

# Formal Bidding to Contractors for the Restoration of the Historical Heritage of Puerto Rico:

## RESIDENCIA ZAPATA

### San Germán, Puerto Rico

### (ASG Num.23J-15905)

(SHPO CODE: 01-14-21-01)

**PROJECT TITLE:** Restoration of the Historical Heritage of Puerto Rico: Residencia Zapata

**PROJECT LOCATION:** San Germán, Puerto Rico

**BACKGROUND:** Residencia Zapata was built around 1940 and is located on the San Germán Historic District.

In 2017, due to the impact of hurricane Maria this historical building suffered severe damages.

The objective of this project is to restore and replace, as applicable, elements that were affected by the Hurricane Maria & Irma such as, but not limited to, the roof, exterior moldings, exterior doors, windows, floors, and interior/exterior walls to a condition consistent with their previous state while ensuring to better withstand similar storm events in the future.

#### **SCOPE OF WORK**

The Contractor is accountable for the complete project requirements indicated in the Proposal Documents and shall build, furnish, install, and complete all project components. Contractor is responsible to provide all information needed to complete construction permit process and contractor is responsible to expedite and pay any applicable fee for any other permit and/or endorsements. (e.g. lane closure). Contractor is responsible for the payment of all applicable permits and endorsements fees, Department of Transportation and Public Works (DTPW) bonds, agencies contributions (PREPA, PRASA, etc.) and \*taxes. Refer to the Uniform General Conditions for Public Works Contracts.

The execution of this project will impact multiple doors, windows, metal roof, roof gutters, flooring, paint works, and lead abatement works throughout the building, among others. Please refer to construction drawings and specifications. Due to the historical nature of the building, this task needs to be accomplished with expert personnel, and specific materials and techniques to maintain and preserve the historical aspect.

\* This building is historic, therefore it has a 50% discount on municipal construction taxes.

The bidder should review in detail the construction drawings and specifications, where the information of the work to be carried out is detailed. The following is a summary of some important points.

- Drawing sheet A-01 includes instructions for repair works on exterior walls, and door / window restorations. This sheet includes the alternate information for the options of including as part of the project the repair of an interior wall and the painting of the interior.
- Drawing sheet A-02 includes instructions for the repair works in the balcony, the replacement of windows mkd. A and C as well as for the replacement of shutters mkd. B and D. The sheet instructs that as part of the exterior paint and plaster repairs, the back entrance is included in the scope. As part of the base scope, G.C. shall paint the interior walls of space 205 & 209 and repair the flooring in space 209. This sheet also includes alternate information for the option of including as part of the project the cleaning and crystallization of interior floor tiles.
- Drawing sheets A-01.1, A-02.1 and A-02.2 all contain images referencing the work instructed on sheets A-01, A-02, A-04 and A-05.
- Roof details found on sheet A-08.1 has important information on which roofing elements are required.
- Note that windows and doors identified as C.1, B.1, 2, 5, 14, 15, 17, and 19 are being restored and not replaced.
- The Bidding Set includes the “General Restoration Notes”, “General Cleaning Notes”, “Finish Notes”, “Submittal Notes”, “Lead-Based Paint General Notes” & “Lead-Based Paint Abatement Notes” on multiple sheets. The G.C. is responsible for reviewing these notes carefully and follow their instructions during the restoration process.
- G.C. may use a substitute product as long as it is equivalent to & matches the characteristics of all specified products on the Bidding Set. G.C. shall submit all proposed substitute products to architect for approval prior to order.
- Elements marked in blue on the drawings means that they are new, and items marked in red mean that they are to be removed. It is important for the G.C. to understand the use of color in the Bidding Set and the possibility of missing instructions if printed in black & white.
- Some sheets contain images of the damages, as referenced on the floor plans, each with restoration instructions.
- This bidding set includes a Window Schedule. The G.C. shall be responsible for carefully reviewing the drawings, information, and notes included on the sheet.
- Alternates are including on the Bidding Set. Alternates depend on the final bid cost and are thus separated from the most necessary works.
- This property has Lead-Based paints present. G.C. shall consider lead abatement measures as part of the project scope.
- This building is historic, therefore it has a 50% discount on municipal construction taxes.
- If any questions arise regarding the contract or any note, G.C. must ask during bidding process.

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## **SITE VISIT**

A site visit is a mandatory requirement for all contractors bidding on the project. It is our recommendation the contractor bring their subcontractors to the site visit for their team to have a clear understanding of the project scope. The contractors shall be responsible for reviewing the “Pliego de Subasta Formal 23J-15905 by ASG” for site visit date, time and location.

The site visit will start with a project explanation by the architect, then the contractors will have the opportunity to do a walk-through in the property to observe and familiarize themselves in detail with the project. **The contractor must submit, along with the Proposal, the provided PRE-BID SITE VISIT CERTIFICATION FORM.**

The bidder shall fully acquaint themselves with conditions relating to construction and labor so that he or she may fully understand the facilities, difficulties, and restrictions attending the execution of the work under the Contract. It shall be assumed that the Bidder has investigated and is satisfied as to the condition of the work to be performed and materials to be furnished and shall base bid on their own opinion of the conditions likely to be encountered, and for the bid price must assume all risk of variance, by whomsoever made, in any computation or statement of amounts or quantities necessary to fully complete the work in strict compliance with the Contract Documents.

Each Bidder shall thoroughly examine and be familiar with the plans and specifications. The failure or omission of any Bidder to receive or examine any form, instrument, addendum, or other documents or to visit the site and acquaint themselves with conditions there, existing shall in no way relieve any Bidder from any obligation with respect to their bid or to the contract. The submission of a bid shall be taken as prima facie evidence of compliance with this document.

No plea of ignorance of conditions that exist or that may hereafter exist, or of conditions or difficulties that may be encountered in the execution of the work under this contract, as a result of failure to make the necessary examinations and investigations, will be accepted as an excuse for any failure or omission on the part of the Contractor to fulfill, in every detail, all of the requirements of Contract Documents, nor will they be accepted as a basis on any claim whatsoever for extra compensation or for an extension of time.

Each Bidder shall be responsible for understanding the extent of lead and asbestos present in the property, if any.

## **DISCREPANCIES**

Should a Bidder find discrepancies or ambiguities in, or omissions from, the Drawings or Specifications, or should they be in doubt as to their meaning, they shall at once notify the Architect during the bidding process.

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## **INTERPRETATION OF PLANS**

On all drawings the figured dimension shall govern in case of discrepancy between the scales and figures. The Contractor shall take no advantage of any error or omission in the Drawings or of any discrepancy between the Drawings and Specifications. The Architect shall make such interpretations as may be deemed necessary for the fulfillment of the intent of the Drawings and Specifications as construed by the architect, and their decision shall be final. If there is a discrepancy between plans and specifications, the Architect reserves the right to choose at his discrepancy at no cost to the Owner.

## **INTERPRETATION OF CONTRACT DOCUMENTS PRIOR TO OPENING OF BIDS**

If any person contemplating submitting a bid for the proposed contract is in doubt as to the true meaning of any part of the Drawings, Specifications, or other proposed Contract Documents, they may submit to the Architect a written request for an interpretation thereof. The person submitting the request will be responsible for its prompt delivery. Any interpretation of the proposed documents will be made only by addenda duly issued and copies of such addenda will be e-mailed or delivered to each person receiving a set of such documents. Request for interpretations or clarification of the Contract Document must be made in writing following the instructions and date established in the "Pliego de Subasta Formal 23J-15905 by ASG". The Owner will not be responsible for any other explanation or interpretation of the documents.

## **CONSTRUCTION TIME**

The contract period is 167 calendar days. The contractor will have (5 months) 152 calendar days after the Notice to Proceed to achieve the Substantial Completion; for Final Completion the contractor will have 15 calendar days after Substantial Completion. For administrative closing, the agency has 30 calendar days after Final Completion.

The failure to complete the work within the Substantial Completion will be subject to the application of Liquidated Damages as per the Uniform General Conditions for Public Works Contracts.

## **PROPOSAL**

### **COMPANY INFORMATION**

#### ***COMPANY RESUME***

The bidder must submit a corporate and/or professional resume that includes the following information:

- Name of the Business and/or Firm

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- Name of other associated business, firms, and/or professionals
- Name of owner/s and/or principal/s
- Office location address
- Type of organization
- Organizational chart of the company and Organization chart for the project
- Description of types of services offered
- Professional licenses and credentials of the Business

### ***ACTUAL ENDEAVORS***

At the time of this formal bidding, the bidder must present a list with on-going projects, including their expected completion date. If applicable, federally funded projects must be listed separately or highlighted.

### **QUALIFICATIONS**

#### ***REFERENCES***

Two (2) written references of firm's efficiency and effectiveness of services. Must include name, address, phone numbers and emails.

#### ***PAST PERFORMANCE***

The bidder must present 3 similar historic projects completed within the past 10 years, providing information of the name of the architect or designer, location, cost, and reference contact, using the attached Project Fact Sheet. For each project, the contractor must undergo the due diligences to complete and submit the attached Past Performance Questionnaire (PPQ) form. Incomplete Project Fact Sheets and PPQs will not be accepted, and may automatically disqualify the bidder.

#### ***KEY PERSONNEL***

The bidders must include on their proposal a list of subcontractors that they will use to complete the Work. The subcontractor list must also include their experience in historic restoration.

#### ***NARRATIVE & MANAGEMENT APPROACH***

The bidders should include as part of their proposal a Management Approach Narrative that indicates the work plan to perform the activities. (Max 2 pages, single space, font 12, Times New Roman). Answer the following:

- Which project management approach(es) will be implemented?
- What is your lead abatement plan?
- What is the proposed method of construction?
- What are the specific stages of your management process for this project?
- Which activities and/or techniques will be used to constitute a work team?
- How will you solve a work team conflict related to the required deliverables?

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- How will you maintain a timely submittal of deliverables?

### ***TIME SCHEDULE***

The bidders will include a time schedule as part of the proposal, must consider materials lead times, drying/curing times, any other additional activities that are necessary and impact the time to complete the work. Bidders must provide specificity of milestones and project deliverables.

### **PRICE**

Bidders shall complete the provided form for all the services to be provided on this project. It is understood that the price shall include prices including all labor, equipment, materials, bailing, incidental work, overhead, profit, insurance, mobilization, demobilization, materials laboratory testing, etc. to cover the desired scope of work. The bidders' quote shall include the cost of construction municipal taxes\* and patents (“arbitrios de construcción\* y patentes municipales”). (Itemized project budget is needs)

### **SUBMITTAL OF PROPOSAL**

Proposals shall be submitted as per the “Pliego de Subasta Formal 23J-15905 by ASG”.

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**PRE-BID SITE VISIT CERTIFICATION FORM**  
**Restoration of the Historical Heritage of Puerto Rico**

**RESIDENCIA ZAPATA**

**3 C. PADRES AGUSTINOS, SAN GERMÁN, 00683**

The undersigned, as Bidder, hereby declares that he or she has visited the site of the construction as shown on the drawings and specifications, has familiarized himself/herself in detail with the facilities and has fully acquainted themselves with the work to be done; that he or she has thoroughly examined the drawings, Specifications and all contract Documents pertaining thereto; and has read all Addenda issued prior to the opening of Bids; all as designed under Arquiteg – Architects & Planners. The bidder also certifies that that he or she has received the briefing provided by Arquiteg - Architects & Planners and understands the full scope of the project with respect to the existing conditions on the site.

The bidder shall fully acquaint themselves with conditions relating to construction and labor so that he or she may fully understand the facilities, difficulties, and restrictions attending the execution of the work under the Contract.

The bidder has correlated the information known to the bidders, information and observations obtained from visits to the site, reports and drawings identified in the RFP Documents, and all additional examinations, investigations, explorations, tests, studies, and data with the Conceptual Documents.

**CERTIFICATION:** I hereby certify that the above information is true and accurate.

Name of Bidder: \_\_\_\_\_

Signature of Bidder: \_\_\_\_\_

\_\_\_\_\_  
Corporate Seal