

Calhoun County Land Bank Authority for the Calhoun County Treasurer

Asbestos Containing Demolition

Request for Proposal: Demolition Contractor Able to Complete Asbestos Containing Demolition

BID NUMBER: #07-CCLBA-2012

DATE ISSUED: November 5, 2012

DATE DUE: November 20, 2012; 3:00 PM (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



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REQUEST FOR PROPOSALS – RISK ASSESSMENT SERVICES INTRODUCTION**A. Overview**

This Request for Proposals (“RFP”) is being issued by the Calhoun County Land Bank Authority (CCLBA). 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. Successful bid will be awarded to the most qualified respondent.

It is understood that the selected Respondent acting as an individual, partnership, corporation or other legal entity, is State licensed and certified in the demolition of all types of structures and is capable of providing the specified services. The Respondent shall be financially solvent and each of its members if a joint venture, its employees, agents or sub-consultants of any tier 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 procurement process. For further information on this requirement, contact the Calhoun County Purchasing Department, 315 W. Green St., Marshall MI 49068 or phone 269-781-0981.

B. 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 Scope of Services.

C. Term of Contract

Any contract awarded pursuant to this RFP solicitation shall be until awarded project is completed. 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**A. Scope of Work**

The CCLBA seeks sealed proposals from Respondents to demolish the structures at 261 Manchester Street W, Battle Creek, MI. The house will be treated as an asbestos containing structure due to severe

fire damage, and the garage will be demolished as a regularly abated structure. This parcel contains an abandoned and blighted residential structure and may contain debris (garbage, brush, limbs, tires) that need removed. All structures on a parcel will be demolished including the garage and /or outbuildings. All footings and foundations are to be removed pursuant to Battle Creek City requirements, site backfilled with clean (non-hazardous) fill material (sand, gravel), compacted, graded, seeded, and covered with straw. Contractors will provide a plan for the recycling of demolished materials when applicable.

Utility shutoffs (Electricity, gas, and water capping) will be arranged for and paid for by the CCLBA. Sewer capping will be the responsibility of the Contractor and the Contractor will be responsible for coordinating with the City of Battle Creek, Department of Public Works for final clearance for water and sewer services.

Environmental assessment and abatement of asbestos and other hazardous materials, for the garage, will be the responsibility of the CCLBA. Once abatement has been completed, a letter of commencement will be provided to the successful respondent prior to the start of demolition activities.

OTHER ASPECTS TO CONSIDER:

1. No structure or accessory building shall be removed in whole or in a substantially whole condition. All structures and accessory buildings will be demolished on the premises. All driveways and concrete, with the exception of public sidewalks and shared driveways, also shall be removed. Garbage, tree debris, and other types of debris must also be removed as part of the demolition.
2. Demolition and disposal of debris shall commence within 15 days from the Notice to Commence. Within 5 calendar days after “notice to commence” 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 procured from the City of Battle Creek before commencing with demolition at the respondents cost. Furthermore, a copy of the Respondent’s City of Battle Creek demolition license shall be submitted with the bid package.
5. All dry mortar, lime, brick dust, plaster, and other flying material shall before and during removal be dampened sufficiently 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 parcels of land being demolished.

8. The Contractor will be responsible for all damages 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 off 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.
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-DNRE, 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. Contractor is to determine recycling or disposal methods to ensure that waste materials are recycled or disposed of properly. All waste materials are to be transported directly to a properly permitted facility. The Contractor shall submit a waste manifest for each project to demonstrate that the debris was properly disposed of.
13. The City of Battle Creek, 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 1 1/2 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 all 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. 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. The CCLBA may also remove properties from the list when circumstances dictate it. The CCLBA may select more than one service provider from the proposals submitted to obtain the most qualified firm(s) or individual(s) for demolition services in order to ensure timely completion of the requested services.

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 will be considered in reviewing submittals:

Experience in the demolition of asbestos containing structures

Price in Appendix D

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 #07-CCLBA-2012 by 3:00 pm on Tuesday, November 20, 2012. 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 **5:00 pm Tuesday, November 13, 2012.** Written answers will be provided to all potential bidders via email by **5:00 pm Thursday, November 15, 2012.**

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

A. 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. Description of organization (i.e. Corporation, Limited Liability Company, or Joint Venture).
4. 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.

B. Threshold Requirements

These documents must be submitted and acceptable 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, Michigan State Housing Development Authority, U.S. Department of Housing and Urban Development, 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, MSHDA, HUD, or its officer, agents, or employees in connection with said contact.
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” and a copy of the Respondent’s “City of Battle Creek Demolition License” if bidding on the project in Battle Creek.
4. Copies of either your or your subcontractors’ Asbestos Contractor/Supervisor Card for employees that would work on these projects.
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 capacity requirements.

QUESTIONS

Written questions must be submitted **via email kedwards@calhouncountymi.gov** by **5:00 pm Tuesday, November 13, 2012**. Written answers will be provided to all potential bidders via email by **5:00 pm Thursday, November 15, 2012**.

SUBMITTAL DUE DATE

Responses to this RFP are due by **3 P.M. (local time) on Tuesday, November 20, 2012**. 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:

**Calhoun County
CCLBA
Purchasing Department
315 W. Green St.
Marshall MI 49068
ATTN: Leslie R. Obrig**

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 (which includes items listed under “Submittal Requirements, A. 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” and a copy of the Respondent’s “City of Battle Creek Demolition License” if bidding on the project in Battle Creek.
- Evidence of Asbestos License.
- Three References (See Appendix E)
- Non Collusion Affidavit, Signed and Notarized (Appendix F)
- Pricing Proposal (Appendix D)
- RFP Submittal Requirements Checklist

APPENDIX A

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

A. Experience and Capacity

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

a. Experience in providing asbestos containing demolition services

Less than one (1) year of experience in Demolition	5 Points
One (1) to five (5) years of experience Demolition	10 Points
Five (5) to ten (10) years of experience Demolition	20 Points

b. Pricing Proposal

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

APPENDIX D

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. Ranking on the list below could change. Shared driveways shall not be removed.

Address	Street Name	Bid Amount - Asbestos Containing Demo
261	Manchester Street W, Battle Creek, 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 these projects at the time you submit your bid..*

APPENDIX E

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 F

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:*

