Cartersville

Be Charmed • Be Prosperous • Belong

RFP – 21-08
CARPENTRY & MASONRY

Goodyear Clubhouse Renovation

March 31, 2021

City of Cartersville, Georgia

RFP – 21-08
CARPENTRY & MASONRY

TABLE OF CONTENTS

ITEM	PAGE
TABLE OF CONTENTS	2
REQUEST FOR PROPOSALS	3
INSTRUCTIONS TO PROPOSERS	4
CONTRACTOR QUALIFICATIONS	4
PROPOSAL CLOSING TIME	4
BID OPENING	4
PROJECT SCOPE – CARPENTRY & MASONRY	5-8
PRE-BID MEETING -TIME & LOCATION	8
COMPLETION DATE	9
CERTIFICATE OF INSURANCE	9
PROPOSAL REQUIREMENTS	9
PROPOSAL FORM	10-11
REFERENCES	11
CONTRACT AGREEMENT	12-13
CONTRACTOR/VENDOR AFFIDAVIT	14
SUBCONTRACTOR AFFIDAVIT	15
EXHIBIT A -GOODYEAR CLUBHOUSE DRAWING-INTERIOR	16
EXHIBIT B – STRUCTURAL ENGINEER REPORT	17

CITY OF CARTERSVILLE, GEORGIA

RFP – 21-08
CARPENTRY & MASONRY

REQUEST FOR PROPOSALS

The City of Cartersville, Georgia invites your company to submit a Proposal on this Proposal Package, titled: **CARPENTRY & MASONRY** as defined hereinafter.

All terms and provisions listed in the enclosed: "TABLE OF CONTENTS", "REQUEST FOR PROPOSALS", "INSTRUCTIONS TO PROPOSERS", "PROJECT SPECIFICATIONS" AND "PROPOSAL FORM" are integral parts of the Proposal Package.

The City of Cartersville reserves the right to waive informalities in any Proposal, to reject any or all Proposals in whole or in part, to readvertise, to negotiate segments of any or all Proposals and to take any action that City feels is in our best interest.

The proposal price(s) will include: The renovations will include items listed in the table of contents to the entire structure located at 3 Goodyear Ave., Cartersville, GA 30120. Contractors may bid on the entire project or items listed in the table of contents.

INSTRUCTIONS TO PROPOSERS

1. To be considered, Proposals must be in the possession of the City of Cartersville by the Proposal Closing. Proposals may be mailed or delivered to the office of Tom Gilliam, Director of Parks & Recreation, City of Cartersville, P O Box 1390, 100 Pine Grove Road, Cartersville GA 30120, in a sealed envelope clearly marked as to the item being proposed and marked with the time and date of Proposal Closing. Regardless of the method the Proposer uses to deliver the Proposal, each Proposer shall be responsible for the Proposal being delivered on time as the City of Cartersville assumes no responsibility for the same. Proposals offered or received after the time set for Proposal Closing will not be considered.

2. No Proposal may be withdrawn for a period of 60 days from the Proposal Closing Date.

3. All Proposals are to be submitted on the "Proposal Form" provided in this Proposal Package and signed by an authorized representative of the company placing the Proposal. Two (2) complete sets of Proposal Documents shall be furnished to each company or person interested in submitting a Proposal. One set of the Proposal Documents, including the "Request for Proposals", "Instructions to Proposers", "Work Scope", and "Proposal Form", all attached hereto, shall remain intact and be returned as an integral part of the Proposal. The second copy is the Proposers file copy. Included with the Proposal, the Proposers shall submit material specifications and/or product bulletins clearly marked for proof that the material item(s) the Proposers proposes to provide will meet or exceed the requirements of the Technical Provisions.

INSTRUCTIONS TO PROPOSERS - CONTINUED:

4. The City of Cartersville is exempt from Federal, State, and Local Taxes. Taxes incurred by the Contractor during this project shall be to the account of the Contractor.

5. Proposers shall not begin any work activity until such time as a they have been issued a Notice to Proceed by the City of Cartersville.

6. E-verify/SAVE Affidavits – Completed/signed/notarized affidavits **must be** returned with Proposal or Proposal will not be considered. Forms included in Proposal.

7. Immigration Reform Compliance Requirement, during the entire duration of this project contractor shall remain in compliance with Georgia Security and Immigration Compliance Act of 2007 and Georgia code § 13- 10- 91 and § 50- 36- 1, as amended.

8. For additional information on this Proposal Package and to view site, contact: Britt McGill, Assistant Director of Parks & Recreation, City of Cartersville, via email at bmcgill@cityofcartersville.org

REQUIRED QUALIFICATIONS OF PROPOSERS/CONTRACTOR

The Contractor must be a certified in his/her trade. The Contractor shall have a valid business license in the State of Georgia and be able to show financial responsibility and have the ability to provide bonds and certificates of insurance.

PROPOSAL CLOSING TIME

The Proposal Closing will be 2:00 p.m. on Friday, April 30th, 2021.

PROPOSAL OPENING TIME

The Proposal Opening time will be 2:30 p.m. on Friday, April 30th, 2021

Location: Dellinger Park Office 100 Pine Grove Road, Cartersville, GA 30120

City of Cartersville, Georgia

CARPENTRY & MASONRY

PROJECT SCOPE

PURPOSE -

The Work Scope of this Technical Provision will include: to provide all materials and labor by a certified/licensed carpenter/mason to complete all CARPENTRY & MASONRY listed under the PROJECT SCOPE to complete the GOODYEAR CLUBHOUSE RENOVATION.

DEFINITION -

For all purposes and requirements of this document, the words "provide" and "provided" shall be defined as the requirement to furnish a service, or to furnish a product system, or facility in its entirety.

DRAWINGS

Drawings of the Goodyear Clubhouse will be provided for the interior spaces which shall all be finished with the same manner and commitment to quality.

MATERIALS

A list of materials will be provided and specified to be provided by the contractor.

PROJECT SPECIFICATIONS

FRAMING

A. Restroom Walls: The contractor shall provide all materials and labor necessary to frame the four perimeter walls of the restrooms with 2" x 4" x 8' in height with the center divider wall between the men's and women's restrooms being framed using 2" x 8" x 8' in height to create a plumbing wall. A treated single bottom plate and a double top plate shall be installed with all wood in the framing package being #2 grade or better lumber. Restroom doors shall be framed to accommodate a 36" x 80" interior door with 5" trim.

B. Kitchen Walls: The contractor shall provide all materials and labor necessary to frame both the east and west kitchen walls to the existing underside of the ceiling using 2" x 4" #2 lumber with a treated single bottom plate and a double top plate. The existing post in the center of the back of the building shall be removed and the new west kitchen wall shall act as

a support wall for the central ridge as well as the east wall for the women's restroom. Wall should line up under ridge to become structural.

C. The contractor shall provide all materials and labor necessary to install a platform on the top of the restroom walls using a 2" x 10" at 16" on center running in a direct from side to side of the building over each restroom. A single layer of 5/8" OSB shall completely cover the entire upper deck of the restrooms and attached using adhesive and deck screws. A wall shall be constructed on the deck along the front wall of the restroom above the entrance doors to the existing bottom of the existing roof deck. Centrally located in the wall shall be a 4' x 4' opening to serve as an access point for the mechanical equipment that is to be installed in the area above the restrooms.

D. Exterior Windows:

   a. The contractor shall provide all materials and labor necessary to adjust all exterior windows so that they are at the same level elevation (a maximum closed position) and place a concealed screw in the bottom of each side to permanently hold in position.

   b. The contractor shall remove the last window on the westside of the building that will become the main lobby entrance. Window and frame shall be cautiously removed and reinstalled on the front of the building to the far west (location of current double doors) in the proposed new window opening to match the elevation of all existing windows.

E. Exterior Doors: The contractors shall fix the single rear wood door in a permanently fixed/closed position (behind women's restroom wall) including adding trim at threshold to prevent water. Contractor shall also remove double wood front doors and frames and dispose of as well as remove single front wood door and frame in coordination with the glass door installer.

F. The contractor shall provide and install 36" x 80" solid core five-panel shaker style doors with oil rubbed bronze hinges in door opening for two restrooms, kitchen, and storage room. Doors shall be trimmed using 1" x 5" finish grade wood on each side. Restroom doors shall have exterior pull handles with interior push plates with door closures and wall mounted door stops. The kitchen and storage room doors shall have Schlage Accent Aged Bronze Reversible Privacy Door Handles (model #F40VACC716) with matching wall mounted door stop.

G. The contractor shall install a 1” x 8” wood baseboard (no detail or base cap) along the two foyer walls containing drywall. Along all walls in the two restrooms, the two drywall walls in the kitchen and the single drywall wall in the storage room, the contractor shall install a 4” x 0.080” Thermoplastic Vinyl Wall Cove Base (by Roppe or equal).

H. The contractor is to perform the following structural repairs as indicated in the attached structural report from PES Structural Engineers dated February 17, 2021:

   a. “Items Discussed/Items to Be Addressed” #4 – Roof girders.
   b. “Items Discussed/Items to Be Addressed” #5 – Roof Decking

I. The contractor shall install a 4’ x 8’ sheet of 5/8” OSB on the interior wall of the storage room for use as a phone/low voltage board. Project Manager shall instruct contractor of exact location prior to installation.

J. Contractor shall provide temporary protection of exterior openings during the construction process. An allowance for labor and materials such as 2” x 4” and OSB to be used shall be made by the contractor.

MASONRY

K. The contractor shall provide all materials and labor necessary to install the following items related to masonry repair, masonry infill, masonry removal and masonry repointing in a manner structurally responsible to the safety of workers and the protection of the building.

L. The contractor shall remove the brick under the last window on the westside of the building that will become the main lobby entrance. Masonry shall be dropped below the floor elevation 4” to allow concrete pour of new rear slab to carry under the proposed new entrance doors. Edges of the masonry where brick is removed shall be left in a clean condition to appear as an original opening with mortar matching historic mortar at that location. Brick that is to be removed shall be harvested and used to infill the double door opening on the front of the building.

M. The side window with frame at new side lobby location and brick below shall be cautiously removed and reinstalled on the front of the building to the far west (location of current double doors) in the proposed new window opening. The masonry must tie in and match mortar lines, elevations, and mortar colors at the new front window location. Finish product should give the appearance of an original window.

N. The current interior masonry wall crossing the rear of the building is to have three new openings installed including a 6’ wide by 8’ tall masonry cased opening between foyer and event space, a 36” wide by 80” door opening between the kitchen and the event space, and a

36” wide by 80” door opening between the storage room and the event space. Masonry opening must call for the installation of the two 36” x 80” doors with framing and 5” trim. See details in the attached structural report entitled “Sketch #1: New Lintel” for instructions on properly installing lintels. All three lintels shall follow the same specifications.

O. The contractor shall coordinate with the HVAC contractor in the opening of a new duct penetration on the east side of the center ridge in the rear interior existing masonry wall. Contractor shall have brick tightly fit around metal duct to not give the appearance of any cracks or holes at duct penetration. Contractor shall use harvested brick in this area to infill existing duct hole on the west side of the center ridge near ceiling.

P. The contractor shall repoint areas on the exterior of the building along the west side wall near the bottom. The current lack of mortar is creating an issue with interior moisture. Questions related to volume of repointed shall be addressed at the pre-bid meeting.

Q. The contractor shall inspect the entire perimeter of the building to seek out any holes through the existing masonry walls that will no longer be used and close such openings using historic brick.

R. All questions should be emailed to bmcgill@cityofcartersville.org. No phone calls are to be directed at the City of Cartersville Staff or the Project Manager regarding questions.

S. Pre-Bid Meeting – Friday, April 9th, 2021 at 10:00 AM at Goodyear Clubhouse, 3 Goodyear Avenue, Cartersville, GA 30120

T. Proposal closing date – Friday, April 30th, 2021 at 2:00 PM.

U. Proposal opening date – Friday, April 30th, 2021 at 2:30 PM at Dellinger Park Office located at 100 Pine Grove Road, Cartersville, GA 30120.

D. Work Completion – Materials are expected to be completed within the time frame established in the project calendar by the Project Manager will provide advanced start and completion dates to the Contractor. Coordination between contractors and Parks & Recreation Director will take place prior to Proposal award.

V. Certificate of Insurance – Proposers must furnish certificate of insurance covering company and installers/contractors at time bonds are presented. City of Cartersville assumes no responsibility in workman’s compensation.

W. License- The contractor shall hold a business license and provide documentation of their certification/s.

----------END OF PROJECT SPECIFICATIONS----------

PROPOSAL REQUIREMENTS

Note: For a Proposal to be considered the following must be returned by the Proposal deadline of 2:00pm on April 30th, 2021.

1. **Completed proposal form**
2. **Certification of Liability Insurance**
3. **Completed list of references**
4. **Completed Contractor/Vendor Affidavit and Agreement**
5. **Completed Subcontractor Affidavit (if applicable)**

City of Cartersville, Georgia

CARPENTRY & MASONRY

PROPOSAL FORM

TO: Tom Gilliam (Goodyear Clubhouse Renovation)
CITY OF CARTERSVILLE PARKS & RECREATION DEPARTMENT
P O BOX 1390
CARTERSVILLE GA 30120-1390

PROPOSERS:
IN ACCORDANCE WITH REQUIREMENTS OF YOUR INVITATION TO PROPOSAL, INSTRUCTIONS TO PROPOSERS, AND PROJECT SPECIFICATION, AND SUBJECT TO THE CONDITIONS THEREOF, I, THE UNDERSIGNED, HEREBY PROPOSE TO PROVIDE THE GOODYEAR CLUBHOUSE RENOVATION FOR MONETARY CONSIDERATIONS.

A. LUMP SUM PROPOSAL PRICE FOR WORK SCOPE ITEMS, LISTED HEREIN, FOR ANY OR ALL OF THE PROJECTS LISTED UNDER SCOPE OF WORK AND PROJECT SPECIFICATIONS

$_____

PROPOSERS:_____ BY: _____

TITLE: _____ SIGNATURE:_____

ADDRESS:_____

_____

PHONE NUMBER: _____

REFERENCES

NAME, ADDRESS, AND PHONE NUMBER OF FOUR- (4) SUCCESSFUL PROJECTS THE PROPOSERS HAS COMPLETED.

1. COMPANY NAME: _____

   ADDRESS: _____

   CONTACT PERSON: _____PHONE NO. _____

   EMAIL ADDRESS:_____

2. COMPANY NAME: _____

   ADDRESS: _____

   CONTACT PERSON: _____PHONE NO. _____

   EMAIL ADDRESS:_____

3. COMPANY NAME: _____

   ADDRESS: _____

   CONTACT PERSON: _____PHONE NO. _____

   EMAIL ADDRESS:_____

4. COMPANY NAME: _____

   ADDRESS: _____

   CONTACT PERSON: _____PHONE NO. _____

   EMAIL ADDRESS:_____

Contract Agreement
CARPENTRY & MASONRY

This Contract Agreement made and entered into on the _____ day of _____, 2021, by and between the CITY OF CARTERSVILLE, party of the first part (hereinafter called the "Owner"), and _____, party of the second part, (herein called the "Contractor").

Witnesseth:

That the Contractor, for the consideration hereinafter fully set out, hereby agrees with the Owner as follows:

That the Contractor will furnish all products, tools, construction equipment, skill labor of every description necessary to carry out and to complete in a good, firm, substantial workmanlike manner for the carpentry and masonry work at the Goodyear Clubhouse and will complete work in strict conformity with the Specifications, together with the foregoing Proposal made by the Contractor, the Invitation to Proposal, Instructions to Proposers, Project Specifications and Proposal Form and all hereto incorporated (if applicable) which form essential parts of this Contract Agreement, as if fully contained herein.

That the Contractor shall commence the Work to be performed under this Contract Agreement on a date to be specified in a written Notice to Proceed and shall fully complete all work hereunder within three (3) weeks of the agreed upon start date. Time is of the essence and is an essential element of this Contract, and the Contractor may be subject to pay the Owner, not as a penalty, but as liquidated damages, the sum of $250.00 for each calendar day that there is default of completing the Work within the time limit named herein. If the Contractor abandons the Contract before commencement of the Work or defaults in completion of all the Work after commencement thereof, the Contractor shall be liable for such liquidated damages. These fixed liquidated damages are not established as a penalty but are calculated and agreed upon in advance by the Owner and the Contractor due to the uncertainty and impossibility of deciding as to the actual and consequential damages incurred by the Owner and the public of City of Cartersville, Georgia because of the failure on the part of the Contractor to complete the work on time. Such liquidated damages referred to herein are intended to be and are cumulative and shall be in addition to every other remedy now or hereafter enforceable at law, in equity, by statute, or under the Contract.

The Owner hereby agrees to pay the Contractor for the faithful performance of this Contract Agreement, subject to additions and deductions as provided in the Specifications and Proposal, in lawful money of the United States of America, the sum _____(_____ _____) which sum shall also pay for loss or damage arising out of the nature of the Work aforesaid, or from the action of the elements, or from unforeseen, or from the action of the elements, or from unforeseen obstructions or difficulties encountered in the prosecution of the Work, and for all expenses incurred by, or in consequence of the Work, its suspension or discontinuance and for well and faithfully completing the Work and the whole thereof, as herein provided, and for replacing defective work or products for a period of two –(2) years after completion.

The Owner shall make payments to the Contractor in accordance with the provisions of the Contract Documents.

Final payment on account of this Contract Agreement shall be made within thirty – (30) days after the completion by the Contractor of all work covered by this Contract Agreement and the acceptance of such work by the Owner, in accordance with the provisions of the Contract Documents.

IN WITNESS WHEREOF, the parties hereto executed this Contract Agreement under their respective seals on the day and date first above written.

OWNER: City of Cartersville, Georgia

By:_____
Matthew J. Santini

Title: Mayor

WITTNESS: By:_____(SEAL)
Julia Drake
Title: City Clerk

CONTRACTOR: _____

By:_____

Name:_____
(Please Print)

Title:_____

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY OF _____, 20____

_____
Notary Public
My Commission Expires:
_____

CONTRACTOR/VENDOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with City of Cartersville has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with City of Cartersville, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the City of Cartersville at the time the subcontractor(s) is retained to perform such service.

The undersigned Contractor is using and will continue to use the federal work authorization program throughout the contract period.

_____
EEV/Basic Pilot Program* User Identification Number

_____ _____
BY: Authorized Officer or Agent Date
(Contractor Name)

_____ _____
Contractor/Entity Name Title of Authorized Officer or Agent of Contractor

_____
Contractor Address

_____
Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
_____ DAY OF _____, 20____

_____
Notary Public
My Commission Expires:

_____

* As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

SUBCONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with _____(name of contractor) on behalf of City of Cartersville has registered with and is participating in federal work authorization program being* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned subcontractor is using and will continues to use the federal work authorization program throughout the contract period.

_____
EEV/Basic Pilot Program* User Identification Number

_____ _____
BY: Authorized Officer or Agent Date
(Subcontractor Name)

_____
Title of Authorized Officer or Agent of Subcontractor

_____
Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
_____ DAY OF _____, 20____

_____
Notary Public
My Commission Expires:
_____

* As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

Goodyear Clubhouse Renovation
3 Goodyear Ave

Proposed Layout

03/12/2021

Sheet 6

EXHIBIT B – STRUCTURAL ENGINEER REPORT

SEE OTHER ATTACHMENT