



CITY CENTER DC
WASHINGTON, D.C.
CLARK/SMOOT AT CITY CENTER, A JOINT VENTURE

PACKAGE 4: GARAGE AND COMMON AREAS

INSTRUCTIONS TO BIDDERS

1. Clark/Smoot at City Center, A Joint Venture, is soliciting proposals from subcontractors for work at The Old Convention Center Site for the City Center DC Project.

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

Proposals for Package #4 are due on November 18, 2010 at 12pm

Proposals for the following trades must strictly comply with the instructions that follow:

1. Excavation and Site Demolition
2. Support of Excavation
3. Landscaping
4. Site Utilities
5. Site Hardscape
6. Cast in Place Concrete (Bidding for all packages)
7. Stone (Installation Only for Packages 1 and 4)
8. Stone (Supply Only for Packages 1 and 4)
9. Structural Steel/Miscellaneous Metals
10. Waterproofing
11. Garage Office and Support Space Areas (CBE Set Aside)
12. Elevators (Bidding for all packages)
13. Mechanical and Plumbing
14. Fire Protection
15. Controls
16. Electrical

Proposals for these listed trades will not be accepted by fax and must be delivered in a sealed envelope to Clark's office located at 7500 Old Georgetown Rd, Bethesda, MD to the attention of Chris Matthews.

Proposals for Cast in Place Concrete and Support of Excavation must be delivered to Hines' office located at 555 13th Street, NW, Suite 1020E, Washington, DC 20004 to the attention of Mike Greene. These proposals should not be delivered to Clark/Smoot. A second sealed envelope should be delivered with the scope checklist only which does not include prices or quantities to Hines' office at the same time.

Sealed proposals 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



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Proposals should be bound, indexed and tabbed with the bid form on top and all supporting documentation presented in the sequence requested in these Instructions to Bidders. Three (3) identical originals must be included.

Emailed or faxed proposals will be accepted for all other trades not listed above. The fax number is (301) 272 – 1922 but all emails and faxes **must contain all information required below**.

Proposals must be valid for ONE HUNDRED TWENTY (120) days after the bid due date for an anticipated NTP no earlier than April 1, 2011 and no later than July 1, 2011.

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) and we are expecting a minimum of 35% to be included with each Subcontractor proposal.

2. The Bidders attention is directed to the Bid Package Documents **located on Clark's Quickplace Site** (*see paragraph 3 below for information on obtaining Bid Package Documents*) which must be reviewed and understood by the Bidder prior to bid submission. These Instructions to Bidders and all Bid Package Documents will be listed in your Subcontract as Contract Documents. |

The Bid Package Documents include:

- a. These Instructions to Bidders
 - b. Bid Form (Including Alternates and Unit Prices)
 - c. Boilerplate Subcontract Agreement and Exhibits
 - Exhibit A – List of Contract Documents
 - Exhibit C – Payment and Performance Bond Template
 - Exhibit D – General Project Site Requirements
 - Exhibit E – Insurance Requirements
 - Exhibit R - Release of Liens Form
 - d. Project Summary Schedule
 - e. Geotechnical Report Including Addendum 1 and Dewatering Plan
 - f. Draft CCIP Manual
 - g. Hines|Archstone Contract, General Conditions, and Coordination Agreement
 - h. First Source Agreement and Contract Compliance Form
 - i. Site Utilization Plan
3. **Contract Documents including Drawings, Sketches and Specifications** as listed on the Form of Subcontract's Exhibit A for purchase and pickup or delivery from:
 - Alphagraphics
 - (202) 638-1767
 - Or email to: ccdc@alphagraphics.com



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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 on Clark's Quickplace site (contact Clark/Smoot estimator for access).

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

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:

10/18/10 – Bid Package Release

11/18/10 – Subcontractor Bids Due

Subcontractor Awards are not anticipated until February 2011 until all packages are received and evaluated

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 sent with Bid Notice)

6. Proposals must be submitted on the Bid Form furnished with the Bid Package Documents. Proposals 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" if your trade is listed in Section 1 of these bid instructions



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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 understanding of the work and the coordination with the work of other trades necessary for the successful execution of the work. A specific description of CBE involvement should also be included detailing what portions or scopes of work will be performed by CBE's. Similar project experience in The DC Metro area 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 most responsive and best value proposal 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 or have submitted the necessary paperwork and certification is pending.

Clark/Smoot'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
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



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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.

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 base bid, however, the cost of a payment and performance bond shall be included as an ADD ALTERNATE as indicated on the bid form. 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.



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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.
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.
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.