



NEW HEIGHTS
CHARTER SCHOOL
of **BROCKTON** *We all go to college.*

INVITATION FOR BIDS (IFB)

IFB No. 2026-FE01

PROJECT TITLE:

FRONT ENTRY ENHANCEMENT PROJECT

AWARDING AUTHORITY:

New Heights Charter School
1690 Main Street
Brockton, MA 02301

PROCUREMENT OFFICER:

Dr. Delroy Dennis, MCPPO
Director of Operations
[✉ ddennis@nhcsb.org](mailto:ddennis@nhcsb.org)

Note: *The Procurement Officer shall also serve as the School's Technical Lead and primary Owner's Representative for the Project. The Procurement Officer shall be responsible for project administration, procurement oversight, contractor coordination, review of construction schedules, material and product submittals, shop drawings, requests for information (RFIs), inspections, testing, punch list development, change order administration, project closeout, and final acceptance of the completed Work.*

1. NOTICE TO BIDDERS

New Heights Charter School of Brockton (the "Awarding Authority") hereby invites sealed bids from qualified and experienced site construction contractors for the Front Entry Enhancement Project at its campus located at 1690 Main Street, Brockton, Massachusetts 02301. The Work under this Contract consists of furnishing all labor, supervision, materials, equipment, tools, transportation, permits, inspections, testing, and services necessary to provide a complete turnkey construction of the School's new front entrance enhancement.

The Project includes, but is not limited to:

- Site demolition
- Excavation and grading
- Concrete foundations and flatwork
- Decorative masonry entrance walls
- Brick veneer
- Granite wall caps
- Decorative paver walkways and entrance plaza
- Ornamental fencing
- Irrigation system
- Landscape planting
- Sod installation
- Low-voltage landscape lighting
- Peace Pole installation
- Site restoration
- Final cleanup
- All incidental work necessary for a complete and operational project

This procurement is conducted in accordance with all applicable provisions of Massachusetts General Laws Chapter 30B, Massachusetts General Laws Chapter 149, and all other applicable federal, state, and local laws governing public procurement and public construction. The Contract shall be awarded to the lowest responsive and responsible bidder whose bid conforms to the requirements of this Invitation for Bids (IFB). The Awarding Authority reserves the right to reject any or all bids, waive minor informalities, request clarification of bids, verify bidder qualifications and references, and make such award as it determines to be in the best interest of the School.

Bid Submission

Sealed bids shall be submitted electronically through COMMBUYS no later than:

Friday, July 17, 2026
12:45 PM (Eastern Time)

Late bids will not be accepted or considered.

Public Bid Opening

Bids will be publicly opened immediately following the submission deadline.

Date: Friday, July 17, 2026

Time: 1:00 PM (Eastern Time)

Virtual Bid Opening (Zoom)

<https://nhcsb-org.zoom.us/j/85299458759>

Meeting ID: 852 9945 8759

The successful bidder shall execute the Contract, furnish all required bonds and insurance certificates, comply with the Massachusetts Prevailing Wage Law, obtain all required permits and inspections, and commence the Work upon issuance of a written Notice to Proceed.

2. PROJECT BACKGROUND AND INTRODUCTION

New Heights Charter School of Brockton ("NHCSB") is an innovative Early College Design public charter school serving students in Grades 6 through 12 from Brockton and surrounding communities. The School remains committed to maintaining a safe, welcoming, and aesthetically pleasing campus that reflects its educational mission and commitment to excellence. The existing front entrance serves as the primary gateway to the campus for students, staff, families, and visitors. To enhance the appearance, accessibility, functionality, and long-term durability of this important entrance, the School is undertaking a comprehensive Front Entry Enhancement Project.

The Project will transform the existing entrance by constructing decorative masonry entrance features, upgraded pedestrian walkways, enhanced landscaping, ornamental fencing, irrigation, low-voltage landscape lighting, and related site improvements to create a welcoming and visually distinctive campus entrance. The Awarding Authority seeks a qualified contractor with demonstrated experience in commercial site construction and landscape improvements to furnish and install a complete turnkey solution in accordance with the Contract Documents.

3. SCOPE OF WORK

The Contractor shall furnish all labor, supervision, materials, equipment, tools, transportation, permits, inspections, testing, temporary facilities, and services necessary to complete the Front Entry Enhancement Project.

The Scope of Work includes, but is not limited to, the following:

A. Mobilization

- Mobilization of labor, equipment, and materials.
- Temporary construction fencing and protection.
- Traffic and pedestrian control.
- Utility coordination.
- Site layout.

B. Demolition

- Removal and lawful disposal of designated pavement, sidewalks, curbing, landscaping, and other existing site improvements.
- Protection of existing facilities to remain.

C. Earthwork

- Excavation.
- Grading.
- Fill placement.
- Soil compaction.
- Subgrade preparation.

D. Concrete Construction

Construction of concrete footings, foundations, sidewalks, curbing, pads, and related improvements.

E. Masonry Construction

Construction of decorative entrance walls, retaining walls, brick veneer, granite caps, reinforcement, flashing, waterproofing, and related architectural features.

F. Hardscape Improvements

Installation of decorative concrete pavers, entrance plaza, accessible walkways, edging, and transition areas.

G. Ornamental Fencing

Installation of decorative fencing and gates in accordance with the Contract Documents.

H. Irrigation System

Installation of a complete automatic irrigation system, including piping, valves, sprinkler heads, controller, testing, startup, and adjustments.

I. Landscape Improvements

Installation of trees, shrubs, ornamental grasses, perennials, mulch, topsoil, sod, and all landscape materials identified within the Contract Documents.

J. Landscape Lighting

Installation of low-voltage decorative landscape lighting and associated components.

K. Peace Pole Installation

Installation of the Owner-furnished Peace Pole, including foundations, anchorage, and final placement.

L. Testing, Closeout, and Warranty

Provide all required inspections, testing, warranties, operation and maintenance manuals, as-built documentation, final cleanup, and punch list completion necessary for Final Acceptance.

4. EXISTING SITE CONDITIONS

The Project shall be performed on an occupied educational campus. Although construction is anticipated during the summer recess, portions of the campus may remain occupied by administrative personnel, contractors, summer programs, and authorized visitors. The Contractor shall thoroughly examine the Project site before submitting a bid and shall verify all existing dimensions, grades, utilities, drainage structures, and field conditions. Submission of a bid shall constitute acknowledgment that the Contractor has investigated the site and understands all conditions affecting the Work.

Existing conditions include, but are not limited to:

- Existing sidewalks and entrance plaza
- Asphalt pavement and curbing
- Existing landscaping and turf
- Existing irrigation infrastructure
- Existing utilities
- Existing drainage structures
- Existing lighting
- Existing signage

- Underground utility infrastructure

The Contractor shall protect all existing facilities and restore any areas disturbed by construction at no additional cost to the Awarding Authority.

5. MANDATORY PRE-BID SITE VISIT

A mandatory pre-bid site visit shall be conducted to provide prospective bidders with the opportunity to inspect the Project site, review existing conditions, verify dimensions, identify utilities, evaluate site access, and become familiar with all aspects of the Work.

Attendance by an authorized representative of each prospective bidder is mandatory. Failure to attend the mandatory pre-bid site visit may result in the bidder being deemed non-responsive.

Site Visit Information

Date: Friday, July 10, 2026

Time: 11:00 AM (Eastern Time)

Location:

New Heights Charter School of Brockton
1690 Main Street
Brockton, MA 02301

Representatives shall meet at the School's Main Entrance.

Questions raised during the site visit shall not be considered official unless submitted in writing in accordance with the IFB. Responses shall be issued only through written Addenda distributed through COMMBUYS.

A Site Visit Sign-In Sheet shall be maintained by the Awarding Authority and incorporated into the official procurement file.

6. EXISTING DRAWINGS AND REFERENCE DOCUMENTS

The following reference documents are incorporated into this Invitation for Bids (IFB) and are provided to assist prospective bidders in understanding the Project and preparing complete and responsive bids. These documents are provided for informational purposes only and shall not relieve the Contractor of the responsibility to verify all existing field conditions, dimensions, utility locations, grades, elevations, and project requirements during the mandatory pre-bid site visit.

The Awarding Authority has included the following reference documents:

- Attachment H – Front Entry Enhancement Design Drawings, Landscape Plans, and Renderings
- Attachment I – Landscape Plant Schedule
- Attachment J – Existing Site Photographs

Bidders shall carefully review these reference documents in conjunction with the Contract Documents and conduct their own field investigation prior to submitting a bid. The Awarding Authority does not warrant that the reference documents depict every existing field condition. Submission of a bid shall constitute acknowledgment that the bidder has examined the Project site, reviewed the reference documents, and satisfied itself regarding all conditions that may affect the Work. Should any discrepancies or conflicts be identified between the reference documents and existing field conditions, bidders shall promptly notify the Procurement Officer in writing in accordance with Section 8, Questions and Addenda, prior to the bid submission deadline. The Awarding Authority reserves the right to revise, clarify, or supplement the reference documents by written Addendum issued through COMMBUYS.

7. PROCUREMENT PROCEDURES

The Contract shall be awarded to the lowest responsive and responsible bidder in accordance with the requirements of this Invitation for Bids and applicable Massachusetts procurement laws. To be considered responsive, a bidder shall submit a complete bid package containing all required forms, certifications, pricing, acknowledgments, and supporting documentation identified in this IFB. To be considered responsible, a bidder shall demonstrate the experience, financial capacity, technical capability, staffing, equipment, licensing, and qualifications necessary to successfully complete the Project.

The Awarding Authority reserves the right to:

- Reject any or all bids.
- Waive minor informalities or irregularities.
- Request clarification of any bid.
- Verify bidder qualifications and references.
- Request additional documentation.
- Conduct interviews with bidders, if deemed necessary.
- Investigate the financial and technical capability of any bidder.
- Award the Contract in the best interest of the School.

The Awarding Authority reserves the right to reject any bid determined to be incomplete, conditional, materially unbalanced, non-responsive, or submitted by a bidder determined not to be responsible.

8. QUESTIONS AND ADDENDA

All requests for interpretation or clarification of the Contract Documents shall be submitted in writing to the Procurement Officer.

Questions shall be submitted electronically through COMMBUYS or by email to:

Dr. Delroy Dennis, MCPPO
Director of Operations
ddennis@nhcsb.org

Questions must be received no later than:

Friday, July 10, 2026
12:00 PM (Eastern Time)

Questions received after the deadline may not be answered.

Interpretations, clarifications, corrections, or modifications to the Contract Documents shall be issued only by written Addenda through COMMBUYS.

No oral statements, discussions, interpretations, or representations made by the Awarding Authority or its representatives shall be binding.

Bidders shall acknowledge receipt of all Addenda by completing the Addenda Acknowledgment Form included with their bid submission.

Failure to acknowledge all issued Addenda may result in the bid being deemed non-responsive.

9. PREVAILING WAGE REQUIREMENTS

This Project is subject to the Massachusetts Prevailing Wage Law (M.G.L. Chapter 149, Sections 26–27H). The official Prevailing Wage Schedule issued by the Massachusetts Department of Labor Standards is incorporated into this Invitation for Bids as Attachment A.

The Contractor shall:

- Pay all employees in accordance with the applicable Prevailing Wage Schedule.
- Submit weekly Certified Payroll Reports and Statements of Compliance to the Awarding Authority.
- Maintain payroll records as required by Massachusetts law.
- Post the Prevailing Wage Schedule in a conspicuous location at the Project site throughout construction.
- Ensure that all subcontractors comply with all prevailing wage requirements.

Failure to comply with prevailing wage requirements may result in withholding of payment, contract termination, referral to the Department of Labor Standards, and any other remedies available under applicable law.

10. TIME OF COMPLETION

The Awarding Authority anticipates issuing a Notice to Proceed following execution of the Contract and receipt of all required bonds, insurance certificates, permits, and contract documents. The successful Contractor shall commence Work immediately upon receipt of the Notice to Proceed. The Contractor shall achieve Substantial Completion on or before August 10, 2026, unless otherwise approved in writing by the Awarding Authority. The Awarding Authority anticipates a construction duration of approximately three (3) weeks from the issuance of the Notice to Proceed. Bidders shall carefully evaluate this schedule when preparing their bids and shall provide sufficient labor, supervision, equipment, and resources to complete the Work within the required timeframe.

Within five (5) calendar days following contract award, the Contractor shall submit a detailed construction schedule that identifies all major activities, milestones, inspections, material procurement, and anticipated completion dates. Time is of the essence. Failure to achieve Substantial Completion by the required completion date may constitute a breach of contract unless an extension is approved in writing by the Awarding Authority.

11. BONDING AND INSURANCE

The successful bidder shall furnish the following within ten (10) calendar days following the Notice of Award:

Bonds

- Performance Bond — One Hundred Percent (100%) of the Contract Price.
- Payment Bond — One Hundred Percent (100%) of the Contract Price.

Insurance Requirements

The Contractor shall maintain the following minimum insurance coverage throughout the duration of the Project:

- Commercial General Liability Insurance
- Workers' Compensation Insurance
- Employer's Liability Insurance
- Automobile Liability Insurance
- Umbrella Liability Insurance

Minimum Limits

Commercial General Liability

- \$1,000,000 Each Occurrence
- \$2,000,000 General Aggregate

Automobile Liability

- \$1,000,000 Combined Single Limit

Umbrella Liability

- \$2,000,000

Certificates of Insurance shall be submitted prior to execution of the Contract.

New Heights Charter School of Brockton shall be named as an Additional Insured where applicable.

No Work shall commence until all required insurance documentation has been approved.

12. PAYMENT

Payment shall be made in accordance with the executed Contract and applicable Massachusetts public contracting requirements. The Contractor shall submit monthly applications for payment supported by documentation demonstrating the percentage of Work completed. Each payment application shall include, where applicable:

- Schedule of Values
- Certified Payroll Reports
- Statements of Compliance
- Material invoices upon request
- Approved Change Orders
- Inspection reports, if applicable
- Any additional documentation requested by the Awarding Authority

The Awarding Authority reserves the right to withhold payment for:

- Defective or non-conforming Work.
- Incomplete Work.
- Failure to submit Certified Payroll Reports.
- Failure to provide required documentation.
- Failure to comply with permit or inspection requirements.
- Non-compliance with Contract requirements.

Final payment shall not be released until:

- Final Acceptance has been issued by the Awarding Authority.
- All punch list items have been completed.
- All closeout documents have been submitted.
- Final Certified Payroll Reports have been received.
- All warranties, maintenance manuals, as-built drawings, operating instructions, and inspection approvals have been delivered.

13. CONTRACT DOCUMENTS

The Contract Documents shall consist of the following, which together form the entire agreement between the Awarding Authority and the Contractor:

- Executed Contract Agreement
- Invitation for Bids (IFB)
- Technical Specifications
- All Attachments
- Addenda
- Contractor's Bid
- Department of Labor Standards Prevailing Wage Schedule
- Performance Bond
- Payment Bond
- Certificates of Insurance
- Notice to Proceed
- Approved Shop Drawings
- Approved Product Submittals
- Approved Material Samples
- Approved Construction Schedule
- Approved Change Orders
- Final Inspection Reports

Order of Precedence

In the event of any conflict among the Contract Documents, the following order of precedence shall govern:

1. Executed Contract Agreement
2. Addenda
3. Invitation for Bids
4. Technical Specifications
5. Drawings and Plans
6. Attachments

7. Contractor's Bid
8. Approved Shop Drawings
9. Approved Product Submittals

14. BID SUBMISSION REQUIREMENTS

Each bidder shall submit a complete bid package electronically through COMMBUYS.

The bid package shall include:

- Completed Bid Proposal Form
- Lump Sum Bid Price
- Proposed Construction Schedule
- Schedule of Values
- Technical Proposal describing the Contractor's approach to completing the Project
- List of Proposed Major Subcontractors
- References for a minimum of three (3) comparable projects completed within the past five (5) years
- Certificate of Non-Collusion
- Tax Compliance Certification
- Addenda Acknowledgment Form
- Proposed Warranty Information
- Evidence of Contractor Licensing (where applicable)
- Any additional documentation required by this IFB

The Awarding Authority reserves the right to:

- Request clarification of any bid.
- Verify bidder qualifications.
- Verify references.
- Reject incomplete or non-responsive submissions.
- Request supplemental information prior to award.

15. CONTRACTOR QUALIFICATIONS

Bidders shall demonstrate successful experience performing commercial site construction, hardscape, masonry, and landscape improvement projects of similar size and complexity.

Each bidder shall:

- Be legally authorized to conduct business within the Commonwealth of Massachusetts.
- Maintain all licenses and registrations required by applicable law.
- Have a minimum of five (5) years of experience performing comparable site construction projects.
- Successfully complete at least three (3) projects of similar scope and value within the past five (5) years.
- Demonstrate adequate financial resources, staffing, supervision, and equipment necessary to successfully complete the Project.
- Designate a Project Manager who shall serve as the Contractor's primary representative throughout construction.
- Comply with all applicable federal, state, and local laws governing public construction projects.

The Awarding Authority reserves the right to investigate the qualifications, financial responsibility, references, and past performance of any bidder prior to award.

16. SAFETY

The Contractor shall comply with all applicable Occupational Safety and Health Administration (OSHA) regulations, Massachusetts safety laws, and all School safety policies.

The Contractor shall:

- Maintain a safe and secure work environment at all times.
- Protect students, staff, visitors, contractors, and School property.
- Secure all work areas with appropriate fencing, barricades, and warning signage.
- Maintain safe pedestrian access throughout construction.
- Conduct daily housekeeping and debris removal.
- Properly store equipment and materials.
- Immediately report all accidents, incidents, utility damage, or hazardous conditions to the Procurement Officer.
- Comply with all Dig Safe requirements prior to excavation activities.

Failure to comply with safety requirements may result in suspension of the Work until corrective action has been taken.

17. ENVIRONMENTAL PROTECTION

The Contractor shall conduct all Work in a manner that minimizes impacts to the School campus and surrounding environment.

The Contractor shall:

- Control dust, noise, vibration, and airborne debris.
- Prevent erosion and sediment runoff.
- Protect existing trees, landscaping, utilities, drainage structures, and improvements designated to remain.
- Remove construction debris daily.
- Dispose of all waste materials in accordance with applicable federal, state, and local regulations.
- Protect adjacent properties from damage resulting from construction activities.
- Immediately notify the Awarding Authority of any hazardous materials or unforeseen environmental conditions encountered during construction.

The Contractor shall restore all disturbed areas to equal or better condition upon completion of the Project.

18. SUBMITTALS AND CLOSEOUT REQUIREMENTS

Prior to Construction

The Contractor shall submit the following for review and approval:

- Construction Schedule
- Schedule of Values
- Shop Drawings
- Product Data
- Material Samples (if requested)
- Certificates of Insurance
- Performance Bond
- Payment Bond
- Permit Applications and Approvals
- Safety Plan
- Traffic and Pedestrian Control Plan (if applicable)

No Work shall commence until all required submittals have been reviewed and approved by the Awarding Authority.

Prior to Final Acceptance

The Contractor shall provide:

- Manufacturer Warranties
- Contractor Warranty
- As-Built Drawings
- Operation and Maintenance Manuals
- Irrigation System Documentation
- Landscape Maintenance Recommendations
- Final Inspection Reports
- Certificates of Occupancy or Final Inspection Approvals (where applicable)
- Final Certified Payroll Reports
- Closeout Documentation
- Final Punch List Completion

Failure to provide all required closeout documentation may delay Final Acceptance and Final Payment.

19. CHANGES AND MODIFICATIONS

No changes to the Contract shall be made without the prior written approval of the Awarding Authority.

All Change Orders shall:

- Be submitted in writing.
- Clearly describe the proposed change in scope.
- Identify any adjustment to the Contract Price and/or Contract Time.
- Be approved by the Awarding Authority before the Work is performed.

Work performed without an approved written Change Order shall be at the Contractor's sole risk and expense and shall not entitle the Contractor to additional compensation or an extension of time. The Awarding Authority reserves the right to approve, reject, modify, or negotiate any proposed Change Order in accordance with applicable Massachusetts public procurement laws and the terms of the Contract.

20. ATTACHMENTS

The following documents are incorporated into and made part of this Invitation for Bids (IFB):

Attachment A – Department of Labor Standards Prevailing Wage Schedule

Attachment B – Bid Proposal Form

Attachment C – Technical Specifications

Attachment D – Certificate of Non-Collusion

Attachment E – Tax Compliance Certification

Attachment F – Addenda Acknowledgment Form

Attachment G – Sample Contract Agreement

Attachment H – Front Entry Enhancement Design Drawings, Landscape Plans & Renderings

Attachment I – Landscape Plant Schedule

Attachment J – Existing Site Photographs

Attachment K – School Logo Artwork