private passenger and other than private passenger), hired and non-owned auto.

Bodily Injury and Property Damage combined	\$1,000,000 Each Occurrence
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 - c. Umbrella Liability: \$1,000,000 Each Occurrence
 - d. Workers' Compensation: to include coverage A-statutory (which may be satisfied by self-insurance program meeting the requirements of State law).

Please note if equivalent endorsements are applied, the endorsements must be provided along with the certificate of insurance. All endorsements must be listed on the certificate of insurance.

16. Contact the Project Manager for clarification of any part of bid documents. Do not exclude items from the bid if something is not clear; costs associated with corrections will be the subcontractor's responsibility.

MILLER ARCHITECTS & BUILDERS will provide the following GENERAL REQUIREMENTS

1. Builder's Risk Insurance.
2. Building permit fee. (Subcontractors must pay for their specialty permits and provide submittal plans and approved plans to Miller Project Manager.)
3. On-site Project Superintendent for scheduling, quality control and general coordination.
4. Quality control testing by an independent testing company for soil compaction, concrete strength, and special structural inspections. Retesting costs due to failed tests will be paid by the responsible contractor.
5. Temporary electricity, toilet, and dumpsters for use by the construction personnel. All material must be broken down, sorted, and placed in the appropriate dumpsters. Dumpsters are for site related project debris only.

BIDS WILL BE ACCEPTED FOR THE FOLLOWING WORK

All work shall include material, labor, tools and equipment as needed to safely execute scope of work. Materials may be provided as noted below.

1. **SELECTIVE DEMOLITION**
 - A. Provide equipment needed: All tools, safety hardware, shoring, scaffolding, forklift, etc.
 - B. Demolition of all items called out on the demolition plans except as described in Earth Work above. Coordinate all work with Miller superintendent. Provide temporary secure and water tight cover(s) wherever equipment is removed at building envelope.
 - C. Remove and properly dispose of all demolished items.
2. **CONCRETE**
 - A. Demolition of the stoop/steps and sidewalks at new south entrance.
 - B. Remove topsoil, excavate and backfill for new stoop foundation, and place clean granular fill as needed for new entrance sidewalks.
 - C. Final re-compaction of any and all soils prior to concrete placement.
 - D. Form, reinforce, place, finish and seal (seal if applicable) all concrete.
 - E. Saw cut all control joints per GC requirements within 24 hours of placement at locations approved by Miller superintendent.
 - F. Manage proper ready-mix concrete washout procedures per SWPPP BMPs and final disposal of washout material to the extent of your contracted work.
3. **MASONRY**
 - A. Insulation, flashing, weeps, ties, mortar, block and/or brick as applicable to masonry work.
 - B. Masonry demolition and patching as needed per plan.
 - C. Wash and seal veneer.
 - D. Steel lintels in the masonry wherever applicable.
4. **BUILDING MATERIALS (MATERIALS ONLY)**
 - A. Framing lumber.
 - B. Structural connectors wherever applicable.
 - C. Wall sheathing and weather barrier at exterior wall modifications.
 - D. Wood blocking for all doorstops, cabinetry, drinking fountains, handrails, etc.
 - E. Fiberglass batts for thermal and sound insulation with vapor barrier as applicable.

- F. Provide a complete detailed takeoff with unit pricing.
5. **CARPENTRY (LABOR, EQUIPMENT & PNEUMATIC FASTENERS)**
- A. Provide equipment needed including all tools, safety hardware, shoring, scaffolding, platform and/or forklifts.
 - B. Construct, and subsequently remove, all temporary shoring and building security barricades.
 - C. Demolition of all items called out on the demolition plans except concrete, masonry, mechanical and electrical performed by those tradesmen.
 - D. Unload, stock, and install the following materials (material provided by GC except pneumatic fasteners):
 - **ALL BUILDING MATERIALS** per bid section above.
 - **INSULATION:** Batts in framing corners, foam-in-place insulation at doors, windows, tube steel within exterior walls (include drilling holes) and at other locations specified; i.e., rim-joists, etc.
 - **DOORS, FRAMES, HARDWARE & MILLWORK** (exclude aluminum storefront) Verify closure mounting location with superintendent before install.
 - **FIRE EXTINGUISHER CABINETS**
 - **TOILET COMPARTMENTS & ACCESSORIES**
6. **CABINetry, COUNTERTOPS & SOLID SURFACE**
- A. Support brackets.
 - B. Vanity tops.
7. **DOORS, FRAMES, HARDWARE & MILLWORK**
- A. Hollow metal frames and doors - primed.
 - B. Wood jambs and doors - prefinished.
 - C. All hardware for hollow metal and wood doors with master keying. Include keyed cylinders for aluminum doors with construction key.
 - D. Running and standing millwork is to be prefinished to match wood doors.
8. **ALUMINUM STOREFRONT DOORS, WINDOWS & HARDWARE**
- A. Hardware, including automatic door operators, for aluminum storefront system, except cylinders provided by others.
 - B. Glass and glazing for all wood and metal doors and sidelights based on the door schedule.
 - C. Glass for wood framed interior windows.
 - D. Drip caps, flashings, and joint sealant as needed at the exterior and interior of aluminum frames for a water tight, completely finished installation.
 - E. Mirrors.
9. **GYPSUM BOARD**
- A. Gypsum board throughout.
 - B. Steel angle backer wherever required for drywall support.
 - C. Stocked drywall is to be temporarily secured as required.
 - D. Drywall returns at windows and doors where applicable.
 - E. Expansion joints per architectural and Gypsum Council recommendations.
 - F. Tile backer board.
 - G. Fire and finish taping as required.
 - H. Install hollow metal door frames in stud walls if applicable; frames provided by GC.
 - I. Prior to painting: Miller superintendent, drywall taper, and painter will inspect to accept all surfaces; tape lines and other imperfections shall not show through the paint or work must be corrected.
10. **CERAMIC WALL & FLOOR TILE** (Indicate material allowance amount)

- A. Floor preparation as required.
- B. Pattern directions must be approved before installation.
- C. Seal grout and tile.

11. **CARPET & VINYL FLOORCOVERING** (Indicate material allowance amount)

- A. Floor preparation as required.
- B. Carpet.
- C. Sheet vinyl.
- D. Vinyl base as applies.
- E. Pattern directions must be approved before installation.
- F. Machine scrub and wax vinyl flooring per manufacturer's recommendation if applicable.

12. **PAINTING**

- A. Prior to painting: Miller superintendent, drywall taper, and painter will inspect to accept all surfaces; tape lines and other imperfections shall not show through the paint or work must be corrected.
- B. Prepare, prime, and paint all gypsum board.
- C. Spot prime and paint masonry lintels, access doors and hollow metal doors/frames; etc.
- D. Paintable caulking around all hollow metal frames and windows.
- E. Putty all finish nail holes in millwork.

13. **FINAL CLEANING**

- A. Clean mud, stickers, and adhesive residue off windows, doors, plumbing fixtures, lighting fixtures, etc.
- B. Dust and wipe down so that no residue remains at windowsills, millwork, and cabinets (in and out), etc.
- C. Vacuum carpeted areas and spot clean if necessary.
- D. Sweep, scrub, and mop all hard surface floors so that no residue remains.
- E. Clean light fixture lenses.
- F. Clean mechanical and storage rooms.
- G. Wipe down all walls, doors, and frames.
- H. Clean all windows inside and out.
- I. Clean all mirrors.
- J. Conduct complete room by room sign off inspection with Miller's superintendent to record completion of contracted work.

14. **MATERIAL ONLY: FIRE EXTINGUISHERS & F.E. CABINETS, CORNER GUARDS, and TOILET & BATH ACCESSORIES.**

15. **DESIGN/BUILD CODE COMPLIANT PLUMBING SYSTEM**

- A. Permit fees, submittal fees, drawings, calculations to comply with local requirements must be submitted ASAP after awarded so material can be on site according to construction schedule
- B. Demolish, retrofit and add piping as needed for the remodel.
- C. Add hot water recirculating lines and pump with timer control to within 6' of new restroom faucets.
- D. Sanitary waste piping, vent piping and water piping as needed to retrofit plumbing system.
- E. Miscellaneous wood blocking for plumbing work.
- F. Caulk/fire caulk around plumbing penetrations at all walls.
- G. Caulk around plumbing fixtures as required.
- H. Coordinate with Miller to correct any situation wherever there is a potential of water freezing inside pipe.

16. **DESIGN/BUILD CODE COMPLIANT HVAC SYSTEM**

- A. Permit fees, submittal fees, drawings, calculations to comply with local requirements must be

- submitted ASAP after awarded so material can be on site according to construction schedule.
- B. Demolish, retrofit and add new HVAC ductwork and equipment as needed for the remodel.
- C. Haul away and properly dispose of demolished equipment.
- D. Cover the ends of the ductwork during construction to keep free of dirt.
- E. At existing furnaces, perform routine maintenance checkup and, at project completion, vacuum ductwork and install new filters.
- F. Install new grilles and diffusers throughout.
- G. Air exchange ventilation throughout to be as required by code. Do not install supply or return close to the casket viewing areas.
- A. Flashing and/or sealants at building envelope penetrations.
- B. Fire caulk as required at penetrations through fire rated walls.
- C. Vibration/sound isolation curbs.
- D. Access panels for all HVAC equipment needing access as applicable.
- E. Low-sone bath fans; coordinate venting with Miller Superintendent.
- F. Seal off any roof or wall penetrations no longer used.

17. DESIGN/BUILD CODE COMPLIANT ELECTRICAL SYSTEM

- A. Permit fees, submittal fees, drawings, calculations to comply with local requirements must be submitted ASAP after awarded so material can be on site according to construction schedule
- B. Demolish, retrofit and add new electrical distribution, conduit, wiring, devices and fixtures as needed for the remodel. Haul away and properly dispose of demolished lighting and equipment.
- C. Any changed or new breaker panel labels, shall be typed and permanently affixed to panels.
- D. Provide electric power and control wiring to mechanical equipment as needed.
- E. Light fixtures per the reflected ceiling plans.
- F. Switches and outlets as needed within addition.
- G. Outlets per plan. Include direct wiring (or outlets if needed) at drinking fountain(s).
- H. Retrofit outlets and switches as needed to add furring and drywall.
- I. Exit signage and emergency lighting.
- J. Maintain continuous power distribution and lighting throughout for duration of construction.
- K. Fire caulk as required at penetrations through fire rated walls.
- L. One electric supplementary heating unit for Lobby 101.
- M. Smoke detection alarm system if required.

Thank you for your time and effort in bidding this project. Please contact me with any questions.