

**MARION COUNTY BOARD OF EDUCATION
MARION COUNTY, WEST VIRGINIA
NORTH MARION HIGH SCHOOL HVAC UPGRADES**

ADDENDUM #1

JUNE 24, 2022

THRASHER PROJECT #T60-11005

TO WHOM IT MAY CONCERN:

This Addendum forms a part of the Contract Documents and modifies the original Bidding Documents dated June 2022. Acknowledge receipt of this Addendum in the space provided on the Bid Form. Failure to do so may subject the Bidder to disqualification.

A Pre-Bid Conference was held on Wednesday, June 22, 2022, on the above-referenced project, a copy of the sign in sheet is included in this Addendum. The following are clarifications for the above reference project.

The following are clarifications for the above referenced project.

A. GENERAL

1. The **Method of Award** will be a two part evaluation comprised of: **Part I - Qualitative Proposal** (100 points possible), **Part II – Cost Proposal** (100 points possible).

Both Part I and Part II are due on Wednesday, July 20, 2022 by 2:00 p.m. Part I will be opened publicly; and then evaluated and scored privately at the convenience of the Owner prior to opening Part II. All proposers will be notified of Qualitative Proposal scores prior to the opening of Part II.

Part II shall be opened publicly on Wednesday, July 27, 2022 at 2:00 p.m.; and then evaluated and scored privately at the convenience of the Owner.

The award will be based on the total combined score of Part I and Part II.

The Instructions for the Method of Award submission are attached to this addendum.

B. SPECIFICATIONS

None on This Addendum.

C. DRAWINGS

None on This Addendum.

D. QUESTIONS AND RESPONSES

None on This Addendum

E. CLARIFICATIONS

None on This Addendum.

If you have any questions or comments, please feel free to contact me at your earliest convenience. Good luck to everyone and thank you for your interest in the project.

Sincerely,

THE THRASHER GROUP, INC.



Philip Freeman, AIA, Architect

**MARION COUNTY BOARD OF EDUCATION
MARION COUNTY, WEST VIRGINIA
NORTH MARION HIGH SCHOOL HVAC UPGRADES
PRE-BID CONFERENCE
Wednesday, June 22, 2022**

Thrasher Project #T60-11005

Name	Representing	Phone #	Email Address
Jim DELKER	THE THRASHER GROUP	304-677-6704	jdelcker@thethrashergroup.com
Philip FREEMAN	THE THRASHER GROUP	304-423-5982	pfreeman@thethrashergroup.com
Bernie ELLIOTT	Lombardi Development Company 649 Virginia Avenue Follansbee, WV 26037 Email: bernie@lombardicompanies.com	Ph: 304-748-5920 Fax: 304-748-8488	
Chris Stone	HE NEUMANN	304-292-5462	mmeleary@heneumann.com sharper@heneumann.com
David GLUS	ADI	304 581 6767	dglus@adi.wv.com
Michael SWISE	Dalton Mechanical	304-313-3019	mr&xp1300@msw.com
Eric Sigley	EMCOR	304-514-1687	esigley@scaliseindustries.com
Jared Graffius	Rogers Elec.	304-363-5752	jgraffius@roeccei.com
Brad Cottle	Master Service Corp ^{Electrical}	304 676 8170	Kaya@masterservicecorp.com
Beau Henderson	City Construction Co.	304 623 2573	beau@cccwv.us

[illegible]

MARION COUNTY BOARD OF EDUCATION NORTH MARION HIGH SCHOOL HVAC UPGRADES

COST PROPOSAL FORM

PROJECT INFORMATION

- A. North Marion High School HVAC Upgrades
1 North Marion Drive
Farmington, WV 26571
Marion County, WV
- B. Proposal Submitted to: Marion County Board of Education
- C. Proposal From: _____

PROPOSERS OBLIGATIONS AND REPRESENTATIONS

- A. The undersigned Contractor proposes and agrees, if this proposal is accepted, to enter into an Agreement with the Owner in the form included in the Bidding Documents to perform all Work as specified or indicated in the Bidding Documents, for the Contract Sum, and within the Contract Times specified in this Proposal, in accordance with all other terms and conditions of the Contract Documents.
- B. The Qualitative Proposal and the Cost Proposal will constitute part of the Contract Documents, except for provisions that contradict the requirements of the Conceptual Documents and that are not specifically accepted by the Owner by means of written Addendum prior to execution of the Agreement.
- C. These proposals will remain subject to acceptance for 90 days after the day of Proposal opening. The Proposer will sign and deliver the required number of copies of the Agreement with any bonds and other documents required by the Instructions to Proposers within 7 days after the date of the Owners Notice of Award.

MARION COUNTY BOARD OF EDUCATION
NORTH MARION HIGH SCHOOL HVAC UPGRADES

BASE PROPOSAL

(Amounts are to be shown in both words and figures. In case of discrepancy, the amount shown in words will govern.)

TOTAL BASE PROPOSED COST:

(Includes all items listed below under Additional Information, Note C)

_____ Dollars \$ _____

.....

.....

ADDITIONAL INFORMATION

- A. All Cost Proposals will be scored on the total base proposed cost.
- B. The total proposed cost is to include all labor, material, professional services, permit and review fees, taxes, insurance, bonds, and all other costs associated with completing the project as determined in the IFP submission.

SUBMITTED this _____ day of _____, 2022

By _____ (SEAL)

Doing business as _____
(Company Name)

Business address: _____

MARION COUNTY BOARD OF EDUCATION
NORTH MARION HIGH SCHOOL HVAC UPGRADES

Phone Number _____

WV Contractors License Number _____

Authorized Signature _____

MARION COUNTY BOARD OF EDUCATION
North Marion High School HVAC Upgrades
Final Total Score Summary

	Company Name	Qualitative Score	Total Base Proposed Cost	Cost Score	Total Value (Qual + Cost)
#1					
#2					
#3					
#4					
#5					

MARION COUNTY BOARD OF EDUCATION NORTH MARION HIGH SCHOOL HVAC UPGRADES

INSTRUCTIONS TO CONTRACTORS

COMPETITION PROCESS

A. PROJECT SCHEDULE

1. Non-Mandatory Pre-proposal briefing: **Wednesday, June 22, 2022, at 10:00 a.m.**
 - i. Location: North Marion High School
1 North Marion Drive
Farmington, WV 26571
2. Qualitative Proposals and Cost Proposals due: **Wednesday, July 13, 2022 by 2:00 p.m.**
 - i. Location: Marion County Board of Education
1516 Mary Lou Retton Drive
Fairmont, WV 26554
 - ii. Proposers should submit: 5 original copies of proposal
3. Open Cost Proposals: **Wednesday, July 27, 2022**
4. Board of Education meeting to recommend award of Contract: **Monday, August 1, 2022**
5. Anticipated notice to proceed: **Wednesday, August 10, 2022**
6. Required substantial completion: **275 days after notice to proceed**
7. Required final completion: **300 days after notice to proceed**
8. Scoring preference will be given to contractors that can propose a substantial completion date sooner than stated above.
9. The owner reserves the right to change the schedule or terminate the entire competition process at any time.

REQUEST FOR PROPOSALS

Proposals must be submitted in two separate sealed packages:

Package No. 1

- Must be clearly labeled "Qualitative Proposal" and must have the following information presented on the front:
 - Name and Address of Contractor
 - Proposal for North Marion High School HVAC Upgrades
 - Received by The Marion County Board of Education
- Must include the following documents (Green Documents):
 - i. Addenda Acknowledgement
 - ii. Bid Bond
 - iii. Drug Free Workplace Conformance Affidavit
 - iv. Affidavit of Non-Collusion
 - v. Copy of WV Contractors License
 - vi. AIA 305 – Contractors Qualification Statement
 - vii. List of Proposed Subcontractors
 - viii. Plan for dealing with construction during the normal operation of the high school

MARION COUNTY BOARD OF EDUCATION

NORTH MARION HIGH SCHOOL HVAC UPGRADES

- ix. Equipment delivery dates
- x. Construction schedule indicating date of substantial and final completion
- xi. List of past experience with Marion County Schools, or other school boards.
- xii. List of school HVAC projects with references
- xiii. List of similar HVAC projects having similar water type heating / cooling systems with references

Package No. 2

- Must be clearly labeled “Cost Proposal” and must have the following information presented on the front
 - Name and Address of Contractor
 - Proposal for North Marion HVAC Upgrades
 - Received by The Marion County Board of Education
- Must include the following documents:
 - i. Cost Proposal Form

PACKAGE SEQUENCING

1. Package No. 1 “Qualitative Proposals” will be opened publicly and evaluated privately by the technical review committee according to the rating system
2. The Qualitative Proposals will be scored as follows: The highest Qualitative Score will be assigned a value of 100. The other Qualitative Scores will be assigned values by the following formula: Qualitative Score being evaluated divided by the highest Qualitative Score multiplied by 100.
3. All proposers will be notified of Qualitative Scores. Once the Qualitative Scores are announced, the Cost Proposals will be opened publicly and read aloud. All Proposers will be notified of the time and date of the public Cost Proposal Opening.
4. The Cost Proposals will be scored as follows:
 - i. All Cost Proposals will be scored on the total base proposal.
 - ii. It is assumed that the credit for extension of the substantial completion date is to be applied at the Owners discretion **after** the successful Contractor has been determined.
 - iii. Total proposed cost to include all labor, material, professional services, permit and review fees, taxes, insurance and bonds, and all other costs associated with completing the project as determined in the contract documents.
5. The lowest Total Proposed Cost will be assigned a Cost Value of 100. The other total proposed costs will be assigned Cost Values by the following formula: The lowest Total Proposed Cost divided by the Total Proposed Cost being evaluated multiplied by 100 equals the Cost Value.
6. The Total Value will be determined by adding the Qualitative Value and the Cost Value.

MARION COUNTY BOARD OF EDUCATION

NORTH MARION HIGH SCHOOL HVAC UPGRADES

7. The proposal with the highest Total Value will be considered for award.
8. Acceptance, Award and Rejection: All proposals will remain subject to acceptance for 90 days after the day of the proposal opening, but the Owner may, at its sole discretion, release any proposal and return the proposal security prior to that date.
 - i. Owner reserves the right to reject any or all proposals, including without limitation the right to reject any or all nonconforming, nonresponsive, unbalanced, or conditioned proposals.
 - ii. Owner reserves the right to reject the proposal of any proposer if Owner believes that it would not be in the best interest of the project to make an award to that proposer, whether because the proposal is not responsive or fails to meet any other pertinent standard or criteria established by Owner.
 - iii. Owner also reserves the right to waive all informalities not involving price, time, or changes in the work, and to negotiate contract and contract terms with the apparent successful proposer
9. Execution of Agreement: When the Owner gives a Notice of Award to the successful proposer, the proposer will be expected to execute the Agreement within 10 days thereafter, and deliver fully executed Payment and Performance bonds and insurance certificates.

EVALUATION

A. THE EVALUATORS

1. Evaluation and recommendation will be made by a technical review committee appointed by the Owner for that purpose.
2. Owner may conduct such other investigations as Owner deems necessary to assist in the evaluation of, and to establish the responsibility, qualifications, and financial ability of proposers, proposed design professionals, subcontractors, suppliers, and other individuals and entities ability to perform the work in accordance with the Contract Documents.

B. SELECTION CRITERIA

- I. Basis of Selection: The successful proposal will be the one that provides the best value to the Owner, based on the best Total Value as calculated using weighted criteria.

QUALITATIVE VALUE SCORE		
	Total Points	Possible Points
Qualifications (Acknowledgment of Addenda, Bid Bond, Drug Free Workplace Affidavit, Affidavit of Non-Collusion, Copy of WV Contractors License, AIA 305 Contractors Qualification Statement, List of Proposed Subcontractors)		10
Plan for Dealing with construction during the normal operation of the high school, Will Temporary Heat & Cooling be Required / Included		15
Proposed Construction Schedule, Equipment Delivery Dates, Substantial Completion Date, Final Completion Date		15
Prior experience with the Contractor and past performance in executing the work (Change Orders, Quality of work, Service after completion, etc.) If the Contractor has not worked with Marion County Schools, provide references for work performed for other school boards and/or supervisory entities.		20
Contractors School HVAC Experience with References		20
Contractors Similar HVAC Water Type Heating / Cooling Project Experience with References		20
Contractor Name:		100