



Department of
**Community
& Economic
Development**
City of Miami

Commercial Rehabilitation Bid Package for CDBG Projects Over \$100,000



THIS PROJECT IS FEDERALLY-FUNDED WITH COMMUNITY DEVELOPMENT BLOCK GRANT (“CDBG”) FUNDING, AND, AS SUCH, ALL BIDDERS SHALL BE SUBJECT TO THE CRITERIA, CONDITIONS AND REQUIREMENTS ASSOCIATED WITH THE CDBG FUNDING. BIDDERS SHALL COMPLETE AND SUBMIT ALL OF THE “CDBG FORMS AND CERTIFICATIONS” FOUND ON THE PROJECT’S WEBPAGE. SAID CDBG FORMS AND CERTIFICATIONS ARE, HEREBY, INCORPORATED INTO AND ARE PART OF THE CONTRACT TO BE AWARDED FOR COMPLETION OF THIS PROJECT. IN ADDITION, EACH BIDDER SHALL USE THE FEDERAL WAGES REFLECTED IN WAGE GENERAL DECISION NUMBER - FL160221 05/20/2016 FL221 IN DEVELOPING ITS BID FOR THIS PROJECT AND THE SELECTED BIDDER/CONTRACTOR SHALL BE REQUIRED TO PROVIDE CERTIFIED PAYROLL RECORDS DOCUMENTING THE WORK PERFORMED ON THIS PROJECT.

Project name: SW 27th Street Roadway
Improvements – CDBG Funding - PROJECT NO.:
B-50204 - ITB NO.: 15-16-036

Project Address: SW 27th Street from SW 32nd
Avenue to SW 27th Avenue AND SW 31st Court
from SW 27th Street to SW 27th Terrace – Miami,
Florida 33133

GLOSSARY OF TERMS USED IN THIS DOCUMENT:

City of Miami: Department of Community and Economic Development (DCED) a Department of the City of Miami

Agency: The Sub-recipient funded under the Program: City of Miami DCED.

Contractor: General Contractor or Independent Contractor to perform the construction work.

CDBG: Community Development Block Grant. A federal assistance program aimed at improving the physical appearance of commercial businesses located in low to moderate income neighborhoods.

Scope of Service: Work performed by the architectural/engineering consultant and all contractor/subcontractors under contract with the Agency.

Architect or Engineer of Record: The responsible Architect/Engineer (**Javier Rodriguez, PE No.: 48264**) signing and sealing construction documents for permitting, inspections and project final completion certificate.

Compliance with Requirements: Without exception, bidder must comply with all the requirements set forth in this document, City of Miami Building Codes, and any other regulation from the Federal, County and Municipal agencies with authority over this project.

Bid Invitation: The Bid Invitation is extended to all vendors / contractors that are licensed and insured in the state of Florida.

Type of Bid: This is a competitive sealed bidding process. Bids are to be submitted by the Bid Opening date and time. The City of Miami staff will review the bids and determine the lowest responsive bidder. All bids must be signed and dated by the bidder.

Type of Contract: The awarded bidder must execute a contract with the Agency, using the AIA Document A101 - 1997 Standard Form of Agreement between Agency and Contractor in the same conditions offered in the bid or as later agreed upon. The Agency can include agreed supplementary conditions to the AIA Document A101 - 1997 Standard Form of Agreement between Agency and Contractor.

Funding Source: The budget for this project is being funded by CDBG (Community Development Block Grant Program) through HUD and the City of Miami.

Payments: All payments are made on a reimbursement basis for work completed only.

Authorizations: Decisions, contracts and approvals regarding this project must be agreed, documented, signed by the Agency and approved by DCED.

Coordination: The Agency/DCED will coordinate the meeting, events, time schedule, scope of work, project closeout and the payment calendar.

Communications: All actions, activities, minutes of meetings and either verbal or written communication must be conducted through the Agency.

PROGRAM, PROJECTS AND CONSTRUCTION COMPLIANCE INFORMATION

Scope of Work: Please refer to this bidding package for the specific scope of work.

Project Time Schedule: **Invitation To Bid Advertised on December 15, 2016 – Bids Due on January 17, 2017 @ 3:00 PM.**

Bidding Process: **Contract to be awarded to the lowest responsive and responsible Bidder.**

Pre-Bid Conference: Conference to be held on **December 21, 2016** at **10:00 AM at the Miami Riverside Center, 6th Floor - South Conference Room, 444 SW 2nd Avenue, Miami, FL 33130** for all prospective bidders. Scope of work will be reviewed and questions and clarifications shall be made at this meeting. Attendance is not required, but recommended for any questions regarding project.

Additional Bid Information: Further information must be sent in writing to the Architect or Engineer of Record (A/E) after the Pre-Bid Conference via Facsimile/Email followed by certified mail before **Friday, December 30, 2017 @ 5:00 PM.** The additional information provided by the A/E of Record will be distributed to all bidders to guarantee that all bids are based on equal conditions.

Bid Opening Deadline: Bids submitted after **3:00 p.m. on Tuesday, January 17, 2017** will not be accepted without exception; the bid time will not be extended.

Bid Submittal: Submit bids in a sealed 9" x 12" manila envelope, hand-delivered or mailed to:

Clerk of the City of Miami
Attn: Rosa Castillo
City of Miami City Hall
3500 Pan American Drive, 1st Floor
Miami, Florida 33133

** All bids must be submitted in sealed envelopes bearing on the outside, the name and address of the bidder, the name of the project and date/time stamp.

AWARDING

Awarding: The Procurement and DCED will select a bidder based on lowest responsive and responsible bid price.

Notice of Award: The selected bidder will be notified in writing at a time convenient for the Agency's schedule. It is understood that the bidding conditions submitted by the bidder will be valid for ninety (90) calendar days after bid opening date.

NOTICE TO PROCEED

Following the award of the project and in accordance with the Agency's and General Contractor contract execution, the Agency will send in writing the Notice to Proceed to the selected contractor.

CONSTRUCTION DOCUMENT REQUIREMENTS

Document Identification: All documents must clearly bear the origin and name of this project (**SW 27th Street Roadway Improvements – CDBG Funding - Project No.: B-50204 - ITB NO.: 15-16-036**) and the consultant's/selected bidder's data.

Consultant's/Contractor's Registration: All documents for permitting and construction must be signed and sealed by a licensed and insured consultant or contractor authorized by the County Building Code and the County and/or municipality's Building Departments with authority over the project.

PERMIT PHASE SERVICES

Permit Processing: This service will be evaluated in light of the bidder's ability to expedite the permitting process. It is the contractor's obligation to follow up any work of his/her construction documents in the Building Department, and to make the modifications to these documents required for permit approvals.

Copies of all permits (open/final) must be provided to the Agency for record documentation.

DISBURSEMENTS

The Agency will be responsible for payment to contractor. The City of Miami will pay disbursements to the Agency or to the contractors, upon written request of the Agency.

Please note there will no advance or deposit from neither the City nor the business owners. The contractor must be financially viable to sustain the project in its entirety.

The Contractor's Payment Requisition must be authorized by the Architect/Engineer of Record and the Agency, and approved by the City of Miami (City). Upon (partial) completion of each portion of the work contracted, payment schedule is as follows:

Payments to Contractor:

- a) Monthly payments, upon completion of the contractor's certified partial work accepted by the Agency and the City, per schedule of value.
- b) Ten-percent (10%) of construction cost is retained until project is 100% complete and certificate of completion is submitted to the Agency and the City.
- c) Approval of payment requisition is subject to approval of the agency/contractor provision of all Davis-Bacon, Section 3, Releases of Lien, permits and other documents as the City may require.
- d) The City will not reimburse for any materials stored.

MODIFICATIONS TO THIS DOCUMENT

Additional terms and conditions: At any time, the Agency/DCED may change the terms or incorporate additional conditions to this document and to any other document furnished for the bidding or contracting processes. The bidders will be notified and the bid time will be extended according to the impact of the modification.