

PROJECT MANUAL

March 20, 2015

For The

MANCHESTER SPORTS PARK CRUSHED STONE PACKAGE

Manchester, Tennessee

HFR Project No. 2013007.00

Owner

City of Manchester

Manchester, Tennessee



7101 Executive Center Drive, Suite300

Brentwood, Tennessee 37027

Tel (615) 370-8500

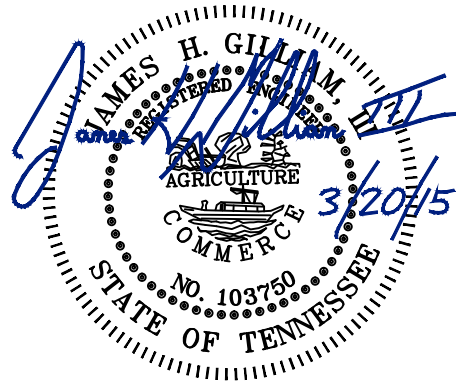
Fax (615) 370-8530

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Manchester Sports Park
Manchester, Tennessee
HFR Project No. 2013007.00

DOCUMENT 001116
INVITATION TO BID

Hart Freeland Roberts, Inc.
P.O. Box 1974
Brentwood, TN 37024
Contact: Jim Gilliam
615-370-8500

PROJECT:
Parking Lot Stone
Manchester Sports Park,
Manchester, TN

Issue Date: March 20, 2015

Engineer's Project Number: 2013007

OWNER:
City of Manchester
200 West Fort Street
Manchester, TN 37355

Bidders are invited to submit a bid to Ms. Bridget Anderson, Chief Financial Officer, located at the above address, until 12:30 P.M., Wednesday, April 8, 2015, for the following project:

Materials and delivery only bid for crushed stone to be placed in parking lot.

Bid Documents may be obtained from the office of the Owner or Engineer.

Documents may be viewed at the office of the Owner, Engineer and the following construction associations:

FW Dodge Scan Service

Associated General Contractors

Nashville Contractors Association; Nashville, Tennessee

Nashville Minority Business; Nashville, Tennessee

Additional sets may be purchased as indicated in Instructions to Bidders.

Contact: Charlotte Disney, Hart Freeland Roberts.

Refer to other Bidding requirements described in Document 002113 - Instructions to Bidders.

This project is funded in part by a grant from the Local Parks and Recreation Fund (LPRF) administered by the Recreation Educational Services Division, Tennessee Department of Environment and Conservation.

The City of Manchester reserves the right to waive irregularities and to reject Bids.

Manchester Sports Park
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It is the policy of the City of Manchester, Tennessee to ensure compliance with Title VI of The Civil Rights Act of 1964; 49 CFR, Part 21. No person shall be excluded from participation in or be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance on the grounds of race, color, sex, age, disability or national origin.

END OF INVITATION TO BID

DOCUMENT 002113
INSTRUCTIONS TO BIDDERS

1.1 DEFINITIONS

- A. Bid Documents: Contract Documents supplemented with Invitation to Bid, Instructions to Bidders, Bid Form, identified herein.
- B. Contract Documents: Defined in AIA A201 Article 1 including issued Addenda.
- C. Bid: A complete and properly signed proposal to do the Work for the sums stipulated therein, submitted following Bidding Documents.
- D. Base Bid: The sum stated in Bid for which Bidder offers to perform Work described in the Bidding Documents as the base, to which Work may be added or from which Work may be deleted for sums stated in Alternate Bids.
- E. Unit Price: An amount stated as a price per unit of measurement for materials, equipment or services, or a portion of the Work as described in Bidding Documents. Include Unit Prices in the Base Bid.
- F. Prime Bidder: Person or entity, usually a General Contractor, properly licensed in the appropriate classification, who submits a Bid.
- G. Sub-bidder: Person or entity, properly licensed in the appropriate classification, usually a subcontractor or material supplier, who submits a bid to a Bidder for materials, equipment or labor for a portion of the Work.

1.2 BIDDER'S REPRESENTATIONS

- A. The Bidder by making a Bid represents that:
 - 1. The Bidder has carefully read and understands Bidding Documents and has found them complete and free from ambiguities and sufficient for the purpose intended; further that,
 - 2. The Bid is made following the Bidding Documents; further that,
 - 3. The Bidder has read and understands Bidding Documents or contract documents, to the extent that such documentation relates to the Work for which the Bid is submitted, for other portions of the Project, if any, being bid concurrently or presently under construction; further that,
 - 4. Neither the Bidder nor any of the Bidder's employees, agents, intended suppliers or subcontractors have relied upon any verbal, telephone or fax representations, allegedly authorized or unauthorized from the Owner, or the Owner's employees or agents including architects, engineers or consultants, in assembling the bid figure; and further that,
 - 5. The bid figure is based solely upon the construction contract documents and properly issued written addenda and not upon any other written representation.

1.3 COPIES OF BIDDING DOCUMENTS

- A. Bidders may obtain Bidding Documents at the office of the Engineer for sum identified in Invitation to Bid. Bidding Documents will not be issued directly to Sub-bidders or others unless specifically offered in the Invitation to Bid.

- B. Individual sheets of Drawings and pages of Project Manual may not be purchased.
- C. One set of Bid Documents can be obtained by bidders.
- D. Request for Bidding Documents will be honored by the Engineer addressed as follows:
 - HFR Design, Inc.
 - 7101 Executive center Drive, Suite 300
 - Brentwood, TN 37027
 - Attention: Ms. Charlotte Disney
 - cdisney@hfrdesign.com
 - 615-370-8500
- E. Bidders shall use complete sets of Bidding Documents in preparing Bids; neither Owner nor Architect/Engineer assumes responsibility for errors or misinterpretations resulting from use of incomplete sets of Bidding Documents.
- F. In making copies of Bidding Documents available on above terms, Owner and Architect/Engineer do so only for purposes of obtaining Bids on the Work and do not confer a license or grant permission for any other use of Bidding Documents.

1.4 INTERPRETATION OR CORRECTION OF BIDDING DOCUMENTS

- A. Carefully study and compare Bidding Documents with each other and with other work being bid concurrently or presently under construction to the extent that it relates to Work for which Bid is submitted. Report at once to Architect/Engineer errors, inconsistencies, or ambiguities discovered.

1.5 QUESTIONS

- A. Submit requests for clarification or interpretations of Bidding Documents to Architect/Engineer in writing or via email at least 7 calendar days before Bid opening date.
- B. Replies will be issued to Bidders by Addenda and will become a part of Contract Documents. Architect/Engineer and Owner will not make oral clarifications.

1.6 PRE-BID PRODUCT SUBSTITUTIONS

- A. Where the Bid Documents stipulate a particular Product and indicate that substitutions will be considered by Architect/Engineer, send to Architect/Engineer in writing via email no later than 7 days before Bid date. Requests received after that date will not be considered. Verbal and telephone requests will not be considered.
- B. Requests shall describe clearly product for which approval is requested and include complete data and samples required for Architect/Engineer's evaluation. Architect/Engineer will be sole judge of products' acceptability. Acceptable products will be identified in addenda.

1.7 ADDENDA

- A. Addenda will be available to all who are known by issuing office to have received Bidding Documents. Addenda, both by mail and fax, will be sent to the address provided when Bidding

Documents were requested. Copies of Addenda will be made available for inspection whenever Bidding Documents are on file for that purpose.

- B. No Addenda will be issued later than three calendar days prior to Bid opening date except an Addendum withdrawing request for Bids or one which includes a postponement of date for receipt of Bids.
- C. Each Bidder shall ascertain prior to submitting a Bid that Bidder has received all Addenda issued, whether written, telephone or fax and Bidder shall acknowledge their receipt in Bid.
- D. Addenda issued after receipt of Bids will be transmitted only to Bidders from whom Bids have been received and adequate time will be allowed for response thereto.

1.8 TELEPHONE OR FAX ADDENDA

- A. On day of or day before date of Bid opening, telephone Addenda may be issued, by reading or faxing over the phone, to each Prime Bidder who filed a name, address, telephone number and fax number with Architect/Engineer for express purpose of receiving Addenda.
- B. Addenda will be available in writing for confirmation prior to and at the place of opening of Bids and at Architect/Engineer's office. Only written Addenda (not telephone or fax) are assumed reliable transmissions.

1.9 FORM AND STYLE OF BIDS

- A. Fill in all blank spaces on Bid Form; failure to do so will be cause for rejection. No segregated Bids or assignments will be considered. No qualifying letters or statements will be considered.
- B. Where so indicated by makeup of Bid Form, sums shall be expressed in both words and figures and in case of discrepancy between the two, the amount written in words shall govern.
- C. Make Bids on unaltered Bid Forms furnished by Architect/Engineer. Submit ONE Original and ONE copy of Bid Form and supporting documents. Bids shall be signed by person or persons legally authorized to bind Bidder to contract with name typed or legibly printed below signature.
- D. Some proposals may contain numerous alternates. Bid only on one alternate for each construction item unless indicated otherwise. Enter prices for intended alternate item(s). Leave undesired alternate item(s) blank. If Bidder enters a price for more than one alternate for each item, then Owner will consider lower alternate as a valid Bid and Bidder will be required to provide item at that price. Additionally, if Bidder enters a Bid price at zero (\$0.00), Bidder will be required to provide item at that price.

1.10 SUBMISSION OF BID

- A. Submit Bid in a sealed opaque envelope. If any of these provisions conflict with appropriate statutes regarding bidders' disclosures in bid documents, then the statutes will take precedence. It is the Bidders' responsibility to comply with all applicable laws, rules and regulations no matter what these bid documents indicate.
- B. Enclose sealed Bids sent by mail in a mailing envelope. Clearly mark mailing envelopes "SEALED BID ENCLOSED" on the face thereof.

- C. To submit Bids, follow Invitation to Bid. It is the Bidder's responsibility to ensure receipt of his (or her) Bid, before time set and at place identified for receipt of Bids.

1.11 REJECTION OF BIDS

- A. Owner reserves right to accept or reject any or all Bids, reject a Bid not accompanied by a required Bid Security or by other data required by Bidding Documents, reject a Bid which is in any way incomplete, illegible, unsigned, improperly signed or sealed, obscure, or reject a Bid which contains arithmetical errors, erasures, alterations, or irregularities of any kind.
- B. Evidence of collusion with intent to defraud or other illegal practices by Bidder may result in Bid disqualification by Owner before or after Bid opening.
- C. Bids received after scheduled opening time will be returned to Bidder unopened.

1.12 MODIFICATION OR WITHDRAWAL OF BID

- A. Withdrawal of a submitted Bid before scheduled opening time requires a written request signed by a person legally authorized to bind Bidder to the Contract. Withdrawn Bids may not be resubmitted.
- B. Bid modifications shall be written as add or deduct only and require signature of a person legally authorized to bind Bidder to contract.
- C. Bids shall not be withdrawn or modified after scheduled Bid opening time.
- D. Bids shall not be withdrawn or canceled for time period stated in Bid Form subsequent to Bid opening without Owner's written permission.

1.13 OPENING OF BIDS

- A. Bids will be opened publicly immediately after time for receipt of Bids. An abstract of Bids will be made available to Bidders.

1.14 ACCEPTANCE OF BID (AWARD)

- A. Owner intends to award a Contract to lowest responsible Bidder provided Bid has been submitted following requirements of Bidding Documents and does not exceed funds available. Owner shall have right to waive informalities or irregularities in a Bid received and to negotiate contract terms with various Bidders following applicable laws in Owner's best interests.
- B. The Owner shall have right to increase or decrease the total tonnage of stone by 20% of the estimated quantity without adjustment in price per ton of material. Final payment will be made for actual tons delivered to the site in accordance with the delivery tickets.

1.15 POST BID SUBMITTALS - ADDITIONAL INFORMATION

- A. The Bidder will be required to establish reliability and responsibility of persons or entities proposed to furnish the materials described in Bidding Documents.

- B. Prior to award, Architect/Engineer will notify Bidder in writing if either Owner or Architect/Engineer, after due investigation, has a reasonable objection to a person or entity proposed by Bidder.
- C. If Owner or Architect/Engineer has reasonable objection to a proposed person or entity, Bidder may, at Bidder's option, (1) withdraw Bid, or (2) submit an acceptable substitute person or entity with an adjustment in Base bid or Alternate Bid to cover difference in cost occasioned by such substitution.
- D. The Owner may accept adjusted bid price or disqualify Bidder.
- E. Persons or entities proposed by Bidder and to whom Owner and Architect/Engineer have made no reasonable objection shall be used on Work for which they were proposed and shall not be changed except with written consent of Owner and Architect/Engineer.

END OF INSTRUCTIONS TO BIDDERS

Manchester Sports Park
Manchester, Tennessee
HFR Project No. 2013007.00

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DOCUMENT 004113
BID FORM

Submitted _____, 2015

TO:

City of Manchester
200 West Fort Street
Manchester, Tennessee 37355

PROJECT:

Parking Lot Stone
Manchester Sports Park
Manchester, TN

SUBMITTED BY:

(Full name)

(Full address)

Gentlemen:

1. The undersigned, as Bidder, hereby declares that this Bid is made without any expressed or implied connection (financial or otherwise) with any other person or company or parties making a bid on the above named Project; and that this Bid is, in all respects, fair and in good faith without collusion or fraud.
2. The undersigned as Bidder acknowledges by his (or her) signature that he (or she) has examined the documents titled "Project Manual" for the above mentioned Project, Drawings and other documents and has included their provisions in his (or her) Bid.
3. The Bidder acknowledges that he (or she) has received the following Addenda. The modifications to the Bid Documents noted therein have been considered and all costs thereto are included in the Bid Sum.
 - a. Addendum Number _____ Dated _____
 - b. Addendum Number _____ Dated _____
 - c. Addendum Number _____ Dated _____
 - d. Addendum Number _____ Dated _____

4. In submitting this Bid, the Bidder agrees:
- a. To hold open his (or her) Bid for 60 days from the date shown above.
 - b. To furnish said materials, if awarded, on the basis of this Bid.
 - c. To provide in full and complete accordance with the shown, noted, described and reasonably intended requirements of Drawings and Specifications and the Contract Documents, to furnish all materials and transportation to the full and entire satisfaction of the Owner (with a definite understanding that no money will be allowed for extras except as set forth in the General Conditions, Special Provisions and Contract Documents), for the amounts listed below.
5. The Bidder proposes and agrees to furnish and deliver the materials for this Project for the following Unit Price (fill in Unit Price and Amount in spaces provided) and agrees to their use as part of and included in the Base Bid in the Contract for Construction
- a. No. 2 Stone 350 Tons \$____.____ Per Ton \$_____
6. Total price of (show amount in both words and figures).
- _____
- _____ (\$_____) DOLLARS.
7. The Bidder acknowledges by his (or her) signature that he (or she) agrees to requirements contained in the Invitation to Bid and the Instructions to Bidders.

BID FORM SIGNATURE(S)

Name of Firm: _____

Signed By: _____ Title: _____

Note: If a corporation, Bid must be signed by person authorized by the corporation by-laws to bind it to contract.

END OF BID FORM

SECTION 011000
SUMMARY

PART 1 GENERAL

1.1 SUMMARY

- A. General Description: Crushed stone for the parking lot for the Manchester Sports Park along Highway 55, in Manchester, Tennessee. The materials shall include all components described in the technical specifications and include delivery and tailgate placement of material in said parking lot.
- B. Project Address: Corner of Highway 55 and Waite Street.

1.2 CONTRACT DESCRIPTION

- A. Contract Type: Unit Price contract.

1.3 OWNER COORDINATION

- A. Cooperate with Owner in delivery of materials to minimize conflict with work of other contractors.

PART 2 PRODUCTS

Not used.

PART 3 EXECUTION

Not used.

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SECTION 321540
CRUSHED STONE PAVING

PART 1 GENERAL

1.1 SUMMARY

- A. This Section includes exterior gravel paving.

1.2 TESTS

- A. Gradation of stone materials will be done following ASTM C136

1.3 Submittals

- A. Product Data: For each type of product indicated. Include technical data and tested physical and performance properties.
 - 1. Sieve Analysis: Certification, by authorities having jurisdiction, of approval of each job mix proposed for the Work.
 - 2. Sieve Analysis: For each product proposed for the Work
- B. Material Certificates: For each paving material, from manufacturer.
- C. Material Test Reports: For each paving material.

PART 2 PRODUCTS

2.1 MATERIALS:

- A. Aggregate: Hard durable particles or fragments of crushed limestone. Recycled concrete aggregate or reclaimed asphalt pavement will not be permitted.
- B. Limestone shall be free of silt and clay. The coarse aggregate portion (retained on the No. 4(4.75 mm) sieve) of the stone shall have a percentage of wear of not greater than 50, and when subjected to five alternations of the sodium sulfate soundness test, the weighted percentage of loss shall not exceed 15.

- C. Coarse Stone: No. 2 size, crushed, washed natural limestone; free of shale, clay, friable materials and debris; graded according to ASTM C136 within the following limits:

SIEVE SIZE	PERCENT PASSING
3"	100
2 ½ "	90 -100
2"	35 to 70
1 ½"	0 to 15
¾"	0 to 5

PART 3 EXECUTION

3.1 .INSTALLATION

- A. Spread stone material by tailgating over prepared base to a total thickness as directed by Engineer.
- B. Owner will be responsible for final placement and leveling of stone.

END OF SECTION