

LOHAN ANDERSON

REQUEST FOR INFORMATION (RFI) RESPONSE

DATE: 20 August 2015

FROM: Lohan Anderson

PROJECT: Des Plaines Public Library -
Library Renovation Project

PROJECT#: 13300

- Question:** Do contractors/installers/workers need to be union?
Answer: The library is required to pay prevailing wages. (The Prevailing Wage Act, 820 ILCS 130/0.01 *et seq.*). Whether the worker is union or not we must pay prevailing wages. The Bidders are required to provide unionized labor if the failure to do so could cause any work disruptions.
- Question:** Will workers will be allowed to use the library's public restrooms?
Answer: Yes, and the library will be responsible for maintaining clean facilities. However, if such use results in a continuing pattern of unsanitary conditions that are unacceptable to library patrons as determined solely by the library, use of the public restrooms may be discontinued and the Contractor will be required to reimburse the library for daily cleaning.
- Question:** I'm going thru the drawings to put a schedule together and cost for phase 1 and phase 2 and on drawing A2-1.3 for the Tech Area, it shows Phase 2 but around the dotted lines of that area is shows phase 1. Which one is this going under?
Answer: The work in this area is intended as Phase 1.
- Question:** Per spec section 004113-3 item 1.9 Contractors and subcontractor registration, it states that all contractors and subcontractors are required to be pre-registered with the City of Des Plaines and that we are responsible for those fees. Do you have a copy of the form to get pre-registered and what is the cost for this so I can inform the subs.

20 August 2015

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**RE: Des Plaines Public Library
Library Renovation Project**

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Answer: Each Bidder is responsible for compliance with City of Des Plaines requirements for registration. Bidders shall contact the city to verify what registration, if any, is required.

5. **Question:** Page Numbers A2 1.2, A2 2.2, A2 3.2 & A2-4.2 are either not provided or mislabeled as A2-1.3, A2-2.2, A2-3.3 & A2-4.2. Please verify.

Answer: The drawing index has been modified for clarification. Please see the attached.

6. **Question:** Exhaust Fan Schedule indicates EF-3 as an alternate #???. However, this is not listed as an alternate. Please clarify.

Answer: Exhaust fan EF-3 is intended to be in the Base Bid.

7. **Question:** Is it acceptable to submit the list of subcontractors 24 hours after the bid is due?

Answer: No, all subcontractors listed in the Bid Form must be submitted with the Bid.

8. **Question:** Is furniture / stack moving to be included in the construction contract? It is not mentioned in specification section 011000 page 2 1.5, 1.6.

Answer: Yes, Refer to the Demolition series drawings and notes for clarification on scope. There is stack removal and relocation work as well as furniture removal.

9. **Question:** Specification section 011000-4 1.12.B is confusing, states that the work hours are normal business hours of 9 am to 5 pm. Can we start at normal construction time (7am to 3 pm)? Additionally, Jim from Lohan Anderson stated at the Pre-Bid Meeting that the work hours were 7 am to 3 pm. Please clarify.

Answer: Per Section 011000; 1.12B, hours for disruptive operations may begin at 6:00am Monday through Friday and 7:00am on Saturday. Work may continue Monday through Saturday up until closing at 5:00pm but can stop earlier. No work is allowed on Sunday. The specification requires advance notice of any utility shutdowns and/or disruptive operations.

10. **Question:** Specification section 002113 page 3 1.7J states that we are to include a letter certifying that there are no exclusions to the plans and specifications. Please clarify.

Answer: The requirement is self-evident. Each Bidder is to prepare a letter on their own stationery signed by the Bidder's authorized

signatory certifying there are no exclusions to the plans and specifications.

11. **Question:** Specification section 002113 lists the following that are to be included in the bid: a Cash Flow Analysis (1.7E), Letter Certifying no Exclusions to Plans & Specifications (1.7J). However, the Bid Form 1.14A only lists the bid form, contractor's qualification statement and the alteration work sub schedule as supplements to be included in the bid. Please clarify that the items noted in section 002113 are required.

Answer: The items listed in Section 002113 are to be submitted as supplements to the Bid Form.

12. **Question:** Specification Section 007300 Pages 16–19 are certifications, but they are not listed on the bid form section 1.14A under the bid supplements. Are these to be included with the bid?

Answer: These certifications are to be submitted as supplements to the Bid Form.

13. **Question:** At the Pre–Bid meeting held on 8.19.15 Jim from Lohan Anderson stated that RFIs are due 5 days before the bids are due, however specification section 02113 Page 2 1.5E states RFIs are due no later than 10 days before bids are due. Please clarify.

Answer: The requirement stated in the Bid Documents shall govern. Bid RFI's may be submitted no later than Monday August 31, 2015.

14. A revised Bid Form is attached to this RFI.
15. All inquiries shall be submitted in writing to Lohan Anderson LLC. No phone inquiries will receive a response.
16. Available as–built and original building construction drawings have been posted to the library's web site in the same location as the Bid Documents.
17. A list of pre–qualified subcontractors for millwork, interior glass and flooring has been posted to the library's web site in the same location as the Bid Documents.
18. It is intended that the scope of work for the electrical contractor shall include the hookups for all low and high voltage services to furniture and millwork.

Document 004113

BID FORM

1.1 **PROJECT IDENTIFICATION:**

- A. Project Name: Des Plaines Public Library Renovations.
- B. Project Location: 1501 Ellinwood Street, Des Plaines, Illinois 60016.
- C. Owner: Board of Library Trustees of the City of Des Plaines Public Library, 1501 Ellinwood Street, Des Plaines, Illinois 60016.
- D. Architect: Lohan Anderson LLC, 401 North Michigan, Suite 500, Chicago, IL.

1.2 **BIDDER IDENTIFICATION:**

Name: _____ Date: _____

Address: _____

City, State _____ Zip _____

Tel: _____ Website: _____

Primary Contact Name: _____ Email: _____

1.3 **BIDDING DOCUMENTS:**

- A. Bid Documents dated August 14, 2015.
 - 1. Instructions to Bidders
 - 2. Bid Form
 - 3. Drawing numbers and titles listed in Contract Drawings.
 - 4. Specification numbers and titles listed on Table of Contents in Project Specifications;
 - 5. General Conditions, Supplementary Conditions and Addenda.

1.4 **ACKNOWLEDGEMENT OF ADDENDA**

- A. The undersigned Bidder acknowledges receipt of and use of the following Addenda in the preparation of this Bid:
 - 1. Addendum No. 1, dated _____.
 - 2. Addendum No. 2, dated _____.
 - 3. Addendum No. 3, dated _____.

1.5 **CERTIFICATIONS AND BASE BID**

- A. Base Bid, Single-Prime (All Trades) Contract: The undersigned Bidder, having carefully examined the Bid Documents including all Drawings, Specifications and all subsequent Addenda, as prepared by Architect - Lohan Anderson LLC, 401 North Michigan, Suite 500, Chicago, IL. and Architect's consultants, having visited the site, and being familiar with all conditions and requirements of the Work, hereby agrees to furnish all material, labor, material, equipment and services necessary to complete the construction of the above-named project, according to the requirements of the Procurement and Contracting Documents, for the stipulated sum of:

Dollars

(\$ _____)

1.6 GENERAL CONTRACT BASE BID BREAKDOWN

	Value
Demolition	\$ _____
Concrete	\$ _____
Architectural Woodwork including counters	\$ _____
Glass-Supported Guardrail and Railings	\$ _____
Interior Finishes	\$ _____
HVAC	\$ _____
Electrical	\$ _____
Plumbing	\$ _____
General Conditions (including insurance)	\$ _____
Overhead & Profit	\$ _____
Total General Contract Base Bid	\$ _____

1.7 PERFORMANCE AND PAYMENT BOND:

- A. The amount for the performance bond and the labor and materials payment bond is NOT included in the base bid price. The Undersigned states the cost of the Performance and Payment Bond, in the amount of 100% of the General Contract Base Bid contract by an approved surety company licensed to do business in the State of Illinois, will be:

\$ _____ the name of the Surety Company is:

1.8 PERMIT FEES:

- A. The following fees required by the City of Des Plaines will be paid for by the Owner and are NOT to be included in the base bid price:
 1. Plan Review Fee
 2. Permit Fees

1.9 CONTRACTOR AND SUBCONTRACTOR REGISTRATION:

- A. All contractors and subcontractors within the village are required to be pre-registered with the City of Des Plaines.
- B. The contractors and sub-contractors are responsible for fees associated with registering to work in the City of Des Plaines.

1.10 ALTERNATES:

- A. An "Alternate is an amount proposed by the Bidder for certain work defining the Bidding Documents that may be added to or deducted from the Base Bid or Contract amount if Owner decides to accept a corresponding change either in the amount of construction to be completed or in the products, materials, equipment, systems, or installation methods described in the Bidding Documents.
- B. Alternates are described in Section 012300 Alternates.
- C. The Undersigned agrees not to withdraw the Bids for Alternates for 90 days after Bid Opening.
- D. All Alternates must be included in this Bid Form. The Owner reserves the right to reject the Bid, if the cost for the mandatory Alternates is not properly and fully completed.
- E. The Undersigned proposes the following Alternates as shown and specified for additions or deductions to the lump sum base bid:

- 1. Alternate 1: Remove existing floor covering at all levels of main ornamental stair and replace with rubber treads and risers
Add \$ _____
- 2. Alternate 2: Replace existing stone top at 1st floor circulation desk with new stone
Add \$ _____
- 3. Alternate #3A: Remove existing rubber base and carpeting and replace with new carpet and rubber base in rooms 101c, 108, and 108k.
Add \$ _____
- 4. Alternate #3B: Remove existing rubber base and carpeting and replace with new carpet and rubber base in rooms 304 and 306
Add \$ _____
- 5. Alternate #3C: Remove carpeting and replace with new carpet in room Corridor 103 & 104.
Add \$ _____
- 6. Alternate #4: Install recessed motorized projection screen
Add \$ _____
- 7. Alternate #5: Raise drywall bulkhead and height of glass doors and fixed glass panels in room 303 from 8'-6" to 9'-0"
Add \$ _____
- 8. Alternate #6: Delete relocation and/or installation of salvaged light fixtures in Room 401e and install new custom pendant lighting fixtures
Delete \$ _____

9. Alternate #7: Remove existing demountable wall and door and install new drywall partition and salvaged door, frame and hardware in room 406b
Add \$ _____
10. Alternate #8: Add four (4) custom light fixtures above E-Bar located immediately north of Room 301c.
Add \$ _____
11. Alternate #9: Revise the Type of stainless steel used for the glass-supported guardrail and railings support from Type 304 to Type 316.
Add \$ _____
12. Alternate #10A: Add E-Bar millwork on 3rd floor as shown on the Drawings.
Add \$ _____
13. Alternate #10B: Add Information Desk millwork on 2nd floor as shown on the Drawings.
Add \$ _____
14. Alternate #10C: Add Information Desk millwork on 3rd floor as shown on the Drawings.
Add \$ _____
15. Alternate #10D: Add Information Desk millwork on 4th floor as shown on the Drawings.
Add \$ _____

1.11 SUBCONTRACTORS AND SUPPLIERS

A. The following companies shall execute subcontracts for the portions of the Work indicated:

1. Concrete Work: _____
2. Structural: _____
3. Carpentry: _____
4. Plumbing Work: _____
5. HVAC Work: _____
6. Electrical Work: _____
7. Millwork and Finish Woodwork: _____
8. Interior Glass and Treatment: _____
9. Flooring : _____

1.12 PROJECT STAFF:

A. The undersigned confirms the following staff assigned to the work for the duration of the Project.

1. Name of Project Manager: _____
2. Name of Project Superintendent: _____
3. Name of Project Executive: _____

1.13 TIME OF COMPLETION

- A. The undersigned Bidder proposes and agrees hereby to commence the Work of the Contract Documents on a date specified in a written Notice to Proceed to be issued by the Owner and shall fully complete the Work within the specified duration with the contract terms and conditions.

1.14 BID SUPPLEMENTS

- A. The following supplements are a part of this Bid Form and are attached hereto.
 - 1. Bid Bond Form (AIA Document A310).
 - 2. Contractor's Qualification statement (AIA Document A305).
 - 3. Alteration work subschedule.

1.15 CONTRACTOR'S LICENSE

- A. The undersigned further states that it is a duly licensed contractor, for the type of work proposed, in the State of Illinois, and that all fees, permits, etc., pursuant to submitting this proposal have been paid in full.

1.16 BID GUARANTEE

- A. The undersigned Bidder agrees to execute a contract for this Work in the above amount and to furnish surety and insurance certificates as specified within ten (10) days after a written Notice of Award, if offered within (90) days after receipt of bids, and on failure to do so agrees to forfeit to Owner the attached cash, cashier's check, certified check, or bid bond, as liquidated damages for such failure, in the following amount constituting ten percent (10%) of the Base Bid amount above:

_____ Dollars
(\$ _____).

- B. In the event Owner does not offer Notice of Award within the time limits stated above, Owner will return to the undersigned the cash, cashier's check, certified check, U.S. money order, or bid bond.

1.17 SUBMISSION OF BID

Respectfully submitted this _____ day of _____, 2015.

Submitted By: _____ (Name of bidding firm or corporation).

Authorized Signature: _____ (Handwritten signature).

Signed By: _____ (Type or print name).

Title: _____ (Owner/Partner/President/Vice President).

Witness By _____ (Handwritten signature).

Attest: _____ (Handwritten signature).

By: _____ (Type or print name).

Title: _____ (Corporate Secretary or Assistant Secretary).

Street Address: _____

City, State, Zip: _____

Phone: _____

License No.: _____

Federal ID No. : _____ (Affix Corporate Seal Here).

END OF DOCUMENT
004113

