Habitat for Humanity
South Central Minnesota:
Bid Packet

Project Address: 704 Elwood Ct. Nicollet, MN

Contact Information:

CONSTRUCTION MANAGER
Mike Kroenke // 507-327-3771
constructionmanager@habitatscmn.org
or
PROGRAM COORDINATOR
Katie Kubat // 507-388-2081 ext. 206
katie.kubat@habitatscmn.org

TABLE OF CONTENTS

Invitation to Bid..... Page 2

Bid Submission Requirements and Deadlines..... Page 3

Instructions to Bidders..... Page 4

Bid Division Index..... Page 8

Excavation..... Page 9

General Conditions..... Page 11

Special Conditions & Schedules..... Page 12

Proposal Bid Form..... Page 13

Section One: INVITATION TO BID

Habitat for Humanity South Central Minnesota (HFHSCMN) is pleased to invite general contractors and specialized industry contractors to submit bids for construction of a 2 Bedroom home with basement at 704 Elwood Ct. Nicollet MN

This project may include, but is not limited to, the following individual bid packages:

HFH–4A:	Excavation
HFH–4B:	Concrete
HFH–4C:	Building Materials
HFH–4D:	Plumbing
HFH–4E:	HVAC / Mechanical
HFH–4F:	Electrical
HFH–4G:	Attic Insulation
HFH–4H:	Overhead Doors
HFH–4J:	Drywall
HFH–4K:	Cabinets

END OF SECTION ONE

Section Two: BID SUBMISSION REQUIREMENTS AND DEADLINES

To be considered, your sealed bid must include the following information:

- ☐ Signed and dated Proposal Bid Form (as noted in bid instructions)
- ☐ Contractor's license number and mailing address
- ☐ Completed W-9
- ☐ Certificate of Insurance for General Liability and Workers Compensation
  - (in the event a Single employee/owner subcontractor does not carry Worker Compensation Insurance an Additional form is required, listing Habitat for Humanity SCMN, 1730 Bassett Drive Mankato MN 56001 as certificate holder)

BID PROCESS TIMELINE

The bidding period opens on August 4th, 2021 and runs through August 18th, 2021. You may request the bid packets be mailed to you, pick them up in-person at our office, or find them online.

In-Person: HFHSCMN Office, located at 1730 Bassett Drive, Mankato MN
Online: habitatscmn.org/bid-packets

Bids must be delivered before 4:30 PM CST on Wednesday August 18th, to Habitat for Humanity SCMN. Please seal your bid packets into their envelope and address them as below:

Attn: Construction Manager
Enc: Address Bid Packet Submission
1730 Bassett Drive
Mankato MN, 56001

Bid submissions will be opened on Thursday, August 19th, 2021.

Bidding Documents will be available for public inspection on or after Wednesday, August 4th, 2021 at the following locations until bid deadline date/time: August 18th at 4:30pm CST.

In-Person: HFHSCMN Office, located at 1730 Bassett Drive, Mankato MN
Online: habitatscmn.org/bid-packets

Additional Notes from HFHSCMN

Habitat for Humanity South Central MN hopes you will consider making an in-kind, tax-deductible donation as part of your bid. By making an in-kind donation of materials and/or labor, you make it possible for us to serve more families in the future. Habitat provides a "hand-up", not a hand-out to families in need of safe, decent, and affordable housing. Our homeowners work to build their home, the homes of others, and purchase their home with an affordable mortgage. These home payments help to build still more homes for other families in need. **Your contribution is greatly appreciated but is not required.** We invite you to visit habitatscmn.org for more information about our mission and how your work can change lives here in Southern Minnesota; or call (507) 388 2081 and we can answer any questions you may have.

END OF SECTION TWO

Section Three: INSTRUCTIONS TO BIDDERS

The following instructions and information apply to all Bid Divisions and all bids submitted. Failure to comply with the stated instructions may be cause for rejection. Refer also to Section Two for further requirements and deadlines. ***If needed information is not covered in these instructions, please contact us with your questions using the contact information on the cover page.***

a. BIDS:

This is a Construction Management Project. There is no General Contractor. All contractors on this project will be considered prime contractors. HFHSCMN will award separate contracts for all Bid Divisions involved in the project. The project shall be administered by the Construction Manager. Bid submissions can be received between the bid period opening date and the final bid acceptance time as noted in Section Two. Printing costs for the bid packet, plans, and specifications are the sole responsibility of the bidder. **HFHSCMN reserves the right to reject any or all bids and waive any irregularities in bids. HFHSCMN reserves the right to award the contract in any Building Division between two Bidders, one per home.**

Prospective bidders are welcome to pre-view plans and specifications at the HFH Office in Mankato. Please call 507-388-2081 to make an appointment.

b. QUALIFICATIONS OF BIDDERS:

HFHSCMN reserves the right to reject any bid if the evidence submitted by, or investigation of, such Bidder fails to satisfy HFHSCMN that such Bidder is properly qualified to carry out the obligations of the Agreement to complete the Work contemplated therein.

Pre-bid meetings with interested bidders will be held after documents have been sent out and before the bid opening date as indicated in Section Two. The purpose of the meeting is to familiarize bidders with the project. The Construction Manager will be in attendance.

Before submitting a Bid, each Bidder must

(a) examine the Bidding Documents thoroughly

(b) visit the site to familiarize themselves with local conditions that may in any manner effect cost, progress or performance of the work

(c) familiarize themselves with federal, state and local laws, ordinances, rules and regulations that may in any manner effect cost, progress or performance of the work

(d) study and carefully correlate Bidder's observation with the Bidding Documents.

c. DOCUMENTS FOR BIDDING:

Each contractor will have access to the full, complete bid packet as well as a shorter packet adjusted for their specific industry. This is done to make the bidding process both simpler and clearer for all involved parties. The following is the difference in what is included in each packet:

Full Bid Packet	Specialized Industry Bid Packet
Contact information	Contact information
Invitation to bid	
Bid Submission Requirements and Deadlines	Bid Submission Requirements and Deadlines
Instructions to Bidders	Instructions to Bidders
ALL bid divisions	Each bid division separate
General Conditions	General Conditions

Special Conditions	Special Conditions
Proposal Bid Form	Proposal Bid Form

Complete sets of Bidding Documents may be examined or obtained as described in Section Two. Neither HFHSCMN or the Construction Manager assume any responsibility for errors or misinterpretations resulting from the use of specialized industry bid packets.

d. INTERPRETATION, SUBSTITUTIONS, MODIFICATIONS, AND ALTERNATES:

If potential bidders are in doubt as to the true meaning of any part of the drawings, specifications, or bidding documents, a written or email request for clarification may be submitted to the Construction Manager. Requests MUST BE RECEIVED at least seven (7) working days prior to the opening date as described in Section Two. Those submitting a request are responsible for its prompt delivery directly to the Construction Manager or Program Coordinator, listed on the cover page. Any interpretation, clarification, or correction of the documents will be made by Addendum issued by the Construction Manager. A copy of the addendum will be made available for other bidders at habitatscmn.org or at the office of the Construction Manager. Any addenda issued during the time of bidding or forming Bidding Documents loaned to the Bidder for the preparation of this bid shall become part of the contract. Bidders will sign for receipt of the addendum on the Proposed Bid Form.

Requests for approval of substitutions must be made in writing or via email to the Construction Manager and must be received seven (7) working days prior to the date set for receipt of bids. The Construction Manager will issue a written addendum list the products approved not later than three (3) working days prior to the bid date. A copy of the addendum will be available online at habitatscmn.org and at the office of the Construction Manager. The Contractor shall not furnish any substitute material, product or equipment if not approved. If rejection of any such unapproved substitution causes a change in supplier proposed, or removal of work in place, there shall be no increase in the Contract Sum allowed due to any increase in cost occasioned by such change or removal. Items receiving prior approval will be subject to final approval when shop drawing submittals are reviewed. The Contractor shall be responsible for fit and clearances of substituted items and for making any modifications in his work or the work of other Contractors necessitated by using any substitution, without cost to HFHSCMN or other affected Contractors.

A Bid Form shall not contain any handwritten modifications of the work to be done. Any proposed modifications to the work to be done will need to be approved in writing by the Construction Manager. Alternate bids will not be considered unless specified on the Bid. A conditional Bid or qualified Bid will not be accepted. Bidder shall quote all Alternates as described in the Bidding Documents. HFHSCMN reserves the right to reject all Alternates, or to accept Alternates in the sequence listed in the Bid Form at the time of Contract Award.

e. TAXES, PERMITS AND FEES:

Tax Exempt Status: HFHSCMN is a non-profit Corporation and carries a tax-exempt status. As such they have been granted a Certificate of Exemption. The certificate will be issued to Contract holders and sales tax is not to be included in proposal amount. The Minnesota Tax Number is 3460623

All building permits, blueprint review fees and state surcharges will be paid by HFHSCMN.

Fees for special local, state or federal inspections relating to mechanical, electrical, conveying systems and similar installations shall be paid for by the Contractor or sub-contractor to which such inspections apply.

f. BID FORM:

Each Division Bid shall be made on the appropriate Bid Division Form. Bidder must also complete the Proposed Bid Form, found in Section Seven. Bidders are required to attach a cost breakdown for each Bid Division that they are submitting a bid for.

There is no limit to the number of Bid Divisions any one contractor can bid. Please list the Bid Divisions being bidded on in the Proposed Bid Form and provide the combined bid cost estimate in the space provided. No other method for combining the work of more than one bid division will be accepted.

All blank spaces for bid prices must be filled in, in ink or type written, and Bid Form must be fully complete and executed when submitted (Pencil bids or unreadable bids shall be cause for rejection). Bidder to note "N/A" in those blanks not applicable to their particular proposal. **Only one copy of the bid is required.**

g. BID PROCEDURE:

Each Bid shall be submitted in a sealed envelope and delivered before the time and date indicated in Section Two. It is the sole responsibility of the Bidder to see that their Bid is received by the proper time.

Each applicable Bid Division Form and the Proposal Form shall be signed by the Bidding Contractor.

Any Bidder may withdraw his Bid after it has been deposited with HFHSCMN prior to the time of Bid opening provided the request for withdrawal is received prior to the date and time of opening.

Bids will be opened privately by HFHSCMN.

All Bids shall remain open for the number of days designated in the Advertisement for Bids, but the Construction Manager may, in his sole discretion, release any Bid prior to that date.

h. BID EVALUATION:

During the bid opening process, both the Construction Manager and Program Coordinator will be in attendance, as will a member of the Construction Committee. These members will discuss the bids and their individual merits to come to a decision on the winning bid.

In evaluating Bids, HFHSCMN shall consider the qualification of the Bidders; whether Bids comply with the prescribed requirements; and alternates, if requested in the Bid Forms. HFHSCMN may conduct such investigations as deemed necessary to assist in the evaluation of any Bid and to establish the responsibility, qualification and final ability to the Bidder, proposed subcontractors and other persons and organizations to do the work. **The Bidder acknowledges the right of HFHSCMN to accept any combination of Bid Divisions the Construction Manager desires.** The Bidder represents that they will accept award, regardless of who the other Bid Division contractors may be. If a contract is to be awarded, it will be awarded to the Bidder whose evaluation by HFHSCMN indicated that the award is in the best interest of HFHSCMN. Should there be reasons why a Contractor cannot be awarded within the specified time for bids to remain open, the time may be extended by mutual agreement between the Construction Manager and the Bidder.

i. NOTICE OF AWARD:

If a Bid is accepted by HFHSCMN, the Bidder's Proposed Bid Form will be signed by HFHSCMN and will constitute the contract. A copy of the Contract will be forwarded to the Bidder. The Bidder shall be required to execute the contract and provide all Project Insurance coverage and necessary forms prior to commencement of work. In case of failure of the Bidder to execute the Contract or provide necessary

Project Insurance coverage and necessary forms, HFHSCMN may consider the Bidder in default; in which case the accompanying proposal shall become property of HFHSCMN and the Contract shall be Null and void. The awarded Bidder will be informed of the decision to terminate the Contract.

The Contractor shall maintain insurance for this project in accordance with the General Conditions and Special Conditions. The Contractor shall file an acceptable Certificate of Insurance and insurance policy with HFHSCMN prior to commencement of work under the Contract.

Contract will be executed on Proposed Bid Form, found in Section Seven.

END OF SECTION THREE

Section Four: BID DIVISIONS, SCOPE OF WORK, AND PRICING FORMS

Bid Division	Bid Due Date
HFH – 4A: Excavation	**August 18th, 2021**
HFH – 4B: Concrete	August 18th, 2021
HFH – 4C: Building Supplies	August 18th, 2021
HFH – 4D: Plumbing	August 18th, 2021
HFH – 4E: HVAC / Mechanical	August 18th, 2021
HFH – 4F: Electrical	August 18th, 2021
HFH – 4G: Attic Insulation	August 18th, 2021
HFH – 4H: Overhead Doors	August 18th, 2021
HFH – 4J: Drywall	August 18th, 2021
HFH – 4K: Cabinets	August 18th, 2021

Bid Division Description

For clarification purposes the scope of the work involved in each Bid Division is defined in three categories: “EXCLUDED”, “INCUDED” and “ALSO INCLUDED”.

Information provided under the heading “EXCLUDED” is for the purpose of noting a point of beginning and/ or to eliminate fringe involvements that might be inadvertently included in the scope of work. Information under this heading is not always required to define a Bid Division.

“INCLUDED” items are obvious and/ or “conventional work scope of a Bid Division.

Information under “ALSO INCLUDED” points out the “unconventional” and / or the less obvious items of work included in the Bid Divisions, as well as the fringe involvements that could, inadvertently be missed in evaluating the scope of work. Information under this heading is not always required to define a Bid Division.

BID DIVISION DESCRIPTION

BEGINNING OF BID DIVISION HFH – 4A: EXCAVATION

EXCLUDED:
1. Cost of initial material testing (by HFHSCMN)

INCLUDED: Provide all labor, materials, equipment, and site supervision to complete the site work, excavation, and backfilling as shown and specified. Including but not limited to the following technical specifications, as well as those mentioned in Section 4A.1.

ALSO INCLUDED:
1. Verify existing site conditions
2. Gravel, rock & sand as required and final grading under slabs, sidewalks, and aprons
3. Backfilling and compaction (including basement excavation and utility install)
4. Erosion control and sweeping of street as needed and/or required
5. Asphalt patching where required
6. Locate all existing utilities
7. All site demolition
8. Plumbing related utilities to building perimeter
9. All necessary permits and inspections
10. Coordination with other trades
11. This project is managed by HFHSCMN. All contractors on this project are considered prime contractors. Coordination between trades and volunteers is to be considered part of this work scope.

SECTION 4A.1 - EARTHWORK SCOPE OF WORK

Work under this Section shall include, but is not limited to:

A. Site clearing, topsoil stripping, stockpiling of topsoil on the site, excavation, installation of fill and backfill, the redistribution of topsoil and other satisfactory soils for filling and finish grading as required and, the compaction of soils, to accommodate work to be performed by others in connection with this project.
B. Home with attached garage will be constructed on a Footing/Foundation with a footprint as per blueprint. Coordinate excavation to accommodate concrete and related work to be provided by others.
C. Excavation shall be provided as required for placement of water lines from city stub to house, and if needed to include a properly placed sleeve for water line to enter house.
D. Contractor shall include all materials and labor as required to make a sewer connection.
E. Contractor shall furnish and install all erosion control materials and perform needed erosion control measures as required by rule and best practices.
F. Earthwork shall include cost of removing excess soil and waste material including unsatisfactory soil, trash, and debris, and legally disposing of it off the Owner's property.
G. Contractor shall furnish and install at least 6" deep of base material on driveway, including parking area for vehicles, and turnarounds if needed as well as base material for sidewalks.
H. Contractor shall supply 6" deep layer of class 5 under-slab drainage, allowing for 2" of foam insulation.
I. Note the requirement for 4" drainage layer under all footings.

J. Coordinate water and sewer pipe placement with plumbing contractor.

Any questions concerning the requirements or work of this project may be directed by mail to the address listed on the cover page, by email to: constructionmanager@habitatscmn.org or by phone (507)-327-3771

END OF SECTION 4A.1

PRICING FORM:

Our lump-sum Base Bid for the work in Bid Division HFH–4A is:

// $

please write out the bid dollar amount *Dollar Amount*

Name of Bidding Contractor:

please print the name of the business/owner of the bidder

//

Signed by: *Date*

END OF BID DIVISION HFH – 4A: EXCAVATION

END OF SECTION FOUR

Section Five: GENERAL CONDITIONS

- All work shall be performed, and all deliveries made in coordination with other contractors, HFHSCMN Site Supervisors and according to a final Build Schedule to be made available from HFHSCMN prior to start of construction.
- HFHSCMN will obtain applicable city, township or county Building Permit(s). All other permits, fees and expenses incidental to items and work listed above are the responsibility of the Bidder and shall be included under the Contract amount.\
- All scrap, containers, excess materials, and miscellaneous debris resulting from work under this Contract shall be removed from the premises or placed in the appropriate on-site dumpster to be furnished by HFHSCMN. Recyclable materials, i.e., cardboard, steel, aluminum and beverage containers shall not be placed in the construction dumpster.
- All product instruction manuals and warranty information shall be retained and left at the home site for the future homeowner.
- Individuals working as independent contractors must hold an Independent Contractor Exemption Certificate (ICEC) and must furnish evidence of same at time this proposal is submitted.
- Prior to awarding contracts, selected contractor shall submit Certificate of Insurance for General Liability and Workers Compensation (in the event a single employee/owner subcontractor does not carry Worker Compensation Insurance an additional form is required), listing Habitat for Humanity of South-Central MN as certificate holder.
- Current W-9 forms shall be included with Form of Proposal.
- Tax Exempt Status: The HFHSCMN is a non-profit Corporation and carries a tax-exempt status. As such they have been granted a Certificate of Exemption. The certificate will be issued to Contract holders and sales tax is not to be included in the proposal amount. The Minnesota Tax Number is 3460623.
- HFHSCMN requires lien waivers to be submitted with all requests for payment.
- Invoices shall be paid in a timely manner.

Any questions concerning the requirements or work of this proposal may be directed by mail to the address listed above or by e-mail to the constructionmanager@habitatscmn.org or phone (507) 327 3771.

END OF SECTION FIVE

Section Six: SPECIAL CONDITIONS

PART ONE – GENERAL

1.1 SCOPE

A. Conditions of the Contract, Division 0, and General Requirements, Division 1, will govern work under this Section.
B. The following Special Conditions modify, define, change, delete from, add to and take precedence over certain provisions of the General Conditions of the Contract for Construction, and Supplementary General Conditions.

1.2 TIME OF COMPLETION

A. The contract shall be substantially completed in the timeframe determined by the Construction Manager.
B. See the Milestone Schedule in Part Two. Actual Schedule will be determined by Construction Manager.

PART TWO – MILESTONE SCHEDULE

The below Milestone Schedule indicates completion dates for significant activities during the construction period. This schedule is supplemented by the Build Schedule which overviews all the activities inherent in the home construction. This information is subject to change as conditions require.

ACTIVITY DESCRIPTION	SUBSTANTIAL COMPLETION
Pre-Construction Contractors' Meeting	Call to schedule at HFHSCMN Office
Bid Delivery Deadline	4:30pm, Wednesday August 18th, 2021
Excavation	By September 5th
Plumbing	Work with Excavator and Construction Manager to have under slab work laid in before concrete
Concrete Pouring	First week of September

END OF SECTION SIX

Section Seven: PROPOSED BID FORM

TO: Construction Manager
Habitat for Humanity South Central Minnesota
1730 Bassett Drive
Mankato MN 56001

SUBJECT: Bid Submission for 409 4th Ave, Mapleton

SUBMITTED BY: Name: _____ **DATE:** ____ /____ /_____
Position: _____
Email: _____
Phone: _____

FOR BID DIVISION(S): _____

CONTRACT DOCUMENTS

We have carefully read and fully understand the Contract Documents, including the Instructions to Bidders, General Requirements, Proposal Section, Technical Specifications, and floor plans covering the work required in our proposal and the specifications.

CONSTRUCTION MANAGEMENT

We understand the Construction Manager's function as described and referred to throughout the Contract Documents. We realize that each Bid Division Contractor is in fact a Prime Contractor and not a Sub- contractor working through a General Contractor.

SCHEDULE

We have reviewed the Milestone Schedule and hereby endorse the milestone dates with regard, to work on the bid divisions we have bid.

EXCEPTIONS AND/OR SUBSTITUTIONS

We have submitted our proposal complete as specified and shown on the drawings without exceptions or substitutions.

ADDENDA *(if no addenda were required in the bid process, please put n/a)*

We acknowledge the receipt of Addenda: _____ DATE: _____

AGREEMENT

This proposal and attached pricing form, if accepted by HFHSCMN within thirty (30) days of the date designated for receiving proposals, will be the basis for a contract directly with HFHSCMN. The undersigned hereby agrees to accept a contract for the work covered by the proposal, under the terms and conditions of the contract documents.

We acknowledge the fact that HFHSCMN has the right to accept or reject any or all proposals with or without cause or reason.

Important bidding information required on the next page.

NAME OF BIDDER:_____

ADDRESS: _____

_____

DATE:_____

PHONE: _____ FAX: _____

EMAIL:_____ ENC.: _____

OTHER: _____

_____

_____

HFHSCMN Acceptance of Proposal

Printed Name _____ Signature _____

Title _____ **DATE:** ____ /____ /_____

FOR HFHSCMN OFFICE USE ONLY		
W-9 (dated)		Y/N:
ICEC (if applicable)	Expires:	Y/N:
Indend Cont	Expires:	Y/N:
W Comp	Expires:	Y/N:
Gen'l Liab	Expires:	Y/N:

Approved date _____

Approved initials _____

END OF SECTION SEVEN