



Attention: Prospective Bidders

Subject:

Contact:

## EXHIBIT 1 - INSTRUCTIONS TO BIDDERS

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### SECTION 1: INTRODUCTION

- 1.1 Kinetic Systems, Inc. (KSI) and Northern California Mechanical Contractors Association (NCMCA) is seeking a Project Team and Lump Sum Proposal for the Mechanical Scope of Work for a 4 story (plus basement) story multi-use Cathedral project. A detailed project description can be found in the Scope of Work documents included in this Request for Proposal package.
- 1.2 The Project Team is very important to the success of the project. For this reason, KSI and NCMCA have asked that bidders make a complete commitment regarding their Project Team.

The start of construction requires a very quick mobilization. The bids will be received on **February 9, 2012**, no later than **11:00pm**. There will be interviews with the bidder's team on **February 10, 2012** (Time TBD), and the project will be awarded by **February 11, 2012**. The successful bidder will be expected to start detailing and submittal efforts immediately.

The contract for this project will be executed under the attached Contract provided in Exhibit 8. Upon project award the successful bidder will be expected to provide an open book estimate that will be used to negotiate, under the commercial terms provided on their bid form, the final contract amount. In order to be considered a responsive Bidder your team must answer to each of the following sections. Provide all documentation and backup for these sections in an organized binder which will allow KSI and NCMCA to determine how much each Bidder understands the scope of work and the dedication necessary to complete the work. This binder will be evaluated as part of your proposal.
- 1.3 If, after review of the documents, you elect not to bid, please advise KSI and NCMCA immediately so we may adjust accordingly.
- 1.4 Bids will be received **Thursday February 9, 2012 at 11:00pm**.
- 1.5 These instructions are provided to the bidders so that they may properly respond to the request for bid. Each bidder is directed to carefully review these instructions and all the documents prior to submitting their bid.
- 1.6 See the Project Specifics Clarifications in Exhibit 3 for clarifications to scope and requirements specific to this project.
- 1.7 Any questions regarding the bid shall be directed to **The KSI/NCMCA Team, Attention: Derrick Fellows**.

- 1.8 **Bidders are directed not to contact any other outside agency with questions or assistance in preparing their bid. (internet access is acceptable)**
- 1.9 Scheduling: The preliminary schedule attached as Exhibit 4 is an overview of the project and the anticipated overall time frame. Please note that although the start date may change, the contractor shall remain responsible to complete the scope of their work within the project time frame. The schedule contains milestones that shall be met within the duration of the project.
- 1.10 All mechanical systems, including plumbing, utility piping and duct work shall be completely coordinated, detailed and prefabricated to the highest degree. Coordination of piping and ductwork layout with the associated electrical, mechanical and controls systems will be critical. The mechanical contractor will take the lead of coordinating between trades.
- 1.11 Labor Rates: Provided to Bidders in Exhibit 6.
- 1.12 Allowable Overhead and Profit, Small Tools and Consumables, Supervision and Material Handling have been provided to bidders on Bid Form in Exhibit 2. These factors may be changed lower but in no way be increased to the percentage set forth on the bid form.

## **SECTION 2: DOCUMENTS**

- 2.1 The following documents are critical to the bid and should be thoroughly reviewed by the bidders. These documents have been provided for the bidders to generally access the size and scope of the project.
  - A. Flow and Riser Diagrams
  - B. Estimating Workbook
  - C. Conceptual Construction Schedule
  - D. Instructions to Bidders: As prepared by KSI/NCMCA
  - E. Bid Form: As prepared by KSI/NCMA
  - F. Amendments to the Instructions to Bidders: Amendments, if any, will be issued after the Instructions to Bidders and are to be acknowledged as received by the Bidder on the Bid Form.
  - G. Drawing Log
- 2.2 Copies of all the documents will be issued electronically and transmitted at the pre bid meeting. The fact that a bidder was not formally sent or given all the documents prior to bid shall not alleviate the Subcontractor from the responsibility of including all the documents in their bid.

## **SECTION 3: SUBMISSION AND FORM OF BID**

- 3.1 Only bids from invited bidders will be accepted.
- 3.2 All bids once submitted shall remain valid and binding for Twenty-four (24) hours. KSI/NCMCA shall at any time during that twenty-four (24) hour period have the right to accept the bid without any changes in either price or time.
- 3.3 **All bids shall be submitted only on the Bid Form prepared by KSI/NCMCA**
- 3.4 All bids shall be signed by a duly authorized agent of the team submitting the bid.
- 3.5 Receipt of all Addenda and Amendments shall be acknowledged by the bidders on their signed Bid Form.
- 3.6 Telephone bids will not be accepted unless noted otherwise in the Special Provisions hereof.
- 3.7 By submitting a bid, the bidder acknowledges they have thoroughly reviewed and evaluated all the documents and their bid accurately reflects what is required to complete their portion of the work.
- 3.8 Each bid shall include all detailing, material, delivery, labor, taxes, general and administrative, supervision, premium time and all other necessary costs to complete the portion of work being bid upon.

- 3.9 Each bidder shall provide a base bid and unit prices in accordance with the required documents without qualifications or exclusions. Failure to comply with this requirement may cause the bidder's bid to be disqualified.
- 3.10 The KSI/NCMCA reserves the right to waive any informality in any bid.
- 3.11 The KSI/NCMCA reserves the right to accept or reject any or all bids.
- 3.12 Alternative systems, cost savings and value engineering ideas are encouraged. If a bidder would like to propose any of these they should be included as a separate attachment to the base bid.
- 3.13 By submitting the bid, the bidder acknowledges that they have reviewed the schedule, understand the time frames and flow of work and that they can accomplish the same, for the bid submitted.
- 3.14 No changes to these Instructions to Bidders shall be made unless included in an official Amendment to the Instructions to Bidders issued only by Kinetic Systems, Inc.
- 3.15 All pricing must include all the costs for fabrication, labor, material, delivery, layout, supervision, equipment, hoisting, uncrating, setting, installation, parking, storage, insurance taxes (federal, state, county and local), shop drawings, submittals, samples, mock ups, bonds, overhead, profit and any other costs necessary to complete the work required by the design specifications and reference drawings.

#### SECTION 4: BID DELIVERABLES

- 4.1 KSI/NCMCA is requesting that **four (4)** copies of your proposal be submitted with your bid.
- 4.2 Proposal: Provide a written proposal letter that includes any clarifications, exclusions or assumptions.
- 4.3 Bid Form: All pricing must be submitted utilizing the **Bid Form, Exhibit 2**.
- 4.4 Bid Workbook: Provide breakdown between material and labor of each system and/or area as required on the Bid form. Instructions for populating the worksheets are provided in the workbook.
- 4.5 Schedule: Please include with the proposal a detailed schedule that shall expand upon the existing schedule to give a complete job description from start to finish. The proposed schedule shall be a minimum of 40 tasks and shall at a minimum provide specific sequencing and dates for submittal process, equipment delivery, fabrication, installation, and start-up and commissioning activities. In addition a proposed man loading of field personnel shall be included so that KSI/NCMCA can determine any trade stacking issues that may arise.
- 4.6 Project Staffing: Provide an organization chart indicating personnel responsibilities and structure for the proposed team. KSI/NCMCA will interview the key personnel during the presentations on **February 10, 2012**. Your contractual agreement with KSI/NCMCA will require all supervisory and detailing personnel to be dedicated to this project alone. Staffing costs are provided to Bidders in Exhibit 9.
- 4.7 Safety: Provide a summary of the safety program and a description of rewarding and/or disciplinary ways to enforce. Include sample Job Hazard Analysis's (JHA) of the **three** topics you believe to be the most important on this project. Sample JHA forms are in Exhibit 11.
- 4.8 Trade Conflicts and Space Consideration: Provide a list of subcontractors and other trades to coordinate work with. Describe how your schedule and scope of work needs to be coordinated and how you plan on coordinating the project and achieving the scheduled completion date.
- 4.9 A written execution plan on how your firm will execute the project from coordination to turnover.
- 4.10 A list of all second tier subcontractors and equipment vendors you propose to use on this project and any clarifications or exceptions they may have.
- 4.11 Any Commercial clarifications or exceptions to the Subcontract agreement. (Exhibit 8)

#### SECTION 5: AWARD OF SUBCONTRACT

- 5.1 The successful bidder will be notified only after a thorough review and evaluation of all bids has been made by KSI/NCMCA.

- 5.2 The successful Subcontractor will be issued a Subcontract Agreement on the forms listed in Exhibit 8 hereof.
- 5.3 The Bidders proposal will not become an attachment to the contract.