

# City of Three Rivers

333 W. Michigan Avenue  
Three Rivers, Michigan, 49093  
269-273-1075  
www.threeriversmi.org

**Joseph A. Bippus**  
City Manager

**Demolition and Site Clean-up**  
310 Jackson Street, Three Rivers, MI 49093  
707 Seventh Street, Three Rivers, MI 49093  
407 S. Main Street, Three Rivers, MI 49093  
261 S. Main Street, Three Rivers, MI 49093

## **City of Three Rivers REQUEST FOR PROPOSAL**

### **Key Dates**

Request for Proposals Issued  
Due Date for Proposals  
Bid Opening

August 26, 2014  
September 10, 2014 @ 2:00pm  
September 10, 2014 @ 2:00 pm

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**PART I  
INSTRUCTIONS TO CONTRACTORS**

**1. PURPOSE OF CONTRACT**

The City of Three Rivers intends to secure the service(s) outlined in this Request for Proposal (RFP) at the lowest price and earliest delivery of service(s). Any failure on the part of the supplier to comply with the ensuing conditions and specifications shall be reason for termination of contract.

**2. HOW TO PARTICIPATE IN THE CONTRACTING PROCESS**

Contractors interested in responding to this RFP must follow the bidding process outlined below.

**2.1. Proposal and Contract Examination**

Before submitting a proposal, Contractors should carefully examine the entire RFP. By the submission of a proposal, the Contractor will be understood to have read and be fully informed as to the contents of this RFP.

Should a Contractor find any discrepancies, omissions, ambiguities, or conflicts within the RFP, or be in doubt about their meaning, they should bring such questions to the attention of the City Manager.

**2.2. Site Tour & Inquiries**

Contractors may view the buildings from public property around the property. Please contact Glenn Lindsey the City building inspector, at 269-729-9244 or 269-870-4025 (cell) for additional information and records of the property.

**2.3. Bid Submission – due by 2:00 p.m. on September 10, 2014.**

Bids shall be submitted in a *sealed envelope* and mailed or delivered to:

City of Three Rivers, Clerk  
333 W. Michigan Avenue  
Three Rivers, MI 49093

The outside of the envelope will show the Contractor’s company name as a return address (for identification purposes during bid opening), and be marked on the outside “Bids for Demolition and Clean-up.” It is the sole responsibility of the Contractor to ensure that the proposal reaches or is delivered to the City as specified above by the hour and date due.

**2.4. Bid Opening – at 2:00 p.m. on September 10, 2014.**

All bids received will be publicly opened at the City of Three Rivers, City Hall, at 333 W. Michigan Avenue. Contractors may be present, but attendance is optional. Proposals will be announced and taken into record.

### **3. PROPOSAL EVALUATION AND CONTRACT AWARD**

In evaluating and awarding contracts, the City follows the process outlined below.

#### **3.1. Proposal Evaluation**

Proposals will be evaluated by the City Manager, which will make a recommendation to the Three Rivers City Commission. The Commission will vote and award the contract at a regular City Commission meeting.

#### **3.2. Contract Award**

Upon award, the Contractor will be contacted to plan and schedule work. The work is expected to be awarded at the regular City Commission meeting on September 16, 2014.

#### **3.3. Rejection of Bids**

The City reserves the right to reject any and all bids or to accept the bid or any part thereof which it determines to best serve the needs of the City, and to waive any informalities or irregularities in the bids. While cost is a factor in any contract award, it is not the only factor and may not be the determining factor.

### **4. PRICE QUOTATIONS**

The following items should be taken into consideration when making price quotations.

#### **4.1 Taxes**

The City of Three Rivers is exempt from Federal Excise Tax and Michigan Sales Tax and same shall not be charged to the City or included in the cost proposal.

### **5. DELIVERY AND/OR COMPLETION**

Contractors shall indicate proposed date of service(s) and estimated completion time. These dates may be taken into consideration in making the award.

### **6. FREEDOM OF INFORMATION ACT**

Contractors should be aware that information submitted with a proposal is subject to the Michigan Freedom of Information Act and may not be held in confidence after the proposals are opened. All proposals shall be available for review after City staff has evaluated them.

### **7. FURTHER INFORMATION AND CLARIFICATION**

Should prospective Contractors require further information or clarification, contact the City Manager at City of Three Rivers City Hall. The City Commission also has a local preference policy for awarding contracts.

**PART II**  
**SCOPE OF WORK**  
**1. INTRODUCTION**

The City of Three Rivers is seeking quotes for the demolition of the buildings at 310 Jackson Street, Three Rivers, MI 49093, 707 Seventh Street, Three Rivers, MI 49093, 407 S. Main Street, Three Rivers, MI 49093, and 261 S. Main Street, Three Rivers, MI 49093

**2. SCOPE OF WORK**

**2.1. Utilities** – The Contractor shall disconnect or arrange for the disconnection of all utility service connections, such as water, gas, storm sewer, sanitary sewer, telephone, alarm systems, intercoms and other utilities which may be connected at one or more places to the structure and appurtenances. The Contractor shall ascertain the location or locations of each and all utilities servicing the building and disconnection shall be in accordance with the regulations of the utility concerned.

**2.1.1. The Contractor shall initiate the utility disconnect process with the Building Inspector so they can receive the utility disconnect signoff sheet. The utility disconnect signoff sheet shall be signed by all utilities providing service to a particular address prior to beginning demolition.**

**2.1.2.** The Contractor shall contact the electric company and allow them enough time to disconnect this service.

**2.1.3.** The Contractor shall contact the City of Three Rivers, Department of Public Services and allow them enough time to disconnect the sanitary sewer and water services.

**2.1.4.** The Contractor shall be responsible for ascertaining the locations of any active utilities traversing the project site and preserve and protect them in operating condition. The Contractor shall protect all utility property including but not limited to, manholes, catch basins, valve boxes, line poles, end poles and wires, pedestals and other appurtenances. The Contractor shall be responsible for the repair of damage to any such utility.

**2.1.5.** At the completion of the project, the Contractor shall prepare a record drawing which delineates the locations of all utilities and how they were terminated. This must be completed prior to the Contractor leaving the work site and must be submitted to the City for review and approval.

**2.2. Demolition** – The Contractor shall adequately secure the entire area with pedestrian fence throughout demolition as part of this pay item.

**2.2.1.** Site demolition shall include complete demolition of the specified site including, but not limited to, the removal of the buildings, all concrete, masonry, wood, glass, plaster, metal, ceramic, roofing, mechanical equipment, and insulation materials. The items and structures will include, but is not limited to, buildings, retaining walls, chimneys, wells, cisterns, fuel storage tanks, signs, antennas, miscellaneous concrete removal, etc.

**2.2.2.** All foundation walls, footings and pipes shall be demolished and removed to 4 feet below finish grade. The Contractor is also responsible to break up the foundation/basement floor for drainage purposes prior to backfilling the area with approved fill.

**2.2.3.** The Contractor shall remove and dispose of all items remaining in the building scheduled for demolition. All items remaining in the building will need to be removed as part of this project.

**2.2.4.** All demolition and removal shall be performed by laborers skilled in this type of work, in an orderly, neat and quiet manner so as to cause the least amount of inconvenience, noise, dust, and other objectionable features. All construction materials, debris, rubbish, and waste generated as a result of the demolition work shall be properly removed from the site.

**2.2.5.** The Contractor shall conduct the work to insure the least obstruction to traffic. Any barricades, lights, warning signs and other safety features as required for the protection of the public, adjacent buildings, adjacent property, and as may be required by the State, County, and City shall be provided by the Contractor.

**2.2.6.** The Contractor will arrange for removal in accordance with applicable laws and regulations.

**2.3. Permits** – Secure all necessary permits, licenses, or certifications.

**2.4. Hauling** – The disposal of all rubbish and waste material will be made in legally designated disposal areas where such type of disposal is sanctioned. All material which falls under the rules of the Michigan Department of Environmental Quality shall be disposed of in a licensed landfill of the appropriate type. The Contractor shall be solely responsible for locating and obtaining all such disposal areas including any and all release permits. The Contractor shall obtain and pay for all permits for hauling excavated materials, trash, rubbish, and waste materials over streets and be responsible for keeping streets clean, free of dirt and debris caused by hauling.

The Contractor shall provide written approval of all material disposal sites from the local unit of government wherein such disposal is being performed. This written approval shall be provided to the Owner prior to beginning any such hauling or disposal.

**2.5. General Cleanup Provisions** – Before the work will be considered as having been completed, the Contractor shall clean and remove from the project's adjacent property, adjacent buildings and surrounding streets and alleys, any surplus and discarded materials, debris of any kind, equipment, and temporary structures resulting from this work.

**2.6. General Repair: Adjacent Property, Structures, Utilities** – In addition to satisfying and complying with all other requirements, conditions, stipulations, and provisions contained elsewhere in the Contract Documents, the Contractor shall, without extra compensation and as incidental to the cost of the demolition, reconstruct all fills, backfills, sidewalks, curbs, utilities, adjacent property, adjacent buildings, streets, alleys, etc. that are displaced, damaged or modified by any reason or cause whatsoever during this contract to an "equal to" or "better than" condition prior to final acceptance by the Owner.

**2.7. Backfill Requirements** – After the demolition and excavation of rubble from the site, the site shall be backfilled with clean granular Class II. The site shall be compacted to 95% modified proctor density and be graded.

**2.8. Finish site** – Import and place adequate topsoil and place seed and mulch to establish ground cover.

**2.9. Method of Measurement** – Site demolition will be measured as a lump sum for demolishing and clearing the entire site including all other work and items specified herein.

**PART III  
PROPOSAL AND CONTRACTOR REQUIREMENTS**

**1. PROPOSAL REQUIREMENTS**

**General Considerations**

Before submitting a proposal, the Contractor should carefully examine the entire RFP and have a full understanding of the contents needed for the proposal. Submission of a response constitutes the Contractor's understanding of the contents of this RFP.

**2. PROPOSAL CONTENT**

A signed letter stating the Contractor understands the City's needs as outlined in Part II – Scope of Work and is committed to performing the requested services.

**Proposed Work Plan or Services:**

Describe the work plan or services to be provided to address the City's needs as outlined in PART II – Scope of Work.

**3. INVOICING AND PAYMENT TERMS**

**Invoices:**

All invoices must reference property address, itemize services rendered and be sent to:  
City of Three Rivers  
Attention: Finance  
333 West Michigan Ave.  
Three Rivers, MI 49093

**Payment Terms:**

The City will accept payment terms of Net 30 days, or as negotiated.

**4. INSURANCE COVERAGE**

The selected Contractor must have and maintain the following insurance during the term of the contract. If any listed insurance coverage expires during the term of this contract, the Contractor shall deliver renewal certificates and/or policies to the City at least ten (10) days prior to the expiration date.

**Workers' Compensation Insurance:** The Contractor shall procure and maintain during the life of this contract, Workers' Compensation Insurance, including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan.

**Commercial General Liability Insurance:** The Contractor shall procure and maintain during the life of this contract, Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and/or aggregate combined single limit, Personal Injury, Bodily Injury, and Property Damage. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General 9 Liability Extensions or equivalent; (E) Deletion of all Explosion, Collapse, and Underground (XCU) Exclusions, if applicable.

**Motor Vehicle Liability:** The Contractor shall procure and maintain during the life of this contract Motor Vehicle Liability Insurance, including Michigan No-Fault Coverage, with limits of liability of not less than \$1,000,000 per occurrence combined single limit, Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.

**Additional Insured:** Commercial General Liability and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating that the following shall be Additional Insureds: "City of Three Rivers, all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof."

**Proof of Insurance Coverage:** The Contractor shall provide the City at the time the contracts are returned for execution, the certificates and policies as listed below:

- a.) A copy of Certificate of Insurance for Workers' Compensation Insurance;
- b.) A copy of Certificate of Insurance for Commercial General Liability Insurance;
- c.) A copy of Certificate of Insurance for Vehicle Liability Insurance;

If so requested, Certified Copies of all policies mentioned above will be furnished.

**Bid Form**

The undersigned, having familiarized (himself/themselves) with the local conditions affecting the cost of the work and the Contract Documents, hereby proposes to perform everything required to be performed and to provide and furnish all labor, materials, tools, equipment, utility and transportation services necessary to perform and complete in a workmanlike manner all work required for sewer televising and cleaning in accordance with the specifications as prepared by the Department of Public Services, City of Three Rivers, Michigan, for, including Addenda No. \_\_\_\_\_ issued thereto, the following unit prices:

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

SIGNATURE \_\_\_\_\_ TITLE \_\_\_\_\_

TELEPHONE \_\_\_\_\_ DATE \_\_\_\_\_

310 Jackson Street, Three Rivers, MI 49093 Lump Sum \_\_\_\_\_

707 Seventh Street, Three Rivers, MI 49093 Lump Sum \_\_\_\_\_

407 S. Main Street, Three Rivers, MI 49093 Lump Sum \_\_\_\_\_

261 S. Main Street, Three Rivers, MI 49093 Lump Sum \_\_\_\_\_