

December 28, 2021

PROJECT MANUAL
for the work at:

Glazier Townhomes:

14631-14659 Glazier Ave.
Apple Valley, MN

For the:

Dakota County CDA
1228 Town Centre Drive
Eagan, MN 55123

Project No.
CF06-1254

Contact:
Vince Markell
Dakota County CDA
Office: (651) 675-4507
vmarkell@dakotcda.org

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Dakota County
Community Development
Agency

December 28, 2021

00 1116-

REQUEST FOR BIDS (RFB)

Site work:

Glazier townhomes

14631-14659 Glazier Ave. (not 14655 & 14657 Glazier which are already repaired)

Apple Valley, MN 55124

Qualified contractors are invited to submit a **bid** for the above noted public housing unit. Bids will be received for a single contract for the complete work.

On site review:

by contractor

Bid due:

January 28, 2022 before 10am

Current tenant status:

occupied

Project start date:

May 1, 2022

Project completion:

September 30, 2022

Project description:

site work, concrete block (garage), concrete sidewalk & misc.

This is a formal bid process. Bids can't be e-mailed. Bids can be placed in our outside drop box or delivered to our office. Note that the CDA Office Building is currently closed to the public. For uniformity, please submit your price on the **Bid Form** included in this Project Manual. All bids must be signed.

Bonding Requirements. There are bonding requirements for bids over \$100,000.00

- A. A bid guarantee from each bidder equivalent to five percent of the bid price. The bid guarantee shall consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of his bid, execute such contractual documents as may be required within the time specified.
- B. A performance bond on the part of the contractor for 100% of the contract price. A performance bond is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.
- C. A payment bond on the part of the contractor for 100% of the contract price. A payment bond is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

Project requirements:

The Contractor and all subcontractors must submit signed MN IC-134 withholding forms at completion of the project as a condition of final payment.

The Contractor and all subcontractors are required to submit evidence of insurance \$1,500,000.00 in personal & advertising injury, \$1,500,000.00 commercial general liability per occurrence (\$2,000,000.00 general aggregate), and 1,500,000.00 in automobile liability combined single limit, and the name the Dakota County Community Development Agency (and also any funding agencies named by the CDA) as co-insured.

(page two RFB continued)

The CDA is exempt from the local .25% transit tax and there is no exemption certificate. The CDA pays the MN state tax of 6.875% but will seek sales tax rebates after the project is complete. The contractor shall provide the CDA with all records and documentation to claim this refund.

This is a **Davis-Bacon prevailing wage project**. Prevailing wages can be accessed on-line at: www.wdol.gov. It should be noted that the principal contractor is responsible for full compliance of all the workers on-site (the contractor, subcontractors and any lower-tier subcontractors) with the labor standards provisions applicable to the project.

Certified weekly payroll will be required to be submitted to CDA offices every week and includes paying construction labor on a weekly basis (a Davis-Bacon requirement).

Contractors or subcontractors that violate the labor standards provisions may face administrative sanction by HUD and/or DOL, and may be subject to civil or criminal prosecution.

Contractor requirements:

The Contractor must be able to demonstrate that both the Contractor and its project superintendent have at least five years of experience constructing projects of the size and type of this one or larger. A list of at least five references and a minimum of five similar projects must be submitted to the CDA upon request.

The Contractor must have full knowledge of the services to be provided (as determined by the CDA). The Contractor must have a satisfactory credit standing, must have no delinquent tax liability, and must have the financial capability to perform under a contract for this project including the purchase of materials for the project. The Contractor must provide financial statements and credit references upon request.

The Contractor must not be in default on any contracts, must be in compliance with all tax laws of the State of Minnesota, must not be debarred by any institution or government agency as a result of performance of past contracts and must not be in violations of any provisions of contracts with the CDA.

The Contractor must not have been convicted for any criminal offense related to obtaining or attempting to obtain any public or private contract, or subcontract. The Contractor must not have been convicted, under any jurisdiction of law, for embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense that, in the opinion of the CDA, is related to business integrity, honesty or performance under contract.

The Contractor must, if so requested by the CDA, submit evidence of ability to obtain the required insurance, must submit references and evidence of compliance with the above requirements within (72) hours of the request.

The Contractor agrees to provide any information requested by the CDA both before and during performance under a contract that the CDA feels is required to verify the Contractor's compliance with the conditions of the bid, the requirements of the Project Manual or the conditions of the Contract.

The low bid contractor must execute a Dakota County CDA contract or a standard AIA contract between owner and contractor. The choice of the contract will be at the choice of the owner.

The public housing sites to be a tobacco free work zone.

The Dakota County Community Development Agency:

The CDA reserves the right to reject any/all price proposals received, and to waive any informalities and irregularities in this price proposal request. The CDA reserves the right to reject any contractor that, in the opinion of the CDA, does not meet the listed requirements or is not a responsible contractor or does not otherwise have the capability to perform under a contract.

(page three RFB continued)

Information supplied to the CDA is subject to the Minnesota Data Privacy Act (MN stat 13.01 et seq) and shall become public unless it falls within one of the exemptions of the act and is identified as such by the Contractor. The CDA assumes no responsibility to defend any action by a third party seeking to access material deemed to not be public information. The CDA will release any information to comply with a court order. The CDA assumes no responsibility for any damages claimed by a Contractor as a result of release of information provided by the Contractor to the CDA.

Sub-contractors to have contracts with the contractor with the same requirements that the contractor is obligated to.

Payment requests:

The CDA processes payment requests within (30) days on receipt. The CDA will process up to (2) payment requests per month. Payment requests must have all properly completed paperwork accompanying the request to be processed. See Low Bid Checklist for the paperwork requirements. The payments to be sent out via USPS, and cannot be picked up.

Change orders:

All change order requests must have the signed (signed by both the contractor and CDA representative) change order paperwork prior to work taking place. Requests for change orders will not allowed without the proper paperwork.

Respectfully,
Vince Markell

Facilities Contract Manager

office: 651-675-4507

e-mail: vmarkell@dakotacda.org

EMPLOYEE RIGHTS UNDER THE DAVIS-BACON ACT

FOR LABORERS AND MECHANICS EMPLOYED ON FEDERAL OR FEDERALLY ASSISTED CONSTRUCTION PROJECTS

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

PREVAILING WAGES

You must be paid not less than the wage rate listed in the Davis-Bacon Wage Decision posted with this Notice for the work you perform.

OVERTIME

You must be paid not less than one and one-half times your basic rate of pay for all hours worked over 40 in a work week. There are few exceptions.

ENFORCEMENT

Contract payments can be withheld to ensure workers receive wages and overtime pay due, and liquidated damages may apply if overtime pay requirements are not met. Davis-Bacon contract clauses allow contract termination and debarment of contractors from future federal contracts for up to three years. A contractor who falsifies certified payroll records or induces wage kickbacks may be subject to civil or criminal prosecution, fines and/or imprisonment.

APPRENTICES

Apprentice rates apply only to apprentices properly registered under approved Federal or State apprenticeship programs.

PROPER PAY

If you do not receive proper pay, or require further information on the applicable wages, contact the Contracting Officer listed below:

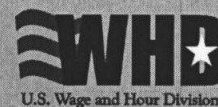
or contact the U.S. Department of Labor's Wage and Hour Division.



For additional information:

1-866-4-USWAGE

(1-866-487-9243) TTY: 1-877-889-5627



WWW.WAGEHOUR.DOL.GOV

01 7700 REQUIRED SUBMITTALS LIST

GENERAL CONTRACTOR: IF YOUR BID WAS SELECTED AS THE LOW RESPONSIBLE CONTRACTOR. YOU WILL BE REQUIRED TO PROVIDE THE FOLLOWING INFORMATION.

THE ITEMS BELOW MUST BE SUBMITTED BEFORE YOU CAN START ON THE WORK.

- _____ **Debarment & Suspension check (by CDA)**
<https://sam.gov/content/home>
- _____ **Procurement Method & Independent Cost Estimate (by CDA)**
- _____ **Verification of Compliance (submit with bid form)**
- _____ **Signed contract**
- _____ **Non-collusion Affidavit** (required for projects over \$50,000.00).
- _____ **Certificates of Insurance** from:
 - _____ General Contractor (with Dakota Cty. CDA as an additional named insured).
 - _____ All subcontractors, including independent contractors
- _____ **HUD-5369 A** Representations, Certifications, and Other Statements of Bidders.
- _____ **Performance and Payment Bond** (not required for projects under \$100,000.00)
- _____ **DCCDA-01** Employee & Subcontractor / Independent Contractor List
- _____ **Schedule of work**
- _____ **Section 3 plan and policy discussion**

THE ITEMS BELOW MUST BE SUBMITTED BEFORE A CHECK FOR PAYMENT WILL BE ISSUED.

- _____ **Start of Construction** (to be issued by the Dakota County CDA)
- _____ **Payroll reports** (General Contractor and Subcontractors)
All workers listed on payroll report forms as independent contractors must submit insurance certificates. <https://sam.gov/content/home>
- _____ **DCCDA-02** Material and Supplier List
- _____ **DCCDA-03** Low Income Housing Refund (sales tax rebate)
- _____ **Utility rebates** (LED lighting; water heater and furnace replacement)
- _____ **Proof of Permit** (if applicable)
- _____ **IC-134 MN Dept. of Revenue Withholding Affidavit** (can be done on-line www.taxes.state.mn.us)
- _____ **Labor questionnaire HUD 4730**
- _____ **Lien Waivers** from General Contractor, Subcontractors, and all suppliers
- _____ **Section 3 Summary Report** (must be filled out by General Contractor even if there were no additional new hires)
- _____ **Certificate of Completion** (to be issued by the Dakota County CDA)

00 7300 Davis-Bacon Wage Determinations

Please re-check the web site during the proposal process for the latest wage determination.

The wage determinations and updates can be accessed on-line at:

<https://beta.sam.gov>

or more specifically at (after selecting, "Minnesota", "Dakota County", and "residential construction").

The current wage determinations are:

General decision number: MN20200021 10/29/2021

Modification: 8

Date of applicable wage decision: 10/29/2021

or contact me if you want an updated printed copy of the wage determination. You will be required to abide by the above dated determination and modified dates.

Tips on the web site—

Double click on: **Selecting DBA WDs**

The next screen, select:

State: **Minnesota**

County: **Dakota**

Construction type: **residential**

Then press **select**.

Scan through the different construction job definitions for the wage determination.

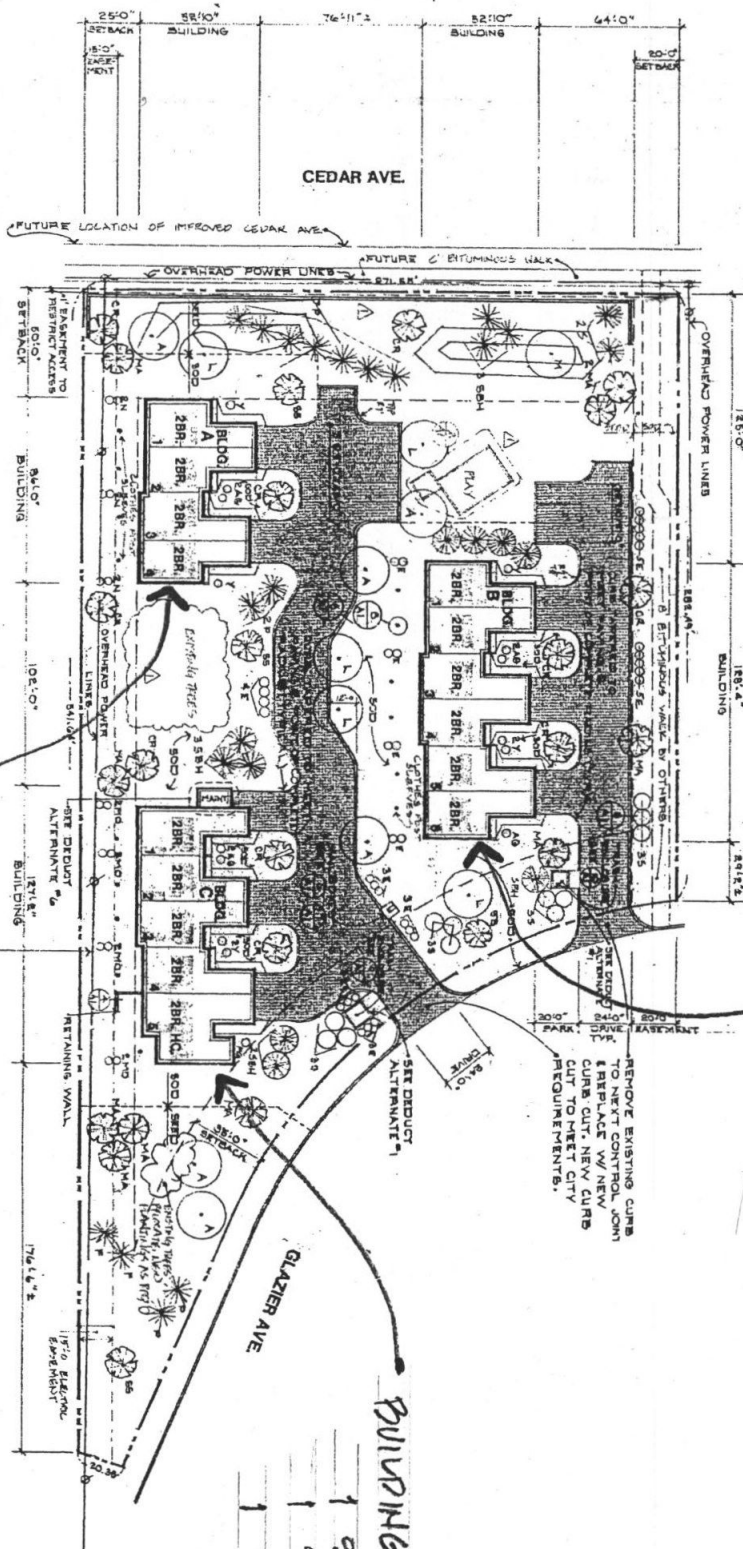
Some of the abbreviations:

DBA is **Davis Bacon Act**

WDs are **wage determinations**

Y
R
Q.

1 SITE PLAN
A1 SCALE 1"=30'-0"



BUILDING A

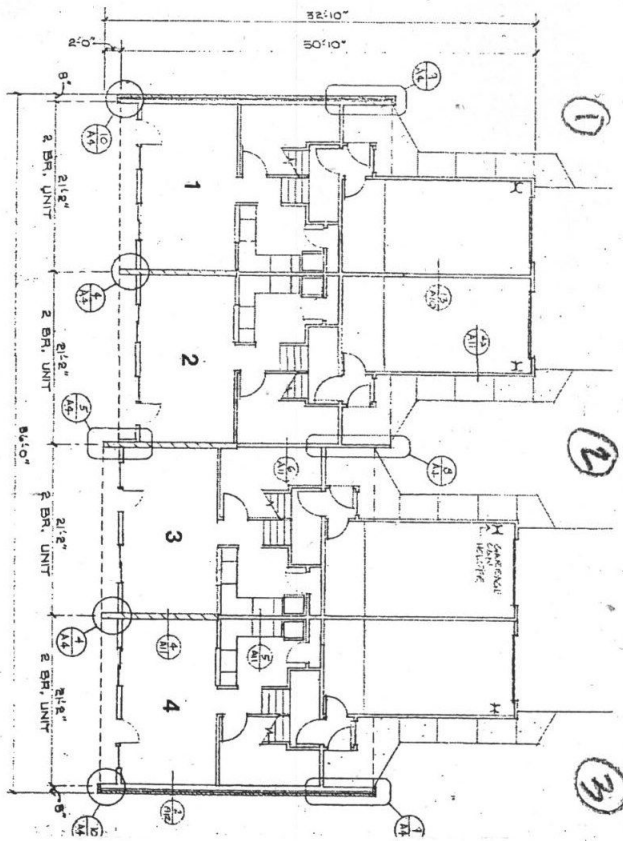
2 SINGLE ENTRIES
1 SHAPED ENTRIES

BUILDING B
2 SINGLE ENTRIES
2 SHAPED ENTRIES

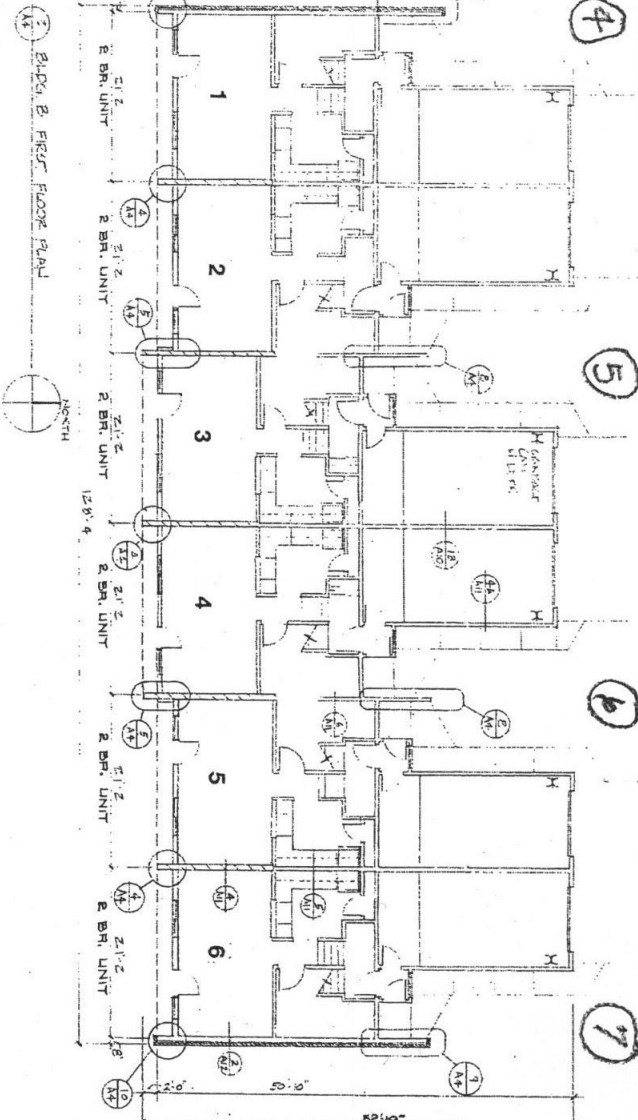
BUILDING C
1 SINGLE ENTRY
1 SHAPED ENTRY
1 SHAPED ENTRY
(ALREADY COMPLETED)

EXISTING

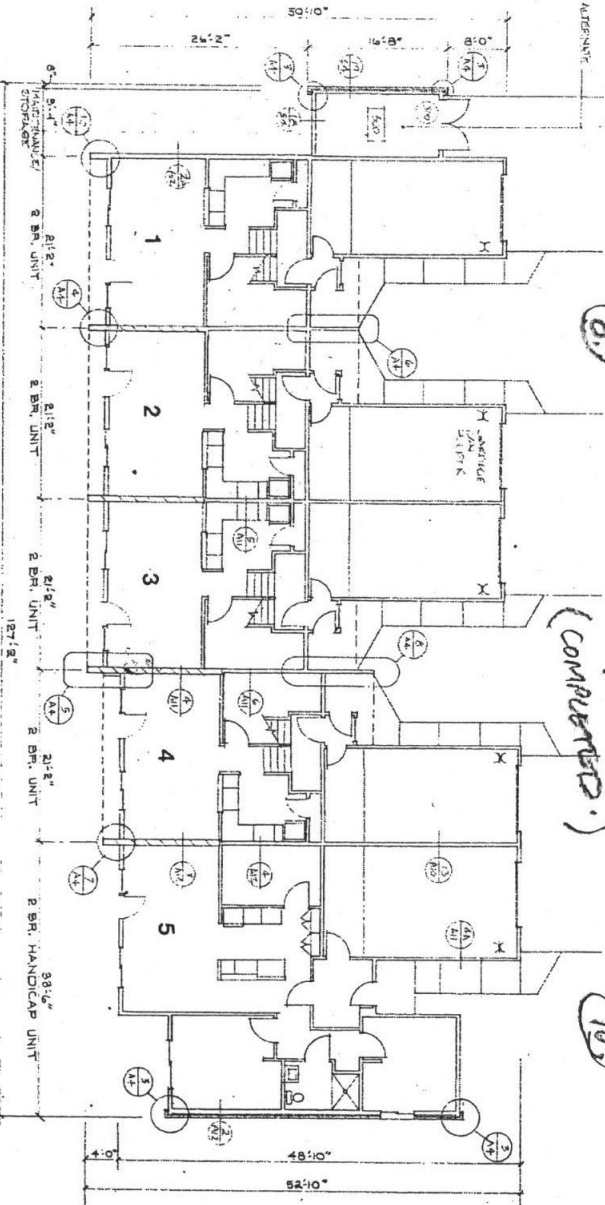
A1



1. BUILDING A - FIRST FLOOR PLAN
SCALE 1/8" = 1'-0"



2. BUILDING B - FIRST FLOOR PLAN
SCALE 1/8" = 1'-0"



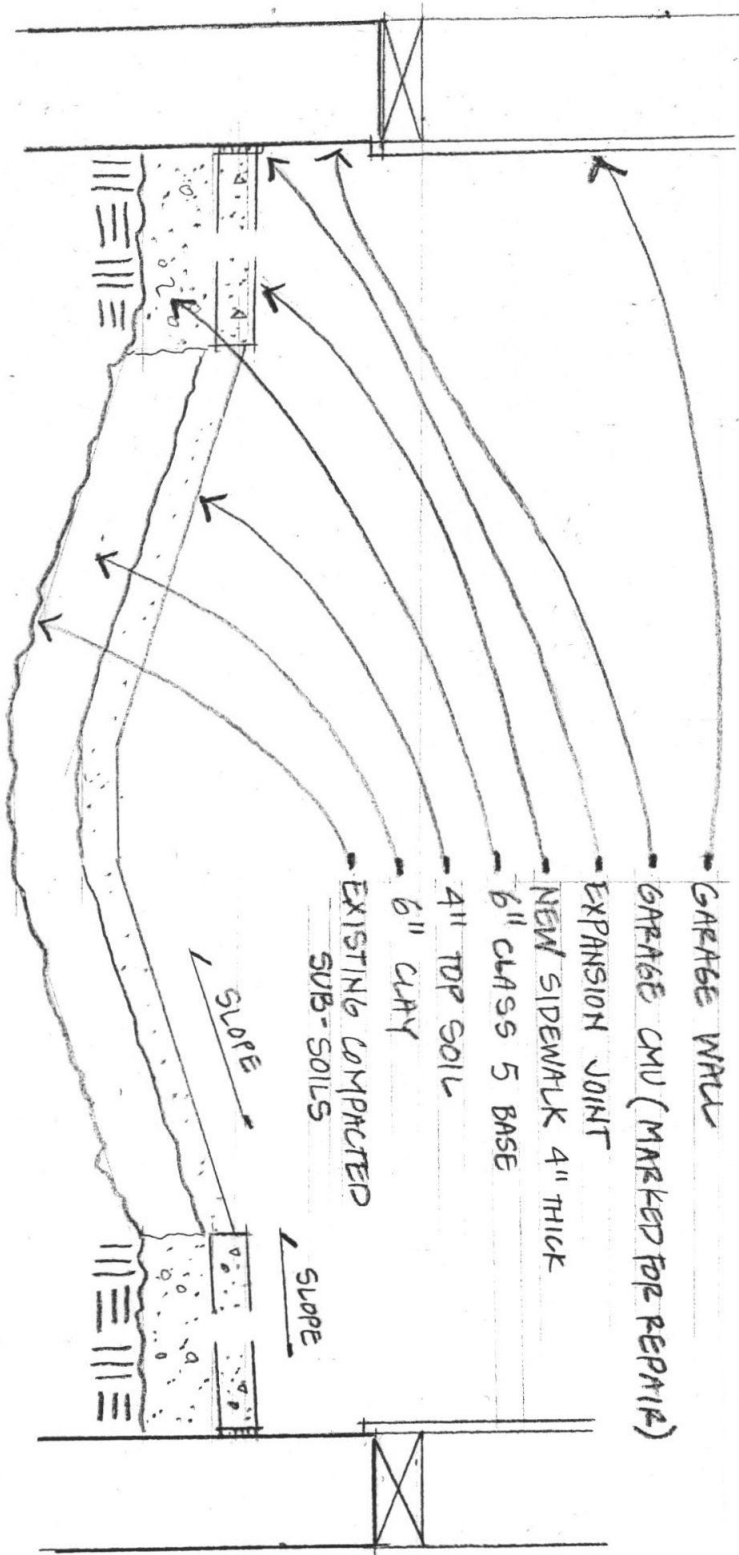
3. BUILDING C - FIRST FLOOR PLAN
SCALE 1/8" = 1'-0"



9. (COMPLETED.)

10.

EXISTING
A2



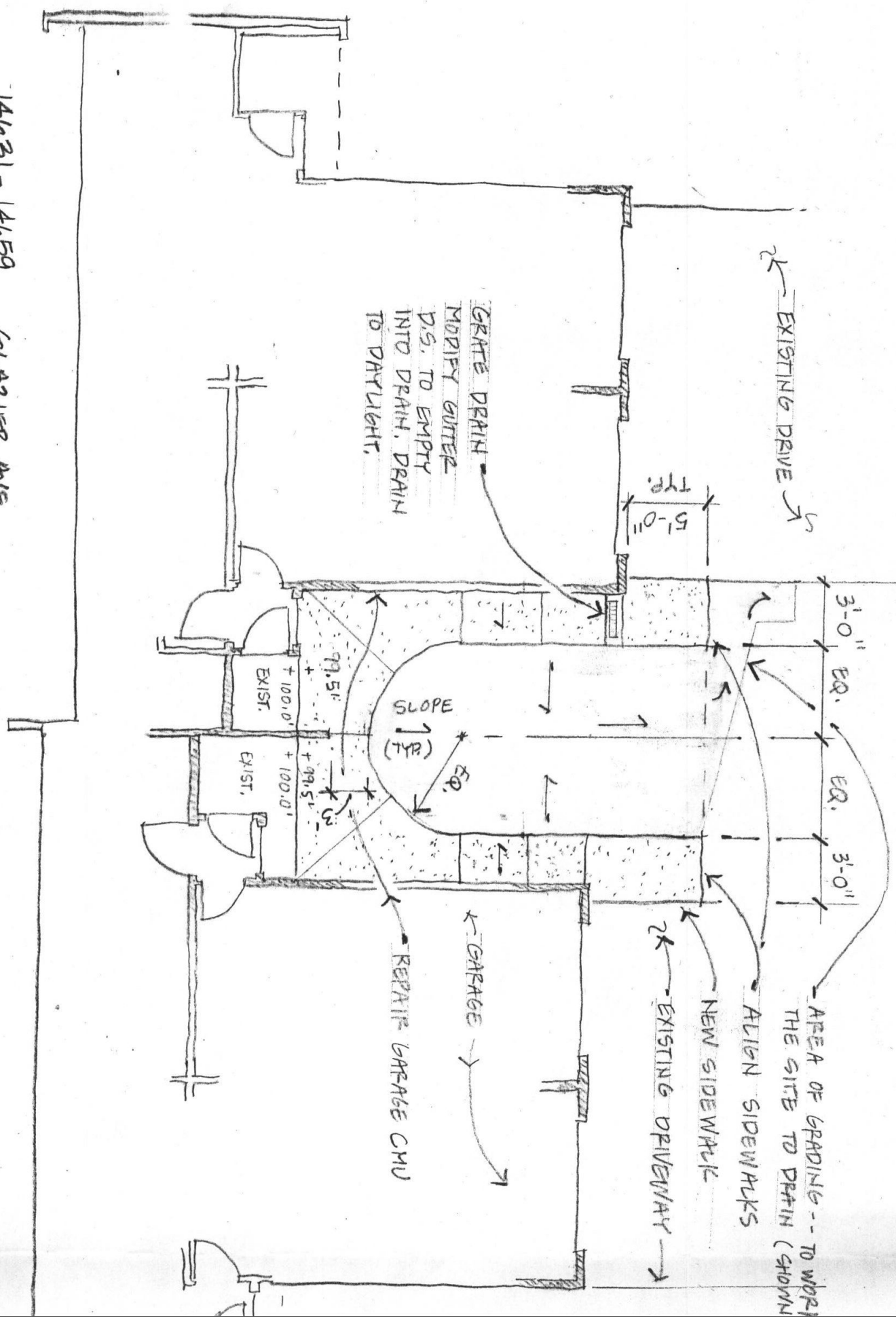
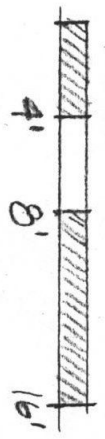
SECTION

NOT TO SCALE

1
A4

14631-14659 GLAZIER AVE.
APPLE VALLEY, MN

SITE PLAN



**14631-14659 Glazier Ave.
Apple Valley, MN**

7	Thermal & Moisture	
X	downspout & elbow	Keep existing at the downspouts, elbows, and extensions at the house. Cut extension to fit with new splashblock location.
X	4' extension	Keep existing. Modify as noted above.
X	downspout (DS)	Keep existing garage DS. Cut extension or elbow so that it fits into the new trench grate. Review with CDA.
	siding	Pre-finished fiber cement board 5" exposure. Khaki Brown JH20-30 -verify color with CDA staff. Hardie Board, and Nichiboard (612) 362-45254 are acceptable products. Alum. flashing at joints (not housewrap). Follow manufacturer's requirements for blind fastening--shot from air guns--not hand nailed.
	siding	LP SmartSide 76 series (cedar texture). Color: LP Khaki. Matching caulk. 6" width with 4-7/8" exposure.
10	Specialties	
X	splash block	Re-use existing on-site. Position so that the splash block is on the new sidewalk.
X	trench grate	Greydock or NDS brand. Galv grate top. 6" wide channel. Channel can be heavy duty plastic. Pour in place with new sidewalk. Channel to drain into landscape. Rock mulch outlet area.
		Each existing garage downspout location to be put into a trench grate so that water does not flow across the sidewalk. There are 9 trench grates that need to be installed.
31	Site Work	
X	Soil removal	Remove 1'-0" plus of the topsoil from the work area as shown of the drawings. Dispose off-site.
X	Sub-soil prep	Taper existing soils to drain min. 1/4" per foot min. The sub-soil elevations to follow design drainage intent. Compact to 95% standard proctor density.
X	Review sub-grades	Review sub-grades with CDA.
X	Sub-soils under walks	Place 6" compacted class 5 base. Compact to 98% standard proctor density.
X	Sub-soils in landscape	Place 6" compacted clay. Compact to 98% standard proctor density.
X	Top soil in landscape	Place 4" compacted pulverized topsoil. Compact. Slope to follow sub-grades. 7% organic content min.
X	Grade prep	Rake surface smooth. 1/4 per foot (2%) min. drain away from structure and follow design drawings.
		The top of grade at landscape to be 1/2" lower than edge of sidewalk.
X	Seed mix	JRK Sun/Shade mix at recommended rates. JRK Seed 651-686-6756
X	Erosion control mat	Place over seed mix. Stake to maintain in contact with topsoil.
X	Damaged areas	Overseed damaged areas. If no grass exists, then seed and erosion control mat.
X	Initial watering	Water in seeded areas. Notify the CDA.
X	gravel mulch	3/4" Dresser trap mulch at trench channel outlet.

Divisions 2-35 (12/1/2021)

All the labor, material, equipment, permit, taxes, and incidental services to completely remove and replace the following per the attached project manual. Contractors are responsible for closing out permits.

All the "X" items to be replaced or to be provided; all the quantities of products shall be replaced or provided for, unless limited by description below, or limited by the room finish schedule.

Key: "X" notes that work is the the base; blank means no work in base
 "A" see alternates
 "A1" see numbered alternates (if marked as such)

Notes:

1. Verify quantities and and dimensions on site.
2. Products specified below or "approved equals" to be used on this project. Materials cannot be substituted without previous **written** CDA approval. The process for product approval—the contractor shall provide product information at least (4) days prior to pricing/bid deadline. The CDA staff will decide if the request is an "approved equal" to the product specified.
3. The use of unapproved products shall be subject to removal and replacement by the contractor at their expense.
4. Install products per code, and per manufacturer's recommendations. The notes in the project manual may exceed code, and manufacturer's requirements. All requirements must be met: project manual, code, and manufacturer's.
5. Sawing/cutting may be done before finished floors are in place, but cannot be done after finished floors are in-place (in unoccupied residences).
6. Power tools used on public housing sites to be used per manufacturer's recommendations. Guards and safety protections shall not be removed or modified.
7. Parking, driving, and moving equipment across the site may damage the grass and other site improvements. Contractor to restore damages at their expense.

[illegible]

80-BID FORM

(date)

(company)

Return to:

Dakota County CDA
1228 Town Centre Drive
Eagan, Minnesota 55123
Attn: Vince Markell
office: 651-230-8735
e-mail: vmarkell@dakotacda.state.mn.us

The undersigned, having carefully examined the Project Manual prepared by The Dakota County CDA at:

Glazier Townhomes
14655-14557 Glazier Ave.
Apple Valley, MN

(Dakota County), Minnesota,

and having examined the site, being familiar with the local conditions affecting the cost of the Work, hereby proposes to furnish all labor, proper disposal costs, material, equipment, tools, transportation, taxes and services necessary to complete the Work in accordance with the Contract Documents for the following sums:

A. BASE PRICE BID FOR THE WORK

_____ Dollars (\$_____).
(state using words) (state using numbers)

B. ALTERNATES

Must be filled out to be a completed/valid form. Do not include the following in the base price proposal.

1. Provide a price for each additional CMU block to be replaced at the garages.

Add \$_____ dollars/per each CMU

2. Provide a price to add or deduct a whole course of CMU at the garage (sidewalk side 18'-0" long).

Add/deduct \$_____ dollars per each course at the garage.

3. Provide a price to fill the concrete block below grade at the garage door opening. Work also includes the removal & replacement of the asphalt paving.

Add \$_____ dollars per garage opening.

(BID FORM, continued)

If the base price bid plus the total of all alternates exceed \$100,000.00 a Bid Guarantee (unless otherwise noted) is required for the total amount of base bid plus all alternates. The cost of the Bid Guarantee is the sole responsibility of the Contractor, no matter which combination of alternates the CDA accepts or not accepts.

C. GENERAL

1. If the bid & all alternates is greater than \$100,000, **bid security** in the form of a _____
(n/a, bid bond, or cashier's check)
2. **Bid bond** in the amount of \$ _____
(n/a, or sum of base and alternates)
3. **Addenda** have been received and incorporated in this Bid _____
(0, or number of addenda)
4. The Estimated cost of all **materials** related to this project including sales tax is \$ _____
(cost of materials)
5. The Estimated cost of **labor** related to this project is \$ _____
(cost of labor)
6. The Estimated cost of **permits, overhead, profit**, etc. is \$ _____
(cost of permits, overhead, profit)
7. I have reviewed the site conditions, the project manual requirements, and paperwork submittals in providing the costs for the noted work. Missing, unclear, or items that need to be qualified have been noted to the CDA representative. If this bid is accepted and the undersigned refuses to enter into a Contract with the CDA on the terms stated in this Bid or fails to furnish satisfactory Performance and Payment Bonds in accordance with the Bidding Documents, then this bid security shall be forfeited to the CDA, not as a penalty, but as liquidated damages. Also, this Bid may not be withdrawn for a period of (90) calendar days immediately following the date of receipt. It is understood that the CDA reserves the right to reject any or all bids, to waive any informality or irregularity in any bid received and to accept any alternate in any order or combination.
8. Name & title _____
(your name & title)
9. Signature _____
(your signature)
10. License # _____
(not required for bids under \$100,000)

End of Bid form