

**PROJECT FORWARD**

1. Project Description: Herein is a partial summary of work as described on drawings and specifications for "George Read MS HVAC / Toilet Room Renovation:"
  - The general scope of the project is Boiler Room renovations and replacement of unit vents in Classrooms. Replacement of H&V units with the addition of air conditioning in the Gymnasium. Renovations of three (3) pairs of public restrooms
2. Prequalification: General, Mechanical, and Electrical Contractors must be prequalified with the State of Delaware.
3. Prebid Meeting: A mandatory meeting will be held on Friday, March 23, 2012 at 9:00 a.m. at Wallace Wallin, 701 E. Basin Road, New Castle, DE. **Attendance is mandatory for all Prime Contractors.** Bids received from contractors not attending this meeting shall not be opened.
4. Bids Due: Sealed proposals will be received by the Owner for public opening until **2:00 p.m. local time on Thursday, April 12, 2012** at the Colonial School District's Administration Building, **318 E. Basin Rd., New Castle, DE 19720**. Proposals received after this time shall not be accepted. Bidders should be aware that the Owner reserves the right to reject all bids and/or negotiate with the low bidder.

**Bid # 4-12-45 George Read MS HVAC Improvements**

**The time and place for the opening of bids may be extended from that described above or not less than two calendar days notice by certified delivery, facsimile machine, or other verifiable electronic means to those bidders who obtained copies of the plans and specifications.**

5. Project Identification: "GEORGE READ MS HVAC/TOILET ROOM RENOVATION":

Project Location:

George Read Middle School  
314 East Basin Road  
New Castle, Delaware 19720

Owner:

Colonial School District  
318 East Basin Road,  
New Castle, Delaware 19720

6. Contract Documents, dated March 22, 2012 were prepared for the Project by:

Architect

Tetra Tech Architects & Engineers  
240 Continental Drive, Suite 200  
Newark, DE 19713  
302-738-7551 – Phone  
302-454-5989 – Fax

Mechanical & Electrical Engineer

Furlow Associates  
1206 Society Drive  
Claymont, DE 19703

302-798-3515 – Phone  
302-798-9799 – Fax

Structural Engineer

Tetra Tech Architects & Engineers  
240 Continental Drive, Suite 200  
Newark, DE 19713  
302-738-7551 – Phone  
302-454-5989 – Fax

7. Availability of Documents: The contract documents (project manual and drawings) will be made available at the **non-refundable cost of \$200.00 per set**. Payment is to be made by check payable to the order of “Tetra Tech Architects & Engineers.”
8. CONTRACT: Project will be constructed under a Single Prime Contract. Form of Contract will be AIA Document A101 Standard Form of Agreement Between Owner and Contractor where the basis of payment is a STIPULATED SUM.
9. Wage Rates and Payroll Reporting: Contractors shall comply with all requirements of the State of Delaware regarding wage rates and payroll reporting. These requirements include, but are not limited to, the following:
- a. Wage Rates: The wage rates that shall be used for this project are attached to this Section. This scale of wages shall be posted in a prominent and easily accessible location on the job site. All employees shall be paid directly upon the site of the work, not less often than once a week.
  - b. Payroll Reporting: Per Section 6912 of Title 29, payroll information shall be reported weekly to the Delaware Department of Labor (refer to Section 01311 "Schedules and Reports").
10. Schedule
- Timely execution of this project is a critical element of the Work.
- a. Refer to “PROJECT SCHEDULE AND SEQUENCE” Section # 005010.
11. Liquidated Damages: The Contractor and the Contractor’s surety, if any, shall be liable for and shall pay the Owner the sum hereinafter stipulated as liquidated damages for each calendar day of delay beyond the contracted date of substantial completion until the Work for the building is declared by the Architect to be substantially complete: This project shall start construction on or before June 6, 2012, and shall be substantially complete by October 15, 2012 and 100% complete by October 29, 2012.

George Read MS HVAC/Toilet Room Renovation: **Five Thousand Dollars (\$5,000.00) per calendar day.**

12. Project Staffing

- a. The prime contractor shall have a field-stationed general Superintendent for all day shift hours in accordance with SUPPLEMENTARY GENERAL CONDITIONS paragraph 8.6.2:
- b. First shift: Contractor shall provide manpower and staffing as required to maintain the Project Schedule. The contractor will be given limited access to Owner approved, selected areas and times for construction activity prior to June 6, 2012. Schedule work not less than six days per week beginning on June 6, 2012 and thereafter until Substantial Completion.
- c. Deviation from this staffing must be approved by the School District's facilities management representative. In the event that the School District agrees to eliminate second shift hours, the prime contractor shall credit the hours, salaries, and labor burden back to the School District.
- d. Working Hours: Contractor shall have access to building between the hours of 7:00 AM and 10:00 PM Monday thru Friday. Contractor shall provide 72 hours notice for access to building on Saturday, Sunday and/or District school holidays.

END OF PROJECT FOREWORD