



NOTICE TO BIDDERS

BID #2024-01 – Hilltown Township Municipal Campus Renovation

Hilltown Township is soliciting bids for the following:

Sealed bids will be accepted for the Hilltown Township Municipal Campus Renovation until 12:00 p.m. Noon on Monday, November 18, 2024. Proposals must be submitted via USPS or hand delivery to 13 West Creamery Road, Hilltown, PA 18927 in a sealed envelope.

On Monday, November 18, 2024 at 3:00 p.m., bids shall be publicly opened and read at the Hilltown Township Administration Building at the address listed above.

Copies of bid documents, including plans and specifications, may be viewed and obtained at the Hilltown Township Municipal Building between the hours of 7:30 a.m. and 4:00 p.m. on regular workdays, or on our website at www.hilltown.org.

Each bid must be accompanied by Bid Security made payable to Hilltown Township in an amount of ten percent (10%) of the Bid price and in the form of a certified or bank check. The successful Bidder must furnish Performance and Payment Bonds each in an amount equal to the Contract Price within ten days of the contract being awarded.

Any questions regarding the cutting schedule and specifications of the bid should be directed to Deanna Ferry, Township Manager, at 215-453-6000, x212.

Hilltown Township reserves the right to reject any and all bids and to accept the bid which it determines is in its best interests.



HILLTOWN TOWNSHIP BID REQUEST

Hilltown Township Municipal Building Renovation

Project Title: Hilltown Township Municipal Campus Renovation

Date: Fall 2024

INTRODUCTION

Hilltown Township is seeking proposals from qualified **general contractors** for the renovation of the Hilltown Township Municipal & Public Works Building, located at the Hilltown Township Government Campus, 13 West Creamery Road, Hilltown, PA 18927. The purpose of the renovation to the facilities is to ensure full compliance with the Americans with Disabilities Act (ADA), increase energy efficiency to all lighting and utility systems, and improve the health and safety of staff and guests within the buildings. Our timeframe for completion is 2026, with a contract issued by December 31, 2024.

PROJECT OVERVIEW

The selected contractor will be responsible for assessing the current state of the building and executing renovations that meet project objectives. The general contractor will be responsible for general construction work (drywall, demolition, structural rehabilitation, new flooring, permit applications, etc.) in addition to project management throughout the renovation, working directly with the Township Manager. The scope of work includes but is not limited to the following:

- **Sub-contractors:** The general contractor should be able to sub-contract with the appropriate professionals to complete the project in a timely and cost-effective manner. The following sub-contractor list is non-inclusive and subject to modification:
 - Architect
 - Engineer
 - Plumber
 - Electrician
 - HVAC/Heating Professional



- Security Company
- **Entryways:** The primary entry and welcome areas for the Police and Administrative Departments are not ADA compliant and will need to be brought up to code; additionally bullet proof glass and upgraded security measures will need to be added to these spaces; we are looking for an improved layout in our lobby that is more conducive for guests so that it is clear where they should go to get where they need to be, and ultimately be served better by our staff.
- **Remediation Work:** A Phase I has been completed and a Phase II is underway for the Municipal Campus; an asbestos survey will also be completed prior to renovation work beginning; remediation work will need to be subcontracted throughout the renovation as needed based on the results of the Phase II report.
- **Electrical:** Should be updated throughout the Municipal Building to be more energy efficient; ceiling tiles will need to be replaced throughout; switch out fluorescent to LED high hats through the municipal building; upgrade and update the switch boxes for the municipal building.
- **HVAC/Heating:** All ducts need to be replaced and relined for insulation throughout the Municipal and Public Works Buildings; HVAC units on either side of the Municipal Building and the Public Works Building should be replaced with ones that are more energy efficient with improved accessibility for maintenance; heating units on either side of the Municipal Building should be updated to be more energy efficient.
- **Boiler:** Should be removed and replaced with an energy efficient unit for the municipal building.
- **Fire Suppression:** Needs to be added throughout the Municipal Building; appropriate signage; fire alarm pulls need to be installed.
- **Bathrooms:** All bathrooms should be renovated to be more energy efficient and conserve water through dual flushing options and updated fixtures for the sinks; need to be ADA compliant; and modernized; there are two public restrooms, and five private restrooms throughout the Municipal Building.
- **Security Measures:** Should be implemented at both the Municipal (Admin Side) and Public Works Building following any modifications to the electrical and exterior of the Municipal Building.
- **ADA Compliance:** The Municipal Building needs to be ADA compliant.



- **Addition:** A potential addition will need to be evaluated and scoped for the Police Department's side of the Municipal Building to better utilize the space and efficiency of that half of the building. The addition should include a buildout for a meeting space, locker rooms, showers, additional bathrooms, updated kitchen space, and storage space.
 - **Exterior:** Walkways should be modified for ADA accessibility and cracking; the building should be assessed for any structural deficits and if found, should be remediated.
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PROPOSAL REQUIREMENTS

Interested contractors must submit a proposal that includes the following:

1. **Company Profile:**

- Background and experience in similar projects.
- Relevant licenses and certifications.

2. **Project Approach:**

- Outline of the proposed work plan, including timelines and milestones.
- Description of methods for ensuring minimal disruption during renovations.

3. **Cost Estimate:**

- Detailed breakdown of all costs associated with the project.
- Include a proposed payment schedule and terms.
- All work should adhere to Commonwealth of Pennsylvania, Department of Labor and Industry's Prevailing Wage Determination.

4. **References:**

- At least three references from previous clients for whom similar work has been completed.
- List of potential sub-contractors that you have worked with previously who could potentially be brought on for this project should you be selected.

5. **Compliance:**



- Statement of commitment to adhere to all ADA regulations and local building codes.
- Each bid shall be accompanied by a bid security in the amount equal to 10% of the base bid amount in the form of a bid bond.
- A Performance Bond and Payment Bond, each in an amount equal to 100 % of the amount of the contract, and each with satisfactory corporate surety, shall be required to be furnished by the successful Bidders prior to execution of the contracts.
- Certificate of Insurance for each contractor on the project, and will need to be provided as part of the proposal for the General Contractor.
- Proof of Workman’s Compensation Insurance.

6. Attachments:

- Non-collusion affidavit.
- Verification page.

SUBMISSION INFORMATION

- **Deadline for Submission:** 12:00pm Noon on Monday, November 18, 2024.
- **Submission Method:** Proposals must be submitted via USPS or hand delivery to 13 West Creamery Road, Hilltown, PA 18927 in a sealed envelope, no later than 12:00pm Noon on Monday, November 18, 2024.
- **Public Information Acknowledgement:** Please be advised that the information you submit within your proposal is subject to a Right to Know Disclosure should one be requested for this project.

EVALUATION CRITERIA

Proposals will be evaluated based on the following criteria:

- Experience and qualifications of the contractor.
- Proposed approach and understanding of the project requirements.



- Cost effectiveness of the proposal.
 - Feedback from references.
 - Ability to hire sub-contractors for various projects, and as needed.
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PROJECT TIMELINE

- **Bid Issued:** October 18, 2024
 - **Pre-Bid Conference:** October 28th, 2024 at 2:00pm
13 W. Creamery Road, Hilltown, PA 18927
Attendance is mandatory for submission. Please call in advance to provide your business information
 - **Deadline for Questions:** November 11, 2024
 - **Proposal Submission Deadline:** November 18, 2024
 - **Selection of Contractor:** December 9, 2024
 - **Project Start Date:** January 6, 2025
 - **Project Completion Date:** December 31, 2026
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QUESTIONS AND CONTACT INFORMATION

RFP Issued By:

Hilltown Township

13 W. Creamery Road

Hilltown Township, PA 18927

For Question, reach out to:

Deanna Ferry, DPA

Hilltown Township Manager

215-453-6000 x212

dferry@hilltown.org



We look forward to receiving your proposals and thank you for your interest in this important project.

Sincerely,

Deanna Ferry, Township Manager
Hilltown Township



Attachments



NON-COLLUSION AFFIDAVIT

The undersigned bidder, being duly sworn on oath, says that they have not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to include anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

They further say that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee gift, commission or thing of value on account of such sale.

OATH AND AFFIRMATION

I HEREBY AFFIRM UNDER THE PENALTIES FOR PERJURY THAT THE FACTS AND INFORMATION CONTAINED IN THE FOREGOING BID FOR PUBLIC WORKS ARE TRUE AND CORRECT.

Dated this ___ day of _____, _____

(Name of Organization)

(Title of Person Signing)

(Signature)

ACKNOWLEDGEMENT

STATE OF _____) COUNTY OF _____)

) ss

Before me, a Notary Public, personally appeared the above named and swore that the statements contained in the foregoing document are true and correct.

Subscribed and sworn to me this _____ day of _____, _____.

Notary Public Signature

My Commission Expires: _____



VERIFICATION

The below signature verifies that:

- All information within this proposal is true and correct to the best of our knowledge and belief;
- Propose to provide construction project management and services to Hilltown Township in a timely and cost-effective manner, as described within the bid documents and proposal;
- Certify that this response is submitted without any conflicts of interest, without any previous understanding, agreement, or connection with any person, team, or corporation responding to the same RFQ for services and is in all respects fair and without collusion or fraud;
- Certify that our team is an equal opportunity employer and that all employment decisions are made without regard to the color, race, sex, national origin, religion, age, or disability status of otherwise qualified individuals;
- Understand and acknowledge the timeframe for which this project must be completed.

Company Name _____

Signature _____

Printed Name _____

Title _____

Date Signed _____