

# BID PROJECT MANUAL

## Roseboro Affordable Housing Rural Transformation Project

To be located at:  
**109 C Roseboro St**  
**Roseboro, North Carolina**



**Mayor:**  
Alice Butler

**Owner:**  
Town of Roseboro



**Architect:**  
Maurer Architecture

June 26, 2024



# Table of Contents

*Contractors: Please use this document as a checklist to ensure you have included all required forms in your bid package. The documents shall be assembled in this order.*

**1. Project Manual Cover Sheet**

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**3. Invitation to Bid**

**4. Instructions to Bidders**

**5. Bid Package Cover Sheet** (include completed form in bid package)

**6. A305 Contractor Qualifications Statement** (include in bid package, signed & notarized)

# Invitation to Bid

## **Roseboro Affordable Housing Rural Transformation Project**

Project Address: 109C Roseboro St. Roseboro, NC 28382

### **Advertisement Date: Monday June 24th**

Sealed bids will be received by The Town of Roseboro until 1:30pm on August 7th, 2024 and thereafter immediately opened and read publicly at Town Hall, 101 W Pleasant St, Roseboro, NC 28382.

The project is generally described as follows:

109C Roseboro St is an existing 2 story ~3,800 SF masonry building. A rear mezzanine will be replaced, and two one bedroom-one bath apartments will be provided on the mezzanine and second level including all new PME systems and an NFPA 13R sprinkler system. On the first floor two single occupants restrooms will be installed, and new PME systems will be provided for a future tenant. The first floor will receive an NFPA 13 sprinkler system. Exterior improvements include replacing the entry storefront and the roof.

Formal bidding rules apply for this project.

Bidding Documents may be viewed and ordered online by registering with Duncan Parnell via their bid room <https://bidroom.duncan-parnell.com/>. Registration with Duncan Parnell is required to obtain the bid documents and be added to the official Plan Holder's List. Addenda will only be notified to those buying full sets from Duncan Parnell via their bid room. The cost of bid documents and shipping is non-refundable. Owner and Architect will NOT be responsible for copies of the bid documents obtained from sources other than from Duncan Parnell. If you need any assistance ordering or getting registered on <https://bidroom.duncan-parnell.com/> please contact: Michaela Bruinius at [constech@duncan-parnell.com](mailto:constech@duncan-parnell.com) or 704-526-1856.

A hard copy of the documents will be available to view at Town Hall, 101 W Pleasant St. Roseboro, NC 28382.

The Town of Roseboro reserves the right to evaluate bids, and to reject any, and all bids for "sound documented reasons."

Contractors offering a proposal on this project must be licensed to do the specified type of contracting in the State of North Carolina.

Proposed substitutions must be approved in a formal addendum to be accepted.

Utilizing HUB certified subcontractors is encouraged.

Each proposal shall be accompanied by a certified check or bid bond in the amount of not less than five percent (5%) of the amount of the total of the itemized bid in the form and subject to the conditions provided in the Instructions to Bidders.

Bid packages are to be delivered to Town Hall, 101 W Pleasant St, Roseboro, NC no later than 1:30 PM on August 7, 2024. Each proposal shall be submitted in a sealed envelope on the printed form, or exact copies thereof, contained in the Contract Documents.

# Instructions to Bidders

## **Proposals:**

Each proposal shall be submitted in a sealed envelope on the printed form, or exact copies thereof, contained in the Contract Documents. These envelopes shall be plainly marked:

**Project: Roseboro Affordable Housing Rural Transformation Project**

**Date & Time of Bid Opening:**

**Bidder's Name:**

**Bidder's Address:**

**North Carolina Contractor License #:**

**Contact Name:**

**Contact Phone #:**

**Note: Bid Documents Roseboro Affordable Housing Rural Transformation Project – Do Not Open**

Bid packages are to be delivered to:

Roseboro Town Hall

101 W Pleasant St

Roseboro, NC 28382

Packages are to be submitted no later than 1:30pm, Wednesday August 7th, 2024.

All bid information to be submitted in ink. No pencil information will be accepted.

Bids must be valid for a minimum of thirty (30) days from date of bid opening.

Only provide alternates that have been requested.

Proposed substitutions must be approved in a formal addendum to be accepted.

Utilizing HUB certified subcontractors is encouraged. Painter is required to be lead certified.

## **Bid Submittal Checklist/Requirements:**

Bid Package Cover Sheet (completed)

Contractor's Qualification Statement (completed, signed, and notarized)

Bid Bond

## **Contract Documents:**

Bidding Documents may be viewed and ordered online by registering with Duncan Parnell via their bid room <https://bidroom.duncan-parnell.com/>. Registration with Duncan Parnell is required to obtain the bid documents and be added to the official Plan Holder's List. Addenda will only be notified to those buying full sets from Duncan Parnell via their bid room. The cost of bid documents and shipping is non-refundable. Owner and Architect will NOT be responsible for copies of the bid documents obtained from sources other than from Duncan Parnell. If you

need any assistance ordering or getting registered on <https://bidroom.duncan-parnell.com/> please contact: Michaela Bruinius at [constech@duncan-parnell.com](mailto:constech@duncan-parnell.com) or 704-526-1856.

A hard copy of the documents will be available to view at Roseboro Town Hall, 101 W Pleasant St, Roseboro, NC 28382.

**Alternates:**

Alternate #1: Provide Narrow Reeded Glass at storefront transom in lieu of textured glass.

**Bid Bond:**

North Carolina State Law (G.S. 143-129) requires that all bids be accompanied by a bid deposit. No proposal shall be considered or accepted unless at the time of its filing the same shall be accompanied by a deposit in cash, cashier's check or certified check on same bank or trust company insured by the Federal Deposit Insurance Corporation in an amount of not less than five percent (5%) of the proposal. In lieu of making a cash deposit, bidders may file a bid bond duly executed by a cooperate surety licensed under the laws of North Carolina to execute such bonds. Checks/bonds to be made payable to "Town of Roseboro."

This deposit may be retained by the Town of Roseboro if the successful bidder fails to execute the bid obligation or fails to file satisfactory surety as required herein. Money orders, uncertified checks, etc., are not acceptable as bid deposits. Unsigned bids and bids with incorrect bid deposits cannot be considered. Bid deposits of unsuccessful bidders will be returned as soon as the contract is awarded.

**Bid Schedule:**

**This will be a forty four (44) day solicitation process, beginning on Monday June 24, 2024 and ending on August 7, 2024.**

**On Thursday July 11 from 10:00am to 12:00pm** the building will be unlocked for contractors to access the site. The architect will not be present for this walk thru. The building will be unlocked for contractors to do a follow up walk-thru if needed **Wednesday July 17<sup>th</sup> from 10am, to 1pm**. The architect will not be present for this walk-thru. Questions are to be emailed no later than **5:00pm on Wednesday July 19<sup>th</sup>** to [ethan@maurerarchitecture.com](mailto:ethan@maurerarchitecture.com) & [clayton@maurerarchitecture.com](mailto:clayton@maurerarchitecture.com). Responses to questions will be issued as an addendum to all registered bidders via email by **5:00pm on Friday July 26<sup>th</sup>**.

One hard copy of the final bid submittal is due at the Roseboro Town Hall, located at 101 W Pleasant St, Roseboro NC by **1:30pm on Wednesday August 7<sup>th</sup>, 2024**. A non-mandatory public bid opening will be held immediately following at Town Hall at 101 W Pleasant St, Roseboro, NC. Should a bidder be selected, the intent is to finalize contracts in August and start construction in September. Bids must be valid for a minimum of thirty (30) days from date of bid opening.

**Award of Contract:**

Bids shall be awarded to the lowest responsive, responsible bidder, taking into consideration adherence to specifications, quality, performance, the time of delivery, technical support, past performance and other relevant factors.

Should a bid be selected, the contractor will provide a contract. Once the contract is finalized, construction may begin. The goal is to start construction in September. The Town of Roseboro reserves the right to evaluate bids, and to reject any, and all bids for "sound documented reasons."

It is policy to furnish a bid tabulation to all bidders upon notification of award or upon returning bid deposits. All bidders are welcome to attend the bid openings which will be conducted at the Roseboro Town Hall, 101 W Pleasant St. Roseboro, NC. Bid tabulations will be available after all technical reviews have been completed.

**Performance & Payment Bonds:**

Once the contract has been awarded, the successful bidder must furnish a Performance Bond. The performance bond must be in full amount (100%) of the contract and guarantee the faithful performance of the contract in the form prescribed by the Town of Roseboro. The bond shall be executed by a surety company authorized to do business in North Carolina. It shall be the responsibility of the bidder to cover the cost of the performance bond, in his bid. The Town of Roseboro will not pay an additional amount at a later date for the bond. The Town of Roseboro may waive the requirement for a performance bond once bids are received. In this event, the bidder must deduct the cost of the performance bond from the original bid figure. The bidder should assume that a performance bond will be required unless otherwise indicated in the instructions to bidders.

**Laborer's and Materialmens Bond**

G.S. 44a-26 provides that any local government that lets a construction contract for more than \$30,000 shall require the contractor to execute a payment bond in the amount of one hundred percent (100%) contract amount, conditioned the prompt payment for all labor and/or materials for which a contractor or subcontractor is liable. The payment bond shall be solely for the protection of the persons furnishing materials or performing labor for which a contractor or subcontractor is liable.

**Taxes**

1. Escalation Clauses: Bids containing escalation clauses may be considered. However, there must be a maximum figure for escalation shown, or a method of computing the total cost over a specific time period provided.
2. Provision for the payment of the monies to fall due under this agreement has been made by appropriations duly made, or required by the Local Government Finance Act. Payment will be made according to vendor's terms stated on invoices following receipt of goods.

3. Altering Contracts: No such contract shall be altered except by written agreement (change order) of the contractor, the sureties on his bond and The Town of Roseboro.
4. Non-Discrimination Clause: It is specifically agreed as part of the consideration of the signing of this contract, that the parties hereto, their agents, officials, employees, or servants will not discriminate in any manner on the basis of race, color, creed, religion, national origin, or gender with reference to the subject matter of this contract. Enforcement of this provision, as set out in said ordinances, shall be action for specific performance, injunctive relief, or other remedy as provided by law. This provision shall be binding on the successors and assign, of the parties hereto with reference to the subject matter of this contract. The Town of Roseboro is in compliance with Title VII of the Civil Rights Act of 1964 as amended, and section 122(A) of the State and Local Fiscal Assistance Act of 1972, and hereby issued the declaration that bid award is contingent upon bidder's compliance with aforementioned statutes.
5. N.C. General Statue 143-129 governs purchasing in the state. Bids are awarded according to its provisions.
6. The General Statutes of the State of North Carolina, and County Ordinances, insofar as they apply to purchasing and competitive bidding, are made a part hereof.
7. All bids, except those for supplies or materials, shall be accompanied by a certificate showing possession by bidder of Workman's Compensation for their employees.

# Bid Package Cover Sheet

*Contractors: Please fill out information below and attach this form to the **front** of your bid package.*

**Project:** Roseboro Affordable Housing Rural Transformation Project

To be located at: 109 C Roseboro St, Roseboro, NC

August 7, 2024    1:30 Bid Opening

**Owner:**

Town of Roseboro

101 W Pleasant St, Roseboro, NC 28382

**General Contractor & License #:** \_\_\_\_\_

**Bidder's Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Acknowledgement of Receipt: (Check all addenda received)**

**Addendum #1:** \_\_\_\_\_

**Base Bid:**

**Total Base Bid:** \_\_\_\_\_

(\$ \_\_\_\_\_)

**Alternate 1: Provide Narrow Reeded Glass at storefront transom in lieu of textured glass**

\_\_\_\_\_ (\$ \_\_\_\_\_)

# DRAFT AIA® Document A305® – 2020

## Contractor's Qualification Statement

THE PARTIES SHOULD EXECUTE A SEPARATE CONFIDENTIALITY AGREEMENT IF THEY INTEND FOR ANY OF THE INFORMATION IN THIS A305-2020 TO BE HELD CONFIDENTIAL.

### SUBMITTED BY:

(Organization name and address.)

« »

### SUBMITTED TO:

(Organization name and address.)

« »

### TYPE OF WORK TYPICALLY PERFORMED

(Indicate the type of work your organization typically performs, such as general contracting, construction manager as constructor services, HVAC contracting, electrical contracting, plumbing contracting, or other.)

« »

### THIS CONTRACTOR'S QUALIFICATION STATEMENT INCLUDES THE FOLLOWING:

(Check all that apply.)

- [ « » ] Exhibit A – General Information
- [ « » ] Exhibit B – Financial and Performance Information
- [ « » ] Exhibit C – Project-Specific Information
- [ « » ] Exhibit D – Past Project Experience
- [ « » ] Exhibit E – Past Project Experience (Continued)

### CONTRACTOR CERTIFICATION

The undersigned certifies under oath that the information provided in this Contractor's Qualification Statement is true and sufficiently complete so as not to be misleading.

\_\_\_\_\_  
Organization's Authorized Representative  
Signature

« »

Date

« »

\_\_\_\_\_  
Printed Name and Title

### NOTARY

State of: « »

County of: « »

Signed and sworn to before me this « » day of « » « »

\_\_\_\_\_  
Notary Signature

My commission expires: « »

### ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An Additions and Deletions Report that notes added information as well as revisions to the standard form text is available from the author and should be reviewed.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

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