

INVITATION TO BID

Tenant Improvements

Clackamas Soil and Water Conservation District Beavercreek, Oregon

Sealed Competitive Bids to provide construction services for the Clackamas Soil and Water Conservation District (“District”) will be received at the District office, 22055 S. Beavercreek Road in Beavercreek, Oregon, until 2 p.m. on Thursday, September 10, 2020. Any Bids received after the specified time will not be considered.

Bids will be for the construction of tenant improvements (“Project”) in the District’s administration building, located at 22055 S. Beavercreek Road in Beavercreek, Oregon. The contract, if one is awarded, will be contingent upon acceptance of the construction cost by, and signing of a lease agreement with, a federal lessee.

A site visit is scheduled for Thursday September 3, 2020, from 10:00-11:00 a.m. The site visit is not mandatory for Bidders. To allow for social distancing precautions, interested Bidders must confirm in advance if they intend to participate in the site visit. Masks are required of all participants.

PROJECT INFORMATION

1. Notice to Bidders: Bidders are invited to submit bids for the Project as described in this document according to the Instructions to Bidders.
2. Project Identification: Tenant Improvements.
3. Project Location: 22055 S. Beavercreek Road, Beavercreek, Oregon 97004.
4. Owner: Clackamas Soil and Water Conservation District, Beavercreek, Oregon.
5. Owner’s Representative: Jason Faucera, Conservation Initiatives Manager.
6. Design Professional: Zed Design, LLC:
7. General Project Description: The Project consists of construction approximately 2,080 square feet of tenant improvements for large federal tenant. Time for performance is subject to the terms of the tenant lease but is estimated to be September to December 2020. See construction documents for complete project description and specifications.
8. Construction Contract: Bids will be received for a General Contract (all trades).

REGULATORY REQUIREMENTS

1. Each Bid must contain a certification declaring the Bidder’s residency status, as defined in ORS 279A.120. In determining the lowest responsive Bid, the District shall, in accordance with OAR 137-046-0310, add a percentage increase to the Bid of a nonresident bidder equal to the percentage, if any, of the preference given to the Bidder in the state in which the Bidder resides.

2. The successful bidder must comply with the Oregon Public Contracting Code (ORS 279A, 279B, and 279C) and the District's public contracting rules, as all are amended from time to time, in the performance of the work.
3. The Project is a public works project subject to payment of Oregon prevailing wage rates under ORS 279C.800 to 279C.870 or federal Davis-Bacon prevailing wages, whichever is higher. No bid will be received or considered unless the bid contains a statement that the bidder will comply with applicable prevailing wage requirements. Oregon's prevailing wages effective January 1, 2020 for Region 2 (Clackamas, Multnomah, and Washington counties) can be found at <https://www.oregon.gov/boli/employers/Pages/which-prevailing-wage-rate-applies-to-this-project.aspx>. Davis-Bacon prevailing wages can be found at <https://www.dol.gov/agencies/whd/government-contracts/construction>.
4. No bid shall be received or considered unless the bidder is licensed by the Oregon Construction Contractors Board as required by ORS 671.530.
5. This work does not require the work of a licensed asbestos abatement contractor.

CONSTRUCTION DOCUMENTS AND ADDENDA

1. Construction Documents: Plans and specifications for this Project may be viewed or printed by appointment in the District office at the above address, or on the District website at www.conservationdistrict.org.
2. Addenda. Bidders are responsible for checking www.conservationdistrict.org for the issuance of any addenda prior to submitting a bid.

BID SUBMITTAL AND OPENING. The District will receive sealed bids until the bid time and date at the location indicated below. The District will consider only bids prepared in compliance with the Instructions to Bidders and delivered as follows:

1. Five copies of the bid proposal ("Bid") must be mailed, or a single copy emailed, to the address provided below:

Clackamas Soil and Water Conservation District
ATTN: Jason Faucera
22055 S. Beaver Creek Road
P.O. Box 830
Beavercreek, Oregon 97004
jfaucera@conservationdistrict.org

2. Identification. The Bid shall be submitted in a sealed envelope if mailed, or in pdf format if emailed, and marked on the envelope or in the email subject line, "Bid Enclosed: Tenant Improvements."
3. Bid Closing: 2 p.m. Thursday, September 10, 2020, at which time and place bidding will be closed.
4. First-Tier Contractor Forms Due: 4:00 p.m., Thursday, September 10, 2020.
5. Location: District Office, 22055 S. Beaver Creek Road, Beavercreek, Oregon 97004.

6. **Opening:** Bids will be thereafter publicly opened and read aloud. No bids will be received after closing. Bidders and the public may attend the opening by clicking on the link provided on the District website, www.conservationdistrict.org:

INSTRUCTIONS TO BIDDERS

1. Each Bidder is required to submit a First-Tier Subcontractor Disclosure Form as required by ORS 279C.370, in a separate envelope within two (2) hours of the bid closing time (Attachment C). The District will reject a Bid if the Bidder fails to submit the required disclosure form by this deadline.
2. In addition, each Bid must include the following:
 - A. A completed and signed Bidder Information and Certification Form (Attachment A)
 - B. A written project approach, not to exceed three (3) typed pages, single-spaced.
 - C. A proposed project timeline, including all major milestones.
 - D. A lump-sum bid on the form provided (Attachment B), inclusive of all costs for labor, materials, supplies, mobilization, permitting, and other incidental costs and expenses.
 - E. Three (3) professional references for similar work performed within the last five (5) years, including a brief description of the work, overall budget, and contact information for the project owner's representative who can speak to the quality of the bidder's performance. Submission of a bid shall be deemed consent for the District to contact listed representatives to obtain professional reference information.
 - F. Bid security in the amount of ten percent (10%) of the bid amount (Attachment D).

PRE-BID INQUIRIES. Technical questions regarding the project, or requests for clarification or change, should be directed to Jason Faucera at jfaucera@conservationdistrict.org, or (503) 210-6013, and must be received at least five (5) days prior to Bid Closing. Procurement substitution requests must be received at least seven (7) days prior to the Bid Closing.

ESTIMATED CONTRACT AWARD TIMELINE

1. Issuance of Invitation to Bid: September 2, 2020.
2. Deadline for Inquiries, Requests for Clarification, Solicitation Protest: 5 p.m., September 7, 2020.
3. Bid Submission Deadline: 2 p.m., September 10, 2020; subcontractor disclosure forms due by 4 p.m.
4. Public Bid Opening: Immediately following Bid Submission Deadline.
5. Conditional Board Approval and Notice of Intent to Award: September 15, 2020.
6. Contract Award (conditioned on approval of tenant lease): September 22, 2020.
7. Notice to Proceed: September 23, 2020 or as provided in tenant lease.

TIME OF COMPLETION. If a contract is awarded, the successful contractor shall begin the Work on receipt of the Notice to Proceed and shall complete the Work within the Contract Time.

PERFORMANCE AND PAYMENT BONDS. At the time of execution of the contract, the successful bidder shall file with the District a Performance Bond and a Payment Bond, each of not less than the Contract price, and a Certificate of Insurance with amounts called for in the bid documents and naming the District as an additional insured with respect to the Project.

RESERVATION OF RIGHTS

1. The District may reject any Bid not in compliance with all prescribed public bidding procedures and requirements and may reject for good cause all bids upon a finding of the District that it is in the public interest to do so.
2. In its sole discretion, the District may cancel this solicitation; decline to enter into any contract before or after bid opening; or extend a conditional or unconditional offer of a contract to the lowest responsive, responsible bidder. Nothing in this solicitation shall obligate the District to enter into a contract with any Bidder. The District is not responsible to any Bidder for the monetary costs of responding to this Invitation to Bid or for any costs or business losses incurred by any Bidder pending receipt of a Notice to Proceed with contract performance.
3. The District may, in its sole discretion, waive minor irregularities in submitted bid documents that do not substantively affect the Bid or diminish competition for public contracts.
4. The District may seek clarification from the Bidder of information contained in any Bid prior to making a contract award.
5. Pursuant to ORS 279C.240, if all Bids exceed project estimates the District reserves the right to negotiate with the lowest responsive, responsible bidder in order to solicit value engineering and other options to attempt to bring the contract within the District's cost estimate. Notwithstanding any other provision of law, the records of a bidder used in contract negotiation are not subject to public inspection until after the negotiated contract has been awarded or the negotiation process has been terminated.