

**Instructions to Bidders**  
**Supplementary Material to the Construction Documents**  
**Bid Posting Date 5/22/24**

PROJECT NAME: Captain Sinclair Pool House Addition

LOCATION: 9524 Whitaker Drive, Gloucester, VA 23061

CONTRACT NO. MPPAA 24-01

**CONSTRUCTION PROJECT MANAGER**

- **CONSTRUCTION POINT OF CONTACT:** *Lewis L. Lawrence, Executive Director, Middle Peninsula Planning District Commission*  
EMAIL: [llawrence@mppdc.com](mailto:llawrence@mppdc.com)  
PHONE: 804 758-2311
- **CONSTRUCTION ALTERNATE POINT OF CONTACT:** *Neal J. Barber*  
Email: [nealbarber1944@gmail.com](mailto:nealbarber1944@gmail.com)  
PHONE: 804 761-0186

DESIGN FIRM: Balzer and Associates

**DESIGN PROJECT MANAGER**

- **DESIGN POINT OF CONTACT NAME:** *Taylor Goodman*  
EMAIL: [tgoodman@balzer.cc](mailto:tgoodman@balzer.cc)  
PHONE: 804 794-0571

OWNER: Middle Peninsula Chesapeake Bay Public Access Authority (MPPAA)

- **OWNER POINT OF CONTACT NAME:** *Lewis L. Lawrence, Executive Director, Middle Peninsula Chesapeake Bay Public Access Authority*  
EMAIL: [llawrence@mppdc.com](mailto:llawrence@mppdc.com)  
PHONE: 804 758-2311

**Pre Construction Meeting: May 29<sup>th</sup>, 2023 at 12:00 P.M. 9524 Whittaker Drive, Gloucester VA**

**All Bids Due: 12:00 P.M. EST on June 20<sup>th</sup>, 2023 to the MPPDC Office located at 125 Bowden St., Saluda, Virginia 23149**

**PROJECT DESCRIPTION:**

The project includes the addition of residential units on the second floor of the Pool House on the Captain Sinclair property owned by the Middle Peninsula Chesapeake Bay Public Access Authority located at Whittaker Drive, Gloucester, VA 23061. The addition includes three residential suites on the second floor. The addition will be conducted in accordance with the plan prepared by Balzer and Associates dated September 25, 2023, the Instructions to Bidders including all Appendices, and these Supplemental Materials.

**BID:**

The MPPAA is bidding the renovation of the Main House at the same time as the Pool House Addition. The bidder is encouraged to bid on both projects. The bids will be received and opened separately. If there are cost savings through awarding both projects to the same bidder, the bidder should indicate on the Bid Form, Appendix A, for each bid any discount or cost savings that would accrue to that project as a result of awarding both contracts to the same Bidder.

**PERMITS**

Prior to commencing construction work, Contractor will, at its own expense, obtain all necessary building and other permits required by federal, state and local authorities.

**PAYMENT OF CONTRACTOR**

Payment for work completed will be made upon submission of an invoice by the contractor and based upon the completion of work consistent with the milestones outlined in the schedule of construction and confirmation that the work was completed. The invoice will be paid no later than 45 days from the time of verification of completion of the work. Payment will be made consistent with the advanced drawdown payment from Virginia Housing Development Authority.

**INSURANCE**

The contractor shall maintain such insurance of the type and for the time period required by MPPDC's Standard Terms and Conditions Appendix D of the Instructions to Bidders. A copy of the insurance policy to be supplied to the owner's representative at the time of award of the contract.

**MOBILIZATION/DEMobilization**

The contractor will be responsible for maintaining the construction site in a clean and orderly fashion. The contractor will dispose of all construction waste in accordance with local permitting and requirements. The contractor shall have a construction waste container on site during the construction period.

## **SCOPE OF WORK**

### **SITE WORK**

The Contractor will:

- Trim vegetation and shrubbery as necessary to allow the Pool House to be power washed and painted.
- Construct a 6 ft. walkway from the parking area on the South of the Pool House to the proposed ramp and entrance porch. Pervious pavers shall be used to construct the walkway.
- Construct a 6 ft. walkway from the entrance porch on the north side of the Pool House to the parking area on the north side of the Pool House. Pervious pavers shall be used to construct the walkway.

### **DEMOLITION AND RESTORATION**

On the First Floor of the Pool House, the Contractor will:

- Remove the framing as shown on the construction drawings.
- The new ceiling and wall covering materials on the first floor must meet current minimum FEMA standards for Flood Resistant Materials. Class 4 or 5 flood damage resistant materials may include non-paper-faced gypsum board, water-resilient fiber-reinforced gypsum exterior sheathing, or asbestos-cement board, or fiber-cement board. Materials shall be approved by the owner's representative.
- Remove one of the garage doors and increase the size of the center column to be directly under the north/south "I" beam. Replace the garage door with 2"X4" stud break away wall.

### **FRAMING**

The Contractor shall frame addition and interior walls in accordance with the construction drawings prepared by Balzer and Associates.

### **MECHANICAL, ELECTRICAL AND PLUMBING**

#### **Mechanical.**

The Contractor shall:

- Install mini split units with a head in each residential suite.
- Each suite shall have its own thermostat for temperature control.

#### **Electrical.**

The Contractor shall:

- Install a ceiling exhaust fan in each bathroom.

#### **Plumbing.**

The Contractor shall:

- Connect all plumbing fixtures to a new the septic tank and drain field system to be provided by others.
- Install an electric tankless hot water heater meeting the specifications of a Stiebel Electron Temptra Plus 36 or its equivalent.

## **INSULATION AND DRYWALL**

The Contractor shall:

- Insulate the 2<sup>nd</sup> floor walls to a minimum of 4 inches of batt insulation.
- Insulate the ceiling to a minimum of 8 inches of blown-in fiber insulation.
- Construct the drywall as specified in the construction drawings.
- Install a minimum of 8 inches of batt insulation between the first and second floors.

## **WINDOWS AND DOORS**

The Contractor shall:

- Install the doors and windows as specified in the door and window schedules.

## **FLOORING**

The contractor shall install engineered wood flooring. The type and color to be approved by the owner's representative.

## **INTERIOR FINISHES**

The Contractor shall:

- Prime and paint all ceilings and walls using grade and color approved by the owner's representative.
- Prime and paint trim in semi-gloss white interior trim paint.

## **EXTERIOR FINISHES**

The Contractor shall:

- Power wash the first-floor existing exterior walls and caulk the windows and trim prior to painting.
- Paint the exterior with a grade and color of paint approved by the owner's representative.
- Prime all new wood on the exterior prior to painting.
- Paint the exterior trim with a white semi-gloss exterior paint.

## **ROOFING**

The Contractor shall relocate the existing statuary from the roof to the garden area adjacent to the Main House.