

Issue Date: July 1, 2017
Revision No: 0
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Request for Proposal
INSTALLATION OF
Upper Decking and Supports on Katahdin



Moosehead Marine Museum
GREENVILLE, MAINE

Rev	Date	Description	By
00		Final Revision	S. Hersey

Moosehead Marine Museum
12 Lily Bay Road
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Greenville, ME 04441
Telephone (207) 695-2716

SECTION 1 – GENERAL

INTRODUCTION

1. Moosehead Marine Museum (MMM) located in Greenville Maine. MMM is a nonprofit whose mission is to preserve and operate the Katahdin as a “living museum” for the benefit of our community, region, and future generations.
2. This specification covers the removal and installation of upper deck and supports just forward of the upper deckhouse. This specification also includes a smaller section of the upper deck and supports just aft of the upper deckhouse.
3. The deck will be power washed and cleaned prior to commencement of the work. The timeframe of the project will allow for clear and uninhibited access to the areas being repaired.
4. Liz McKeil, Executive Director, is the main contact for this project and all questions, comments, and other correspondence will be directed to him/her at lmckeil@mmmk8.org or (207) 695-2716.

SECTION 2 - CONTRACTOR REQUIREMENTS

1. Field verify all dimensions prior to preparation of new components and removal of any existing components.
2. Self-perform, or subcontract, all aspects of the project including but not limited to structural, mechanical, painting, rigging, construction tools and equipment, labor, and construction supervision.
3. The Contractor will submit a plan of work with safety, other construction plans approximately one week prior to commencement of the work. The Contractor will provide all required personnel for construction activities.
4. The Contractor will be responsible for purchasing all materials for this project. All materials will meet the specifications set forth in this document. Any substitutions or changes must be approved prior to making any changes.
5. Contractor is responsible for transporting all materials on site. This will include unloading and proper storage.
6. Contractor is responsible for removal of all old material and scrap to MMM designated disposal area.
7. Contractor is responsible to adhere to all applicable OSHA laws and regulations.
8. Contractor will provide MMM with certificates of workers compensation insurance naming MMM as an additional insured.

SECTION 3 - OWNER REQUIREMENTS

1. Unrestricted access to the site, including reasonable space for storage and for Contractor’s equipment.
2. Clean the area prior to commencing work
3. 120 volt power for regular construction tools.
4. Lock out / Tag out (LOTO), and fire permits if necessary.
5. Disposal of old material. A disposal area adjacent to the work area will be mutually agreed upon prior to commencement of project.
6. OSHA Law and Regulations

7. Bathroom facilities.

SECTION 4 - SCOPE OF WORK

1. Remove and replace upper deck and lower supports in front of (approximately 24 feet) wheelhouse. Wheelhouse must be properly supported during this phase of the construction project.
2. Remove and replace upper deck and lower supports behind the (approximately 12 feet) wheelhouse.
3. The deck/ceiling area will be supplied by MMM. It is 1"x4" ECB/WP4 (edge & center bead white pine finished 3 1/4 " finish grade #2 (or better). This will most closely match the existing material. (a sample of this material is available for review) Note – This is the only material that is supplied by MMM. Contractor is to supply all other materials and consumables.
4. Each piece of pine is to be painted (by contractor) with an oil-based primer on all 6 sides prior to installation. Each piece will have two (2) coats of primer. Primer specification is White Primer Pre Kote (part # INT-4279GL)
5. All other new construction material (supplied by contractor) will be southern yellow pine pressure treated where possible trimmed and fit to match existing materials.
6. Replace upper deck fiberglass decking material and blend into existing material. The fiberglass specification will be as follows; 6oz fiberglass cloth (part # HMF-FC06), West Systems epoxy resin (part # GOG-105-B), West Systems epoxy hardener (part# GOG-206-B). The fiberglass material is to go up the wheelhouse wall a minimum of 4 inches for water protection.
7. Fiberglass is to be properly cured and prepared before applying two (2) coats of primer. Primer specification is White Primer Pre Kote (part # INT-4279GL). Final coat of deck paint will be non-skid similar to existing deck. Paint specification is EZ Decks Non-Skid (part # 03129GL)
8. Final paint materials to match existing paint schemes. Paint specifications is Brightside White (part # INT-4359GL)

SECTION 5 - PROJECT SCHEDULE

Project schedule: The project schedule is as follows:

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|--------------------------------------|-------------------------|
| 1. Issue RFP to Contractors | July 1, 2017 |
| 2. Mandatory Pre Bid Meeting at site | July 21, 2017 @ 0900 |
| 3. Bids Due | August 18, 2017 |
| 4. Bids reviewed | Week of August 21, 2017 |
| 5. Project awarded | August 31, 2017 |
| 6. Pre-Construction Meeting | If Needed |
| 7. Begin project | October 8, 2017 |
| 8. Work to be complete | November 30, 2017 |

SECTION 6 PROPOSAL INFORMATION

Information to be provided with Proposal.

1. Firm Lump Sum pricing to complete the scope of work described in this proposal.
2. Complete information concerning the scope of supply, design, construction and materials proposed shall be submitted for evaluation.
3. Guarantee schedule, based on outage dates provided in this Specification Section 5. Include total number of days and number of people necessary to complete the work scope. The proposal should provide enough detail to develop an overall timeline for the project. The project duration should be as short as possible while still providing effective use of manpower and equipment.
4. Name and summary of qualifications for Contractor's site supervisor scheduled to perform the work.
5. Company names for all sub-contractors that will be providing services.
6. A list of at least 3 job references with e-mail address and phone numbers of point of contacts.
7. Any special requirements from Contractor not listed in this specification.
8. Time and materials (T&M) rate sheet. In the event that on site repairs are required beyond the Scope of Work in this specification, the Contractor will provide a T&M estimate for the repair work and must receive approval prior to starting additional work. See Section 9 for more details regarding extra work.
9. All proposal information will be sent to Liz McKeil, Executive Director, at lmckeil@mmm8.org AND Scott Hersey, MMM Board Member, superscott.hersey@gmail.com by the bid due date specified in Section 5.
10. Letter from Surety or Certificate of Insurance

No bidder may withdraw its bid for a period of seventy-five (75) days following the day of the Bid Due Date. All Bids shall be guaranteed, in total, for a period of seventy-five (75) days following the Bid Due Date. The submission of the Bid in response to this invitation shall constitute an agreement of the Bidder to all conditions set forth in the Bidding Documents.

SECTION 7 QUALITY ASSURANCE

1. Design, materials, and workmanship shall comply with the requirements of the latest editions of all state and federal laws, codes, and regulations.
2. Contractor shall suggest and accommodate inspection hold point during the course of work execution to facilitate proper Quality Assurance by MMM or its representative
3. Inspection: The Work to be provided in accordance with this Specification shall be subject to inspection by Owner at any time during the progress of the Work. Contractor shall provide access and any labor, materials, tools, and equipment required by Owner to complete the inspection of the Work as specified herein.

SECTION 8 EXTRA WORK

Any charges for extra work beyond the basic scope shall be handled on a cost plus, time & material, or fixed price basis, depending on the item. For all extra work the Contractor must provide cost substantiation and prior approval by a MMM representative prior to commencing the extra work.

The Contractor, as part of the bid, shall supply MMM with a complete list of T&M rates for all Contractor personnel and rental rates on any anticipated equipment to be charged on extra work.

SECTION 9 CONTRACTOR SAFETY POLICY

The Contractor shall abide by all OSHA and MMM Safety Rules and Regulations. All Contractor employees, including subcontractor employees, who will be working on site, will be required to attend a Contractor Safety Orientation meeting before beginning any work at the facility. The meeting will last approximately 10 minutes.

All Contractor personnel, including subcontractors, are required to wear the minimum Personal Protective Equipment (i.e., hard hat, safety glasses with side shields, long-sleeved shirts, steel-toed work boots, and hearing protection) at all times while on site. Contract personnel that wear prescription glasses are required to use approved side shields, OSHA Approved safety glasses that fit over the prescription glasses, or mono-goggles.

It is the Contractor's responsibility to maintain the work area in a clean and safe condition at all times. All tools and equipment must be secured and be removed from the work area when no longer required. All disposable materials shall be picked up and disposed of by the end of each shift on site.

The Contractor shall supply a written Safety Manual including policies and procedures to be used during this project.

MMM has a STRICT smoking / tobacco policy. Smoking is allowed in the designated areas only.

Any individual not complying with OSHA and/or MMM Rules and Regulations will be instructed to leave the premises.

SECTION 10 CONTRACTOR SITE REPRESENTATION

The Contractor is to provide a minimum of one (1) fully qualified Representative as lead Technical to interface with the designated MMM Project Manager. A copy of this individual's resume must be submitted with the bid documents. This representative shall have complete authority to act on behalf of the Contractor and to bind the Contractor in all matters pertaining to the Work under this agreement. This representative can be the labor supervision for the project as well. The Contractor shall not transfer or remove any of its supervisory or key personnel without prior written approval of MMM.

In addition prior to the start of the project, a meeting shall be held to assure the details of the work scope are all covered and by whom. A contractor representative is required to attend this meeting. During, or after this meeting, the Contractor and MMM shall perform a site and equipment walk down to identify any potential problems not previously noted elsewhere.

The Contractor, during the course of the project, shall attend a daily meeting to update the progress of the project (including costs) and to discuss any changes in the scope of work.

SECTION 11 BID RIGHTS

MMM reserves the right to delete any bid item on the Supplier's Bid Letter and/or Schedule, to reject any or all bids, to waive any irregularities, to negotiate the terms of any bid or the terms of the

Contract Documents with any bidder and to select the winning bid in its sole discretion. Nothing herein shall require MMM to select the lowest dollar bid or any bid. The Bidders agree that such deletion or rejection shall be without liability on the part of MMM for any penalty brought by the Bidder because of such deletion or rejection, nor shall the Bidder seek any recourse of any kind against MMM because of such deletion or rejection.

SECTION 12 BID ESTIMATE BREAKDOWN

Bids will be evaluated on the totality of the bidder's response, including without limitation, the following:

- Project Cost
- Project Schedule with key events listed
- Overall bid estimate breakdown
- Extent of qualifications to bid requirement
- Time and Material Price Sheet

SECTION 13 ATTACHMENTS AND PHOTOS



Area of deck/ceiling to be replaced.



Typical example of rotten deck/ceiling to be replaced



Typical example of rotten support member to be replaced.

3.