



Article I. General Instruction to Bidders

Section 1.01 General Instructions

Drawing permit set and a general outline specification for site work for construction of the 670sf Park Restroom Building. This improvement will serve the residents and employees of Hanover Township. The project will be required to be completed using Prevailing Wage(s) in accordance with applicable Ohio Revised Code requirements.

Section 1.02 Submission Deadline

Issue for bidding begins April 1, 2024.

Bidding RFIs are due on April 10, 2024.

An addendum will be issued on April 12, 2024.

Candidates for this Request for Construction Proposals shall provide a complete and accurate proposal on or before 2:00pm on April 22, 2024.

Section 1.03 Evaluation of Proposals

The following criteria will be used to evaluate Request for Design Build Proposal:

- Methodology
- Inspection and Testing Procedures
- Cost
- Design Build Team
- Quality of Workmanship
- Operational Efficiency
- Site Utility
- Construction Schedule
- Use of Hanover Township Businesses

Section 1.04 Project Award

The Hanover Townships Board of Trustees shall make the final determination of the acceptance or rejection of any or all Proposals. Hanover Township Board of Trustees reserves the right to select or reject any or all Proposals based upon any reason.

Article II. Proposal Requirements

Section 2.01 Cover Letter

Each Proposal shall include a cover letter directed to the Board of Trustees. The letter should be dated and signed by the Design/Build Contractor.



Section 2.02 General Layout Design

The General Layout Design of the building shall be consistent with the intended scope of the project. Any modifications shall be noted and included with each proposal as an Addendum to the Proposal.

Section 2.03 Program Analysis

The Proposal shall include specific information concerning site work, septic design, restrooms, storage areas, etc. using the included Site Plan information listed as Exhibit A (Abercrombie and Associates Drawings) and the Permit Documents listed as Exhibit B. The permit documents should be used as baseline information that is amendable. The Board of Trustees will consider any modifications that enhance the design or functionality of the Proposal. Any modifications or deviations shall be noted and included with each proposal.

Section 2.04 Plans

Proposal shall include the following information developed in PDF:

- A Site Plan, drawn to 1" = 20'-0" scale, showing property lines, easements, building footprint, curb cuts, adjacent zoning, vehicular circulation, parking, driveways, utilities, storm water management, topography, lighting and landscaping, site disturbance limits, demolition limits, grading limits, erosion control, or other similar applicable site details.
- Fully developed floor plan drawn to 1/4" = 1'-0" scale showing building shell and fenestration, interior partitions, doors, plumbing fixtures, flooring materials etc. Label all spaces and give nominal room dimensions.
- Exterior elevations and a roof plan will also be provided.
- Other plan notes, details, or specifications as required to provide reasonable clarity regarding this project.
- Fully developed mechanical, electrical, and plumbing drawings.
- Developed septic engineered drawings.

Section 2.05 Construction Schedule

The proposal shall contain a detailed Schedule of Construction outlining major design and construction activities. This schedule will include significant milestone dates.

Section 2.06 Contractor

The following information shall be provided about the Contractor:

- History of the Company
- Statement of Qualifications
- Similar Project Experience
- Client References
- Project Organization, a chart including resumes of key project personnel.
- Certificate of Insurance including Workers Compensation coverage.

Section 2.07 Significant Sub-Contractors

The following information shall be provided about any significant Sub-Contractors:

- Resumes of proposed sub-contractors, HVAC, plumbing, electrical, erector, etc.
- Similar project experience
- Client references



- Current workload and statement of capacity for this project

Article III. Costs

Section 3.01 Lump Sum Price

Proposal shall contain a lump sum cost of Construction with a cost breakdown for the base bid (based on the information presented herein) and separate costs for each (if any) option presented by the Design-Build team. Cash allowances shall be clearly specified in the proposal. **(Prevailing Wage is required.)**

TRADE	TRADE COST	COST PER SF
1. General Conditions	\$	\$
2. Site Work	\$	\$
3. Septic System	\$	\$
4. Masonry	\$	\$
5. Framing, Cladding, and Roofing	\$	\$
6. Plumbing	\$	\$
7. HVAC	\$	\$
8. Electrical	\$	\$
9. Inspection and Testing	\$	\$
10. Permitting	\$	\$
11. Equipment	\$	\$
12. Miscellaneous – Not Listed	\$	\$
Subtotal of All Trades	\$	\$
13. Contingency	\$	\$
14. Contractor's Fee	\$	\$
Grand Total	\$	\$

