

INVITATION TO BID (ITB)

Issued by:

Fort Vancouver Regional Library District 1007 East Mill Plain Boulevard Vancouver, WA 98663

Invitation to bid for:

Woodland Community Library
411 Lakeshore Drive
Woodland, WA 98674
New Construction

Issue date:

Monday, June 5, 2023

REVISED:

Tuesday, June 20, 2023

Bids are due on or before:

2:00 pm on Monday **July 10, 2023**

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CONTACT INFORMATION

OWNER:

FORT VANCOUVER REGIONAL LIBRARY DISTRICT 2018 GRAND BOULEVARD VANCOUVER, WA 98661

CONTACT: DAVE JOSEPHSON, FVRL REPRESENTATIVE

EMAIL: djosephson@fvrl.org

PHONE: 360-906-4942

ARCHITECT:

HACKER ARCHITECTS
555 SE MARTIN LUTHER KING JR BLVD, STE 501,
PORTLAND, OR 97214

CONTACT: AMELIE REYNAUD

EMAIL: areynaud@hackerarchitects.com

PHONE: 503-227-1254

PLANS & SPECIFICATIONS AVAILABLE AT:

J2 BLUEPRINT SUPPLY CO. 8100 NE ST JOHNS ROAD SUITE B101

VANCOUVER, WA 98665 PHONE: 360-696-1861

https://www.j2b.com/bid/distribution

INTRODUCTION

OVERVIEW

Fort Vancouver Regional Library District (FVRL) began in 1950 as Washington's first inter-county rural library district. It is now the fifth-largest library district in Washington State, serving southwest Washington through 15 library locations and two bookmobiles. FVRL covers all of Clark County, (except for the city of Camas) as well as Skamania and Klickitat counties, the city of Woodland and Yale Valley Library in Cowlitz County. FVRL is governed by a Board of Trustees, each of whom is appointed by the joint action of the commissioners of Clark, Skamania, and Klickitat counties. Each Trustee serves a seven-year term without pay. FVRL is an independent junior taxing district funded mostly by property taxes. FVRL also receives ongoing support from the Fort Vancouver Regional Library Foundation and Friends groups at each branch.

The 2,376 square foot Woodland Community Library opened in its current location of 770 Park Street in 1926. Originally built in 1909 as a school building, the city provided the funds for the operation and maintenance of the library. In 1996, the City of Woodland voted to annex to FVRL, and the library district began operating the building in 1997. The current building has long since been inadequate to serve the growing community and is not ADA accessible for users of the children's collection or the public restrooms.

PROJECT BACKGROUND

In 2013, a Strategic Facilities Study determined that new library facilities were needed in the communities of Ridgefield, Woodland and Washougal. Shortly thereafter, the Friends of the Woodland Community Library began fundraising and FVRL began looking for potential building locations. In May of 2017, FVRL purchased a 2.4-acre piece of property at the corner Goerig Street and Lakeshore Avenue at the gateway to Woodland's downtown core.

Over the next two years, FVRL worked to remove existing structures on the property and hired an architect to help design a new facility. In 2020, it was determined that the estimated cost of the planned structure was too high, and FVRL asked the architects to reduce the footprint of the building to fit the budget. Due to the pandemic, and other mitigating factors, design development was delayed until late in 2022.

PROJECT FUNDING

The new Woodland library is a community effort many years in the making. Project funds are from a combination of fundraising efforts by the Friends of the Woodland Community Library and the Fort Vancouver Regional Library Foundation, as well as the capital reserve budget of FVRL.

PROJECT DESCRIPTION

SCOPE

FVRL is seeking bids for the construction of the Woodland Community Library (WD) located at 411 Lakeshore Avenue, Woodland, Washington. The project is to construct a 7,500 (+/-) square foot, slab-on-grade, wood-framed building, including requisite facility/site, utility improvements per the contract documents. The General Contractor is to furnish all labor, materials and equipment to construct the project, including concrete work, metals, wood, thermal and moisture control, doors and windows, finishes, mechanical, electrical and incidental related work.

BUDGET

The project has an estimated construction budget of \$5.2 million, excluding permitting, soft costs, and contingency. The budget does **not** include owner-provided materials, including but not limited to furniture, fixtures and equipment, technology and security systems.

SCHEDULE

The targeted substantial completion schedule for the bidder to complete its scope of work and turn the project over to FVRL for the completion of its owner-provided materials is two hundred and seventy days (270) from the issuance of Notice to Proceed.

PRE-BID CONFERENCE

There will be a pre-bid conference on **Wednesday**, **June 14**, at **2:00 PM** at the project site. The Architect and Library Representatives will attend the meeting to discuss the project scope. It is **MANDATORY** that Bidders attend this meeting. The site is located at the corner of Goerig Street and Lakeshore Drive in Woodland. Parking is available across the street.

BID TIMELINE

Monday, June 5, 2023	Notification of ITB published

Columbian Legal Notices

Portland Daily Journal of Commerce Seattle Daily Journal of Commerce

SW Washington Contractors

ITB posted to FVRL Website – About Us

Plans & Specifications available at J2 Blueprint Supply Co.

Wednesday, June 14, 2023

at 2:00 PM

Pre-Bid Conference at job site

411 Lakeshore Drive Woodland, WA 98674

ATTENDANCE IS MANDATORY

Wednesday, June 21, 2023

at 2:00 PM

Last day to submit questions

Wednesday, June 28, 2023 Final Addenda, answers added to project website

Monday, July 10, 2023 Deadline to submit Bids

at 2:00 PM Bid Opening

Friday, July 14, 2023 FVRL to issue Intent to Award Contract

FVRL to notify Bidders

Monday, July 17, 2023 Board Approval to Proceed

INSTRUCTIONS TO BIDDERS

BID REQUIREMENTS

All Bids will be reviewed to determine compliance with all administrative requirements and instructions specified in this ITB. The Bidder must complete and include the following documents in order to be considered a Responsible Bidder:

Bid Form (Exhibit A)
Bidder Profile (Exhibit B)
Prevailing Wages Certification (Exhibit C)
Non-Collusion Certificate (Exhibit D)
BID BOND

Should it become necessary, any Bidder who fails to comply with any part of this ITB that may result in the rejection of its Bid as non-responsive will be specifically notified. FVRL reserves the right, at its sole discretion, to waive minor administrative irregularities.

BID BOND / PERFORMANCE & PAYMENT BOND

Bidder must include with its Bid a Bid Bond in the amount of five (5%) percent of the bid amount. The successful Bidder will be required to furnish a Performance Bond and Labor and Materials Payment Bond, with surety acceptable to FVRL, for 100% of the contract price.

PREVAILING WAGES

All Bidders must file and comply with the current prevailing wages laws of Clark County, the State of Washington, and pay all associated fees.

STATE AND LOCAL SALES TAXES

The Contractor shall include Washington State and Local Retail Sales Taxes in the unit bid prices for the materials, equipment, and supplies purchased for this project.

RETENTION

In accordance with RCW 39.08.030 and RCW 60.28.011, retainage in the amount of ten (10%) percent of the total contract value will be withheld until all aspects of the project and public works requirements are completed.

In additional to a 100% performance bond, the State of Washington's Department of Revenue requires all public agencies per RCW 60.28.011 to withhold up to five (5%) percent of the value of a public improvement contract as retainage (not including sales tax) *until* the Notice of Completion has been accepted by all three (3) state agencies. A contractor may request that the retainage be reduced to 100% of the value of the remaining contract when at least 95% of the contract has been paid.

WARRANTY

Bidder should confirm compliance with the minimum warranty requirements noted in the plans and specifications. Should the Bidder be willing to provide additional warranties on labor

and/or material components of this project, please provide a brief description as an Addenda to Exhibit A titled ADDENDA – ADDITIONAL WARRANTY.

QUESTIONS AND REVISIONS TO THE ITB

Please submit questions regarding this ITB **via email** to FVRL's representative, Dave Josephson, at <u>diosephson@fvrl.org</u>. Dave Josephson is the sole point of contact for this ITB. Telephone questions will not be accepted.

In the event it becomes necessary to revise any part of this ITB, **Addenda** will be submitted to J2 Blueprint and posted on FVRL's website. Bidders are encouraged to monitor these sources for any changes and/or notifications.

SUBMISSION OF BID

CONTENT: Bidders must complete, sign and include five (5) copies of the following documents as a material part of their Bid:

Bid Form (Exhibit A)

Bidder Profile (Exhibit B)

Prevailing Wages Certification (Exhibit C)

Non-Collusion Certificate (Exhibit D)

Public Works Training Compliance Statement (Exhibit E)

In addition, Bidders must include one (1) copy the aforementioned Bid Bond.

DEADLINE: Bidders must submit their Bids to be received by FVRL at the address noted below on or before **2:00 PM, on Wednesday, July 10, 2023**. Bids must be submitted in writing via mail, courier or in-person. Please allow normal mail delivery time to insure timely receipt of your Bid to FVRL. Bids received after the above date and time may not be considered. Telephone, facsimile or electronically transmitted Bids will not be accepted.

ADDRESSEE: All Bids should be submitted in a sealed envelope and delivered as follows:

ATTN: Dave Josephson
Fort Vancouver Regional Library District Operations Center
2018 Grand Boulevard
Vancouver, WA 98661
RE: Woodland Library ITB

DISCLOSURE OF SUBCONTRACTORS

In accordance with RCW 39.30.060, Bidders must submit as part of their Bid the names of the subcontractors who will be performing the electrical, plumbing and mechanical (heating, ventilating and air conditioning) work. Please note this information on Exhibit A where indicated.

GENERAL INFORMATION

TERMS AND CONDITIONS

The terms and conditions contained in this ITB will govern the performance of any contract resulting from this request. The contents of this ITB and the Bid of the successful Bidder will become a contractual obligation and will be made part of the final contract document. The presentation of a form contract and the acceptance of a Bid does not imply the formation of a contract.

COMPLIANCE

Bidders shall comply with all management and administrative requirements established by Washington Administrative Code (WAC), the Revised Code of the State of Washington (RCW), and any subsequent amendments or modifications, as applicable to providers licensed in the State of Washington.

PROPRIETARY INFORMATION

All Bids received shall become the property of FVRL and shall remain confidential until a contract resulting from this ITB is successfully negotiated and signed by the Executive Director of FVRL. After a contract is signed, all Bids received shall be deemed public records as defined by RCW 42.56. Any information contained in the Bid that is proprietary must be clearly marked or designated as "CONFIDENTIAL" in order to be excluded from public records request responses. Only information designated under current state law statutes as appropriate for exclusion from public records exposure may be marked and treated as confidential.

EQUAL OPPORTUNITY

It is the policy of FVRL to require equal opportunity in employment and services subject to eligibility standards that may be required for a specific program. No person shall, on the grounds of race, color, religion, sex, handicap, national origin, age, citizenship, marital status, political affiliation or belief, be denied employment or benefits, or be discriminated against as a consumer, administrator or staff person under any program or activity receiving funds under this ITB. In compliance with Department of Labor Regulations implementing Section 504 of the Rehabilitation Act of 1973, as amended, no qualified handicapped individual shall be discriminated against in admission or access to any program or activity. The successful Bidder must agree to provide equal opportunity in the administration of any contract, subcontract or any other agreement issued as a result of this ITB

MINORITY & WOMEN-OWNED BUSINESS PARTICIPATION

FVRL encourages participation in all of its contracts by firms certified by the Washington State Office of Minority and Women's Business Enterprises (OMWBE).

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION

FVRL is committed to providing equal access to its facilities, programs and services for persons with disabilities. Individuals requesting reasonable accommodations or further information may call, write or email FVRL's representative, Dave Josephson, as follows:

ATTN: Dave Josephson Fort Vancouver Regional Library District Operations Center 2018 Grand Boulevard Vancouver, WA 98661

PHONE: 360-906-4942

EMAIL: <u>djosephson@fvrl.org</u>

MOST FAVORABLE TERMS

FVRL reserves the right to make an award without further discussion of the Bid submitted. Therefore, the Bid should be submitted initially on the most favorable terms which the Bidder can propose. There will be no best and final offer procedure. FVRL does reserve the right to contact a Bidder for clarification of any items included in its Bid.

COST TO MAKE BID

FVRL will not be liable for any costs incurred by the Bidder in preparation of a Bid submitted in response to this ITB, in conduct of a presentation or any other activities related to responding to this ITB.

ACCEPTANCE PERIOD

Bids must provide sixty (60) days for acceptance by FVRL from the Deadline to Submit Bids. Bidders must guarantee their Total Bid Cost for a period of sixty (60) days from the Deadline to Submit Bids.

REJECTION OF BIDS

FVRL reserves the right to reject any and all Bids, without penalty, for any reason including but not limited to the following:

- 1. Any Bid which is incomplete or lacking necessary detail and specificity
- 2. Any Bid which has any qualifications, additions, limitations or provisions attached to the Bid
- 3. Any Bid submitted by a Bidder who is not approved as in compliance with the requirements for equal employment opportunity

In consideration for FVRL to review and evaluate its Bid, the Bidder hereby waives and releases any claims against FVRL arising from any rejection of any or all Bids, including any claim for costs incurred by Bidders in the preparation and presentation of Bids submitted in response to this ITB.

GENERAL AGREEMENT TERMS

AWARD OF CONTRACT

FVRL shall issue a Contract to the lowest responsive Bidder.

COMMENCEMENT OF WORK

Work may not commence until the following conditions have been met:

- 1. The Contract has been awarded and fully executed by both parties
- 2. A Certificate of Insurance, with Fort Vancouver Regional Library District named as additional insureds, has been issued and received by FVRL
- A Statement of Intent to Pay Prevailing Wages for the Bidder has been submitted and approved by the Department of Labor & Industries and provided to FVRL
- 4. A Safety and Site Mitigation Plan for construction
- 5. A Performance & Payment Bond in the full amount of the contract price is issued to ensure that the project will be completed and that all workers, subcontractors and suppliers will be paid.

COMMERCIAL GENERAL LIABILITY INSURANCE

All Bidders must provide evidence of insurance in the following amounts:

General liability: \$ 2,000,000
Automobile liability: \$ 1,000,000
Excess umbrella policy: \$10,000,000
Professional liability (errors & omissions) \$ 2,000,000

Said insurance must name the following as additional insureds:

Fort Vancouver Regional Library District

WORKER'S COMPENSATION COVERAGE

All Bidders and their subcontractors are required to pay industrial insurance for all employees involved in the performance of the work described in this ITB. Failure to pay will be considered a breach of contract. This obligation survives final acceptance.

The Bidder will at all times comply with all applicable workers' compensation, occupational disease, and occupational health and safety laws statutes and regulations to the full extent applicable. FVRL will not be held responsible in any way for industrial insurance claims filed by the Bidder, its employees or subcontractors for services performed under a contract issued as a result of this ITB.

PREVAILING WAGES / INTENTS AND AFFIDAVITS

All Bidders and their subcontractors are required to pay prevailing wages in accordance with RCW 39.12, and all Bids must reflect wages at that level.

Before any work can begin on this project, the Bidder must file a "Statement of Intent to Pay Prevailing Wages" with the Industrial Statistician of the Department of Labor and Industries (L&I). In addition, before any work can begin on this project by any subcontractor, the subcontractor must also file a "Statement of Intent to Pay Prevailing Wages" with the L&I. L&I charges a fee for such approval and certification, which shall be paid by the Bidder and subcontractor. Any change in the fee will not be grounds for revision of the Contract Sum. No payment will be made on this project until the Bidder and each subcontractor has submitted an approved L&I "Affidavit of Wages Paid" with the properly completed invoice(s) for the period.

L&I PUBLIC WORKS TRAINING

Bidder must certify through a sworn statement or an unsworn declaration under penalty of perjury that they are not a willful violator of labor laws in reference to <u>RCW 49.48.082</u> within the past three years OR have received training, provided by the Department of Labor and Industries or by a provider whose curriculum has been approved by L&I, on the requirements related to public works and prevailing wages, or be exempt from this requirement (ESSHB 1673).

CODES AND STANDARDS

Bidder shall provide all work in accordance with all applicable codes that are in force at the time of the Bid submission for the jurisdiction in which the work is being performed. All work shall be completed in a first-class workmanship order.

PERMITS AND FEES

The Bidder shall be responsible for providing and paying all fees associated with any and all permits required to complete this project, including but not limited to the following:

Fire Protection Permit / Fee

Electrical Permit / Fee

Inspection Fee(s)

Other permits and/or fees as necessary for project development

FVRL shall be responsible for providing and paying the following fees associated with the following permits required to complete this project:

Site Plan Review / Fee

Building Plan Check / Fee

Building Permit / Fee

Mechanical Permit / Fee

Plumbing Permit / Fee

Water system development charge

Electrical Purveyors installation charge

Sanitary Hook-up Fee

Water Meter Fee(s)

Potable Water Permit Fee

Road Approach Permit Fee

Storm Water Permit Fee

COMMITMENT OF FUNDS

No cost chargeable to the proposed Contract may be incurred before a Contract has been fully executed and received by both parties.

HOLD HARMLESS AND INDEMNIFICATION

The successful Bidder shall defend, indemnify and save harmless Fort Vancouver Regional Library District, together with its respective officers, employees and agents, from any and every claim and risk, including suits or proceedings for patent, trademark, copyright or franchise infringements, as well as all loses, damages, demands, suits, judgments and attorney fees, and other expenses of any kind, on account of all property damages of any kind, whether tangible or intangible, including loss of use resulting therefrom, in connection with the work performed under a Contract issued as a result of this ITB, or caused or occasioned in whole or in part by reason of the presence of the successful Bidder or its subcontractors, or their property, employees or agents, upon or in proximity to the property of FVRL, or any other property upon which the successful Bidder is performing any work called for or in connection with a Contract issued as a result of this ITB, except only of those losses resulting solely from the negligence of FVRL, their respective officers, employees and agents.

Should a court of competent jurisdiction determine that this agreement is subject to RCW 4.24.115, then in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the successful Bidder and FVRL, its respective members, officers, employees and agents, the successful Bidder's liability hereunder shall be only to the extent of the successful Bidder's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the successful Bidder's waiver of immunity under industrial insurance, Title 51 RCW, solely for the purpose of the indemnification. This waiver has been mutually negotiated and agreed to by the parties herein.

If a lawsuit in respect to this hold harmless provision ensues, the successful Bidder shall appear and defend that lawsuit at its own cost and expense; and if judgment is rendered or settlement made requiring payment of damages by FVRL, its respective officers, employees, agents and volunteers, the successful Bidder shall pay the same.

SUBCONTRACTORS

The successful Bidder shall, in all of its subcontract agreements, ensure that all subcontractors are bound to the successful Bidder in the same manner that the successful Bidder is bound to FVRL, in strict accordance with all terms and conditions of any contract issued as a result of this ITB. Nothing contained herein, however, shall be interpreted as creating a contractual relationship between FVRL and any subcontractor. The successful Bidder shall be responsible for the acts and omissions of all its employees and all subcontractors, their agents and employees, and all other persons performing any work under any contract issued as a result of this ITB.

WITHDRAWL OR MODIFICATION OF BID

Any Bidder may, without prejudice to itself, modify or withdraw its Bid by written request, provided that any such request is received by FVRL prior to the time Bids are due.

EXHIBIT A BID FORM

WOODLAND COMMUNITY LIBRARY - NEW CONSTRUCTION

Comp	pany Name
The undersigned bidder declares that he has careful specifications, as well as any and all addenda relating has made an examination of the site of the propose necessary to determine the character of material are submission of a bid will be considered and acknowled the site.	ng to the above-referenced project, that he ed work and has made such investigations and the conditions to be encountered. The
The undersigned hereby proposes to furnish all mat complete the WOODLAND COMMUNITY LIBRARY is specifications provided by the firm of HACKER ARCH BLVD, STE 501, PORTLAND, OR 97214, and to be b documents.	n accordance with the drawings and HITECTS, 555 SE MARTIN LUTHER KING JR
I/We the undersigned bidder, hereby proposes to for as shown on the drawings specified herein for the s	·
TOTAL BASIC BID:	
	Dollars (\$)
Includes state and local sales taxes	
ALTERNATE 1 BID:	
	Dollars (\$)
Includes state and local sales taxes	
Signature	
Printed Name EXHIBIT	В
	Woodland Community Library — 6/20/22
	$VV \cap O(1) \cap O($

BID PROPOSAL FROM:

BIDDER PROFILE

	COMMUNITY LIBRARY – NEW CONSTRUCTION
BUSINESS INFORMATION	
Name of Firm	
Mailing Address	
Payment Address	
Contact Name	
Contact Email	
Contact Phone	
Contact Fax	
LICENICE & DECISEDATION INC	ODMATION (DOW 20 04 10 Co. 2)
	ORMATION (RCW 39.04.10 Sec. 2)
State of Washington Dept. of I	Licensing Contractors
Registration # State of Washington Unified B	usings Identification (LIBI)
#	usiness identification (OBI)
State of Washington Dept. of I	Employment Security #:
State of Washington Dept. of I	abor & Industries Owners
Compensation Account #	
Washington State Excise Tax R	egistration #
Federal Tax ID #	
INSURANCE	
Name of Insurance Company	
Name of Insurance Agent	
Insurance Phone Number	
Insurance Fax Number	
BONDING	
Bonding Company	
Name of Agent	
Bonding Company Address	
Bonding Company Phone #	

IDENTITY OF MAJOR SUBCONTRACTORS
Electrical:
Plumbing:
Mechanical:
SUBMITTED THIS DAY OF JULY, 2023:
Name
Contact phone
Contact email

EXHIBIT C PREVAILING WAGE CERTFICATE

WOODLAND COMMUNITY LIBRARY – NEW CONSTRUCTION

The undersigned bidder hereby certifies that, within the three-year period immediately preceding this bid solicitation dated July 5, 2023, the bidder is not a "willful" violator, as defined in RCW 49.48.082, of any provision of Chapters 49.46, 49.48, or 49.52 RCW, as determined by a final and binding citation and notice of assessment issued by the Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction.

I hereby certify under penalty of perjury under the laws of the State of Washington that

Bidder's Company Name

Signature of Authorized Official*

Printed Name

Title

City and State

Date

Check one:
Sole Proprietorship _____ Partnership _____ Joint Venture ____ Corporation _____

State of Incorporation, or if not a corporation, State where business entity was formed:

^{*} If a corporation, proposal must be executed in the corporate name by the president or vice-president (or any other corporate officer accompanied by evidence of authority to sign). If a co-partnership, proposal must be executed by a partner.

EXHIBIT D NON-COLLUSION CERTIFICATE

WOODLAND COMMUNITY LIBRARY - NEW CONSTRUCTION

TO:	Fort Vancouver Regi 2018 Grand Bouleva Vancouver, WA 980	ırd	ary District				
STAT	E OF WASHINGTON))	ss.				
COU	NTY OF CLARK)					
agree comp Regio	The undersigned, be artnership or corporation artnership or corporation artnership or corporation artnership a	on herein any collus oreparation r consider	n named, has not sion, or otherwis on and submissic	t directly of the taken and of a property of a control of	or indirectl ny action i oposal to t ontract on ARY	y, entered ir n restraint o he Fort Van	nto any of free couver
	Further, that this bide in the interest or on be osal containing such bi	ehalf of			-	_	
Com	pany Name						
 Signa	sture of Authorized Rep			, 20	23		
			Notary Public in	and for t	he State of	f Washingto	n, residing

EXHIBIT E

LABOR AND INDUSTRIES PUBLIC WORKS TRAINING COMPLIANCE

Bidders for public works contracts must meet responsibility criteria to be qualified for a contract. To be a responsible bidder, the bidder must:

- -be a registered contractor;
- -have a current state Unified Business Identifier number;
- -have, if applicable, industrial insurance coverage for employees,
- -an Employment Security Department number, and a state excise tax registration number;
- -not be disqualified from bidding due to certain violations on a previous contract;
- -if the project is subject to apprenticeship utilization requirements, not have been found out of compliance with certain apprenticeship requirements; and
- -not have willfully violated wage requirement.

I swear under penalty of perjury that the contracting company written below is not a willful violator of labor laws in reference to <u>RCW 49.48.082</u> within the past three years OR has received training, provided by the Department of Labor and Industries (L&I) or by a provider whose curriculum has been approved by L&I, on the requirements related to public works and prevailing wages, or be exempt from this requirement (HB 1673).

Company Name	
Signature of Authorized Representa	ative
Sworn to before me this	day of, 2023
	Notary Public in and for the State of Washington, residing
	at:
STATE OF WASHINGTON)	
)	SS.
COUNTY OF)	