

**CLAVERACK FREE LIBRARY
REQUEST FOR BIDS
SITE WORK & DOT ENTRANCES
JANUARY 2, 2017**

The Claverack Free Library is requesting lump sum bids from qualified contractors for the construction of Site Plan Work and NYSDOT Entrance Work for the New Library Building (Former AB Shaw Firehouse) located at 9 Route 9H, Claverack, New York.

A. Contract Drawings:

The bid scope of work will be as depicted in the plan sets titled:

1. "Claverack Free Library - Proposed Site Plan" prepared by Crawford & Associates Engineering, PC, dated March 6, 2012, last revised July 27, 2016,
2. "Claverack Free Library - NYSDOT Entrance Plan" prepared by Crawford & Associates Engineering, PC, dated September 19, 2011, last revised November 9, 2016;

NOTE - Contractors shall exclude the costs for Phase II parking lot work, and all work associated with the new water service lateral off of Route 9H depicted in the Site Plan Set from their bid price.

B. Scope of Work:

Site Plan Work:

The scope of work will include, but not be limited to the provision of all labor, equipment, and materials as necessary for the following:

1. Site Layout: coordination with UFPO/utility mark out, including all necessary topographical surveys and grade references.
2. Site Preparation and Protection: To include fencing, clearing and grubbing, rough grading, as necessary to prepare and secure the site.
3. Site Drainage (Non-DOT): To include excavation, placement and compaction of bedding, installation of pipe, drainage catch basins with frames and grates, dry wells with frames and grates, and trench drains, connection of existing drain piping, and connections to existing drainage structures, backfill and compaction.
4. Septic System Installation: To include excavation, backfill of bedding and compaction, placement of tanks, distribution boxes, effluent pipe, trench pipe, pervious pavers. Assume connection to building lateral no further than 5 feet from building.

5. Concrete Flat Work and Curbing (Non-DOT): To include all excavation, forming, bedding and compaction, crack control, wire mesh reinforcing, concrete placement, troweling/finish tooling, and curing control.

This scope includes the concrete band surrounding the septic system.

6. Paving (Non-DOT Areas): To include all rough grading, sub-base placement and compaction, geotextile, base, binder and top courses of asphalt. Pavement shall be pitched to achieve positive drainage to drainage system components.
7. Site Seeding and Stabilization: To include placement of topsoil, seeding, and mulch to stabilize all unsurfaced areas of the site. Contractor will maintain and reseed weekly for four weeks' time to ensure adequate growth and coverage.
8. Site Landscaping: Contractor will include a \$20,000 allowance for trees and plantings.
9. Site Signage: To include supply and installation of all signs, posts, concrete bases, and illumination, electrical switching and power circuit back to the source panel, where required.
10. Site Lighting: To include installation of light poles, fixtures, concrete bases, and electrical switching and power circuit back to the source panel, where required.

NYS DOT Entrance Work:

The scope of work will include, but not be limited to the provision of all labor, equipment, and materials as necessary for the following:

11. Site Layout: To include coordination with UFPO/utility mark out, including all necessary topographical surveys and grade references.
12. Site Preparation: To include maintenance and protection of traffic, contacting UFPO, mark out, and saw cutting of all pavement.
13. Rough In of Entrances: To include clearing, grading, excavation, placement and compaction of sub-base, backfill and compaction.
14. Concrete Work and Curbing (DOT): To include all excavation, forming, bedding and compaction, crack control, wire mesh reinforcing, concrete placement, troweling/finish tooling, and curing control.
15. Site Drainage (DOT): To include excavation, placement and compaction of bedding, installation of pipe, drainage catch basins with frames and grates, connection to existing drain piping, and connections to existing drainage structures, backfill and compaction.

16. Paving (DOT Areas): To include all rough grading, sub-base placement and compaction, geotextile, base, binder and top courses of asphalt. Pavement shall be pitched to achieve positive drainage to drainage system components.
17. Site Seeding and Stabilization: To include placement of topsoil, seeding, and mulch to stabilize all unsurfaced areas of the site. Contractor will maintain and reseed weekly for four weeks' time to ensure adequate growth and coverage.

C. Bid Assumptions:

For the purposes of bidding, bidders shall assume the following when preparing their bids:

18. Payment of prevailing wages will not be required on this project.
19. A NYSDOT Highway Work Permit application has been applied for and is in process.
20. The Claverack Free Library will pay for all fees and bonding associated with the New York State DOT Highway Work Permit. These costs should not be included in the bid.
21. All excavated material will be considered spoil.
22. Hauling and Disposal: Including loading, unloading, hauling and offsite disposal of all excavated spoil.
23. The Contractor shall be responsible for all coordination for the construction of site elements and entrance elements described above.

D. Insurance Requirements:

The successful bidder will be asked to provide the following Insurances:

1. Proof of Worker's Compensation Insurance and Employers' Liability Insurance at State mandated limits.
2. Commercial General Liability insurance including coverage for Premises-Operations, Independent Contractor's Protective, Products-Completed Operations, Contractual Liability, Person Injury and Broad Form Property Damage (including coverage for Explosion hazards) shall be as follows:
 - \$1,000,000 Each Occurrence
 - \$2,000,000 General Aggregate
 - \$1,000,000 Personal and Advertising Injury
 - \$2,000,000 Products-Completed Operations Aggregate

The policy shall be endorsed to have the General Aggregate apply to this project only.

3. Automobile Liability insurance (owned, non-owned and hired vehicles) for bodily injury and property damages shall be as follows:
\$1,000,000 Each Accident
4. Umbrella Form Excess Liability coverage shall be as follows:
\$2,000,000 Follow Form Coverage
5. All insurance policies shall list the Claverack Free Library as additional insured.

E. Schedule and Payments:

1. It is anticipated that work will begin mid-2017 and must be completed by Spring 2018. A schedule for construction will be requested from the successful bidder.
2. Payments will be made within 30 days of receipt of payment request.

F. Contract:

1. The form of contract used for this project will be AIA Form A107 - 2007. A sample of the proposed Contract is attached.

G. Bid Date and Site Visit:

1. Bids are due at Thursday February 16, 2017 at 3:00 PM at the Claverack Library, where they will be publicly opened, and read aloud at 3:05 PM.
2. A Bid Form and a Non-Collusive Bidding Certificate are included with this Request for Bids package. Both forms must be returned as part of the bid submission for the New Waterline Installation Project.
3. The Claverack Free Library reserves the right to accept or reject any bid, or waive the bid requirements for any reason.
4. An on-site pre-bid walk through is scheduled for January 19, 2017 at 1:00 PM.
5. Questions and site visit inquiries should be directed to Mike Sullivan at mksullivan@meengineering.com

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