

**POHICK BAY REGIONAL PARK
BATHHOUSE #1 ADA RENOVATIONS
6501 Pohick Bay Drive
Lorton, Virginia 22079**

PROJECT MANUAL
October 5, 2021



NOVA Parks
Northern Virginia Regional Park Authority
5400 Ox Road
Fairfax Station, Virginia 22039

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INVITATION TO BID
POHICK BAY REGIONAL PARK
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Sealed bids will be received by mail or in person at the Northern Virginia Regional Park Authority Headquarters, 5400 Ox Road, Fairfax Station, Virginia 22039, until **Thursday, October 28, 2021, at 1 p.m.** Bids will be opened in public at that time.

The project includes renovations to make the existing Bathhouse building ADA compliant. The Contractor shall furnish all equipment, material, and labor in accordance with the project manual and plans.

Five percent bid bond or certified check is required for all bids over \$500,000. All bids and bid bonds shall remain valid for ninety days. Performance and Labor and Material Payment bonds shall be required of the successful bidder for all contracts awarded over \$500,000.

The Project Manual can be downloaded from the NOVA Parks website (www.novaparks.com) at <https://www.novaparks.com/about/bids-proposals> The Contractor shall be responsible to verify and obtain any addendum prior to the bid date. Project addenda will be posted on the website.

The Project documents include the following:

- Project manual dated October 5, 2021
- Plans by A DESIGN GROUP, LLC. Art, Architecture & Engineering (18 pages total) Dated 1/10/2012 - Sheets A-0, A-01, A-1, A-2, A-3, A-4, A-5, A-6, M-1, M-2, M-3, M-4, E-1, E-2, E-3, P-1, P-2, P-3.
- Project Specifications (130 pages total)

Questions concerning this project shall be directed to the attention of Jake Bumbrey, NOVA Parks Project Manager. All questions regarding the project or bid shall be in writing and can be sent via email to jbumbrey@nvrpa.org.

All interested Bidders should formally register with NOVA Parks by contacting Kiley Christian via email at kchristian@nvrpa.org or by calling 703-359-4626. Bidders shall provide Mrs. Christian with the following information:

Company Name
Contact person
Address
Phone and Fax number
Email address

Project Addenda will be posted on the NOVA Parks website as well as emailed to those registered. Access to the Bathhouse building can be arranged by calling the park at 703-339-6104 or emailing the Park Manager, Brad Jackson, at bjackson@nvrpa.org.

FORM OF PROPOSAL - PAGE 1 OF 2

**POHICK BAY REGIONAL PARK
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6501 Pohick Bay Drive,
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PROPOSAL

To furnish all material, labor, tools, equipment and supplies to perform all work specified herein and shown in the contract documents.

Name of Bidding Company:	
Address of Bidder:	
Telephone Number:	
Signature /Title:	
Print or Type Name:	
Date:	
Virginia Contractor's License Number:	

To: Brian Nolan, Director of Planning and Development
NOVA Parks
5400 Ox Road
Fairfax Station, Virginia 22039
(703) 352-5900

Pursuant to and in compliance with the contract documents, the undersigned proposes and agrees, if this proposal is accepted, to furnish all labor, materials, supplies, equipment, and other facilities, and to perform all work described in the project manual in the manner therein prescribed for consideration of the following amount.

The low bidder shall be determined by the sum of the Base Bid and whichever Alternates are chosen by NOVA Parks. Bidders shall fill in all blank spaces on the Form of Proposal.

FORM OF PROPOSAL - PAGE 2 OF 2

**POHICK BAY REGIONAL PARK
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BASE BID: All work as described in the project manual and plans, minus work for Add Alternates.

Dollars / \$ _____

ADD ALTERNATE #1: Cost to install concrete sidewalk to Mechanical Room.

Dollars / \$ _____

ADD ALTERNATE #2: Cost to install new pavement section 18'x 30'.

Dollars / \$ _____

ADD ALTERNATE #3: Installation of the front elevation design with cultured marble stone and Dormer.

Dollars / \$ _____

ADD ALTERNATE #4 Cost to provide and install new HVAC system.

Dollar / \$ _____

Acknowledges Receipt of Addendum # _____ dated _____.

Acknowledges Receipt of Addendum # _____ dated _____.

Acknowledges Receipt of Addendum # _____ dated _____.

SUPPLEMENTAL GENERAL CONDITIONS

PART 1 – GENERAL

All bidders shall submit their bids on the enclosed Form of Proposal.

Contractor shall provide at least 48 hours' notice prior to beginning of work.

Materials may be stored on site with prior approval from NOVA Parks. Only materials to be used on this project may be stored on site.

Contractor shall not begin work until an acceptable certificate of insurance is provided to Owner.

Contractor must have a valid Virginia Class A Contractor license at the opening of bids and must be provided on the form of proposal.

In the event the accepted base bid amount exceeds \$500,000, the acceptable low bidder must provide the appropriate bonds, certificate of insurance and signed contract within 10 calendar days of being notified of the Owner's intent to award a contract.

There will be a pre-bid meeting on site October 19, 2021, at 10:00 am.

The Contractor will be allowed to start the project on December 1, 2021, and the project must be completed by March 30, 2022. If the work is not completed within the time required, as that may be adjusted by change orders, there shall be imposed on the Contractor liquidated damages of \$200.00 per day for each day beyond the contract time it takes to complete the work.

All work will be completed during weekday business hours of 7 am to 6 pm. Weekend work will not be permitted on this project unless approval is granted by NOVA Parks.

Contractor should verify lengths and conditions and provide bids that reflect actual lengths and conditions.

Any Contractor that chooses to use a subcontractor for any portion of the job must provide NOVA Parks with the subcontractor qualifications for approval after the submission of bids.

NOVA Parks will obtain a building permit. Contractor shall be responsible to obtain all other required permits and is responsible to schedule all required inspections.

The Contractor shall, within five (5) days of the receipt of intent to award, prepare and submit to NOVA Parks and the Engineer a schedule for the completion of the work within the timeframe set forth in the Contract Documents. This progress schedule shall be related to the entire Project;

shall include all the work; and shall meet the time for completion requirements of the Contract. It shall include an allowance for anticipated delays caused by ordinary adverse weather conditions and shall provide for the expeditious and practical execution of the Work within the time requirements of the Contract Documents. The schedule shall set forth as much detail as deemed necessary by NOVA Parks.

The Contractor shall supervise and direct the work. It shall be solely responsible for the means, methods, techniques, sequences, and procedures of construction. The contractor shall employ and maintain on the work site a qualified supervisor or superintendent (“Supervisor”) and provide a resume of their experience. This Supervisor shall have been designated in writing as the Contractor’s representative at the site and shall not thereafter be changed unless such change is approved or directed by NOVA Parks. NOVA Parks shall have the right to approve tis Supervisor or order their removal from the job site, which right shall not be unreasonable exercised. This Supervisor shall have full authority to act on behalf of the Contractor and all communications given to the Supervisor shall be as binding as if given to the contractor. This Supervisor shall be always present on the site as required to perform adequate supervision, control and coordination of the work as determined by the Engineer or NOVA Parks.

The Contractor shall not award work to a single Subcontractor in excess of 50 percent of the Contract price without prior written approval of NOVA Parks.

The NOVA Parks’ acceptance of the schedule is not a representation or agreement that the schedule is logical or can be performed in the time or sequence indicated, but only that NOVA Parks approves of the construction in that time and in that sequence.

The Contractor shall provide a list of materials that have lead times that could delay the timeframe set forth in the Contract documents.

The Owner reserves the right to disqualify any bidder who is determined not to have adequate experience or favorable client references. Any bidder disqualifications shall be at the sole discretion of NOVA Parks.

The Contractor shall be responsible for all miscellaneous damages caused by his forces to park property during this project.

The Contractor shall contact Miss Utility. The Contractor shall be responsible for any damages to marked underground utilities.

Submittals shall be made to the owner for approval of all materials not specified in the project manual or for requested substitutions of specified materials. Acceptance of a substitution shall be at the sole discretion of NOVA Parks. A request for substitution must be made at least 7 days before the bid if the Contractor wishes to use it in his bid. If accepted, NOVA Parks will issue an addendum to all bidders.

The Contractor shall remove and properly dispose of all waste material generated from this project.

If a dumpster is to be used, its location must be coordinated with the Park Manager.

PART 2 – WARRANTY AND AS-BUILTS

The Contractor shall provide a written warranty to NOVA Parks covering all defects in materials and workmanship for the period of one year from the date of project completion. All warranties provided by the equipment and material manufacturers shall also be provided to NOVA Parks.

The Contractor shall maintain during the progress of the work a complete and up-to-date set of “as built” plans and specifications that shall be available for inspection by the Owner and Architect at any time. These documents shall be marked up to record all changes in the work as they occur. As-built documents shall be neatly marked with red colored pencil or ink. One complete electronic copy and one complete paper copy shall be delivered to the Owner in a satisfactory condition prior to final acceptance of and payment for the work.

The Contractor shall provide three copies of an Owner’s manual detailing equipment specifications and proper use and maintenance of all materials. Each copy should be bound in a sturdy three ring binder, indexed, and labeled as follows:

OPERATING & MAINTENANCE MANUAL
POHICK BAY REGIONAL PARK
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The manuals shall include the following:

1. Name, address, telephone number and contact person (if applicable) of all Contractor(s) involved in the project.
2. The Contractors’ written one-year warranties as noted above.
3. Complete manufacturers’ operating and maintenance instructions for all materials and equipment.
4. Manufacturers’ warranties for all materials and equipment.
5. List of color selections used for all finishes, to include the brand name, manufacturer, and color numbers.

PART III - PROTECTION OF ARCHAEOLOGICAL RESOURCES AND ARTIFACTS

1. PROTECTION OF ARCHAEOLOGICAL RESOURCES

- A. The Owner and the local jurisdiction have determined that there may be archaeological resources on this site. The Contractor shall recognize preservation responsibilities as defined in the “Archaeological and Historic Preservation Act of 1974” and revised in 1992 and shall be governed by them and the provisions contained herein.
- B. The Contractor shall notify the Owner at least 48 hours prior to any ground disturbing activities.
- C. In the event that archaeological resources are identified during construction, all work shall be temporarily suspended in those areas. Work shall not resume in those areas until notified by the Owner.
- D. The Contractor shall provide access to the site for any archaeological staff, as directed by the Owner.
- E. The Contractor shall keep accurate records of any delays associated with suspended work related to archaeological resources and shall submit any claims for extension of time to the Owner in accordance with the general conditions. Monetary claims for such delays shall be approved at the sole discretion of the Owner.

2. ARTIFACTS

- A. All artifacts found on the site shall remain the property of the Owner.
- B. All artifacts discovered on the site shall be left in place and intact, until removed by the Owner, or by his archaeological staff, or as otherwise directed by the Owner.

*******END OF SUPPLEMENTAL GENERAL CONDITIONS*******