



**CITY CENTER DC
WASHINGTON, D.C.
CLARK/SMOOT AT CITY CENTER, A JOINT VENTURE
PACKAGE 1: OFFICE BUILDING**

INSTRUCTIONS TO BIDDERS

1. Clark/Smoot at City Center, A Joint Venture, is soliciting bids from subcontractors for work at The Old Convention Center Site for the City Center DC Project. Bids are due on the date and time noted below and are to be delivered to Clark's office at 7500 Old Georgetown Rd, Bethesda, MD 20814 in a sealed envelope to the attention of TBD, Clark Construction Group, LLC. Three (3) identical originals must be included.

Sealed bids must be clearly marked on the outside of the envelope with the following:

1. Name of Subcontractor
2. Trade
3. Package # and Building Type (Example: Package 1 – Office Buildings)
4. The words "DO NOT OPEN" clearly written in bold letters on the outside

Proposals should be bound in 3 ring binders, indexed and tabbed with the bid form on top and all supporting documentation presented in the sequence requested in these Instructions to Bidders.

The City Center Project will bid in 4 separate packages – 1. Office Buildings 2. Rental Apartments 3. Condominiums 4. Garage and Common Areas. These Instructions to Bidders refer only to **Package #1: Office Buildings**. Separate Instructions to Bidders, Bid Forms, and Bid Dates will be issued for subsequent packages:

Bids for Package #1 are due on TBD.

Bids for the following trades will not be accepted by fax and must be delivered to the address above in a sealed envelope as described above.

1. Structural Concrete
2. Dimensioned Stone
3. Miscellaneous and Ornamental Metals
4. Waterproofing and Roofing
5. Prefabricated Metal Panels
6. Drywall
7. Elevators
8. Mechanical/Plumbing
9. Fire Protection
10. Electrical
11. Controls
12. Glass and Glazing

Fax bids will be accepted for all other trades at fax number: (301) 272 –1922 but must contain all information required below.

Bids are valid for ONE HUNDRED TWENTY (120) days after the bid due date for an anticipated NTP no earlier than TBD 2011 and no later than TBD.

It is a Project requirement that 35% of the work be performed by Certified Business Enterprises (CBE's) as certified by the District of Columbia's Department of Small and Local Business Development (DSLBD).



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2. The Bidders attention is directed to the Bid Package Documents located on TBD's Plan Distribution System at www.XXXX (see paragraph 3 below for information on obtaining Bid Package Documents) which must be reviewed and understood by the Bidder prior to bid submission.
The Bid Package Documents include:
- a. These Instructions to Bidders
 - b. Schedule "a" - Bid Form (Including Alternates and Unit Prices)
 - c. Schedule "b" - Bondability Letter Sample
 - d. Schedule "c" - Boilerplate Subcontract Agreement and Exhibits
 - Exhibit A – List of Drawings (in progress)
 - Exhibit B – Scope of Work – Sample Format (in progress)
 - Exhibit C – Payment and Performance Bond Template
 - Exhibit D – General Project Site Requirements
 - Exhibit E – Insurance Requirements
 - Exhibit R - Lien Releases
 - e. Schedule "d" - Schedule Milestones/Narrative
 - f. Schedule "e" – Geotech Report Including Addendum 1
 - g. Schedule "f" - Draft CCIP Manual
 - h. Schedule "g" - Redacted Hines|Archstone Contract and General Conditions
 - i. Schedule "h" - First Source Agreement and Contract Compliance Form
 - j. Schedule "i" – Site Utilization Plan
 - k. Schedule "j" – Temporary Utilities Plan
 - l. Schedule "k" – Sketch Delineating Between Package 4 Concrete and Packages 1, 2 & 3 (To Be Developed and Sent Only To Applicable Trades)
 - m. Schedule "l" – Sketch Delineating Between Package 4 Waterproofing and Packages 1, 2 & 3 (To Be Developed and Sent Only To Applicable Trades)
 - n. Schedule "m" – Caulking Responsibility Matrix (To Be Developed and Sent Only To Applicable Trades)
3. **Bid Package Documents and Contract Documents including Drawings, Sketches and Specifications** as listed on the Form of Subcontract's Exhibit A are available for purchase and pickup or delivery from:
- TBD
(202) XXX- XXXX

Plans and Specifications purchased by the Bidder, become the property of the Bidder, and are non-refundable. Electronic pdf's of the Contract Documents are also available at the printer

Ask for the specific package on which you intend to bid (Package 1 – Office Buildings, Package 2 – Rentals, Package 3 – Condominiums, Package 4 – Garage and Common Areas)

Finally, Contract Documents are also available for review at the following plan rooms and organizations:

Clark Construction Company
7500 Old Georgetown Road, Third Floor
Bethesda, MD 20814
301-272-8100

Smoot Construction Company
5335 Wisconsin Ave, NW, Suite 940
Washington, DC 20015
202-243-6688



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National Association of Minority Contractors
c/o Capitol City Associates
2307 Skyland Place SE
Washington, DC 20020
(202)-678-6600

and "On Line" pdf's at website TBD

Bidders are advised to verify that all sets of drawings and specifications that are received from the Printer (or viewed online) are complete per Exhibit 'A'. The bid form requires respondents to certify that they have based their bid on the documents listed on Exhibit 'A'.

4. The Procurement Time Line for this Bid Package is:

**XX/XX/XX – Bid Package Release
XX/XX/XX + XX DAYS – Subcontractor Bids Due
XX/XX/XX + 120 DAYS - Award**

5. Bidders shall promptly notify Clark/Smoot in writing of any ambiguity, discrepancy or omission discovered in the Bid Package Documents. All inquiries shall be submitted in writing to:

The Clark/Smoot Estimator assigned to your trade (see Estimator contact list)

6. Bids must be submitted on the Bid Form furnished with the Bid Package Documents. Bids are to be based on all of the Bid Package Documents including Drawings, Specifications, Scope of Work, and the Terms and Conditions of the Form of Subcontract including all Exhibits. Bid forms must be filled out fully and correctly in ink or must be typewritten. All alternates, allowances, and unit prices must be filled out (marked N/A if not applicable) Original signature(s) must be handwritten in ink.

The following Bid Form Attachments must be submitted with the Bid Form:

- Bondability Letter (for bids in excess of \$100,000). If bonding is an issue, please describe the circumstances for not being able to provide a bond.
 - Executed First Source Agreement
 - Management Plan
 - CBE Participation Plan (Included in Bid Form)
 - Subcontractor "Bid Checklists"
7. Base bid prices submitted on the bid form are to assume that the bidder will be enrolled in the Contractor Controlled Insurance Program (CCIP) as described in the CCIP Manual included in the Bid Documents. Note that the Subcontractors enrolled in the CCIP are required to provide insurance coverages for off-site work as described in Exhibit E.
8. Bidders will provide their Management Plan on Bidder's Letterhead for the work as an attachment to the Bid Form. The Management Plan will describe the bidder's management and field supervisory personnel intended to staff the Project and their qualifications, a description of manpower, equipment, and material to be used to execute the work in accordance with the Construction Schedule, and an overall work plan which expresses the bidder's



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understanding of the work and the coordination with the work of other trades necessary for the successful execution of the work. Similar project experience should also be described in this Management Plan.

9. Subcontractors who have not previously done so are required to complete Clark's Subcontractor Qualification Form prior to being eligible for consideration of your bid and award of a subcontract. Please visit the following website to complete the necessary forms: <http://clarkextranet.com/subform>. By completing these forms, you will be added to Clark's bidders list for future projects. These forms take approximately 20 minutes to complete if Subcontractor has all necessary information on hand.
10. Clark/Smoot will consider the Bidder's CBE participation plan as a material factor in its determination of the lowest, most responsive and best value bid received. We encourage meaningful joint ventures between CBE and non-CBE firms. Such partnerships must be formed prior to receiving your bid and the joint venture must be certified as described below.

Clark/Smoots's RECEIPT OF EITHER THIS BIDDERS DSLBD CERTIFICATION OR SATISFACTORY PARTICIPATION PLAN ATTACHED TO THE BID FORM IS A CONDITION OF AWARD.

Firms who wish to be considered for CBE certification by The District of Columbia Department of Small and Local Business Development should contact the DSLBD at the following address and telephone number.

Department of Small and Local Business Development
c/o Lee Smith
One Judiciary Square Building
441 – 4th Street, NW 9TH Floor
Washington, DC 20001
(202) 727-3900 (Telephone Number)
www.dslbd.dc.gov

The Subcontractor that is awarded the work of this bid package shall provide Clark/Smoot with copies of agreements between Subcontractor or lower tier CBE Subcontractors

The Subcontractor that is awarded the work of this bid package shall report payments to CBE firms monthly simultaneously with Subcontractors requisitions.

11. The Project requires that the Subcontractor and all lower tier subcontractors execute a First Source Employment Agreement with the District of Columbia's Department of Employment Services (DCDOES) in accordance with D.C. Law 14-24, D.C. Law 5-93 and Mayor's Order 83-265. This agreement provides that fifty-one percent (51%) of the subcontractor's employees hired to work on the Project shall be residents of the District of Columbia. **A FIRST SOURCE EMPLOYMENT AGREEMENT EXECUTED BY THE BIDDER MUST ACCOMPANY THE BID FORM SUBMITTED.**

By the 10th of each month the Subcontractor that is awarded the work of this bid package shall submit Contract Compliance Reports as required by C/H/S.

12. The D.C. Apprenticeship Act of D.C. Law 2-156, ("Act") as amended applies to this project.



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All Subcontractors selected to perform work on the Project are required to comply with this Act. All terms and conditions of the D.C. Apprenticeship Council Rules and Regulations shall be implemented.

13. Subcontractors shall not include the cost of a payment and performance bond into their bid, however, the cost of a payment and performance bond shall be included as an ADD ALTERNATE. At Clark/Smoot's sole discretion, Subcontractors may be enrolled in a Subguard program which will not obligate Subcontractor to provide a payment and performance bond but will be enrolled in Clark's program. However, Subcontractors with bids greater than \$100,000 must obtain and return a bondability letter, (see the format included in the Bid Package Documents) from their Surety company on the Surety's company letterhead. If Subcontractors are unable to provide a bondability letter, bids will still be accepted but a clear explanation of why Subcontractor cannot provide a bond must be included instead.
14. The General Building Permit will be obtained by the Owner. The Bidder shall include the cost in its Bid to submit for and obtain any trade specific permits.
15. The 4 City Center packages (garage, office buildings, rentals, and condominiums) will be built simultaneously and coordination amongst the different projects is required.
16. A major factor of the success of City Center will be the ability to reach the LEED certification levels as outlined in the Contract Documents. Subcontractors must understand and give Clark/Smoot and Hines|Archstone full commitment and cooperation in helping to achieve these goals including any tracking data, educating employees of the rules, etc.
17. Information pertaining to existing conditions, construction, etc. appears on the Drawings. While such data is believed to be correct, there is not an expressed or implied guarantee that conditions so indicated are exactly representative of those actually existing, or that unforeseen developments may not occur. Bidders shall visit the site to familiarize themselves with the existing conditions as any unforeseen conditions cost are to be included within the Bid.
18. Per Article 9.6 of the Owner's General Conditions, retainage of ten percent (10%) shall be retained from each progress payment and shall be paid to the General Contractor, and subsequently to the Subcontractor, on behalf of that scope of work within forty-five (45) days after Final Completion, provided the completion of the Work is in accordance with the Contract Documents. An exception is made for the following scopes of work for which payment will be made following thirty (30) days after completion and acceptance by Owner:
 - A. Foundation;
 - B. Excavation;
 - C. Civil work, road improvements and utilities;
 - D. Structural steel;
 - E. Concrete formwork;
 - F. Concrete material and labor;
 - G. Reinforcing steel material and labor.



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19. By submitting a Bid, the Bidder acknowledges the right of Clark/Smoot to reject any or all bids either in whole or in part, or to waive any informality or irregularity.
20. Conditional Bids or Bids containing exceptions to the Bid Package Documents may be cause for rejection of the bid. However, if exceptions do apply, they must be submitted at the time of the bid or else they will not be considered.
21. Please refer to the proposed Owner Contract and General Conditions which reference job specific requirements that may affect your scope of work.
22. Voluntary alternates and Value Engineering suggestions are encouraged. In the event a Bidder wishes to propose voluntary alternates and/or value-engineering, they must be submitted as separately priced in a letter attached to the Bid Proposal Form. Such Alternates must NOT be included in the Bid Price.
23. After receipt of Bids, Bidder(s) may be contacted to review and discuss its Bid. Bidders may be requested to bring additional information to support their Bid Proposals. Major trades, to be defined, will be expected to interview with Clark/Smoot and The Owner to discuss the merits and any deficiencies of their bid prior to award. A schedule of interviews will be published in the future.
24. Bids, which are submitted by a Joint Venture, shall have the correct legal joint venture name thereto and the signatures of the presidents or other authorized offices of each corporation included in the Joint Venture. Also, a copy of the Joint Venture Agreement should be included.