

# CITY OF RICEBORO

## INVITATION TO BID



BID No. (CHIP2017-110)  
**(Chatham Homes, Single-Family Housing Project)**

Bid Release:	(October 02, 2019)
Preconstruction Meeting:	(October 11, 2019, 10:00 AM)
Bid Questions Deadline:	(October 16, 2019, 5:00 PM)
Bid Due Date:	(October 18,, 2019, 10:00 AM)

**Postal Return Address:**

City of Riceboro  
Attn: Melinda McIver, City Clerk  
4614 S. Coastal Highway  
Riceboro, GA 31323

**Courier Delivery Address:**

City of Riceboro  
Attn: Melinda McIver, City Clerk  
4616 S. Coastal Highway  
Riceboro, GA 31323

# City of Riceboro

## Invitation to Bid

BID No. (CHIP2017-110)

(Chatham Homes Single-Family Housing Project)

Sealed Bids will be received on behalf of the **Liberty County Community Housing Development Organization (LCCHDO)** by the **City of Riceboro, City Clerk, 4614 S. Coastal Highway, Riceboro, GA. 31323** until **(10:00 a.m.), October 18, 2019**, for a General Contractor, to provide all materials, labor, tools, equipment, permits, licenses, etc. for the construction of Chatham Homes, Single-Family Housing Project located at S. Coastal Highway, Lot 1 & Lot 2.

### **OVERVIEW**

The Liberty County Community Housing Development Organization, (Hereafter also referred to as "LCCHDO" seeks Bids to provide all materials, labor, tools, equipment, permits licenses, etc. for the construction of Chatham Homes, Single-Family Housing Project located at:

- Lot 1 S. Coastal Highway, Riceboro, GA 31323
- Lot2 S. Coastal Highway, Riceboro, GA 31323

### **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 S. Coastal Highway, Lot1 & Lot 2. The proposed developments shall consist of two single-family homes. The project area for each of the single-family dwellings will be a total of 1,272 square feet heated area, 198 square feet of unfinished space, 264 square feet for a garage and 192 square feet of porch space. The buildings are to be wood frame construction with wood roof and floor trusses. Exterior materials are to be vinyl 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 fixtures and equipment as shown on the architectural plans titled Chatham Homes.
- 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.

## **B. Site Preparation and Grading**

The project is located on approximately a 1.07-acre site in the City of Riceboro. The successful bidder shall be responsible for the oversight and management of the site work as shown on the site plans titled: Site Plans for Chatham Homes. 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.

## **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 ensure that all 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 **March 31, 2019**
  - 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.

7. 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 Riceboro website: [www.cityofriceboro.org](http://www.cityofriceboro.org) Under the "Bid Opportunities" tab, find Proposal #CHIP 2017-110, Chatham Homes, 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, Soil Erosion 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: Chatham Homes, Single-Family Housing Development, Bid No. CHIP 2017-110

**OR**

- **City of Riceboro City Hall**  
4614 S. Coastal Highway  
Riceboro, GA 31323  
Phone: 912-884-2986  
Website: [cityofriceboro.org](http://cityofriceboro.org)  
Reference: Chatham Homes, Single-Family Housing Development, Bid No. CHIP 2017-110

A **MANDATORY** pre-bid conference and facility visit will be conducted on Friday, October 11, 2019. The conference will begin at 10:00 AM. The meeting will be conducted at 4614 S. Coastal Highway, Riceboro, GA 31323. 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 may result in disqualification. Any oral communications will be considered unofficial and non-binding on the CITY OF RICEBORO. Vendor should rely only on written statements issued by the Bid correspondent.

**BID RESPONSE DATE AND LOCATION**

The City Clerk must receive the vendors’ Bid in a sealed envelope, in its entirety, not later than **(10:00 a.m.)**, Eastern Standard Time in Riceboro, Georgia on **(October 18, 2019)**. Bids arriving after the deadline will be returned unopened to their senders. All Bids and accompanying documentation will become the property of the City of Riceboro and may not be returned. One (1) original and (1) copy of this Bid must be submitted to allow for evaluation. Individual responses are required for each house and site development. Bids must be clearly marked on the outside of the package:

**(BID No. CHIP 2018-110 Chatham Homes, Single-Family Housing Project)**

<b><u>Postal Return Address:</u></b> City of Riceboro Attn: Melinda McIver, City Clerk 4614 S. Coastal Highway Riceboro, GA 31323	<b><u>Courier Delivery Address:</u></b> City of Riceboro Attn: Melinda McIver, City Clerk 4614 S. Coastal Highway Riceboro, GA 31323
---	--

Vendors assume the risk of the method of dispatch chosen. The City of Riceboro assumes no responsibility for delays caused by any delivery service. Postmarking by the due date will not substitute for actual Bid receipt. Late Bids will not be accepted, nor will additional time be granted to any vendor. Bids may not be delivered by facsimile transmission or other telecommunication or solely by electronic means.

**Bid Schedule:**

- Bid Release: (October 02, 2019)
- Pre-Construction Meeting: (October 11, 2019 @10:00 AM)
- Bid Questions Deadline: (October 16, 2019 @ 10:00 AM)
- Bid Due Date: (October 18, 2019 @ 10:00 AM)

## **WAIVER OF TECHNICALITIES**

All items must meet or exceed specifications as stated by the City of Riceboro. The City of Riceboro reserves the right to waive any technicalities and to reject or accept any Bid in its entirety or to accept any portion thereof if it is determined that either method results in lower costs, better service, final satisfaction or is otherwise determined to be in the best interest of the City of Riceboro. Award may be made by item number or in total. Determination of best response to Bid will be the sole judgment of the City of Riceboro. Bids shall remain valid for ninety days for the date of Bid opening.

## **BID REJECTION**

The City of Riceboro reserves the right to reject any or all Bids at any time without penalty.

## **MODIFICATION OF BIDS**

Any clerical mistake that is patently obvious on the face of the Bid may, subject to the limitations described below, be corrected upon written request and verification submitted by the Bidders. A nonmaterial omission in a Bid may be corrected if the City of Riceboro determines that correction to be in the City's best interest. Omissions affecting or relating to any of the following shall be deemed material and shall not be corrected after Bid opening:

- (1) Price Information
- (2) Any required Insurance
- (3) Section 3 Packet
- (4) HUD Certification Forms
- (5) Bid Certification; and
- (6) Detailed spreadsheet for each phase of project

## **WITHDRAWAL OF BIDS**

Bids may be withdrawn at any time prior to the Bid opening. After Bids have been publicly opened, withdrawal of a Bid shall be based upon the following:

The Bidders shall give notice in writing of his claim of right to withdraw his Bid due to an error within two business days after the conclusion of the Bid opening procedure. Bids may be withdrawn from consideration if the price is substantially lower than the other Bids due solely to a mistake therein, provided the Bid was submitted in good faith, and the mistake was a clerical mistake as opposed to a judgment mistake, and was actually due to an unintentional arithmetic error or an unintentional omission of a quantity of work, labor or material made directly in the compilation of the Bid, which unintentional arithmetical error or unintentional omission can be clearly shown by objective evidence drawn from inspection of original work papers, documents and materials used in the preparation of the Bid sought to be withdrawn. The Bidder's original papers shall be the sole acceptable evidence of error and mistake if he elects to withdraw his Bid. If a Bid is withdrawn under the authority of this provision, the lowest remaining responsive Bid shall be deemed to be the low Bid.

## **BIDDERS RESPONSIBILITY**

When determining whether a Bidder is responsible, or when evaluating a Bid, the following factors may be considered, any one of which will suffice to determine whether a Bidders is responsible, or the Bid is the most advantageous to the City:

- The ability, capacity and skill of the Bidders to perform the contract or provide the equipment and/or service required.
- The character, integrity, reputation, judgment, experience and efficiency of the Bidders (qualifications must be submitted with bid response).
- Whether the Bidders can perform the contract within the time specified.
- The quality of performance of previous public and private contracts or services, including, but not limited to, the Bidder's failure to perform satisfactorily or complete any written contract. The City's termination for default of a previous contract with a Bidder, within the past three years, shall be deemed to be such a failure.
- The previous and existing compliance by the Bidders with laws relating to the contract or service.
- Evidence of collusion with any other Bidders, in which case colluding Bidders will be restricted from submitting further Bids on the subject project or future Bids, for a period not less than three years.
- The Bidders has been convicted of a crime of moral turpitude or any felony, excepting convictions that have been pardoned, expunged or annulled, whether in this state, in any other state, by the United States, or in a foreign country, province or municipality. Bidders shall affirmatively disclose to the City all such convictions, especially of management personnel or the Bidders as an entity, prior to notice of award or execution of a contract, whichever comes first. Failure to make such affirmative disclosure shall be grounds, in the City's sole option and discretion, for termination for default subsequent to award or execution of the contract.
- If the Bidders will be unable, financially or otherwise, to perform the work.
- At the time of the Bid opening, the Bidder is not authorized to do business in Georgia, or otherwise lacks a necessary license, registration or permit.
- Any other reason deemed proper by the City.

#### **NON-ENDORSEMENT**

As a result of the selection of a vendor to supply products and/or services to the City of Riceboro, the City of Riceboro is neither endorsing nor suggesting that the vendor's product is the best or only solution. The vendor agrees to make no reference to the City of Riceboro in any literature, promotional material, brochures, sales presentation or the like without the express written consent of the City of Riceboro.

#### **PROPRIETARY BID MATERIAL**

Any information contained in the Bid that is proprietary will be neither accepted nor honored. All information contained in this Bid is subject to public disclosure.

#### **RESPONSE PROPERTY OF THE CITY OF RICEBORO**

All material submitted in response to this request become the property of the City of Riceboro. Selection or rejection of a response does not affect his right.

## **NO OBLIGATION TO BUY**

The City of Riceboro reserves the right to refrain from contracting with or purchasing from any vendor. The release of this Bid does not compel the City of Riceboro to purchase.

## **COST OF PREPARING BIDS**

The City of Riceboro is not liable for any cost incurred by vendors in the preparation and presentation of Bids and demonstrations submitted in response to this Bid.

## **NUMBER OF BID COPIES REQUIRED**

Vendors are to submit (1) original Bid and (1) copy. Your submittal must have a signature in its "**original form**".

## **ADDENDA**

Bidders are responsible to check the City of Riceboro's website for the issuance of any addenda prior to submitting a Bid. The address is [www.cityofriceboro.org](http://www.cityofriceboro.org)

## **BID AWARD AND EXECUTION**

The City will select the Bid that, in its sole discretion, is the most responsive and responsible Bid to the City. The City reserves the right to make any award without further discussion of the Bid submitted; there may be no best and final offer procedure. Therefore, the Bid should be initially submitted on the most favorable terms the vendor can offer. The specification may be altered by the City of Riceboro based on the vendor's Bid and an increase or reduction of services with the manufacturer may be negotiated before Bid award and execution.

## **BID REQUIREMENTS/EVALUATION CRITERIA**

The City will evaluate all written submittals. It is incumbent upon the Bidders to demonstrate within their Bids how each requirement will be satisfied. All Bids must meet the specification as outlined in this Bid. The City reserves the right to investigate the qualifications and experience of the Bidders, or to obtain new Bids. Bids not sufficiently detailed or in an unacceptable form may be rejected by the City. Dates and documentation included in the Bid become public information upon opening the Bids. Interested firms must follow the process outlined in the following pages in submitting their Bid.

The following criteria, not limited to or listed in order of importance, will be used to evaluate Bids.

- Terms, condition, and pricing.
- Cost of amenities available for the product(s).
- Ability to carry out project.
- Experience and capacity to complete project within allowed time frame (firm qualifications should be submitted with bid response).

## **BIDDER INSURANCE REQUIREMENTS**

- Bidder must provide evidence, satisfactory to the City, of the following insurance requirements:
  - Owner requires the Contractor to have and maintain the following insurance coverage and indemnification provisions with the City of Riceboro named as an additional insured hereunder.



- A notarized statement from the bidder’s insurance company that the bidder qualifies and that should the bidder be awarded the contract; a bond will be issued at the time the construction contracts are executed. The successful bidder shall be required to provide a Payment Bond and a Performance Bond, each in an amount not less than 100% of the total bid amount, at the signing of the contract.
- The Contractor agrees to provide and maintain insurance coverage until the contract is completed and to furnish certificates from its insurance carriers showing that it carries insurance in the following minimum limits:

<b><u>Commercial General Liability</u></b>	
Each Occurrence	\$1,000,000
Personal & Advertising Injury	\$1,000,000
Medical Expense Any One Person	\$5,000
Damage to Rented Premises	\$50,000
Products (Completed / Operations Aggregate)	\$5,000,000
<b><u>Auto Liability (Incl bodily injury &amp; property damage)</u></b>	
Combined Single Limit per Accident	\$1,000,000
<b><u>Excess / Umbrella Liability</u></b>	
Each Occurrence	\$1,000,000
Aggregate	\$1,000,000
<b><u>Workers Compensation and Employers Liability</u></b>	
WC - Each Employee	Statutory
Employer's Liability - Each Employee	\$1,000,000
Employer's Liability - Each Accident	\$1,000,000

- Proof of Insurance  
Contractor shall furnish the Owner with certificates showing the type, amount, class of operations covered, effective dates, and date of expiration of policies. Such certificates shall also contain substantially the following statement: The insurance covered by this certificate will not be cancelled or materially altered, except after thirty (30) days written notice has been received by the Owner.

## RESPONSIBILITIES OF THE BIDDER

The Bidder, at its sole expense shall:

- Deliver, install, test and adjust product.
- Repair or replace inoperable items within 48 hours of notification by the City.
- Comply with all laws, ordinances, regulations, requirements and rules with respect to the maintenance of the (product).
- *This is a Section 3 Covered Project under the HUD Act of 1968 and Section 3 Residents and Business Concerns are encouraged to apply –Section 3 preferences and compliance will be discussed in detail at the Mandatory Pre-Bid Meeting. If Section 3 documents are not properly signed and submitted with the bid, the bid will be rejected.*
- All contractors must include a completed (as well as signed and notarized) Section 3 Business Concern, Previous Certificate of Compliance and Action Plan with their bid proposal. Any bid proposal that is received without the completed forms both signed and notarized will be considered non-responsive and the response rejected. In reviewing the bid proposals, any contractors that are identified as qualified Section 3 Business Concerns should be reviewed and if legitimate, granted a Preference in contracting, all other things being equal.

## HOUSING AND URBAN DEVELOPMENT REQUIREMENTS

### Section 3 of the HUD Act of 1968, as amended

- A The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD• assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- B The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.
- C The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
- D The contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable

provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.

- E The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.
- F Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.
- G With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

\*\*The City of Riceboro is an equal opportunity owner/employer and will not discriminate against any vendor because of race, creed, color, religion, sex, national origin, or ADA disability status.

CONTRACTOR ACKNOWLEDGEMENT OF SPECIAL TERMS AND CONDITIONS

Recipient acknowledges that they have reviewed and will comply with the special terms and conditions as stated above.

Signed, sealed, and delivered

\_\_\_\_\_

In the presence of:

(Name of Company)

\_\_\_\_\_

Unofficial Witness

By: \_\_\_\_\_

(Person authorized to sign binding contract)

Title: \_\_\_\_\_

\_\_\_\_\_

Notary Public

Commission Expires: \_\_\_\_\_

Attest: \_\_\_\_\_

(Officer of Company if Corporation)

Title: \_\_\_\_\_

**Bid Packet/Project:** Chatham Homes, Single-Family Housing Project, Bid No. CHIP2017-110

**Developer:** Liberty County Community Housing Development Organization (LCCHDO),  
James Thomas, Construction Manager  
Phone: 912-572-3512  
[adiasara@comcast.net](mailto:adiasara@comcast.net)

**Grant Manager:** Theresa L. Dyer  
[tdyerhdri@gmail.com](mailto:tdyerhdri@gmail.com)

<i>Index</i>	<i>Page</i>
Bid Opening Conditions	
Bid Certification Form	
Bid and Proposal Forms Lot A, B, C, & D	
New Construction Specification Sheet	Exhibit "A"
Universal Design Features	
Visitability Requirements	
Mandatory Section 3 Packet	Exhibit "B"

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## BID OPENING CONDITIONS

### Bid No. CHIP2017-110

1. You are invited to submit a proposal for improvements listed on the attached Bid and Proposal Form for the project titled: Chatham Homes, Single-Family Housing Development
2. Should you submit a bid, it must be delivered to this location in a *sealed* envelope clearly labeled **Chatham Homes, Single-Family Housing Project Bid No. CHIP 2017-110** and addressed to:

#### **Postal Return Address:**

City of Riceboro  
Attn: Melinda McIver, City Clerk  
4614 S. Coastal Highway  
Riceboro, GA 31323

#### **Courier Delivery Address:**

City of Riceboro  
Attn: Melinda McIver, City Clerk  
4614 S. Coastal Highway  
Riceboro, GA 31323

*No later than 10:00 am on October 18, 2019, at which time bids will be opened and publicly read.*

3. You are requested to complete IN FULL and submit 1 original and 1 copy for each of the enclosed “Bid and Proposal Form”.

The apparent low bidder shall be responsible for submitting a detailed unit cost and line item cost/budget analysis, for each task listed on the architectural and civil engineering plans titled Chatham Homes. The stated information shall be due with the submission of the bid, no grace period will be given for response.

**Failure to provide unit cost and line item cost for each task will result in the bid being deemed non-responsive and the next lowest bidder will be given the opportunity to provide the information.**

4. Please submit copies of a current State of Georgia Contractor’s License and proof of insurance.
5. **A mandatory pre-bid conference and facility visit will be conducted on Friday, October 11, 2019. The conference will begin at 10:00 AM. The meeting will be conducted at 4614 S. Coastal Highway, Riceboro, GA 31323. A site visit will be required immediately following the meeting. This meeting is mandatory for bid submission eligibility. Contact Theresa Dyer confirming attendance [tdyerhdri@gmail.com](mailto:tdyerhdri@gmail.com).**
6. Under no circumstance will any project information be released prior to the mandatory meeting.
7. After the walk-through, should you have any questions or concerns about any of the items listed on the architectural or site plans, please “Reply All” to the group email *PRIOR* to bidding. Individual emails or phone calls to the Developer, Grant Manager, or the City will receive no response.
8. You are reminded to bid only on the items designated on the architectural plans as well as the site plans titled Chatham Homes, Single-Family Housing Development.

9. **The Contractor Is Responsible for Verification of All Quantities. The contractor is cautioned to verify site conditions and quantities prior to submitting a price quote. Project change orders will not be approved due to items missed by contractor.**
10. The General Requirements, Universal Design Features, and Visitability Requirements provided, will be applicable to this contract.
11. The City reserves the right to accept or reject any and all BIDS and waive formalities in the best interest of the City of Riceboro and/or Developer. The City reserves the right to reject any BIDS that does not represent a complete response.
12. The submitting contractor is solely responsible to ensure timely delivery of its BID package. The City and/or Developer will not be responsible for failure of service on the part of the U.S. Postal Service, commercial courier company or other delivery method.
13. The City and/or Developer are not liable for any expenses incurred in connection with the preparation of a response to this BID.
14. Once opened, the BID becomes the property of the City and will not be returned to the contractor. Upon opening, the proposal becomes public record and shall be subject to public disclosure in accordance with Georgia Open Records Act O.C.G.A. 50-18-70 et seq., or other applicable laws.
15. Bids may be withdrawn at any time prior to the Bid opening. After Bids have been publicly opened, withdrawal of a Bid shall be based upon the following:

The Bidders shall give notice in writing of his claim of right to withdraw his Bid due to an error within two business days after the conclusion of the Bid opening procedure. Bids may be withdrawn from consideration if the price is substantially lower than the other Bids due solely to a mistake therein, provided the Bid was submitted in good faith, and the mistake was a clerical mistake as opposed to a judgment mistake, and was actually due to an unintentional arithmetic error or an unintentional omission of a quantity of work, labor or material made directly in the compilation of the Bid, which unintentional arithmetical error or unintentional omission can be clearly shown by objective evidence drawn from inspection of original work papers, documents and materials used in the preparation of the Bid sought to be withdrawn. The Bidder's original papers shall be the sole acceptable evidence of error and mistake if he elects to withdraw his Bid. If a Bid is withdrawn under the authority of this provision, the lowest remaining responsive Bid shall be deemed to be the low Bid.

16. All bid prices shall be firm for 90 days.

**City of Riceboro**  
**Invitation to Bid**  
**BID No. (CHIP2017-110)**  
**(Chatham Homes Single-Family Housing Project)**  
**Bid Certification)**

Bidders must return the following certification with their Bids.

With my signature, I certify that I am authorized to commit my firm to the Bid and that the information herein is valid for 90 days from this date.

I further certify that all information presented herein is accurate and complete and that the scope of work can be performed as presented in this Bid upon the City's request.

Bidders Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (printed) \_\_\_\_\_ Title \_\_\_\_\_

Unofficial Witness Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (printed) \_\_\_\_\_ Title \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email Address \_\_\_\_\_

\_\_\_\_\_  
Notary Public  
Commission Expires: \_\_\_\_\_

**City of Riceboro**  
Invitation to Bid  
BID No. (CHIP2017-110)  
(Chatham Homes Single-Family Housing Project)  
**Bid Certification**

This form must be completed and signed for bid to be considered.

**Postal Return Address:**

City of Riceboro  
Attn: Melinda McIver, City Clerk  
4614 S. Coastal Highway  
Riceboro, GA 31323

**Courier Delivery Address:**

City of Riceboro  
Attn: Melinda McIver, City Clerk  
4614 S. Coastal Highway  
Riceboro, GA 31323

Bid Response:

Price: \$ \_\_\_\_\_

Having read and responded to all attached specifications, the undersigned offers the above quoted prices, terms and conditions.

Signed, sealed, and delivered

\_\_\_\_\_  
In the presence of:

(Name of Company)

\_\_\_\_\_  
Unofficial Witness

By: \_\_\_\_\_  
(Person authorized to sign binding contract)

Title: \_\_\_\_\_

\_\_\_\_\_  
Notary Public  
Commission Expires: \_\_\_\_\_

Attest: \_\_\_\_\_  
(Officer of Company if Corporation)

Title: \_\_\_\_\_



**BID AND PROPOSAL FORM**

**Bid No. CHIP2017-110**

**Housing Construction**

**Chatham Homes, Lot 1**

Submitted By: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

GA State Contractors License Number: \_\_\_\_\_

I, the undersigned contractor, having inspected the property and familiarized myself with the requirements of the architectural plans for Chatham Homes, and understand the extent and character of the work to be performed. I propose to furnish all labor, materials and equipment necessary to accomplish **ALL HOUSING CONSTRUCTION PER ATTACHED BID DOCUMENT** required by the City of Riceboro/ and or the Developer with the following exceptions:

\_\_\_\_\_  
(If no exceptions, so state)

LABOR COST: \_\_\_\_\_

MATERIAL COST: \_\_\_\_\_

I will be using the following subcontractors, if necessary:

Electrical Contractor and License #: \_\_\_\_\_

Plumbing Contractor and License #: \_\_\_\_\_

HVAC Contractor and License #: \_\_\_\_\_

I will commence work within 10 consecutive days from the date of award and/or execution of the contract and will complete the work within 150 calendar days after No Notice of Commencement.

\_\_\_\_\_  
Contractor Signature,

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Notary

**BID AND PROPOSAL FORM**

**Bid No. CHIP2017-110**

**Housing Construction**

**Chatham Homes, Lot 2**

Submitted By: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

GA State Contractors License Number: \_\_\_\_\_

I, the undersigned contractor, having inspected the property and familiarized myself with the requirements of the architectural plans for Chatham Homes, and understand the extent and character of the work to be performed. I propose to furnish all labor, materials and equipment necessary to accomplish **ALL HOUSING CONSTRUCTION PER ATTACHED BID DOCUMENT** required by the City of Riceboro/ and or the Developer with the following exceptions:

\_\_\_\_\_  
(If no exceptions, so state)

LABOR COST: \_\_\_\_\_

MATERIAL COST: \_\_\_\_\_

I will be using the following subcontractors, if necessary:

Electrical Contractor and License #: \_\_\_\_\_

Plumbing Contractor and License #: \_\_\_\_\_

HVAC Contractor and License #: \_\_\_\_\_

I will commence work within 10 consecutive days from the date of award and/or execution of the contract and will complete the work within 150 calendar days after Notice of Commencement. BID AND PROPOSAL FORM

\_\_\_\_\_  
Contractor Signature,

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Notary

**BID AND PROPOSAL FORM**  
**Bid No. CHIP2017-110**  
**SITE DEVELOPMENT ONLY**  
**Chatham Homes, Single-Family Housing Development**

Submitted By: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

GA State Contractors License Number: \_\_\_\_\_

I, the undersigned contractor, having inspected the property and familiarized myself with the requirements of the architectural plans for Chatham Homes, and understand the extent and character of the work to be performed. I propose to furnish all labor, materials and equipment necessary to accomplish **ALL SITE DEVELOPMENT CONSTRUCTION PER ATTACHED BID DOCUMENT** required by the City of Riceboro/ and or the Developer with the following exceptions:

\_\_\_\_\_  
(If no exceptions, so state)

LABOR COST: \_\_\_\_\_

MATERIAL COST: \_\_\_\_\_

I will be using the following subcontractors, if necessary:

Electrical Contractor and License #: \_\_\_\_\_

Plumbing Contractor and License #: \_\_\_\_\_

HVAC Contractor and License #: \_\_\_\_\_

I will commence work within 10 consecutive days from the date of award and/or execution of the contract and will complete the work within 150 calendar days after Notice of Commencement.

\_\_\_\_\_  
Contractor Signature,

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Notary

## **General Requirements**

1. The report was prepared for the sole and confidential use of the above client. It may not be duplicated.
2. This write-up is to be completed in its entirety. Everything must be done, or a change order submitted.
3. All work must meet City, County, State of Georgia and Federal Code requirement as well as Manufacturer Installation Instructions.
4. Contractor questions must be in writing. No verbal reports are given for projects.
5. Contact is Theresa L. Dyer; email: [tdyerhdri@gmail.com](mailto:tdyerhdri@gmail.com)
6. Abbreviations:
  - a. lf=linear feet
  - b. ea=each
  - c. sf=square feet
  - d. sy=square yard
7. It shall be the responsibility of the contractor to validate exact measurements.
8. All work is to be done during regular work hours unless approved by the City.
9. The contractor is required to be present at the final inspection.
10. The contractor shall always keep the entire site free of rubbish and debris .
11. Any new wood, excluding framing members shall be primed before installation and then painted to cover completely and evenly without runs, sags or drips.
12. New pressure treated wood will not be painted.
13. All products installed on the home must be lead free.
14. Personal items should be safeguarded by moving or storing the items during the project.

## Universal Design Features

### *Entrances:*

1. Accessible parking convenient to dwelling [covered from the elements],
2. Accessible path of travel to dwelling from parking or drop off area [slope of 1:20 or less eliminates the necessity for handrails, except when needed by a specific individual],
3. At least one entrance without steps and flues or low-profile threshold,
4. Minimum 5 feet X 5 feet maneuvering space at stepless entrance,
5. 36-inch minimum exterior door with lever hardware,
6. Movement sensor light at entrance,
7. A sidelight or a peephole at 42 and 60 inches above the floor,
8. Ambient and focused lighting at keyhole,
9. High visibility address numbers.

### *General Interior:*

1. Hall width 42 inches minimum [interior accessible route is 36 inches],
2. Interior door width 32-inch minimum [requires 34 or 36-inch-wide door], equipped with lever hardware,
3. Flush transitions between floor surfaces [maximum of ½ -inch rise],
4. 5 pounds maximum force to open doors,
5. 18-inch minimum space at latch side of door,
6. 5-feet X 5-feet maneuvering space in each room [after furniture is placed],
7. Increased number of electrical outlets for additional lighting and alarm indicators, especially in bedrooms,
8. Electrical outlets at 18-inch minimum height,
9. Light switches 44 inches maximum above floor,
10. View windows at 36-inche maximum sill height and large enough to use as an escape route in the event of an emergency,

11. Crank operated [casement] or light weight sliding windows,
12. Closet rods adjustable from 30 inches to 66 inches above the floor,
13. Loop or other easy-to-use handle pulls on drawers and cabinets,
14. High contrast, glare free floor surfaces and trim,
15. Low pile carpet or smooth anti-slip flooring,
16. High-speed internet access data connection port and cabling.

*Bathrooms:*

1. 60-inch diameter turning circle,
2. 30-inch X 48-inch area of approach [forward or parallel, depending on fixture type] in front of all fixtures,
3. Toilet more usable by many if positioned in a 5-foot X 5-foot space with centerline 18 inches from sidewall,
4. 32-inch minimum lavatory counter height with lever faucet control,
5. Adaptable cabinets to reveal knee space under lavatory. Exposed piping in knee space should be padded or concealed,
6. When tub or shower are installed, select models designed to accept a portable bench or bathing seat,
7. Curb less or roll-in shower plus standard tub,
8. Offset single-lever controls in tub and shower to minimize stooping, bending and reaching,
9. Adjustable height hand-held shower head in addition to standard fixed shower head,
10. Anti-scald devices on all plumbing fixtures,
11. Enlarged reinforced areas around toilet and bathing fixture to provide secure mounting locations for grab bars and shower seats,
12. Mirror to backsplash at lavatory,
13. Contrasting color edge border at countertops.

*Kitchens:*

1. 60-inch diameter turning space,
2. 30-inch X 48-inch area of approach [forward or parallel, depending on fixture type] in front of all appliances,
3. Cooktop or range with front or side-mounted controls and staggered burners to eliminate dangerous reaching,
4. Front-mounted controls on washer and dryer,
5. Adaptable cabinets to reveal knee space [when needed] at sink and under work surface near cooking appliance,
6. Variable height sinks adjustable between 32 and 40 inches,
7. Exposed piping and any sharp or hot elements in any knee space should be padded or concealed,
8. Single-lever faucet controls,
9. Full height pantry cabinets for high and low storage,
10. Adjustable height shelves in wall cabinets,
11. Refrigerator/freezer with frozen food storage in the bottom or side-by-side refrigerator/freezer,
12. Variable height counter surfaces or adjustable through a range of 28 to 40 inches,
13. Base cabinets with pullout shelves or drawers,
14. Contrasting color edge border at countertops,
15. Microwave oven at countertop height with uninterrupted counter surface or pull out shelf to support the safe transfer of hot and /or heavy cookware,
16. Under cabinet glare free task lighting.

## VISITABILITY REQUIREMENTS

DCA Requirements: Georgia Single-Family Accessibility (O.C.G.A. §8-3-172)

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. Specifically, at least one entrance door whether located at the front, side, or back of the building, must be on an accessible route served by a ramp or no-step entrance; and has to have at least a standard 36-inch door. In addition, on the first floor of the building, each interior door must be at least a standard door with 32-inch clearway, unless the door provides access only to a closet of less than 15 square feet in area; each hallway has a width of at least 36 inches and is level, with ramped or beveled changes at each door threshold; each bathroom wall is reinforced for installation of grab bars; **(for this project grab bars will be installed in the owners bath and the main bath will be reinforced for future grab bar installation)**; each electrical panel or breaker box, light switch, or thermostat is not higher than 48 inches above the floor; each electrical plug or other receptacle is at least 15 inches above the floor; and the main breaker box is located inside the building on the first floor. Local building codes remain in effect. If a local code requires greater accessibility than those required in state and federal law, then the local code must be followed. However, if a state or local code requires less accessibility than the state or federal law, then the state or federal law will prevail and must be followed.