

## **Instructions to Proposers**

Sealed bids will be received by **City Park Conservancy** ("Owner") for the **Pan-American Team Room and Bathroom Improvements** at the City Park Administration Building, 1 Palm Drive, New Orleans, Louisiana 70124, at the Reception Desk, until : **12:00 pm, 27, March 2026**

To be valid, Sealed Bids must be delivered by hand or mail to the address above between 8:30 AM and 4:30 PM, Monday through Friday, and up to the stated deadline on the date of bid opening. Bids received after the scheduled opening time will not be considered. The failure of mail or courier delivery shall not constitute cause for an extension of the bid submission deadline.

Bids will be opened and read aloud at : **12:00 pm, 27, March 2026** in the Board Room of the City Park Administration Building.

A non-mandatory Pre-Bid Conference will be held at : **12:00 pm, 12, March 2026** in the same location. Attendance is strongly encouraged for all prospective bidders and subcontractors.

### **Project Description:**

The work consists of **Masonry, Carpentry, MEP, FE&E, and Painting improvements to Pan-American Team Rooms and Restrooms**, including all associated site restoration and coordination as indicated in the Contract Documents.

### **Bid Submission Requirements:**

Bids shall be submitted in **opaque, sealed envelopes** clearly marked:

**"Pan-American Team Room and Bathroom Improvements."**

Envelopes must display the name and address of the Bidder and be accompanied by a **Bid Bond or certified check in the amount of five percent (5%)** of the total bid price.

The successful Bidder will be required to furnish **Performance Bond and Payment Bonds**, each in the amount of **100% of the Contract Sum**, executed by a surety company licensed to do business within the project's jurisdiction and acceptable to the Owner.

### **Contract Documents:**

Electronic copies of the Bidding and Contract Documents may be obtained by request to:

### **Courtney Charbonnet**

Manager of Purchasing and Contract Services

**Email:** [ccharbonnet@nocp.org](mailto:ccharbonnet@nocp.org)

All questions regarding this solicitation shall be directed in writing to the address above no later than : **12:00 pm, 18, March 2026**

The Owner anticipates issuing a Notice of Award on or about **6, April 2026**, with a Notice to Proceed to follow upon execution of the Agreement and receipt of all required bonds and insurance certificates. The Contract Time shall commence on the date stated in the Notice to Proceed, and all milestone and completion requirements, including liquidated damages provisions, shall be measured from that date.

The Contractor shall mobilize and commence work promptly upon receipt of the Notice to Proceed and shall coordinate all activities with the Owner to minimize disruption to ongoing park operations

The Owner reserves the right to reject any or all bids, to waive informalities, and to accept the bid that is determined to be most advantageous.

City Park Conservancy encourages participation by small, minority-owned, women-owned, and disadvantaged business enterprises (DBE, MBE, WBE, SBE) in this solicitation.

**The project is directly funded by City Park Conservancy.**