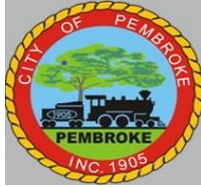


# CITY OF PEMBROKE

## INVITATION TO BID



### BID No. (CHIP2018-110) (Camellia Row, Single-Family Housing Project)

Bid Release:	(June 06, 2019)
Preconstruction Meeting:	(June 28, 2019, 10:00 AM)
Bid Questions Deadline:	(July 12, 2019, 5:00 PM)
Bid Due Date:	(July 19, 2019, 10:00 AM)

**Postal Return Address:**

City of Pembroke  
Attn: Sharroll Fanslau, City Clerk  
Clerk  
P.O. Box 130  
Pembroke, GA 31321

**Courier Delivery Address:**

City of Pembroke  
Attn: Sharroll Fanslau, City  
Clerk  
160 North Main Street  
Pembroke, GA 31321

# City of Pembroke

## Invitation to Bid

BID No. (CHIP2018-110)

(Camellia Row Single-Family Housing Project)

Sealed Bids will be received on behalf of the **City of Pembroke Downtown Development Authority (DDA)** by the **City of Pembroke, City Clerk, 160 North Main Street, Pembroke, GA. 3321** until **(10:00 a.m.), July 19, 2019**, for a General Contractor, to provide all materials, labor, tools, equipment, permits, licenses, etc. for the construction of Camellia Row, Single-Family Housing Project located at 0 Camellia Drive, Lots A, B, C, & D.

### **OVERVIEW**

City of Pembroke Downtown Development Authority , (Hereafter also referred to as "DDA") seeks Bids to provide all materials, labor, tools, equipment, permits licenses, etc. for the construction of Camellia Row, Single-Family Housing Project located at 0 Camellia Drive, Lots A, B, C, & D.

#### A. Single Family Housing Development

The successful bidder shall be responsible for the turn-key construction of Single-Family Housing Development and Public Facilities Improvements located at 0 Camellia Drive, Lots A, B, C, & D. The proposed developments shall consist of four Single-Family homes. The project area for each of the Single-Family dwellings will range from 1,277 square feet up to 1,472 square feet. In addition, there are two small porches on each building. The buildings are to be wood frame construction with pre-engineered wood roof and floor trusses. Exterior materials are to be Hardiplank exterior siding and architectural fiberglass shingle roof. Windows will be double hung vinyl with vinyl shutters. Interior finishes will consist of gypsum board walls and ceilings. Floor finishes will include vinyl and carpet. Kitchen and bath cabinets are to be painted with laminated counter tops. Exterior doors are to be insulated metal and interior doors are to be hollow core.

- The successful bidder shall provide all furniture, fixtures, and equipment as shown on the architectural plans titled Camellia Row.
- The project must meet all requirements of the International Building Code and the Georgia Accessibility Code. This construction shall be completed in accordance with local building codes, written specifications, and design drawings.
- Georgia Law requires Single-Family affordable housing projects awarded state or federal funds and constructed for individuals and families of low and very low incomes be constructed to be accessible (**O.C.G.A. §8-3-172**). Successful bidder must agree to adhere to "Visitability" requirements as defined in the bid packet.
- Each of the homes constructed will meet energy-standards such as Earth Craft™, Georgia Power Good Cents Home™, or other similar standards applicable to the style or type of construction, to the greatest extent possible.

- All Universal Design Features must be completed as per architectural plans.

#### B. Site Preparation and Grading

The project is located on approximately a 1.07-acre site in the City of Pembroke. The successful bidder shall be responsible for all site work as shown on the site plans titled: Site Plans for Camellia Row. Work shall include, but is not limited to, tree removal, grading, concrete driveway and sidewalks, gravel access road, soil erosion and sedimentation control, storm water infrastructure, water control, and all utility connections. The successful bidder shall be responsible for ensuring all proper construction standards are met including providing proper compaction of soil, aggregate, and pavement. The successful bidder shall ensure that site preparation and grading meet all applicable local, state, and federal soil erosion and sedimentation control requirements and storm water requirements. This construction shall be completed in accordance with local building codes, written specifications, and design drawings.

- The successful bidder shall provide all labor, tools, and equipment to complete all site development as detailed in the site plans for Camellia Row.
- The successful bidder shall provide a detailed pricing allowance for each of the four houses, infrastructure and site development, as well as detailed pricing for the gravel access road.

#### C. General Requirements

1. The successful bidder shall be responsible for providing an executed E-Verify S.A.V.E. document and all licenses, permits, and inspections (during and final) required of any regulatory agency having jurisdiction over this project.
2. The successful bidder shall be responsible for the maintenance and removal of all debris during and upon completion of the project. Upon completion of the project, the successful bidder shall remove all surplus materials, machinery, and equipment.
3. The successful bidder shall provide safety measures such as fencing, roping, signs, etc. that are required to ensure the public's safety during this project. The successful bidder shall also implement erosion control measures on the job site as necessary.
4. Each bidder shall provide copies of any serious or willful federal, state, or local regulatory agency worker safety and health, or environmental non-compliance, or other regulatory agency violation citations issued to any of their firm's operations during the previous thirty-six (36) months. Each bidder shall provide resolution/settlement/notice of contest documentation, if applicable, as well as a brief summary of policy changes and actions your company has taken as a result of citations.
5. The successful bidder shall ensure that all subcontractors comply fully with the requirements of this RFP.
6. Construction shall be completed on or before **December 31, 2019.**
7. During the construction phase, the successful bidder shall:
  - a. Maintain staff for construction management to include an on-site

- Superintendent.
- b. Establish and maintain coordinating procedures.
  - c. Develop and maintain a detailed schedule including delivery, approvals, inspection, testing, construction, and occupancy.
  - d. Conduct and record job progress meetings.
  - e. Prepare and submit change order documentation for review and approval by project manager.
  - f. Maintain records and submit routine reports to reporting agencies.
  - g. Maintain quality control and ensure conformity to contract documents.
  - h. Provide cost control through progress payment review and verification according to the approved schedule and contract amounts.
  - i. Coordinate post completion activities, including the assembly of guarantees, manuals, as-built drawings, and the owner's final acceptance.
  - j. Implement and coordinate the one (1) year warranty and one (1) year warranty inspection.

8. Interpretations

- a. Any request for information from the owner shall be submitted to the Project Manager for clarification. Each request shall be numbered and sequentially dated.
- b. The Project Manager will interpret and decide matters concerning requirement and performance under the contract documents upon written request of either the owner or contractor. The response shall be made within responsible promptness and within time limits agreed upon.

**Qualification and submittal documents may be obtained by going to the City of Pembroke website: [www.pembrokega.net](http://www.pembrokega.net). Under the "Bid Opportunities" tab, find Proposal #CHIP 2018-110, Camellia Row, Single-Family Housing Project. From here you can view and download bid documents. This is the official release site for this request for proposals or any addenda that may be issued for same.**

**The full Bid Packet, including House Plans, Site Plans, and Housing Construction Specification Sheet can be purchased, at the Contractors expense through:**

- **Clayton Digital Reprographics**  
**1216 Brampton Ave, Statesboro, GA 30458**  
**Phone: 912-681-3700**  
**Website: [cdrepro.com](http://cdrepro.com)**  
**Reference: Camellia Row, Single-Family Housing Development, Bid No. CHIP 2018-110**

A mandatory pre-bid conference and facility visit will be conducted on Friday, June 28, 2019. The conference will begin at 10:00 AM. The meeting will be conducted at 160 North Main Street, Pembroke, GA 31321. A site visit will be required immediately following the meeting. This meeting is **mandatory** for bid submission eligibility.

**BID CORRESPONDENT**

Upon Release of this Bid, all vendor communications concerning this Bid must be directed to the Grant Manager correspondent listed below:

**(Theresa Dyer)**

Home Development Resources, Inc.

PO Box 461,

Jefferson, GA. 30549

Phone: (706.389.5222)

[tdyerhdri@gmail.com](mailto:tdyerhdri@gmail.com)

Unauthorized contact regarding the Bid with other Pembroke City employees may result in disqualification. Any oral communications will be considered unofficial and non-binding on the City of Pembroke. Vendor should rely only on written statements issued by the Bid correspondent.