

**Laurel Street Rehabilitation Project – Phase I  
Rehabilitation Work at 649 & 651 Oak Street  
FRANKLIN, VIRGINIA  
IFB 2024-04**

## Pre-Bid Conference AGENDA

### I. Participant Introductions and Sign-In:

#### a. Rehab Specialist: Southeast RCAP

Kenny Rodgers

540-345-1184 ext. 115

347 Campbell Ave. SW

Roanoke VA 24016

[krodgers@sercap.org](mailto:krodgers@sercap.org)

Heather Tabler

540-345-1184 ext. 26101

3229 Anderson Hwy, Ste 202

Powhatan, VA 23139

[htabler@sercap.org](mailto:htabler@sercap.org)

#### b. Contractor Pre-Qualification

Contractors interested in bidding must be pre-qualified with the City. To complete the application contact:

Ellen Smith, Housing Coordinator

SERCAP, Inc

347 Campbell Ave. SW

Roanoke VA 24016

540-345-1184 ext. 122

[esmith@sercap.org](mailto:esmith@sercap.org)

### II. Scope of Work Description:

- **649 & 651 Oak St.**
- Owner-Occupied Rehab Scope:
  - Rehab existing homes

### III. Considerations:

#### a. Permits:

- i. Contractor is responsible to obtain all required permits. Building permit fee will be waived.

#### b. Landfill Fees:

- i. Landfill fees will not be waived.
- ii. Landfill tickets must be submitted prior to release of payment.

**c. Pre-Bid Conference and Site Visit:**

- i. *All bidders must either attend the Pre-bid Conference or conduct an inspection of the property prior to submitting their bids.*

**d. Bid Documents:**

- i. Bid documents may be obtained during business hours at the Community Development, 207 W. Second Street, Franklin, Virginia 23851 (Phone: 757-562-8681). Bidders are cautioned to review bid documents thoroughly before submitting a bid.
- ii. Copies of the documents may be viewed and/or downloaded from the City's website at <https://www.franklinva.com/business/bidsrfps/>. If you have any problems accessing the documents, you may contact Melisa Blythe, Financial Accountant at (757) 562-8538 or [mblythe@franklinva.com](mailto:mblythe@franklinva.com). The City will not be responsible for documents obtained from any other source.

**IV. General Construction Notes:**

- a. The work description (Work Write Up), SERCAP Master Specifications, and drawings provided ("the Work") will be used together as one document. Disclosure on one will be as being disclosed on all. The Work constitutes the basis for each job. Items in the write-up are cross-referenced to the Master Specifications which details methods of application and standards for materials. The drawings or floor plans are diagrammatic only. They serve to illustrate the general location of rooms and the intention of the scope of work. They do not always show all the work required, exact dimensions, or construction details. These documents can be revised first by addenda before construction and then by change order once construction has commenced. Contractor should review the Work documents in their entirety for total project scope and alert the Rehab Specialist of any discrepancies between those documents.
- b. Remove all construction debris from the work site to an approved off-site disposal area. It is the contractor's responsibility to maintain a safe construction site during the building process. The contractor will post an AUTHORIZED ENTRY ONLY-CONSTRUCTION HAZARDS or similar signage during all phases of construction.
- c. As pursuant to the Lead-Based Paint Poisoning Act: No lead-based paint will be used during this project and the project will eliminate lead-based paint hazards if encountered using approved practices.
- d. Pre-1978 homes undergoing rehabilitation must pass lead clearance before completion of project and final payment. This is a pre-1978 home and is presumed to have lead-based paint hazards. Only DPOR licensed Lead Abatement Contractors (LAC) or EPA-certified renovators may bid on these projects.
- e. The Contractor is responsible for identifying any site conditions which affect the completion of the project in accordance with the plans and specifications. Change Orders are required for schedule delays or scope changes. Written changes are to be submitted to the Rehab Specialist with request for approval. A signed Change Order must be received prior to any requested work being done.

- f. All work shall be of professional quality and workmanship using only new materials. Any question pertaining to quality or procedure will be directed to the Rehab Specialist. All labor and materials shall be guaranteed for one (1) year except when a manufacturer's warranty with a longer term applies. All items will be installed in accordance with the manufacturer's installation specifications.
- g. Repaired and replaced items shall match or exceed specified materials. Submit all documentation of structural items repaired to the Rehab Specialist.
- h. Submit to the homeowner choices for floor color, siding color, fixtures, and paint colors.
- i. An Asbestos Inspection Report is attached and made a part of this work write-up. Contractor is responsible for compliance with all state and federal regulations relating to asbestos.
- j. Any warranties which come with a specified component or appliance must be given to the Rehab Specialist and not the homeowner so they can be copied and distributed to the homeowner during the Home Maintenance Education session. If the warranty is shown on the package (i.e. shingles, siding), the contractor must either submit the packaging or a photograph of the warranty.
- k. Provision and Use of Personal Protection Equipment Note: Contractor, Sub-contractor and all workers working inside the home for this project shall provide and wear CDC approved breathing masks and/or shields or other required PPE. These items will not be provided by the homeowner or SERCAP.
- l. Federal labor standards (Davis Bacon wages) are not required for this CDBG project.

**V. Contract Time / Payment:**

- a. Clearance/Demolition – negotiable but usually 30 days once the home is vacant and all utilities have been disconnected/removed from the property.  
100% payment when 100% complete.
- b. Exceptions  
Well - 100% payment when 100% complete  
Septic System and Drain Field - 100% payment when 100% complete  
Accessibility - 100% payment when 100% complete
- c. Rehabilitation/Substantial Reconstruction – 60 days.
  - Upon completion of Thirty-three Percent (33%) of the Work, as certified by the Rehabilitation Specialist, the Contractor may apply for payment of Thirty-three Percent (33%) of the Contract price, less such retainage as is set forth herein.

- Upon completion of sixty-six percent (66%) of the Work, the Contractor may apply for a second payment of Thirty-three Percent (33%) of the Contract price, less such retainage as is set forth herein.
- Upon substantial completion of the Work, the Contractor shall submit an application for payment of the balance of the Contract sum.

Each application for payment shall be itemized and supported by such data substantiating the Contractor's right to payment as the Rehabilitation Specialist and the City may require, and reflecting retainage as provided herein. Contractor invoices are to be submitted to the Rehabilitation Specialist.

## VI. Queries/Addenda:

- a. All questions must be received by **5:00 p.m. on September 13, 2024**. Addenda will be issued as necessary by **September 16, 2024**. All requests for additional Work information may be addressed to Heather Tabler and Kenny Rodgers at (540) 345-1184 [krodgers@sercap.org](mailto:krodgers@sercap.org), [htabler@sercap.org](mailto:htabler@sercap.org).

## VII. Bidding Instructions/Procedures:

Bids are due *in hand* by **September 19, 2024 @ 3pm** to:

Finance Department, City of Franklin  
Attn: Melissa Blythe, Financial Accountant  
207 W. Second Ave  
Franklin, VA 23851

- a. Where the bids will be opened and publicly read aloud via teleconference call.
- b. All bidders must complete and submit the following to be considered a complete bid:
  - i. A legible and fully completed bid sheet
  - ii. A fully completed work write-up line item individual cost.
  - iii. A fully completed addendum, if applicable.
  - iv. Contractor's Qualification Statement
- c. **SPECIAL INSTRUCTIONS FOR BID SUBMISSIONS:**
  - *Hand delivered bids must be taken to the Commissioner of the Revenue's office located on the 1<sup>st</sup> floor of 207 W. Second Ave., Franklin VA 23851. Announce yourself to the Commissioner's office and request the Finance Department be contacted to date/time stamp your bid as received.*
  - *If you plan to HAND DELIVER your bid, please be sure to arrive no later than fifteen (15) minutes prior to Bid Due date/time to ensure your bid is counted.*

d. Contracts will be awarded to the lowest *Responsive and Responsible* bidder.

e. Bid must be honored for 90 days.

**VIII. Walk-Through and Review Detailed Scope of Work**

**IX. Adjourn Meeting**