

CITY OF THREE RIVERS

REQUEST FOR PROPOSALS



333 West Michigan Ave.
Three Rivers, Michigan, 49093
269-273-1075
www.threeriversmi.org

DEMOLITION AND SITE CLEAN-UP

1204 Fifth Street, Three Rivers, MI 49093

208 E. Michigan Avenue, Three Rivers, MI 49093

1126 W. Michigan Avenue, Three Rivers, MI 49093

Key Dates

Request for Proposals Issued..... February 6, 2018
Due Date for Proposals March 8, 2018 @ 2:00 pm
Bid Opening..... March 8, 2018 @ 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

Any interested Contractor must email (JBeebe@threeriversmi.org), call (269-273-1845), or fax (269-273-1042) John Beebe their contact information in case any changes or additions need to be made to the bid document.

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 John Beebe at City of Three Rivers Department of Public Services.

2.2. Site Tour & Inquiries

Contractors may view the buildings from public property around the property.

2.3. Bid Submission – due by 2:00 p.m. on March 8, 2018.

Bids shall be submitted in a *sealed envelope*, mailed or delivered to:
City of Three Rivers, Clerk
333 West Michigan Ave.
Three Rivers, MI 49093

On the outside of the envelope, each contractor shall indicate their company name as a return address (for identification purposes during bid opening) and the name of the project they are bidding. 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 March 8, 2018.

All bids received will be publicly opened at the City of Three Rivers, City Hall, at 333 W. Michigan Ave. 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 City staff, 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.

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 John Beebe at City of Three Rivers Department of Public Services (p. 269-273-1845).

PART II - SCOPE OF WORK

1. INTRODUCTION

The City of Three Rivers is seeking quotes for the demolition of the buildings at: 1204 Fifth Street, Three Rivers, MI 49093; 208 E. Michigan Avenue, Three Rivers, MI 49093; and 1126 W. Michigan Avenue, 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 contact the electric company and allow them enough time to disconnect this service.

2.1.2. All storm sewer leads, laterals, and connections shall be disconnected at a point no greater than two feet (2') behind the existing ROW line. The pipes shall be cut clean and capped with a rubber and stainless steel cap as manufactured by Fernco or approved equal. Each connection shall not be covered until approved by the Department of Public Services Director or their representative.

2.1.3. The City of Three Rivers Department of Public Services (DPS) is responsible for disconnecting water and sanitary sewer. DPS needs a minimum of 7 working days' notice by the Contractor prior to demolition to disconnect water and sanitary sewer.

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.

2.1.6. All utility services requiring excavation shall be backfilled and compacted to 95% modified proctor density. All sidewalk cuts, curb cuts and pavement cuts shall be clean,

square and true, and shall be replaced with materials equal to those removed, or as approved by the City.

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 not limited to, buildings, retaining walls, chimneys, wells, cisterns, fuel storage tanks, signs, antennas, all concrete sidewalk removal, all concrete curb removal, bituminous pavement removal, concrete pavement removal, miscellaneous concrete removal, etc.; however, any concrete sidewalk or curb within the right-of-way shall remain in place.

2.2.2. All foundation walls, footings and pipes shall be demolished and removed to 4 feet below finish grade. Demolished foundation walls may be left in the hole, and buried with the remaining foundation at least 4 feet below 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. Asbestos – The Contractor shall adequately handle the inspection for, and removal of, any asbestos from the demolition site in accordance to the U.S. EPA established National Emission Standards for Hazardous Air Pollutants (NESHAP).

2.3.2. Abatement – Michigan Department of Environmental Quality (MDEQ) and Michigan Department of Licensing and Regulatory Affairs (LARA) must be notified by Form EQP5661/MIOSHA-CSH 142 ten days prior to the start of demolition, *regardless of whether or not asbestos was found*. Friable asbestos or asbestos that may become friable during the demolition process must be removed prior to the start of demolition. A qualified Asbestos Abatement contractor **MUST** be used to remove asbestos containing materials.

Contractor and worker requirements are found in Michigan PA 135 (1986) and 440 (1988) as amended. The regulations found in 40 CFR 61 Subpart M (NESHAP) and MIOSHA regulations Parts 305 and 602 apply during removal of ACM and demolition if ACM are allowed to remain in the facility.

2.3.3. For more information on asbestos, and links to the forms and regulations mentioned above, visit the following web sites:
http://www.michigan.gov/deq/0,1607,7-135-3310_4106-11856--,00.html
http://www.michigan.gov/lara/0,4601,7-154-11407_15333_15369---,00.html
http://www.michigan.gov/documents/deq/deq-aqd-field-tpu-asbestos-notification-form_262676_7.pdf
<https://www.epa.gov/asbestos/information-owners-and-managers-buildings-contain-asbestos>
<https://www.epa.gov/asbestos/asbestos-national-emissions-standard-hazardous-air-pollutants-neshap>

2.4. Permits – Secure all necessary permits, licenses, or certifications.

2.5. 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.

2.6. 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 structure resulting from this work.

2.7. 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.

2.8. 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 grade.

2.9. Finish Site – The finished site will be graded in a manner that prevents ponding or runoff onto neighboring properties, and in a manner that allows for the property to be properly mowed. The site will have adequate topsoil imported and placed, and will be seeded and mulched. *The site will be inspected by City Staff to ensure these requirements are met, and the City will only relinquish payment for the work if satisfied. In addition, the City will withhold 10% of the payment until the seeding has taken hold and the grass is growing sufficiently in order to be certain that the site was finished appropriately.*

2.10. 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
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 themselves with the local conditions affecting the cost of the work and the Contract Documents hereby proposes to provide and furnish all labor, materials, necessary tools, equipment, utility and transportation services necessary to perform and complete all work required for the project 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 _____

1204 Fifth Street, Three Rivers, MI 49093 Lump Sum _____

208 E. Michigan Avenue, Three Rivers, MI 49093 Lump Sum _____

1126 W. Michigan Avenue, Three Rivers, MI 49093 Lump Sum _____