Calhoun County Land Bank Authority

Emergency "Ordered Demolition" of an Asbestos Containing Collapsed Garage

Emergency Request for Proposal: Demolition Contractor Able to Complete Asbestos Containing Partial Demolition of a Collapsed Garage at 219 Pine St E in the City of Albion.

BID NUMBER: #02-CCLBA-2014
DATE ISSUED: March 7, 2014
DATE DUE: March 11, 2014 (LOCAL TIME)
Bid will be opened publicly at this time in the Purchasing Department,
315 W. Green Street, Marshall, MI.

Para una versión en Español, por favor llamar a Krista Edwards – 269-781-0859

EQUAL HOUSING OPPORTUNITY

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EMERGENCY REQUEST FOR PROPOSALS – ASBESTOS CONTAINING PARTIAL DEMOLITION

INTRODUCTION

Overview

This Emergency Request for Proposals ("RFP") is being issued by the Calhoun County Land Bank Authority (CCLBA) for the immediate demolition of the collapsed garage at 219 Pine St E in the City of Albion (see Appendix A). The CCLBA invites the submission of proposals from Licensed Demolition Contractors, with asbestos certified employees, specializing in the demolition of asbestos containing structures and final site clearance. Licensed companies with demonstrated experience in this area and an interest in making their services available to the CCLBA are invited to respond to this RFP. "Respondents" means the companies or individuals that submit proposals in response to this RFP. The bid will be awarded to the most qualified respondent. All Respondent's should note the following:

> The garage at 219 Pine St E, in Albion, collapsed due to the weight of snow and this portion of the structure plus all debris needs to be removed from the site. The Building Inspector for the City of Albion deemed the structure structurally unsafe and a public safety hazard; photos and building information can all be found in Appendix A. The Land Bank Authority and the City have agreed that this structure meets the requirements for an Ordered Demolition and will provide the winning bidder with proper documentation to do an **NESHAP Ordered Demolition** under DEQ's NESHAP regulations and thus bypass the required 10 day notice. The demolition will be done as an asbestos containing demolition and due to the public safety hazard the Land Bank is hoping to demolish the structure as soon as possible.

It is understood that the selected Respondent acting as an individual, partnership, corporation or other legal entity, is State licensed and certified for this type of demolition and is capable of providing the specified services. The Respondent shall be financially solvent and its employees and or subcontractors shall be competent to perform the services required under this RFP document.

Nothing in this RFP shall be construed to create any legal obligation on the part of the CCLBA or any respondents. The CCLBA reserves the rights, in its sole discretion, to amend, suspend, terminate, or reissue this RFP in whole or in part, at any stage. In no event shall the CCLBA be liable to respondents for any cost or damages incurred in connection with the RFP process, including but not limited to, any and all costs of preparing a response to this RFP or any other costs incurred in reliance on this RFP. No respondent shall be entitled to repayment from the CCLBA for any costs, expenses or fees related to this RFP. All supporting documentation submitted in response to this RFP will become the property of the CCLBA. Respondents may also withdraw their interest in the RFP, in writing, at any point in time as more information becomes known. Bids are to be firm and cannot be withdrawn for a period of thirty (30) calendar days after opening.

The CCLBA has adopted **Purchasing Policies and Procedures for the Procurement Process** available online or through the Calhoun County Purchasing Department at 315 W Green Street, Marshall, MI 49068, or via phone at 269-781-0981.

Time of Completion

Any contract awarded pursuant to this RFP solicitation shall agree to complete the work on or before the times outlined in the Term of Contract.

Term of Contract

Any contract awarded pursuant to this RFP solicitation shall be until awarded project is completed, with the demolition of the structure taking place as soon as possible after the contract award. All contracts made by the successful bidder with subcontractors shall be covered by the terms and conditions of the contract. The successful bidder shall see to it that their subcontractors are fully informed in regard to these terms and conditions.

PROFESSIONAL SERVICE REQUIREMENTS

Scope of Work

The CCLBA seeks sealed proposals from Respondents to demolish only the garage and to remove debris at 219 Pine St E, Albion, MI, as an asbestos containing structure. This parcel contains an abandoned and blighted residential structure with an attached collapsed garage that does contain debris (garbage, brush, limbs, tires) that need removed. **Please note, this bid is only for the removal of the collapsed garage and not the house.** All footings and foundations are to be removed pursuant to City of Albion requirements, site backfilled with clean (non-hazardous) fill material (sand, gravel), compacted, graded, seeded, and covered with straw.

Utility shutoffs (electricity and gas) will be arranged for and paid for by the CCLBA. Water disconnect and sewer capping will be the responsibility of the Contractor and the Contractor will be responsible for coordinating with City of Albion for final clearance for water and sewer services.

OTHER ASPECTS TO CONSIDER

1. The collapsed garage and all associated debris shall be removed from the site, and the contractor and building official shall ensure that the remaining structure is safe. Garbage, tree debris, and other types of debris surrounding the collapsed structure must also be removed as part of the demolition.
2. Demolition and disposal of debris shall commence immediately after the “Notice to Commence”, and within 24 hours of the “Notice to Commence” the Contractor shall submit a demolition schedule for CCLBA review
3. The CCLBA assumes no responsibility for the condition of existing buildings and structures and other property on site, or for their continuance in the condition existing at the time of notice to commence. NO adjustment of contract price or allowance for any change in conditions will be made after the award of bid unless approved by the CCLBA.
4. A demolition permit shall be obtained from City of Albion or its vendor before commencing with demolition at the respondent’s cost.
5. All dry mortar, lime, brick dust, plaster, and other flying material shall before and during removal be dampened, per NESHAP requirements, to prevent it from floating or being blown into the street or on any adjoining property; all sidewalks shall be protected by fences and scaffolds as required by state and local codes or regulations.
6. If buildings to be demolished are surrounded by a number of trees, shrubs, or bushes, and if during demolition a sufficient number of limbs are broken or hanging to present a safety hazard,

the CCLBA will order the removal of such trees at the Contractor's cost. Additionally, contractors shall remove all miscellaneous brush, wood, and tree debris left after demolition activities.

7. Contractor's operations will be confined to the parcel of land being demolished, except for the necessary removal of debris.
8. The Contractor will be responsible for all damage to private or public property as a result of their fault or negligence in connection with the demolition. If damage occurs, the contractor must contact the CCLBA immediately and submit a summary report of the incident within 5 business days if requested.
9. The Contractor shall comply with all applicable laws and ordinances governing the demolition and disposal of asbestos containing structures, and the disposal of other materials, debris, rubbish and trash from the project area, and shall commit no trespass on any private property in the disposal. All materials, debris, rubbish, and trash off will be disposed of at a licensed landfill. NO EXECPTIONS.

   Note: An Asbestos survey cannot be completed for any part of the collapsed garage structure which was built prior to 1981. Consequently, the CCLBA expects the contractor must presume, assume or treat all suspect asbestos containing material (ACM) or presumed asbestos containing material (PACM) in the structure.
10. All demolition activities will be conducted in compliance with NESHAP standards. All activities will comply with all codes, standards, regulations, and workers' safety rules that are administered by federal agencies (EPA, OSHA, and DOT), state agencies (MIOSHA, DNR, DEQ, and DCH), and any other local regulations.
11. It is the responsibility of the Contractor to determine the location of all buried utility service lines on or adjacent to the work area. The Contractor shall be responsible for the final location and protection of all utility service lines and damage to any such utility service line resulting from the Contractor's operations shall be repaired or replaced by the Contractor at the Contractor's cost. It will also be the responsibility of the Contractor to exercise care to prevent damage to fences, sidewalks, roadways, and other improvements in or adjacent to the work area.
12. Contractor shall maintain a waste log and shall contain origin of material (address and date) and receiving facility for each load and the weight of each load. All waste materials are to be transported directly to a properly permitted facility for asbestos containing materials. The Contractor shall submit waste tickets for the project to demonstrate that the debris was properly disposed of.
13. The City of Albion, CCLBA, and any other governmental agency with jurisdictional interest will have access to the property for observation and inspection.
14. Contractor shall provide at a minimum, four (4) inches of clean, natural, fertile topsoil free of any stones over 11/2 inch, clods, sticks, roots, or other objectionable material. Seeding shall be either clover (preferred) or perennial ryegrass mix at a rate of 4-5 lbs per 1000 sq. ft. The ideal mixture should be 20% Kentucky Blue Grass, 20% perennial Rye grass, 20% hard fescue, and 40% Creeping Red Fescue. Straw shall also be placed on lot.
15. Payment for the cost of work contained in the RFP will be made at the price contained in the bid; unless the CCLBA's staff documents the need for a change order. Payment will only be made upon the completion of all requirements outlined in the RFP. In other words, payment will only be made upon the removal of all structures, proper grading and backfilling, and upon 4 inches of topsoil properly seeded. The CCLBA is willing to make partial payments (bid amount less $1000) to the Contractor only upon proper demolition of all structures, proper backfilling and compacting to proper grade and prior to the application of topsoil and seeding.

The CCLBA reserves the right to select the contractor that best meets the CCLBA's goals and objectives, quality levels, as well as its educational and service level expectations. Because this is an emergency demolition, the CCLBA will consider the demolition time frame proposed by each firm. The CCLBA reserves the right, in its sole discretion, to reject any/or all proposals, to waive any irregularities and technical defects contained therein, to award the contract in its entirety, in part, or not at all and/or determine which proposal is the lowest and/or best to enter into a Contract, as deemed to be in the best interest of the CCLBA.

EVALUATION CRITERIA AND SCORING

In evaluating responses to this Request for Proposal, the CCLBA will take into consideration the experience, and costs that are being proposed by the Respondent. Proposals should provide a straightforward, concise description of the proponent's capabilities to satisfy the requirements of the RFP. The following Evaluation Criteria (Appendix B) will be considered in reviewing submittals:

Experience in the demolition of asbestos containing structures
Price in Appendix C
Project Schedule

SUBMITTAL REQUIREMENTS

RFP responses must be submitted via hard copy and sent to Calhoun County Purchasing Department, 315 W. Green St, Marshall MI 49068 and clearly labeled RFP #01-CCLBA-2014 by 3:00 pm on **Tuesday, March 11, 2014**. Submissions sent by email will not be accepted**. Each respondent shall submit one (1) original and two (2) copies of the required documentation in a clear, legible, and 8.5 by 11 inch format.** Respondents are advised to adhere to the Submittal Requirements; failure to comply with the instructions of this RFP will be cause for rejection of submittals.

Written questions must be submitted **via email kedwards@calhouncountymi.gov** by **4:00 pm Monday, March 10, 2014.** Written answers will be provided to all potential bidders via email by **5:00 pm Monday, March 10, 2014.**

The CCLBA reserves the right to seek additional information to clarify responses to this RFP. Each response must include the following:

Letter of Interest

Please submit a Cover Letter of Interest signed by a duly authorized officer or representative of the Respondent, not to exceed two pages in length. The Letter of Interest must also include the following information:

1. The principal place of business and the contact person, title, telephone/fax numbers and email address.
2. A brief summary of the qualifications of the Respondent and team.
3. The Certification attached hereto at the end of this RFP and incorporated herein by reference must be signed by Respondent and attached to the Letter of Interest.

Threshold Requirements

These documents must be submitted along with your proposal:

1. a. **Certificate of Good Standing** for Corporations Companies issued by the Michigan Secretary of State; or
   b. **Certificate of Existence** for Limited Liability Companies issued by the Michigan Secretary of State; or
   c. Certificate of Good Standing or Certificate of Existence for Joint Ventures; or
   d. **"Doing Business As"** documentation and certificates for all other types of businesses.

2. **Evidence of Insurance**: Commercial General Liability with limits not less than $2,000,000; Workers Compensation and Employers Liability with limits not less than $500,000; and Automobile Liability with limits not less than $1,000,000 per occurrence. The selected Contractor shall agree to indemnify and hold harmless the CCLBA, and its officers, agents, and employees from any and all claims, causes, or actions, and damages of any kind, for injury to or death of any person and damages to property arising out of or in connection with the work done by the Contractor under this contract, and including acts or omissions of the CCLBA, or its officer, agents, or employees in connection with said contact.

   About Workers' Compensation Insurance: If you feel that your company is exempt from this requirement, you must file paperwork with the Workers' Compensation Agency (http://www.michigan.gov/wca). It is our understanding that the State requires exempt companies to file a WC-337 with this office; however, we advise all companies interested in pursuing this to contact the agency at 517-322-1195 to get more information and better understand which companies are exempt. To be counted as exempt by Calhoun County, respondents must submit paperwork from the State that shows the exemption is valid. If a company cannot document an exemption, then it should submit the required Workers' Compensation Insurance as discussed under "Evidence of Insurance".

3. **Evidence of Licensing for Demolition** a copy of Respondent's "Department of Energy, Labor & Economic Growth's Residential Builders' And Maintenance & Alteration Contractors' Board Residential Builder License".

4. Copies of either your or your subcontractors' Asbestos Contractor/Supervisor Card for employees that would work on this project.

5. **Three (3) references of related projects**, including date of project, contact person and phone number, and a brief description of the project.

6. **Conflict of Interest Statement & Supporting Documentation (See Appendix E):** Respondent shall disclose any professional or personal financial interests that may be a conflict of interest in representing the CCLBA. In addition, all Respondents shall further disclose arrangement to derive additional compensation from various investment and reinvestment products, including financial contracts.

SELECTION PROCESS

The Selection Committee comprised of the CCLBA staff and the Calhoun County Purchasing Department will review qualifications. Proposals that are submitted timely and comply with the mandatory requirements of the RFP will be evaluated in accordance with the terms of the RFP. Any contract resulting from this RFP will not necessarily be awarded to the vendor with the lowest price. Instead, contract shall be awarded to vendor whose proposal received the most points in accordance with criteria set forth in RFP and can meet the time requirements.

QUESTIONS

Written questions must be submitted **via email kedwards@calhouncountymi.gov** by **4:00 pm Monday, March 10, 2014.** Written answers will be provided to all potential bidders via email by **5:00 pm Monday, March 10, 2014.**

SUBMITTAL DUE DATE

Responses to this RFP are due by **3 P.M. (local time) on Tuesday, March 11, 2014**. The prevailing clock shall be **www.time.gov**. Each Respondent is responsible for labeling the exterior of the sealed envelope containing the proposal response with the proposal number, proposal name, proposal due date and time, and your firm's name. Hard copies must be delivered to:

CCLBA
315 W. Green St.
Marshall MI 49068
ATTN: Krista Trout-Edwards

LATE PROPOSALS WILL NOT BE CONSIDERED

CERTIFICATION FORM NOTE

THIS PAGE MUST BE COMPLETED AND INCLUDED WITH THE SUBMITTAL CERTIFICATION

The undersigned hereby certifies, on behalf of the Respondent named in this Certification (the "Respondent"), that the information provided in this RFP submittal to the CCLBA is accurate and complete, and I am duly authorized to submit same. I hereby certify that the Respondent has reviewed this RFP in its entirety and accepts its terms and conditions.

_____
(Name of Respondent)

_____
(Signature of Authorized Representative

_____
(Typed Name of Authorized Representative)

_____
(Title)

_____
(Date)

RFP SUBMITTAL REQUIREMENTS CHECKLIST

Please provide Checklist with response to RFP

- ❑ Letter of Interest Certification Form Note, Signed
- ❑ Certificate of Good Standing for Corporation issued by the Michigan Secretary of State; or Certificate of Existence for Limited Liability Companies issued by the Michigan Secretary of State; or a Certificate of Good Standing or Certificate of Existence for Joint Ventures for each entity comprising the joint venture; and all documentation and certifications for Respondents "Doing Business As"
- ❑ Evidence of Insurance
- ❑ Evidence of Licensing for Demolition a copy of Respondent's "Department of Energy, Labor & Economic Growth's Residential Builders' And Maintenance & Alteration Contractors' Board Residential Builder License" .
- ❑ Evidence of Asbestos License for all employees intended to work on this job
- ❑ Three References (See Appendix D)
- ❑ Non Collusion Affidavit, Signed and Notarized (Appendix E)
- ❑ Pricing Proposal (Appendix C)
- ❑ Project Schedule
- ❑ RFP Submittal Requirements Checklist

APPENDIX A

Photos of the collapsed garage at 219 Pine St E, Albion, MI

All debris must be removed along with the walls of the garage.

Building information from City of Albion

Parcel: 51-000-034-00

1 building(s) found.

Description	Floor Area	Yr Built	Est. TCV
Residential Building 1	1350 Sq. Ft.	1870	$33,033

General Information

Floor Area:	1350 Sq. Ft.	**Estimated TCV:**	$33,033
Garage Area:	360 Sq. Ft.	**Basement Area**	660 Sq. Ft.
Foundation Size:	1020 Sq. Ft.		
Year Built:	1870	**Year Remodeled:**	1996
Occupancy:	Single Family	**Class:**	D
		Tri-Level?:	NO
Percent Complete:	100%	**Heat:**	Forced Air w/ Ducts
AC w/Separate Ducts:	NO	**Wood Stove Add-on:**	NO
1st Floor Rooms:	4	**Water:**	N/A
2nd Floor Rooms:	3	**Sewer:**	N/A
Bedrooms:	4		
Basement Rooms:	1		
Style:	1.50 STY		

Area Detail - Basic Building Areas

Height	Foundation	Exterior	Area	Heated
1.5 Story	Full Bsmnt.	Siding	660 Sq. Ft.	1.5 Story
1 Story	Crawl Space	Siding	360 Sq. Ft.	1 Story

Area Detail - Overhangs

Height	Exterior	Area	Included in Size for Rates

Basement Finish

Recreation:	0 Sq. Ft.	**Recreation % Good:**	0
Living Area:	0 Sq. Ft.	**Living Area % Good:**	0
Walk Out Doors:	0	**No Concrete Floor Area:**	0 Sq. Ft.

Plumbing Information

3-Fixture Baths:	2

Garage Information

Garage # 1

Area:	360 Sq. Ft.	**Exterior:**	Siding
Foundation:	18 Inch	**Common Wall:**	1 Wall
Year Built:		**Finished?:**	NO
Auto Doors:	0	**Mech Doors:**	0

APPENDIX B

In evaluating responses to this Request for Proposal, CCLBA will take into consideration the experience, pricing, and scheduling that are being proposed by the Respondent. The following Evaluation Criteria will be considered in reviewing submittals:

Evaluation Criteria

The point system is to evaluate the experience and capacity of the Respondent.

1. Experience in providing asbestos containing demolition services

Two (2) to four (4) years of experience doing asbestos containing demolitions	10 Points
Five (5) to ten (10) years of experience doing asbestos containing demolitions	20 Points

2. Pricing Proposal

Lowest bid amount	60 Points
Next lowest bid amount	50 Points
Each additional lowest bid amount will be reduced by 10 points	

3. Project Scheduling

Demolition within one week of Notice to Commence	10 Points

APPENDIX C

All bids should include the removal of all structures, garbage, tires, discarded tree debris and limbs as well as permits, fill dirt, seeding, and travel time.

Address	Street Name	Bid Amount - Asbestos Containing Demo of Garage and Associated Debris Only
219	219 Pine St E, Albion, MI	

Note: This is an asbestos containing demolition, if your company bids you must supply copies of your or your subcontractors' Asbestos Contractor/Supervisor Card for employees that would work on this project at the time you submit your bid.

APPENDIX D

List of Three References (3)

Reference 1

Company/Municipality: _____

Contact Person:_____ Title: _____

Address: _____

City: _____ State:_____ Zip: _____

Telephone:_____ Email: _____

Type of Project(s): _____

_____

Budget:_____

Reference 2

Company/Municipality: _____

Contact Person:_____ Title: _____

Address: _____

City: _____ State:_____ Zip: _____

Telephone:_____ Email: _____

Type of Project(s): _____

_____

Budget:_____

Reference 3

Company/Municipality: _____

Contact Person:_____ Title: _____

Address: _____

City: _____ State:_____ Zip: _____

Telephone:_____ Email: _____

Type of Project(s): _____

_____

Budget:_____

APPENDIX E

NON-COLLUSION AFFIDAVIT

The bidder, by its officers and authorized agents or representatives present at the time of filing this bid, being duly sworn on their oaths, say that neither they nor any of them have in any way, directly or indirectly, entered into any arrangement or agreement with any other bidder or with any public officer of such Calhoun County Land Bank Authority, whereby such affidavit or affiant or either of them has paid or is to pay to such other bidder or public officer any sum of money, or has given or is to give to such other bidder or public office anything of value whatsoever, or such affidavit or affiant or either of them has not directly or indirectly entered into any arrangement or agreement with any other bidder or bidders, which tends to or does lessen or destroy free competition in the letting of the contract sought for by the attached bid, that no inducement of any form or character other than that which appears on the face of the bid will be suggested, offered, paid or delivered to any person whomsoever to influence the acceptance of the bid or awarding of the contract, nor has this bidder any agreement or understanding of any kind whatsoever, with any person whomsoever to pay, deliver to, or share with any other person in any way or manner, any of the proceeds of the contract sought by this bid.

COMPANY: _____

BY: _____
(signature)

NAME: _____
(type or print)

TITLE: _____

_____DATE: _____

The above statements are true to the best of my knowledge, information and belief as of the date set forth herein. *Notary certification below:*