

EXHIBIT A



**INVITATION TO BID  
DESIGN-BUILD CONSTRUCTION PROJECT  
ISSUED FEBRUARY 5, 2020**

SHERIDAN COUNTY COURTHOUSE  
FIRST FLOOR OF THE NEW ADDITION  
224 S. MAIN STREET  
SHERIDAN, WY 82801

# EXHIBIT A

## Table of Contents

1.0 PROJECT INTRODUCTION .....	3
1.1 SCOPE.....	3
1.2 LOCATION.....	3
1.3 DESCRIPTION .....	3
1.4 SCHEDULE .....	3
1.5 INFORMATION .....	3
1.6 DATA AND MATERIALS TO BE PROVIDED BY SHERIDAN COUNTY.....	4
2.0 PROJECT REQUIREMENTS.....	5
2.1 GENERAL REQUIREMENTS.....	5
2.1.1 SCOPE OF WORK AND PROJECT SUMMARY/REQUIREMENTS .....	5
2.1.2 PROGRESS PAYMENTS .....	5
2.1.3 PROJECT MEETINGS .....	5
2.2 DESIGN REQUIREMENTS.....	6
2.2.1 DB DESIGN DEVELOPMENT AND CONSTRUCTION DOCUMENTS .....	6
2.3 CONSTRUCTION REQUIREMENTS.....	7
2.3.1 ENVIRONMENTAL AND SUSTAINABILITY REQUIREMENTS FOR CONSTRUCTION: .....	7
2.3.2 CONSTRUCTION SUPPORT.....	7
2.3.3 SUBMITTALS DURING CONSTRUCTION.....	7
2.3.4 WORKING HOUR RESTRICTIONS .....	8
2.3.5 ACCESS .....	8
2.3.6 PROJECT CLOSE-OUT .....	8
2.3.7 SUBSTANTIAL COMPLETION AND FINAL INSPECTION .....	9
2.4 FORMS.....	9
3.0 ATTACHMENTS.....	10

## EXHIBIT A

### 1.0 PROJECT INTRODUCTION

Project Name: Interior Office Build, First Floor New Addition Courthouse

#### 1.1 Scope

In accordance with the terms and conditions of the Contract, the Design-Build Contractor (DBC) shall perform the work of this Project for Sheridan County as described below.

The work of this Project shall be performed in accordance with the City of Sheridan Building Code.

The DBC Team is responsible for providing all design and construction services required for the project inclusive of, but not limited to, the following: architectural, electrical, structural, mechanical, and any other required specialty.

#### 1.2 Location

This project is located 224 S. Main Street, Sheridan WY, at the Sheridan County Courthouse, First Floor of the New Addition.

#### 1.3 Description

Project is a build out of three internal offices for the County Clerk, County Treasurer, and County Assessor. The proposed project will design and build enclosed offices approximately 200 to 250 square feet, with 9-foot walls to blend with the existing drop ceiling apparatus, each with one solid door, and one or more windows on three of the four new walls.

#### 1.4 Schedule

The work in this Project shall be completed in accordance with the following schedule:

##### DB Design Development Documents:

DB Design Development Documents submitted no later than 20 calendar days after award date of March 17, 2020. *Approximate date is April 6, 2020.*

Sheridan County Review completed no later than 7 calendar days after submission of DB Design Development Documents. *Approximate date is April 13, 2020.*

##### 100% Draft DB Construction Documents:

Work on Construction Documents shall continue during the Design Development Documents review and once Design Development review comments are received, they shall be addressed and incorporated in the Construction Documents.

## EXHIBIT A

Sheridan County Review completed no later than 7 calendar days after receipt of 100% Draft DB Construction Documents. *Approximate date April 20, 2020.*

### Complete Stamped and Signed DB Construction Documents:

Complete Stamped and Signed DB Construction Documents to Sheridan County no later than 7 calendar days after receipt of Sheridan County 100% Draft DB Construction Document review comments. *Approximate date April 27, 2020.*

### Construction:

Construction completed no later than 100 calendar days after award of the contract (award date March 17, 2020). *Approximate date June 25, 2020.*

### As-Constructed Drawings:

As-Constructed Drawings completed no later than 30 calendar days after Project Completion.

All DB Design Development, DB Construction Documents and As-Constructed Drawings shall be submitted to the Sheridan County Owner Representative.

## 1.5 Information

Sheridan County Points of Contact:

### **Contractual & Technical:**

Owner Representative (OR):  
Renee' Obermueller, Administrative Director  
[robermueller@sheridancounty.com](mailto:robermueller@sheridancounty.com)  
307-675-2910

### **Technical:**

Project Manager (PM):  
Mike Morris  
[mmorris@sheridancounty.com](mailto:mmorris@sheridancounty.com)  
307-752-8941

Address:  
224 S. Main Street, Ste. B-1  
Sheridan, WY 82801

## 1.6 Data and Materials to be provided by Sheridan County

The following data will be provided to the DBC and are included in Section 5 of this RFP:

Existing Drawings for the first floor of the Courthouse New Addition.

## EXHIBIT A

Draft Contract

### 2.0 PROJECT

#### 2.1 General Requirements

##### 2.1.1 Scope of Work and Project Summary/Requirements

The project will consist of the design and construction of three internal offices for the County Clerk, County Treasurer and County Assessor on the first floor of the Sheridan County Courthouse New Addition.

The project will include, but not be limited to, the following:

- Review site data.
- Upon award, determine and provide design schedule of work
- Submit list of required permits
- Submit DB Design Development and DB Construction Documents for review and approval, as required
- Provide schedule of construction work
- Secure work area and provide for continued access to the facility
- Construct project
- Create and provide operations and maintenance manual
- Provide as-constructed drawings

##### 2.1.2 Progress Payments

**Design Phase** - Progress payments during the design phase of the work will be based on submission, review, and acceptance of design deliverables.

**Construction Phase** - Progress payments during construction will be based on the percentage of work completed on items listed on the approved schedule of values. Actual construction completed and in place will form the basis for payment.

##### 2.1.3 Project Meetings

###### Design Meeting

After the award of the contract and acceptance of the required insurance and bonds, the OR will arrange a design meeting with the DBC. The meeting agenda shall include the following as a minimum:

- Review and emphasize the needs and design objectives of the project
- Design schedule (provide minimum of two hard copies and one electronic). **Note:** No portion of the work can begin construction until 100% Complete DB Construction Documents are approved for that portion and any other portion of the work that may be affected by it.

## EXHIBIT A

- Modifications during design
- Submittals during design
- Areas available for use by the DBC
- Payments to the DBC

### Preconstruction Meeting

After 100% Complete DB Construction Documents are approved (or completed portions of DBCDs necessary for fast tracking the project), and prior to the start of construction, the OR will arrange an on-site Preconstruction meeting with the DBC. The meeting agenda will include the following as a minimum:

- Letter designating your Project Superintendent
- Project Schedule with construction portion fully developed
- A list of subcontractors for this project (must be same as in your proposal)
- Waste Management Plan
- Quality Control Plan
- Correspondence procedures
- Roles and responsibilities
- Progress Payments
- Submittal process
- Construction schedule (provide a minimum of two color hard copies and electronic copy in software it was created in) **Note:** No portion of the construction can begin until 100% Complete DB Construction Documents are approved for that portion and any other portion of the work that may be affected by it.
- Saturdays, Sundays, holidays and night work

## 2.2 Design Requirements

### 2.2.1 DB Design Development and Construction Documents

This element of work shall consist of the preparation of the DB Design Development Documents and DB Construction Documents.

#### DB Design Development

##### DB Design Development Documents:

- Submit 2 paper copies and one electronic copy of the Draft DB Design Development Documents for review.

#### DB Construction Documents

##### 100% Draft DB Construction Documents

- Submit 2 paper copies and one electronic copy of the 100% Draft DB Construction Documents for review.

## EXHIBIT A

### Complete Stamped and Signed DB Construction Documents

- Submit 2 paper copies and one electronic copy of the 100% Completed Stamped and Signed DB Construction Document.

## **2.3 Construction Requirements**

### **2.3.1 Environmental and Sustainability Requirements**

- Air: Employ construction practices that minimize dust production and combustion byproducts.
- Noise: Minimize noise generation during construction. Operate power equipment in accordance with local noise restrictions.
- Waste Management Goals: Employ processes that ensure the generation of as little waste as possible. Waste disposal in landfills shall be minimized.
- All material unsuitable for recycling must be disposed of, in a legal manner.

### **2.3.2 Construction Support**

#### **Staging Areas**

Construction site will be limited to the smallest feasible area.

Staging is limited in or near the construction area for a construction trailer. Construction equipment and material storage shall be located in areas near the construction site. All staging areas shall be returned to pre-construction conditions once construction is complete.

Structures:

Trailers, Storage, Staging Area: Location to be approved by the Contracting Officer.

#### **Parking of Construction Vehicles**

Parking of vehicles shall be limited to existing roads, in legally designated areas, and within approved staging area(s).

### **2.3.3 Submittals during Construction**

#### **Material Submittal and Approval Procedures:**

The following submittals will require government approval prior to procurement or performance of the work:

## EXHIBIT A

- All submittals pertaining to Interior finishes shall match the existing paint color and ceiling grid finishes.

### 2.3.4 Working Hour Restrictions

All work shall be limited to the weekday hours of 5:00 p.m. to 6:00 a.m., and on weekends unless otherwise approved by the OR.

**Smoking:** Smoking within the building is prohibited.

### 2.3.5 Access

Coordinate construction efforts with the OR such that there is minimal impact to the work of Sheridan County personnel and the visiting public.

During construction of the scheduled facilities, the DBC shall have limited access to the site (first floor only).

### 2.3.6 Project Close-out

**Project Record Drawings:** Maintain one complete full-size set of contract drawings and one full-size set of vendor-supplied drawings. Clearly mark changes, deletions, and additions to show actual constructed conditions. Keep record drawings current. Certification of accuracy and completeness will be required for monthly payment requisitions. On completion of the total project, submit complete record drawings.

**As-Constructed Drawings:** Provide as-constructed drawings by updating the Approved DB Construction Drawing AutoCAD files with information provided on the record drawings, contract modifications; and other applicable shop drawings, sketches, and data.

Provide as-constructed drawings in the following formats:

- 1 electronic copy in PDF
- 1 full-size Mylar copy
- 2 full-size paper copies

Before submitting a request for final inspection, submit the following:

- Project Record Drawings and As-Constructed Drawings: As specified above.
- Guarantees and Bonds: As specified in Performance Requirements and Specifications.
- Mechanical and Electrical Systems: Verify the following in writing:
  - All systems are complete.
  - All systems have been properly started and are operational.
  - All controls are complete and operational, and sequences have been checked and are functioning properly.
- Testing and Balancing Report: As applicable.

## EXHIBIT A

### 2.3.7 Substantial Completion and Final Inspection

Submit written certification that project, or designated portion of project, is substantially complete, and request in writing a final inspection. Upon receipt of written request that project is substantially complete, the OR will proceed with inspection within 5 days of receipt of request or will advise the Contractor of items that prevent the project from being designated as substantially complete.

When work is determined to be substantially complete, the OR will prepare a list of deficiencies ("Punch List") to be corrected before final acceptance. The OR will issue a Letter of Substantial Completion. If work is not determined to be substantially complete, the OR will notify the DBC in writing. After completing work, the DBC shall resubmit certification and request a new final inspection.

If, following final inspection, the work is determined to be substantially complete, Contracting Officer will prepare a list of deficiencies to be corrected before final acceptance and issue a Letter of Substantial Completion. Contractor shall complete the work described on the list of deficiencies within 10 calendar days. If the Contractor fails to complete the work within this time frame, the OR may either replace or correct the work with an appropriate reduction in the contract price or charge for re-inspection costs.

**Acceptance of the work:** After all deficiencies have been corrected, the Contracting Officer will issue a Letter of Acceptance.

### 2.4 Forms

Exhibit B: Bid Document

## 3.0 ATTACHMENTS

Existing Drawings for the first floor of the Courthouse New Addition.  
Draft Contract