



To: Licensed General Contractors and Building Trades Professionals

From: Bluebird Canyon Farms

Date: February 20, 2017

Re: Bid Request – Bluebird Canyon Farms Bungalow – Phase I Construction

Bluebird Canyon Farms requests bids from qualified contractors for construction of a new residential unit proposed for Bluebird Canyon Farms at 1085 Bluebird Canyon Drive in Laguna Beach, California. Background of the project, specific work objectives and submittal requirements are summarized below.

Parties interested in submitting quotations are encouraged to attend a “Pre-Bid” site meeting at Bluebird Canyon Farms on March 15th, 2017 from 10:00 hrs. to 13:00 hrs. The Pre-Bid meeting is designed to allow contractors opportunities to tour the project site, meet project principals and ask questions to help them refine their prospective bids.

Proposal and bid must be submitted in accordance with instructions summarized Section 5.0 (“PROPOSAL SUBMISSION”) of these bid instructions and will be accepted until 17:00 hrs. on/before April 20, 2017. Submit completed bid schedules via email or regular mail as follows:

Bluebird Canyon Farms
1085 Bluebird Canyon Drive
Laguna Beach California 92651
Attention: P.J. Carmichael, Controller
(Telephone) 949-715-0325
(email) BBF-Projects@cox.net

Please call if you have any further questions regarding this work.

Sincerely;

Scott M. Tenney

Bluebird Canyon Farms



SECTION 1.0 - BACKGROUND

Bluebird Canyon Farms (BBF) is a 15-acre operating bio-dynamic farm, education & design center located in Laguna Beach, California. The site has a colorful modern history beginning in the late 19th century when it was a property settled as part of the Federal Homestead Act. In the early part of the 20th Century it served as a Boys Camp and into the late 20th Century as an artist colony for over 20 years. In 2010 the current owners began an ambitious project to redevelop the site by repairing erosion damage and improving the grounds, restoring the historic structures and developing an active urban farm and education center on the site.

During the past two years BBF's leadership along with their design team have worked closely with the City of Laguna Beach (CLB) to gain the right to demolish an existing wood-framed structure that was at the end of its useful life and replace it with a residential unit to serve as additional on-site housing. The new structure, referred to as the Bungalow, is modern and contemporary and will be constructed primarily out of concrete and steel. The Bungalow is tremendously important project for BBF.

Project information, scope of work, administrative details and other information are summarized below and in the document attachments.

SECTION 2.0 - NOTICE TO BIDDERS

There are three (3) primary documents required to satisfactorily complete the bidding process.

- Bid Instructions - (File Name = *Bungalow-Bid-Instructions.PDF*)
- Architectural Drawings - (File Name = *Bungalow-Graphics.PDF*)
- Bid Schedule - (File Name = *Bungalow-Bid-Schedule.XLS*)

Two options are available to obtain the documents required for this project. These include

- Option 1 - Download from the website (<https://www.bluebirdcanyonfarms.com/documents/>)
- Option 2 - On a 16GB USB Storage Device. Note there is a \$10.00 fee for this option.

SECTION 3.0 - INSTRUCTION FOR BIDDERS

1. Obtain all required documents (e.g. Bid Instructions, Architectural Drawings, Bid Schedule, other)
2. Attend the pre-bid meeting scheduled on March 15, 2017 from 10:00 hrs. to 13:00 hrs.
3. Submit questions via email to BBF-Projects@cox.net to clarify uncertainties regarding project details.
4. Do not submit project related inquiries via telephone.
5. Prepare and assemble all required information in accordance with the instruction for bidders. Including
 - a. Company Profile- Attachment I of the Bid Instructions
 - b. Contractor Qualifications- Attachment II of the Bid Instructions
 - c. Bid Schedule Summary - Attachment III of the Bid Instructions
 - d. Bid Schedule Details - Via Separate MS Excel File (*Bungalow-Bid-Schedule.XLS*).
6. Submit completed proposals in accordance with instructions summarized in SECTION 5.0 below



SECTION 4.0 - BID SCHEDULE INSTRUCTIONS

1. Open MS File Name = *Bungalow-Bid-Schedule.XLS*
2. Estimate/document project costs for each line item of the Phase I - Bid Schedule worksheet.
3. Cost information is not required for any worksheet cells that are shaded.
4. Certain final finishes, fixtures, etc. are currently undetermined but will be selected later
5. Labor cost estimates to install final finishes not yet determined are required from bidders
6. Submit completed Bid Schedule and Proposal via email to *BBF-Projects@cox.net*.

SECTION 5.0 – PROPOSAL SUBMISSION

Bid Schedule and Proposal (collectively Proposal) must be submitted simultaneously and are both due on April 20, 2017 by 17:00 hrs. Proposal must include a completed Company Profile (Attachment I), Contractors Qualification (Attachment II), Bid Schedule Summary (Attachment III), and the Bid Schedule details via separate MS Excel file. A cover letter must accompany the Proposal along with any attachments Two options are available to submit the Proposal:

Option 1 – Scan the completed signed Proposal, signed cover letter and attachment. Combine all documents into one Adobe PDF document. Attach the Adobe PDF document and the MS Excel Bid Schedule to an email and send to BBF-Projects@cox.net.

Option 2 – Assemble a hard copy of the Proposal, place a copy of the Bid Schedule on a portable data storage device such as a USB flash drive and mail the assembled package to

Bluebird Canyon Farms
1085 Bluebird Canyon Drive
Laguna Beach California 92651
Attention – P.J. Carmichael

SECTION 6.0 - CONTRACTUAL

Successful bidder will be required to sign Owner's term service contract ("Contract") within 10-days of notification of a successful bid. Contractor shall supply a construction bond for the project and furnish current insurance certificates with required endorsements at the time of the execution of the Contract.

SECTION 7.0 - HEALTH & SAFETY

Contractor shall assure site activities are performed consistent with pertinent State and Federal OSHA guidelines and shall assure competent personnel are working onsite who can identify existing and predictable hazards which are unsanitary, hazardous or dangerous to site personnel and site assets. Contractor shall keep accurate records and report incidents, and deviations promptly to Owner. Contractor shall keep the site organized and tidy, shall manage wastes and regulated materials in accordance with pertinent laws and guidelines. Owner reserves the right to cancel this contract for consistent health and safety violations, not staffing the project with competent personnel, committing unsafe or dangerous acts and not maintaining the jobsite in a safe, organized manner.



SECTION 8.0 – WASTE MANAGEMENT

Effective January 2017 the City of Laguna Beach adopted Green Building Standard Codes (“CALGreen”) obligating adoptees to comply with recycling requirements for construction projects. CALGreen requires 65% or more of the non-hazardous project waste to be recycled. Contractor will manage wastes generated onsite in accordance with the Project Waste Management Plan by using accurate material ordering processes, and carefully handling project materials so they don’t become damaged.

SECTION 9.0 - ACCESS & SECURITY

- Ingress/Egress - Contractor will observe the site’s traffic/circulation and parking protocol and will move personnel, equipment, and materials in accordance with this protocol.
- Parking - Onsite parking is limited. Most project personnel will be obligated to park offsite on Rancho Laguna Road. The City of Laguna Beach have requested project personnel not park on Bluebird Canyon Drive, to obey speed limits and drive courteously in/out of the neighborhood
- Deliveries – Contractor shall ensure equipment and material deliveries are planned, scheduled, managed properly and coordinated with Bluebird Canyon Farms personnel, and shall work to keep the onsite roadway free and clear from impediments that could obstruct traffic flow
- Speed Limit – Onsite speed limit is 15 miles per hour and strictly enforced.
- Specialized equipment - such as cranes, concrete batch trucks, heavy material deliveries will be reviewed/approved by Owner to ensure loading can be supported by onsite roadway.
- Storage – Contractor will be provided space to establish temporary locked storage for equipment, materials and supplies. Flammable or regulated materials used for the project must be stored safely in an appropriate material storage cabinet, with visible labeling/placarding and appropriate containment to reduce damage from unintended releases.
- Site Personnel – Contractor shall provide Owner with a complete listing of the full legal name and the drivers’ license information (e.g. D/L number, state of issue, and expiry) for all personnel associated with the project.
- Smoking – Contractor will be allowed to designate smoking area where smoking shall be allowed. The smoking area will be placarded and fitted with a cigarette disposal receptacle.

SECTION 10.0 – DOCUMENTATION AND RECORD KEEPING

Contractor shall keep accurate written and photographic records of all project activities. Contractor will keep a construction diary and have it available for Owner’s review; and shall file regular weekly Field Reports that describe relevant project activities. Contractor will maintain a logbook and instruct all site personnel to note their arrival and departure times, and purpose for being onsite. Contractor will also maintain a separate logbook to record the date of equipment/material deliveries and waste shipments to and from the site. Contractor will collect tickets and receipts and submit them to the Bluebird Canyon Farms office along with weekly Field Reports.



SECTION 11.0 – INSURANCE AND BONDING

Contractor shall furnish current Certificates of Insurance along with all required endorsements, at time of execution of the Contract. No “waivers” of any kind for any type of required insurance will be accepted in lieu of the certificates. Thirty (30) days’ notice of cancellation of material change or intention of non-renewal shall be given Owner/Contractor showing applicable deductibles, if any, and a declaration stating whether policy excludes punitive damages, is on a claim made basis, or where limits are materially impaired by prior claims. The workers’ compensation insurance shall similarly provide for advance notice to Owner/Contractor of cancellation or termination thereof. Contractor/Owner shall be named as additional insured.

Statutory workers’ compensation insurance not less than 100/500/100 in accordance with the requirements of the laws of the State of California. All subcontractors and contractors, regardless of employment status (e.g. self-employed and/or have no employees), must provide proof of workers’ compensation insurance.

Broad form comprehensive general liability insurance covering personal injury, bodily injury and property damage liability with a combined single limit of not less than \$2,000,000 incorporating premises/operations, products/completed operation hazard, contractual insurance, broad form property damage liability, independent contractor’s liability and personal injury liability. The actual required limit of liability may be greater than \$2,000,000 depending on trade and scope of work. Comprehensive automobile liability insurance for owned, hired, and non-owned vehicles in an amount not less than \$1,000,000 combined single limit bodily injury and property damage.

Professional liability of not less than \$1,000,000 if scope of work requires stamp or seal of a professional engineer or submission of calculations or drawings of a design professional or any other types of professional services.

Pollution liability of not less than \$1,000,000 if scope of work involves removal, replacement or handling of toxic chemicals or substances.

Crane Liability insurance of not less than \$5,000,000 if scope of work includes operating hiring or contracting others to operate or hire a crane.

Where permissible, all insurance policies shall be endorsed to contain a Waiver of Subrogation in favor of Owner/Contractor and shall be primary to any and all insurance maintained by Owner/Contractor.

Contractor will provide a performance bond equal to 200% of the estimated cost of the project, will provide an additional labor and material payment bond that may be included as part of the performance bond if these details are specified. Owner will also require a maintenance bond to warranty the project for 2-3 years after completion



SECTION 12.0 INVOICING AND PAYMENT:

This is a fixed fee contract based on the amounts approved for each Line Item in the Bid Schedule. Contractor shall invoice Owner based on percentage of actual work completed during the period. In addition to the amount of work completed, contractor's invoice will include Expense Category Line Item Codes cross-referenced for each amount being invoiced. Owner will retain ten percent (10%) of each invoice until 100% of the work is completed. After final acceptance of work by Owner, Contractor will submit release of lien. Final payment will be processed by releasing the retainage.

SECTION 13.0 PROJECT SUBMITTALS:

Contractor shall submit for Owner's review and approval, all products, equipment, material specifications, and samples prior to purchase and installation. Contractor shall furnish current Certificates of Insurance along with all required endorsements, shall submit a copy of their California State Contractors License and a W9 Request for Taxpayer Identification Number and Certification. Contractor shall also submit shop drawings for structural steel fabrication and anchoring templates, a rigging plan for lifting special equipment and materials in/out of project site; mechanical loading information for heavy equipment and material deliveries; a detailed schedule showing project milestones; a site storage and security plan; and a list of major subcontractors and vendors. Contractor shall maintain a logbook for personnel and a separate logbook for equipment/material waste shipments and will submit both logbooks at the completion of the project. Contractor will submit a weekly Field Report and will submit records of regular site safety meetings.

SECTION 14.0 WORK SCOPE:

Proposed scope of work is summarized below:

Expense Category 100 – Planning: Includes surveying/staking and project submittals.

Expense Category 200 – Rough Construction: All work needed to get the building envelope sealed, and mechanically sound includes site work, demolition, foundations, concrete, structural steel, windows/doors, roof installation, rough plumbing/electrical/utilities, etc...

Expense Category 300 – Finish Construction: Although some finished materials, fixtures and equipment are undetermined contractor is will estimate and submit labor costs based on standard trade guidelines.

Expense Category 400 – Landscape: Not included in Phase I.

Expense Category 500 – Management & Job Support: Supervision, insurance, bonding, miscellaneous.

Expense Category 600 – Interior Design: Not included in Phase I.

Expense Category 800 – Profit and Overhead: Do not include insurance costs.



**ATTACHMENT I
BUNGALOW CONSTRUCTION – PHASE I
CONTRACTOR COMPANY PROFILE**

COMPANY NAME _____

ADDRESS _____

PRIMARY CONTACT _____

CONTACT INFORMATION:

Telephone _____ Telefax _____ EMAIL _____

TYPE OF COMPANY

Corporation Sole Proprietor LLC Partnership Other

Where Registered _____ Date Registered _____

Is This Business Affiliated or a Subsidiary of Another Business? Yes No

If Yes Identify _____

Is This Business Bonded and Inured Yes No

SURETY AGENT: NAME/ADDRESS _____ CONTACT: _____

INSURANCE AGENT: NAME/ADDRESS _____ CONTACT: _____

CURRENT BOND RATE _____ AGGREGATE BOND CAPACITY _____

The undersigned certifies the information provided above is true, complete and accurate.

PRINTED NAME OF COMPANY OFFICER

SIGNATURE



ATTACHMENT II
BLUEBIRD CANYON FARMS LLC
CONTRACTOR'S QUALIFICATION STATEMENT
 (Page 1 of 4)

This form is required to evaluate the qualifications & business worthiness of your organization.

PROJECT NAME _____

SUBMITTED BY:
SUBMITTED TO: Bluebird Canyon Farms, LLC
 1085 Bluebird Canyon Drive
 Laguna Beach, CA 92651
 (949) 715-0325
 Email: BBF-Projects@cox.net

Are You A California Licensed General Contractor? Yes No License # _____

Are You A California Licensed Contractor? Yes No License # _____

Has Your License Ever Been Revoked/Suspended Yes No

Do You Have A Laguna Beach Business License? Yes No

List Categories & License Number(s)
For Building Trades Which Your
Organization is Legally Qualified To
Perform Under Contract in California

Corporate Officers - List Names of Officers, Partners, Owner, their contact and identifying information

POSITION	NAME	HOME ADDRESS/CITY/STATE	DL#	SS#



ATTACHMENT II
BLUEBIRD CANYON FARMS LLC
CONTRACTOR'S QUALIFICATION STATEMENT
 (Page 2 of 4)

- Has your organization ever failed to complete any awarded work? Yes No
- Are any judgments, claims, lawsuits or proceedings pending or outstanding against your organization or against any of your current officers? Yes No
- Have you filed lawsuits or requested arbitration for construction contracts in the last 5 years? Yes No
- During the past 5-years have any officers or principals of your organization failed to complete a construction contract while an officer or principal of another organization? Yes No
- Has your surety company ever had to step in and complete one of your projects? Yes No
- Has your organization received OSHA/Cal-OSHA notice of violations during the past 5-years? Yes No
- Has your organization or any officers or principals declared bankruptcy in the past 5-years? Yes No
- During the past 5-years has your organization ever failed to pay employees, contactors, vendors or suppliers in accordance with agreements, contracts or other prior determinations? Yes No
- During the past 5-years has your organization ever failed to pay employees, contactors, vendors or suppliers in accordance with agreements, contracts or other prior determinations? Yes No

What is your average annual revenue? _____ Average number of employees _____

Completed Projects - List three (3) projects completed over the past 3 years with architect/owner references, project costs, completion dates ("FINISH") & percentage of work performed with your own labor force.

PROJECT NAME	REFERENCE NAME	TELEPHONE	COST	FINISH	WORK %



**ATTACHMENT II
BLUEBIRD CANYON FARMS LLC
CONTRACTOR'S QUALIFICATION STATEMENT
(Page 3 of 4)**

Current Projects - List projects in progress with architect/owner references, contract amounts & finish dates.

PROJECT NAME	REFERENCE NAME	TELEPHONE	COST	FINISH	WORK %

Key Personnel – List responsible managing officer and other key personnel, titles, and years of trade experience.

NAME	TITLE	YRS EXPERIENCE

Bank References

BANK NAME	BRANCH	CITY	TELEPHONE	ACC'T #

Trade References – provide names & contact information of business with whom your organization has worked

BUSINESS NAME	ADDRESS	TELEPHONE	CONTACT	YEARS KNOWN



ATTACHMENT II
BLUEBIRD CANYON FARMS LLC
CONTRACTOR'S QUALIFICATION STATEMENT
(Page 4 of 4)

PLEASE READ THE FOLLOWING STATEMENT CAREFULLY

The undersigned hereby declares under penalty of perjury they are officers, directors, owners, managing members, principles, or partners with delegation of signature authority and able to enter into contractual agreements on behalf of their organization. The undersigned also affirm the foregoing information is true and correct and an accurate reflection of their organization and its business worthiness. Furthermore, the undersigned specifically consents and gives Bluebird Canyon Farms LLC permission to conduct limited investigations to confirm or verify facts and details related to the foregoing information. Such investigations may include contacting trade references, contacting architects or owners to request information on completed or in-progress projects, and utilizing outside credit reporting agencies to obtain relevant information regarding the undersigned's organization and its officers. In addition, by signing below the undersigned hereby consents and agrees to give Bluebird Canyon Farms LLC permission to make inquiries of financial and other related matters at the undersigned's banks.

Executed at: _____ Dated _____
(City, State) (Date)

Officer, Owner, Director, Partner (<i>Print Name</i>)	TWO SIGNATURES REQUIRED	Officer, Owner, Director, Partner (<i>Print Name</i>)
Officer, Owner, Director, Partner (<i>Signature</i>)		Officer, Owner, Director, Partner (<i>Signature</i>)



**ATTACHMENT III
BUNGALOW CONSTRUCTION – PHASE I
BID SCHEDULE SUMMARY**

Task Description	Units	Cost/Unit	Est. Qty	Extension
Expense Category 100 – Planning	LS		1	
Expense Category 200 – Rough Construction	LS		1	
Expense Category 300 – Finished Construction	LS		1	
Expense Category 400 - Landscaping	LS	Not Included	1	Not Included
Expense Category 500 – Management & Job Support	LS		1	
Expense Category 600 – Interior Design	LS	Not Included	1	Not Included
Expense Category 800 – Profit & Overhead	LS		1	
Expense Category 100- 800 Inclusive				
Total Price	(Total in \$USD)			

By signing below I acknowledge having delegation of authority for the organization supplying this bid and can enter into contracts on behalf of same. I have reviewed the plans & specifications, understand details, resource requirements, activities and costs necessary to complete this project. I understand this is a fixed fee contract and that certain aspects of this project associated with Expense Category 300 are not yet determined and will be addressed using change management processes.

Name of Bidding Company

Signature of Authorized Officer

(Date)