

PROJECT MANUAL

FOUR PROJECTS IN ONE BID FORM:

MODERN MATURITY CENTER LONGWOOD ENTRANCE ADDITION

ADMINISTRATIVE SITE PLAN MODERN MATURITY CENTER LONGWOOD ENTRANCE

MODERN MATURITY CENTER COURTYARD FITOUT

MODERN MATURITY CENTER KITCHEN RENOVATIONS

PREPARED FOR:

MODERN MATURITY CENTER, INC.

1121 FORREST AVENUE, DOVER, DELAWARE 19904

DATE: December 5, 2024

PREPARED BY:

WILLIAM BYLER JR. ARCHITECT INC

**SECTION 00 01 10
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FOR FOUR PROJECTS:**

**MODERN MATURITY CENTER LONGWOOD ENTRANCE ADDITION
William Byler Jr. Architect Project #: C1366-0919**

**ADMINISTRATIVE SITE PLAN MODERN MATURITY CENTER LONGWOOD ENTRANCE –
Mountain Consulting Project #: 2024012**

**MODERN MATURITY CENTER COURTYARD FITOUT
William Byler Jr. Architect Project #: C1654-0124**

**MODERN MATURITY CENTER KITCHEN RENOVATIONS
William Byler Jr. Architect Project #: C1655-0124**

**PREPARED FOR:
MODERN MATURITY CENTER, INC.
1121 FORREST AVENUE, DOVER, DELAWARE 19904**

DIVISION 00 – PROCUREMENT AND CONTRACTING REQUIREMENTS

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ATTACHMENTS:

Modern Maturity Center Longwood Entrance Addition - Drawings Dated 10-4-2024.

Administrative Site Plan Modern Maturity Center Longwood Entrance – Drawings
Dated 9-10-24

Modern Maturity Center Courtyard Fitout - Drawings Dated 10-04-2024.

Modern Maturity Center Kitchen Renovations - Drawings Dated 10-4-2024.

END OF SECTION

**SECTION 00 11 14
INVITATION TO BID**

FROM:

Modern Maturity Center, Inc.
1121 Forrest Avenue
Dover, Delaware 19904

AND THE Architect (hereinafter referred to as Architect):

William Byler Jr Architect, Inc.

Mailing Address: P.O. Box 104, Kenton, DE 19955

Physical Address: 2652 Chance Rd, Clayton, DE 19938

DATE: December 5, 2024

TO: POTENTIAL BIDDERS

Your firm is invited to submit a lump sum bid for each of four Projects (the “work”) described in the four sets of bidding documents under seal to Owner for renovation of a facility located at:

Modern Maturity Center, Inc.
1121 Forrest Avenue
Dover, Delaware 19904

Before 2:00 p.m. local standard time on the thirty-first day of January 2025, for four Projects:

Modern Maturity Center Longwood Entrance Addition

William Byler Jr. Architect Project #: C1366-0919

Administrative Site Plan: Modern Maturity Center Longwood Entrance –

Mountain Consulting Project #: 2024012

Modern Maturity Center Courtyard Fitout

William Byler Jr. Architect Project #: C1654-0124

Modern Maturity Center Kitchen Renovations

William Byler Jr. Architect Project #: C1655-0124

Bidding documents are attached. Bidders are to make hard copies at their expense.

Bids shall be submitted on the Bid Form attached. Bidders may supplement this form as appropriate.

Your offer will be required to be submitted under a condition of irrevocability for a period of 30 days after submission.

The Owner reserves the right to accept or reject any or all offers.

SIGNATURE

For: Modern Maturity Center, Inc.
1121 Forrest Avenue
Dover, Delaware 19904

Signed: _____
John Tribbitt

END OF SECTION

SECTION 00 21 13
INSTRUCTIONS TO BIDDERS

INVITATION

BID SUBMISSION

Bids signed and under seal, executed, and dated will be received at the office of Troy Adams of Mountain Consulting, 103 South Bradford Street, Dover, Delaware 19904, tadams@mountainconsultinginc.com before 2:00 p.m. local standard time on the thirty-first day of January 2025. Emailed bids will be accepted.

Offers submitted after the above time may be returned to the bidder unopened. Offers will be opened privately immediately after the time for receipt of bids.

BID DOCUMENTS AND CONTRACT DOCUMENTS

EXAMINATION

Upon receipt of Bid Documents verify that documents are complete. Notify Architect should the documents be incomplete. Immediately notify Architect upon finding discrepancies or omissions in the Bid Documents.

CLARIFICATION TO SCOPE OF WORK

In addition to the Scope of Work as shown in the four Contract Documents:

- GC shall provide Workman’s Compensation Insurance and Liability Insurance.
- GC shall provide Payment Bond and Performance Bond
- GC and all Subcontractors are required to hold valid State of Delaware and City of Dover Licenses to perform the work at the Site.
- GC is responsible for paying all permit fees and displaying the permit as required.

INQUIRES/ADDENDA

Addenda may be issued during the bidding period. All Addenda become part of Contract Documents. Include resultant costs in the Bid Amount(s).

Verbal answers are not binding on any party.

Clarifications requested by bidders must be in writing not less than 10 days before date set for receipt of bids. The reply will be in the form of an Addendum, a copy of which will be forwarded to invited Bidders.

PRODUCT/ASSEMBLY/SYSTEM SUBSTITUTIONS.

General Requirements for Substitution Requests:

Provide sufficient information to determine acceptability of proposed substitutions.

Provide complete information on required revisions to other work to accommodate each proposed substitution.

Substitution Request Time Restrictions:

Where the Bid Documents stipulate a particular product, substitutions will be considered up to 10 days before receipt of bids.

Review and Acceptance of Request:

Architect may approve the proposed substitution and will issue an Addendum to known bidders.

For approved substitutions, include representation of changes in the bid(s), if any, required in the work and changes to Contract Time and Contract Sum to accommodate such substitutions. A later claim by the bidder for an addition to the Contract Time or Contract Sum because of changes in work necessitated by use of substitutions will not be considered.

LIST OF BID DOCUMENTS AND CONTRACT DOCUMENTS

- Project Manual, dated 11-20-2024, including Table of Contents, Invitation to Bid, Instruction to Bidders, and Bid Form
- Drawings titled “Modern Maturity Center Longwood Entrance Addition,” dated 10-04-2024 and labeled “City of Dover Permit Set,” including sheets G1, D1, A1, A2, A3, A4, A5, A6, MD-1, M-1, M-2, ED-1, ED-2, ED-3, E-1, E-2, E-3, E-4, and E-5.
- Drawings titled “Administrative Site Plan Modern Maturity Center Longwood Entrance,” dated 9-10-2024 and labeled “Final Plans.” Including sheets C-01, C-02, C-03, C-04, and C-FM
- Drawings titled “Modern Maturity Center Courtyard Fitout,” dated 10-04-2024 and labeled “City of Dover Permit Set,” including sheets A1, A2, PD-1, P-1, MD-1, M-1, M-2, ED-1, E-1, and E-2.
- Drawings titled “Modern Maturity Center Kitchen Renovations,” dated 10-04-2024 and labeled “City of Dover Permit Set,” including sheets A1, A2, PD-1, P-1, MD-1, M-1, M-2, ED-1, E-1, and E-2.

LIST OF AIA DOCUMENTS THAT APPLY TO THIS PROJECT

- A201-2017 General Conditions of the Contract for Construction
- A312-2010 Payment Bond / Performance Bond
- G701-2017 Change Order
- G702-1992 Application and Certificate for Payment
- G703-1992 Continuation Sheet
- G704-2017 Certification of Substantial Completion
- G706-1994 Contractor’s Affidavit of Payment

- G706A-1994 Contractor's Affidavit of Release of Liens
- G707-1994 Consent of Surety to Final Payment
- G709-2001 Work Changes Proposal Request
- G710-2017 Architect's Supplemental Instructions
- G711-1972 Architect's Field Report
- G712-1972 Shop Drawing / Sample Record Sheet

BID SUBMISSION

SUBMISSION PROCEDURE

Bidders shall be solely responsible for the delivery of their bids in the manner and time prescribed.

Submit one hand delivered or electronic copy of the executed offer on the Bid Forms provided, signed and sealed with the required security in a closed opaque envelope or via email, clearly identified with bidder's name, project name, and Owner's name on the outside or in the email text.

Improperly completed information may be cause not to open the Bid Form envelope and declare the bid invalid or informal.

An abstract summary of submitted bids will be made available to all bidders following bid opening.

BID INELIGIBILITY

Bids that are unsigned, improperly signed or sealed, conditional, illegible, obscure, contain arithmetical errors, erasures, alterations, or irregularities of any kind, may at the discretion of the Owner, be declared unacceptable.

Bid Forms, Appendices and enclosures that are improperly prepared may, at the discretion of the Owner, be declared unacceptable.

Bids are by invitation, only from selected bidders. Bids from unsolicited bidders will be returned.

BID ENCLOSERS/REQUIREMENTS

Bids will be evaluated on the total of the bid price(s).

OFFER ACCEPTANCE/REJECTION

DURATION OF OFFER

Bids shall remain open to acceptance and shall be irrevocable for a period of thirty (30) days after the bid closing date.

ACCEPTANCE OF OFFER

Owner reserves the right to accept or reject any or all offers

END OF SECTION

**SECTION 00 41 00
BID FORM**

TO: Modern Maturity Center, Inc.
1121 Forrest Avenue, Dover, Delaware 19904

Troy Adams
Mountain Consulting
103 South Bradford Street
Dover, Delaware 19904
tadams@mountainconsultinginc.com

William Byler, Jr.
William Byler Jr. Architect, Inc.
P.O. Box 104
Kenton, Delaware 19955
bill@wbjarchitect.com

FOR FOUR PROJECTS:

MODERN MATURITY CENTER LONGWOOD ENTRANCE ADDITION

ADMINISTRATIVE SITE PLAN MODERN MATURITY CENTER LONGWOOD ENTRANCE

MODERN MATURITY CENTER COURTYARD FITOUT

MODERN MATURITY CENTER KITCHEN RENOVATIONS

DATE: _____ (Bidder to enter date)

SUBMITTED BY: (Bidder to enter name and address)

Bidder's Full Name: _____

Address: _____

City, State, Zip _____

OFFER

Having examined the Place of The Work and all matters referred to in the Instructions to Bidders and the Bid Documents prepared by William Byler Jr. Architect, Inc. for the above-mentioned projects, we, the undersigned, hereby offer to enter into a Contract to perform the Work for the Sums of:

MODERN MATURITY CENTER LONGWOOD ENTRANCE ADDITION -
_____ dollars
(\$ _____),

ADMINISTRATIVE SITE PLAN MODERN MATURITY CENTER LONGWOOD ENTRANCE -
_____ dollars
(\$ _____),

MODERN MATURITY CENTER COURTYARD FITOUT -

_____ dollars
(\$ _____),

MODERN MATURITY CENTER KITCHEN RENOVATIONS -

_____ dollars
(\$ _____),

in lawful money of the United States of America.

All applicable federal taxes are included and City of Dover, Delaware, and State of Delaware taxes are included in the Bid Sums along with all required fees.

BID DOCUMENTS AND CONTRACT DOCUMENTS: (Bidder to check all that are received)

- Project Manual, dated 11-20-2024, including Table of Contents, Invitation to Bid, Instruction to Bidders, and Bid Form
- Drawings titled "Modern Maturity Center Longwood Entrance Addition," dated 10-04-2024 and labeled "City of Dover Permit Set," including sheets G1, D1, A1, A2, A3, A4, A5, A6, MD-1, M-1, M-2, ED-1, ED-2, ED-3, E-1, E-2, E-3, E-4, and E-5.
- Drawings titled "Administrative Site Plan Modern Maturity Center Longwood Entrance," dated 9-10-2024 and labeled "Final Plans." Including sheets C-01, C-02, C-03, C-04, and C-FM
- Drawings titled "Modern Maturity Center Courtyard Fitout," dated 10-04-2024 and labeled "City of Dover Permit Set," including sheets A1, A2, PD-1, P-1, MD-1, M-1, M-2, ED-1, E-1, and E-2.
- Drawings titled "Modern Maturity Center Kitchen Renovations," dated 10-04-2024 and labeled "City of Dover Permit Set," including sheets A1, A2, PD-1, P-1, MD-1, M-1, M-2, ED-1, E-1, and E-2.

ACCEPTANCE

This offer shall be open to acceptance and is irrevocable for thirty days from the bid closing date.

CONTRACT TIMES

MODERN MATURITY CENTER LONGWOOD ENTRANCE ADDITION - If this Bid is accepted and a Notice to Proceed is issued no later than _____ (insert date), we will achieve Substantial Completion of the Work no later than: _____ (insert date).

ADMINISTRATIVE SITE PLAN MODERN MATURITY CENTER LONGWOOD ENTRANCE - If this Bid is accepted and a Notice to Proceed is issued no later than _____ (insert date), we will achieve Substantial Completion of the Work no later than: _____ (insert date).

MODERN MATURITY CENTER COURTYARD FITOUT - If this Bid is accepted and a Notice to Proceed is issued no later than _____ (insert date), we will achieve Substantial Completion of the Work no later than: _____ (insert date).

MODERN MATURITY CENTER KITCHEN RENOVATIONS -If this Bid is accepted and a Notice to Proceed is issued no later than _____ (insert date), we will achieve Substantial Completion of the Work no later than: _____ (insert date).

CHANGES TO THE WORK

When Architect establishes that the method of valuation for Changes in the Work will be net cost plus a percentage fee in accordance with General Conditions, our percentage fee will be:

_____ percent overhead and profit on the net cost of our own Work;

_____ percent on the cost of work done by any Subcontractor.

On work deleted from the Contract, our credit to Owner shall be Architect-approved net cost plus _____ of the overhead and profit percentage noted above.

ADDENDA

The following Addenda have been received. The modifications to the Bid Documents noted below have been considered and all costs are included in the Bid Sum:

MODERN MATURITY CENTER LONGWOOD ENTRANCE ADDITION

Addendum # _____ Dated _____.

Addendum # _____ Dated _____.

ADMINISTRATIVE SITE PLAN MODERN MATURITY CENTER LONGWOOD ENTRANCE

Addendum # _____ Dated _____.

Addendum # _____ Dated _____.

MODERN MATURITY CENTER COURTYARD FITOUT

Addendum # _____ Dated _____.

Addendum # _____ Dated _____.

MODERN MATURITY CENTER KITCHEN RENOVATIONS

Addendum # _____ Dated _____.

Addendum # _____ Dated _____.

BID FORM SIGNATURE(S)

The Corporate Seal of

(Bidder – print the full name of your firm)

Was hereunto affixed in the presence of:

(Authorized signing officer, Title)

(Seal)

(Authorized signing officer, Title)

If the Bid is a joint venture or partnership, add additional forms of execution for each member of the joint venture in the appropriate form or forms as above.

END OF SECTION