SECTION 002113

INSTRUCTIONS TO BIDDERS

PART 1: GENERAL

1.1 BASIC INFORMATION

A. The following is a list of basic bidding information for the convenience of Bidders. If discrepancies between information contained in this section and other Bidding Documents are uncovered, the requirements of the other Bidding Documents shall govern.

1. Project Title: Parkside-Evans Recreation Center Sports Fields
2. Project Number: 16-18-4335-01
3. Project Location:

   5300 Parkside Avenue

   Philadelphia, PA 19131
4. Allowances are included.
5. Alternates are not included.
6. Unit Prices are not included.
7. Proposals shall be valid for 60 calendar days after the closing of the quote unless otherwise mutually extended by the PRA and apparent selected Bidder.
8. Access to the site for inspection by the Bidders will be part of the pre-bid conference scheduled on the cover.
9. I will substantially complete the Work, ready for final payment, in accordance with the Contract Documents within 120 consecutive calendar days counting from the date stated in the Notice to Proceed.

1.2 INVOLVED PARTIES:

A.	City:	City of Philadelphia, PA.
B.	Department	Parks & Recreation, City of Philadelphia, 11th Floor, One Parkway, 1515 Arch Street, Philadelphia, PA
C.	Commissioner, Parks & Recreation:	Kathryn Ott Lovell
D.	Deputy Commissioner, Parks & Recreation:	Aparna Palantino
E.	Project Director:	Francesco Cerrai Phone: 215-683-4449
F.	Project Coordinator:	Megan Funk Phone: 215-683-3661
G.	Contracting Agency:	Philadelphia Redevelopment Authority Robert LaBrum, Phone: 215-209-8763

H.	Construction Engineer:	TBD Phone: NA
I.	Using Agency:	Philadelphia Parks & Rec
	1. Agency Liaison:	Frank Fabey Phone: 215-683-3622
J.	Consulting Firm:	Gilmore & Associates, Inc.
	1. Consultant Contact:	Kevin Selger.

1.3 DEFINITIONS

A. Refer to Section 007200, “Standard Contract Requirements”.

1.4. SUBSTITUTIONS

A. Requests for substitutions shall comply with Section 012500, “Substitution Procedures.”

1.5 AMENDMENTS

A. Amendments will be posted on www.philadelphiaredevelopmentauthority.org to all known to have been added to the Bid list.

B. Each Bidder shall ascertain prior to submitting Quote that Bidder has received all Amendments issued, and shall acknowledge their receipt in their Quote.

C. Bidder must Acknowledge Amendments.

1.9 BIDDING PROCEDURES

A. Form and Style of Proposals, See Section 007200 Standard Contract Requirements, Section 7.

1. Submit Proposals on forms provided in the quote package.
2. Bidders may withdraw and resubmit Proposals for errors or corrections up until the closing of the bid.
3. All requested Alternates shall be bid. If no change in the Base Bid is required, enter "No Change."
4. Proposals shall not contain any conditions or qualifications whatsoever.
5. Proposals shall include an allowance for permits and licenses in connection with all or any portion of the work.
6. All coordination needed to procure and obtain the required permits and licenses necessary to perform the work in its entirety shall be the responsibility of the Bidder/Contractor. Payment under this allowance shall be for the actual permit or license fee(s). Additional costs to procure such permits or licenses will not be reimbursed to the Bidder/Contractor. Refer to section 007200 Standard Contract Requirements, Clause 34.

B. Bid Security, See Section 007200 Standard Contract Requirements, Section 10.

1. Each Quote shall be accompanied by bid bond as per the requirements of the Standard Contract Requirements for Public Works Contracts.
2. Bid Bond shall be issued on form included in the attachments tab.

C. Submission of Proposals

1. The Proposal, scanned copy of bid security, and other required documents shall be submitted to the Philadelphia Redevelopment Authority, 1234 Market Street, 16th Floor, Philadelphia, PA 1907, Attention: Robert LaBrum, Director of Design and Construction.

D. Modification or Withdrawal of Quote

1. A Quote may not be modified, withdrawn or canceled by the Bidder after the time and date designated for the receipt of Proposals except as provided in the Standard Contract Requirements for Public Works Contracts.

2. Prior to the time and date designated for receipt of Proposals, any Quote submitted may be withdrawn.

3. Withdrawn Proposals can be reopened and resubmitted.

1.10 PERFORMANCE BONDS

A. Bond Requirements: Bidder shall furnish bonds covering the faithful performance of the Contract and the payment of all obligations arising thereunder per the requirements of the Standard Contract Requirements and other requirements of the Bidding Documents.

B. Bidder shall provide and furnish bonds to the contract limit which includes contingency.

1.11 INSURANCE CERTIFICATES

A. The successful Bidder will not be permitted to start any Work under the Contract until certificates covering all insurance requirements are submitted per the Standard Contract Requirements and other requirements of the Bidding Documents.

1.14 PRE-BID INFORMATION

A. Pre-bid information regarding the Project is correct and current at the time it is posted, and is offered to obtain Proposals.

B. The pre-bid information cannot be guaranteed to remain correct in every detail throughout the time preceding the signing of the Contract due to such variables as changes in budget, labor and material markets and anticipated date of issuing the notice to proceed.

1.15 INFORMATION AVAILABLE TO BIDDERS

A. Geotechnical Information

1. The following geotechnical reports, test boring data, core boring samples, etc. are made available at cost of reproduction to Bidders for use in preparing Proposals. Uncovered conditions substantially different from those indicated will be considered for modification to the Contract.

a. Parkside Soccer Field—Test Pit Evaluation 14-02041-37, dated October 2, 2017, prepared for Gilmore & Associates, Inc.

B. Site Visit

1. Bidders shall make themselves familiar with all readily observable features of the Project Site. Readily observable features include spaces

above lay-in ceilings, behind access panels and other similar areas not normally exposed to view but easily accessible.

2. Bidder shall not rely solely on Contract Drawings or Record Drawings.

3. Uncovered conditions differing substantially from those indicated on Record Drawings and not observable during the pre-bid visit will be considered for modification to the Contract.

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