



**Purchasing Division**  
Finance Department

Room 120  
411 West First Street  
Duluth, Minnesota 55802



218-730-5340



[purchasing@duluthmn.gov](mailto:purchasing@duluthmn.gov)

## INVITATION TO BID

### HARTLEY NATURE CENTER BUILDING ADDITION

**BID NUMBER:** 21-AA19

**BID OPENING:** Tuesday, MAY 11, 2021 at 2:00 PM

**PROJECT DESCRIPTION:** The City is soliciting sealed bids on behalf of our Construction Manager, Gardner Builders, for various work scopes for the construction of a 4500-square-foot building addition and new parking area, and minor alterations to the existing facility.

**WORK SCOPES:** The plans and specs in the bid package include all work scopes for this project. However, only those work scopes identified in the Work Scope Specifications table as "Bid Express (SEALED)" are being solicited by the City through Bid Express. **Bids for work scopes identified as "Bid Express (Sealed)" MUST be submitted through Bid Express and MUST include all work identified by the specifications referenced in the Work Scope Specifications table.** Bidders wishing to submit a price for work scopes identified as "Gardner Builders" should email [DuluthEstimating@gardner-builders.com](mailto:DuluthEstimating@gardner-builders.com).

**PRE-BID MEETING:** A pre-bid meeting will be held at Hartley Nature Center on Tuesday, April 27, 2021 at 3:00 pm. Interested bidders are strongly encouraged to attend and should meet at the entrance to the Hartley Nature Center building at 3100 Woodland Ave, Duluth, MN. This facility is holding in-person learning; visits other than during the pre-bid meeting will not be allowed. Attendees are required to comply with current CDC guidelines and state and city rules regarding social distancing practices. Masks are required, but will not be provided.

**QUESTIONS:** Please submit any questions regarding this project via e-mail to [purchasing@duluthmn.gov](mailto:purchasing@duluthmn.gov). The deadline for questions is close of business Friday, April 30, 2021. Responses will be issued as an addendum to this solicitation.

The selected contractor will be required to execute a universal contract with Gardner Builders. To view the contract, please email [duluthestimating@gardner-builders.com](mailto:duluthestimating@gardner-builders.com).

Specifications may be viewed and downloaded at no cost at [www.bidexpress.com](http://www.bidexpress.com). Bidders must create a free account with Bid Express®; and login to search for city projects (search by "City of Duluth" or bid number). Bid Express® does charge a nominal fee for bid submission. More information can be found at [https://www.bidexpress.com/vendor\\_resources](https://www.bidexpress.com/vendor_resources).

Proposal forms, contract documents, plans and specifications may also be on file at the following offices: Minnesota Builder's Exchange, Builder's Exchange of Wisconsin, and Blue Book Building and Construction Network.

## INSTRUCTIONS TO BIDDERS

Due to the closure of City Hall due to the COVID-19 pandemic, all bids must be submitted electronically through Bid Express® at [www.bidexpress.com](http://www.bidexpress.com). Bid bonds must also be submitted electronically – either thru Surety2000 or SurePath in the BidExpress solicitation, or emailed to [purchasing@duluthmn.gov](mailto:purchasing@duluthmn.gov) prior to the bid opening. If submitting a certified check or bank draft, bidder must contact Purchasing seven days prior to bid opening to make arrangements.



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A certified check or bank draft, payable to the order of the City of Duluth, or a satisfactory bid bond executed by the bidder and acceptable surety, in an amount equal to five percent (5%) of the total bid must be submitted by the bid deadline. Electronic surety may be submitted through Bid Express; copies of paper bid bonds may be emailed to [purchasing@duluthmn.gov](mailto:purchasing@duluthmn.gov), but must be sent and received prior to the bid opening date and time. Bids may be withdrawn without forfeiture of surety if the request is submitted by the Bidder and received at the Purchasing Office in writing or by e-mail prior to the scheduled bid opening.

The City Purchasing Agent or her designee will conduct a public bid opening immediately after the deadline for receiving bids. Bidders may view the opening by going to the Purchasing web page (<https://www.duluthmn.gov/bids-request-for-proposals/>) and selecting the appropriate link.

No alternatives to the specification will be considered unless specifically requested. Erasures or other changes to the bid must be initialed and dated, however no special conditions shall be made or included in the bid form by the bidder.

The City of Duluth and Gardner Builders reserves the right to split the award where there is a substantial savings to the City, to waive informalities and to reject any and all bids. Price may not be the only consideration for bid award. Bids must be firm for a minimum of 90 days.

**Please note that the following requirements also apply to this project, and any additional required documents must be submitted prior to award/contract execution.**

1. **Insurance** – Contractor must provide insurance as indicated in the Insurance and Indemnification Requirements document within the solicitation.
2. **Performance & Payment Bonds** – The awarded contractor will be required to submit performance and payments bonds to Gardner Builders in the full amount of the project cost prior to award.
3. **Project Labor Agreement (PLA)** – Gardner Builders, as Construction Manager, is signatory to a PLA with the City. Awarded bidders for this project will be required to sign as a subcontractor. A link to the City standard PLA is included in the standard contracts documentation in the Bid Express solicitation.
4. **Community Benefits Provisions** – Gardner Builders, as Construction Manager, is signatory to a Community Benefits Best Efforts Plan with the City. Awarded bidders for this project will be expected to provide relevant Community Benefits information to Gardner Builders. A link to the Community Benefits provisions information is included in the standard contracts documentation in the Bid Express solicitation.
5. **Prevailing Wage** - Not less than the minimum salaries and prevailing wages as set forth in the contract documents must be paid on this project.
6. **Contract** – Successful bidder will execute a universal contract with Gardner Builders. Contact [duluthestiamting@gardner-builders.com](mailto:duluthestiamting@gardner-builders.com) to view the contract.

The City of Duluth is an Equal Opportunity Employer. Contractor shall comply with all applicable Equal Employment Opportunity laws and regulations.

CITY OF DULUTH

Amanda Ashbach  
Purchasing Agent

## WORK SCOPE SPECIFICATIONS

**IMPORTANT:** Whether submitted through BidExpress (only those in orange), or submitted to Gardner Builders (those in green), bids for each work scope must include ALL work identified in that work scope as indicated in the specifications referenced.

| Bid Package Name                       | Required information            | BidExpress (SEALED) | Gardner Builders | Spec Sections Required to Bid This Package |
|--|---------------------------------|---------------------|------------------|--|
| <b>1 - SPECIAL INSPECTIONS</b>         |                                 |                     |                  |  |
|  | MATERIAL/ LABOR                 |                     | Yes              | 01-4533 CODE REQUIRED SPECIAL INSPECTIONS  |
| <b>2 - DEMOLITION</b>                  |                                 |                     |                  |  |
|  | MATERIAL/ LABOR                 |                     | Yes              | 02-4100 DEMOLITION                         |
| <b>3 - CONCRETE</b>                    |                                 |                     |                  |  |
|  | MATERIAL/ LABOR                 | Yes                 |                  | 03-0516 UNDERSLAB VAPOR BARRIER            |
|  | MATERIAL/ LABOR                 | Yes                 |                  | 03-1000 CONCRETE FORMING AND ACCESSORIES   |
|  | MATERIAL/ LABOR                 | Yes                 |                  | 03-1119 INSULATING CONCRETE FORMING        |
|  | MATERIAL/ LABOR                 | Yes                 |                  | 03-2000 CONCRETE REINFORCING               |
|  | MATERIAL/ LABOR                 | Yes                 |                  | 03-3000 CAST-IN-PLACE CONCRETE             |
|  | MATERIAL/ LABOR                 | Yes                 |                  | 03-3513 CONCRETE FLOOR FINISHING           |
|  | MATERIAL/ LABOR                 | Yes                 |                  | 03-3900 CONCRETE CURING                    |
| <b>5 - METAL FABRICATIONS</b>          |                                 |                     |                  |  |
|  | MATERIAL ONLY                   |                     | Yes              | 05-5000 METAL FABRICATIONS                 |
|  | LABOR ONLY                      |                     | Yes              | 05-5000 METAL FABRICATIONS                 |
| <b>6A - ROUGH CARPENTRY/ FRAMING</b>   |                                 |                     |                  |  |
|  | MATERIAL/ LABOR                 |                     | Yes              | 06-1000 ROUGH CARPENTRY                    |
|  | LABOR                           |                     | Yes              | 06-1753 SHOP-FABRICATED WOOD TRUSSES       |
| <b>6B - ROUGH CARPENTRY/ FRAMING</b>   |                                 |                     |                  |  |
|  | MATERIAL                        |                     | Yes              | 06-1753 SHOP-FABRICATED WOOD TRUSSES       |
| <b>6C - CASEWORK/ FINISH CARPENTRY</b> |                                 |                     |                  |  |
|  | MATERIAL ONLY                   |                     | Yes              | 06-4100 ARCHITECTURAL WOOD CASEWORK        |
|  | MATERIAL ONLY                   |                     | Yes              | 06-6100 CAST POLYMER FABRICATIONS          |
|  | MATERIAL ONLY                   |                     | Yes              | 12-3600 COUNTERTOPS                        |
|  | MATERIAL/ LABOR                 |                     | Yes              | 07-9200 JOINT SEALANTS                     |
|  | MATERIAL/ LABOR                 |                     | Yes              | 06-2000 FINISH CARPENTRY                   |
| <b>7A- ROOFING &amp; FLASHINGS</b>     |                                 |                     |                  |  |
|  | MATERIAL/ LABOR (ROOFING INSUL) | Yes                 |                  | 07-2100 THERMAL INSULATION                 |
|  | MATERIAL/ LABOR                 | Yes                 |                  | 07-3113 ASPHALT SHINGLES                   |
| <b>7B - THERMAL INSULATION</b>         |                                 |                     |                  |  |
|  | MATERIAL/ LABOR (WALL INSUL)    |                     | Yes              | 07-2100 THERMAL INSULATION                 |
| <b>7C - SIDING</b>                     |                                 |                     |                  |  |
|  | MATERIAL/ LABOR                 |                     | Yes              | 07-4623 WOOD SIDING                        |
|  | MATERIAL/ LABOR                 |                     | Yes              | 07-2500 WEATHER BARRIERS                   |
|  | MATERIAL/ LABOR                 |                     | Yes              | 07-6200 SHEET METAL FLASHING AND TRIM      |
|  | MATERIAL/ LABOR                 |                     | Yes              | 07-9200 JOINT SEALANTS                     |
| <b>8A - DOORS AND HARDWARE</b>         |                                 |                     |                  |  |
|  | MATERIAL ONLY                   |                     | Yes              | 08-1213 HOLLOW METAL FRAMES                |
|  | MATERIAL ONLY                   |                     | Yes              | 08-1416 FLUSH WOOD DOORS                   |

|                                |                 |  |     |                                     |
|--------------------------------|-----------------|--|-----|-------------------------------------|
|                                | MATERIAL ONLY   |  | Yes | 08-7100 DOOR HARDWARE               |
| <b>8B - DOORS AND HARDWARE</b> |                 |  |     |                                     |
|                                | INSTALL ONLY    |  | Yes | 08-1213 HOLLOW METAL FRAMES         |
|                                | INSTALL ONLY    |  | Yes | 08-1416 FLUSH WOOD DOORS            |
|                                | INSTALL ONLY    |  | Yes | 08-7100 DOOR HARDWARE               |
| <b>8C - GLAZING</b>            |                 |  |     |                                     |
|                                | MATERIAL/ LABOR |  | Yes | 08-4313 ALUMINUM-FRAMED STOREFRONTS |
|                                | MATERIAL/ LABOR |  | Yes | 08-8000 GLAZING                     |
|                                | MATERIAL/ LABOR |  | Yes | 08-8700 ARCHITECTURAL WINDOW FILMS  |
|                                | MATERIAL/ LABOR |  | Yes | 08-5413 FIBERGLASS WINDOWS          |

|                                     |                 |     |     |  |
|-------------------------------------|-----------------|-----|-----|--|
| <b>9A - PLASTER &amp; DRYWALL</b>   |                 |     |     |  |
|                                     | MATERIAL/ LABOR | Yes |     | 09-2116 GYPSUM BOARD ASSEMBLIES                |
|                                     | MATERIAL/ LABOR | Yes |     | 09-2710 GYPSUM BOARD ACCESSORIES               |
|                                     | MATERIAL/ LABOR | Yes |     | 06-8316 FIBERGLASS REINFORCED PANELING         |
| <b>9B - TILE</b>                    |                 |     |     |  |
|                                     | MATERIAL/ LABOR |     | Yes | 09-3013 CERAMIC TILING                         |
|                                     | MATERIAL/ LABOR |     | Yes | 09-3030 SPECIALTY STONE TILE                   |
| <b>9C - FLOORING</b>                |                 |     |     |  |
|                                     | MATERIAL/ LABOR |     | Yes | 09-6513 RESILIENT BASE AND ACCESSORIES         |
|                                     | MATERIAL/ LABOR |     | Yes | 09-6813 TILE CARPETING                         |
| <b>9D - ACOUSTICAL CEILINGS</b>     |                 |     |     |  |
|                                     | MATERIAL/ LABOR |     | Yes | 09-5100 ACOUSTICAL CEILINGS                    |
|                                     | MATERIAL/ LABOR |     | Yes | 09-5113 ACOUSTICAL PANEL CEILINGS              |
|                                     | MATERIAL/ LABOR |     | Yes | 09-8430 SOUND-ABSORBING WALL AND CEILING UNITS |
| <b>9E - PAINTING &amp; COATINGS</b> |                 |     |     |  |
|                                     | MATERIAL/ LABOR |     | Yes | 09-9123 INTERIOR PAINTING                      |
|                                     | MATERIAL/ LABOR |     | Yes | 09-7700 DIGITAL WALLCOVERING                   |
| <b>9F - FLUID APPLIED FLOOR</b>     |                 |     |     |  |
|                                     | MATERIAL/ LABOR |     | Yes | 09-6723 RESINOUS FLOORING AND WALL SYSTEMS     |

|                          |               |  |     |   |
|--------------------------|---------------|--|-----|---|
| <b>10A - SPECIALTIES</b> |               |  |     |   |
|                          | MATERIAL ONLY |  | Yes | 10-1100 VISUAL DISPLAY UNITS                  |
|                          | MATERIAL ONLY |  | Yes | 10-2113 PLASTIC TOILET COMPARTMENTS           |
|                          | MATERIAL ONLY |  | Yes | 10-2800 TOILET, BATH, AND LAUNDRY ACCESSORIES |
|                          | MATERIAL ONLY |  | Yes | 10-4400 FIRE PROTECTION SPECIALTIES           |
| <b>10B - SPECIALTIES</b> |               |  |     |   |
|                          | LABOR ONLY    |  | Yes | 10-1100 VISUAL DISPLAY UNITS                  |
|                          | LABOR ONLY    |  | Yes | 10-2113 PLASTIC TOILET COMPARTMENTS           |
|                          | LABOR ONLY    |  | Yes | 10-2800 TOILET, BATH, AND LAUNDRY ACCESSORIES |
|                          | LABOR ONLY    |  | Yes | 10-4400 FIRE PROTECTION SPECIALTIES           |

|                              |                 |  |     |                           |
|------------------------------|-----------------|--|-----|---------------------------|
| <b>21 - FIRE SUPPRESSION</b> |                 |  |     |                           |
|                              | MATERIAL/ LABOR |  | Yes | ALL DIV 21 SPECIFICATIONS |

|                      |                 |     |  |                           |
|----------------------|-----------------|-----|--|---------------------------|
| <b>22 - PLUMBING</b> |                 |     |  |                           |
|                      | MATERIAL/ LABOR | Yes |  | ALL DIV 22 SPECIFICATIONS |

|                 |                 |     |  |                           |
|-----------------|-----------------|-----|--|---------------------------|
| <b>23- HVAC</b> |                 |     |  |                           |
|                 | MATERIAL/ LABOR | Yes |  | ALL DIV 23 SPECIFICATIONS |
|                 | MATERIAL/ LABOR | Yes |  | ALL DIV 25 SPECIFICATIONS |

|                        |                 |     |  |                           |
|------------------------|-----------------|-----|--|---------------------------|
| <b>26 - ELECTRICAL</b> |                 |     |  |                           |
|                        | MATERIAL/ LABOR | Yes |  | ALL DIV 26 SPECIFICATIONS |
|                        | MATERIAL/ LABOR | Yes |  | ALL DIV 27 SPECIFICATIONS |
|                        | MATERIAL/ LABOR | Yes |  | ALL DIV 28 SPECIFICATIONS |

|                                    |                 |     |  |   |
|------------------------------------|-----------------|-----|--|---|
| <b>31A - EARTHWORK &amp; CIVIL</b> |                 |     |  |   |
|                                    | MATERIAL/ LABOR | Yes |  | ALL DIV 31 SPECIFICATIONS   |
|                                    | MATERIAL/ LABOR | Yes |  | ALL DIV 32 SPECIFICATIONS EXCEPT 32-1216 (Asphalt Paving) and 32-1623 (Sidewalks) |
|                                    | MATERIAL/ LABOR | Yes |  | ALL DIV 33 SPECIFICATIONS   |

|  |                 |     |  |                                   |
|--|-----------------|-----|--|-----------------------------------|
|  | MATERIAL/ LABOR | Yes |  | 01-5713 TEMP EROSION AND SEDIMENT |
|--|-----------------|-----|--|-----------------------------------|

|                             |                |     |  |                        |
|-----------------------------|----------------|-----|--|------------------------|
| <b>31B - ASPHALT PAVING</b> |                |     |  |                        |
|                             | MATERIAL/LABOR | Yes |  | 32-1216 ASPHALT PAVING |

|                        |                |     |  |                   |
|------------------------|----------------|-----|--|-------------------|
| <b>31C - SIDEWALKS</b> |                |     |  |                   |
|                        | MATERIAL/LABOR | Yes |  | 32-1623 SIDEWALKS |

|                     |                 |  |     |                                  |
|---------------------|-----------------|--|-----|----------------------------------|
| <b>32 - FENCING</b> |                 |  |     |                                  |
|                     | MATERIAL/ LABOR |  | Yes | 32-3113 CHAINLINK FENCES & GATES |