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**Memorandum To:** *Interested Qualified Bidders*

**From:** *Craig Franks, AIA  
Pardee Hospital Engineering  
Director of Planning, Design, and Construction  
800 N. Justice Street  
Hendersonville, NC 28791  
[Craig.franks@unchealth.unc.edu](mailto:Craig.franks@unchealth.unc.edu)  
828-696-1127*

**Subject:** *Request for Proposals  
Pardee Memorial Hospital – Entrance & Surface Parking Improvements*

**Date:** *April 23, 2021*

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**Mandatory Pre-Bid/Attendance  
Meeting w/ Owner\***

**April 29, 2021 @ 2:00 pm**

Pardee Hospital  
Brown Street Access to E-21 Equipment Room (in Lower Level of  
Parking Deck)  
800 N. Justice Street  
Hendersonville, NC 28791

\*Bidders must attend the pre-bid conference in order for their bid to be considered responsive; therefore bids will not be accepted from companies who fail to have a representatives at the pre-bid meeting. For any contractor who attended the first Pre-Bid, this second meeting is voluntary but not required.

**Proposals are due:**

**May 5, 2021 by 2:00 pm**

Jared L. DeRidder, PE  
WGLA Engineering, PLLC  
724 5<sup>th</sup> Avenue West  
Hendersonville, NC 28739  
(828) 687-7177

\*Sealed hard copy bids, no emails, will be received from bidders by Jared L. DeRidder, PE at WGLA Engineering, PLLC located at 724 5<sup>th</sup> Avenue West, Hendersonville, North Carolina 28739 until May 5th, 2021 @ 2:00 pm.

**Location of Work:**

**Pardee Hospital**  
800 N Justice St, Hendersonville, NC 28791

**Engineer:**

WGLA Engineering, PLLC – Jared DeRidder, PE  
724 5<sup>th</sup> Avenue West  
Hendersonville, NC 28739  
[jderidder@wgl.com](mailto:jderidder@wgl.com)  
828-687-7177 x 306

**Last Day for Questions:**

May 3<sup>rd</sup>, 2021 at 2:00 pm. Questions must be received in written form by email or USPS letter on or before the date indicated. Submit all questions to the Project Manager, Jared L. DeRidder, PE @ [jderidder@wglac.com](mailto:jderidder@wglac.com)

**Detailed Scope of Work:**

The project scope is inclusive of, but not limited to: Provide a turnkey project inclusive of all labor, materials, traffic control, supervision, disposal fees, permits, inspections, etc. for the work outlined in the attached 'Entrance & Surface Parking Improvements' engineered drawings and specifications by WGLA Engineering, PLLC, dated March 15, 2021, and bid documents and instructions from the mandatory Pre-bid meeting. Work areas and delivery routes to be left in a clean and good condition. Site work is for the associated parking and drive areas. Items include grading, fill, drainage, subsurface stormwater, erosion control, paving, landscaping and other associated sitework.

Bidders must be properly licensed as a Contractor in the State of North Carolina as provided in General Statutes Chapter 87. Bids must be accompanied by a bid guarantee. The bidder's attention is directed to North Carolina General Statutes (NCGS) 143-129. The bidder's attention is also directed to NCGS 143-182.2 (Minority Participation in bidding). The procedure for withdrawal of bids shall conform to procedure of North Carolina General Statutes 143-129.1.

The contract shall be awarded to the lowest responsible, responsive bidder, taking into consideration quality, performance, the time specified in the bids for performance of the contract, and compliance with G.S. 143-128.2. Additional considerations of identifying a responsible bidder may include:

- Workload able to accommodate this project
- Record of successful projects of similar scope
- Previous experience with Pardee Hospital or other healthcare providers
- Key personnel with healthcare contract experience
- Evidence of similar projects where bid matched final cost
- Projects completed on time or ahead of schedule
- Construction administration abilities
- Quality of minority participation plan as required by G.S. 143-128.2
- At least 3 references provided

**General:**

Provide a turnkey project inclusive of all labor, materials, traffic control, supervision, disposal fees, permits, inspections, etc. for the work outlined in the attached 'Entrance & Surface Parking Improvements' on the campus of Pardee Hospital. Contractor is to meet or exceed all requirements and specifications outlined in engineered drawings and specifications by WGLA Engineering, PLLC, dated March 15, 2021. Work areas and delivery routes to be left in a clean and good condition.

- Time of Completion: The intent is to issue NTP by May 15<sup>th</sup>, 2021. The awarded Contractor should commence work within 7 days of NTP. Contractor must be complete by October 31st, 2021.
- Work completion includes receiving and passing all inspections.
- Install all materials and equipment in accordance with manufacturer's instructions and warranty requirements.
- Contractor must submit a timeline for beginning and completion of the project.
- Improvements to the primary of entrance of the hospital are to be scheduled well in advance with Pardee's Project Coordinator. Work should be coordinated to keep downtime to an absolute minimum and may require night and or weekend work.

- Existing EMS Building will be demolished by Pardee Hospital prior to the contractor mobilizing to site
- The contractor shall provide an allowance for movable site fencing around the perimeter of the site.
- Contractor is to obtain and pay for any and all required building permits and inspections. Any deficiencies found in the installation or materials used in the installation which prevents receiving a green tag from inspectors will be the Contractor's responsibility and expense to correct.
- Contractor to furnish the necessary supervision, labor, tools, equipment and materials to complete the work outlined in the engineered drawings and pre-bid meeting.
- Work schedule limitations to be coordinated with the Pardee Hospital Project Coordinator.
- Project includes demolition of existing hardscape items and associated debris offsite at the Contractor's expense. The Contractor will not be allowed to use Pardee dumpsters. Construction dumpsters and hauling will be the responsibility of the Contractor and at the Contractor's expense.
- Contractor will provide traffic flaggers for any road or lane closures needed for delivery of equipment or work to be done.
- Daily Cleanup of all affected work areas and paths of entry and material delivery or removal.
- Any damage to buildings, walkways, pads, patios and foliage will be the responsibility of the Contractor to repair or replace at their expense. This includes work associated with the asphalt milling beneath the building canopy.

**The following information must be included in the proposal:**

1. All applicable licensure with North Carolina.
2. Anticipated Work Schedule for start and completion (filled out on bid form)
3. Warranty on all above work
4. Include a copy of COI and W-9 form
5. Proposals should include a lump sum price for the base bid work with separate pricing for each alternate listed.
6. Bid & Performance Guarantee. See Henderson County Insurance and Bond Requirements posted under General Information at <http://ww2.hendersoncountync.org/rfp/index> for the following:
  - a. Insurance (*if appropriate*) per Article 11
  - b. Bonds (*if appropriate*) per Article 12
7. Company Profile/Resume to include:
  - a. Examples of other successful projects of similar scope completed on time or ahead of schedule
  - b. List any previous experience with Pardee Hospital or other healthcare providers
  - c. List and key personnel with healthcare contract experience
  - d. List evidence of similar projects where bid matched final cost
8. At least 3 references provided

**SITE CONDITIONS:**

1. The building will be occupied. Contractors and sub-contractors are limited to the work area of the contract drawings and disturbed area. Under no conditions is the Contractor or his subs allowed to enter the building or use any hospital facilities.
2. The main entrance is critical to the operation of the hospital. Any downtime must be scheduled in advance with Pardee's Project Coordinator. All downtime must be kept to a minimum. Work should be coordinated to keep downtime to an absolute minimum and may require weekend work.
3. The hospital has sensitive equipment and procedures occurring daily and there may be times that noise from machines, excavating equipment, vibratory rollers, etc. may not be allowed. Coordination of these times will be discussed during construction meetings.
4. Equipment and temporary storage pods for supplies may be parked at a designated area of the proposed Brown Street Parking lot. Pardee Hospital will not be responsible for the security of this equipment or stored items.
5. Sanitary facilities will not be available at the job site. The contractor will not be allowed to use restrooms inside the buildings. The Contractor shall be responsible for the provision and maintenance of portable toilets.
6. No Contractors will be allowed to park on the side of the access road(s), on the deck, or on the adjacent surface parking. Contractors shall park on the job site.
7. Smoking is not permitted on the job site or the hospital campus. The Contractor and subcontractors are allowed to smoke inside their vehicles.
8. There will be pedestrian traffic outside of building. Contractor will need to barricade the work area with safety cones, caution tape and construction signage to prevent pedestrians from entering the work area.
9. Damage to foliage outside of the contract drawings will be the responsibility of the Contractor to repair or replace at his expense.
10. Any utility interruptions are to be scheduled with the owner.
11. Communication with hospital visitors is not permitted. Shirts are required at all times.
12. Weapons are prohibited on hospital property. It is the policy of Pardee Hospital that the campus shall be free of unauthorized weapons. No Contractor, subcontractor or employee, while on campus, shall carry or encourage another person to carry, whether openly or concealed an unauthorized weapon as defined by G.S 14-284.1.
13. The contractor should be aware of existing utilities in and adjacent to the project area. All manholes, catch basins, water valve boxes, etc. shall be adjusted to meet the new grade of the parking areas and roadways following resurfacing.
14. All materials and standards shall meet NCDOT standards unless otherwise noted or approved by the Owner prior to construction.
15. The Owner will contract separately with a geotechnical engineering firm of its choice to provide QA/QC testing for this project if necessary.

**ELECTRONIC copies of the PLANS may be obtained from WGLA, PLLC. Hard copies of the plans will not be distributed.** Interested contractors can access the drawings on Dropbox at the following site:  
<https://www.dropbox.com/sh/x6po216jdt2sly0/AACEhxDoCDdG04RtLSs2YZ8ka?dl=0>

Henderson County Hospital Corporation Inc., reserves the right to reject any and / or all bids.

## **ACCEPTANCE OF WORK**

All proposed site improvements are to be fully functional and operating as intended when the Contractor has completed the project. Retaining walls should receive all inspections, certifications and permits required by local and State agencies. Owner is to receive written copies of all including engineers certification at completion.

See "Doing Business with Henderson County" for general information and Henderson County Insurance and Bond Requirements along with Minority Business Participation Guidelines at <https://www.hendersoncountync.gov/county/page/doing-business-henderson-county>

As a party wishing to contract or otherwise do business with Henderson County Hospital Corporation Inc., You must understand that you have a duty (imposed by North Carolina Law in 2013), as a condition of payment for goods provided or services rendered, to Comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes (E-Verify). Further, if you provide the goods and services to the County utilizing a subcontractor, you must require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the General Statutes as well. You are required to verify, by affidavit, compliance of these terms of this Section upon the County's request.