

THE TOWN OF DUNDEE, FLORIDA



REQUEST FOR PROPOSAL FOR BUILDING DEMOLITION SERVICES

RFP NUMBER: 18-04
Responses are due by December 7, 2018 @ 4:30PM

MAIL OR DELIVER RESPONSES TO:

Town of Dundee
Attn: RFP 18-04
202 East Main Street
PO BOX 1000
Dundee, FL 33838

Contact:

Brian Lueth, Town Clerk
Town of Dundee
Email: blueth@townofdundee.com
(863) 438-8330 ext. 238

Advertisement for Request for Proposal

TOWN OF DUNDEE RFP NO: 18 – 04: BUILDING DEMOLITION SERVICES

Proposals for Building Demolition Services will be received by the Town of Dundee at the Office of the Town Clerk, 202 E. Main Street, Dundee, Florida 33838, by December 7, 2018 at 4:30 p.m. Any proposals received after the designated closing time will be returned unopened.

The purpose of this Request for Proposals is to seek service of a qualified professional contractor to provide demolition services to the Town of Dundee.

A mandatory pre-bid meeting will be held on Wednesday, November 28 at 10:00 A.M. at Commission Chambers 202 E. Main Street, Dundee, FL 33838.

An original and five (5) copies, a total of six (6), of the proposal shall be submitted in envelopes/packages addressed to Brian Lueth, Town Clerk, Town of Dundee, Florida, and marked RFP 18-04: BUILDING DEMOLITION SERVICES .

The Town reserves the right to accept or reject any and all proposals and to waive any technicalities or irregularities therein. The Town further reserves the right to award the contract to that proposer whose proposal best complies with the RFP NO: 18 - 04 requirements. Proposers may not withdraw their proposal for a period of ninety (90) days from the date set for the opening thereof.

TOWN OF DUNDEE REQUEST FOR PROPOSALS NO. 18-04
BUILDING DEMOLITION SERVICES

The Town of Dundee (the “Town”) is requesting Competitive Proposals from qualified firms interested in contracting with the Town to provide building demolition and lot clean-up services.

The site is described, as follows:

705 North Adams Ave, Dundee, FL 33838
Polk County Parcel Number: 272821833500004311

(hereafter referred to as the “Site”)

The Site and buildings are illustrated on the aerial map that is an attachment to this document. (See Appendix A)

Note: It is the Town’s intent to select a contractor that will, in the Town’s sole determination, provide the best demolition proposal at the least cost.

A. General Description of Work and Project Requirements.

Unless otherwise specified herein, the contractor shall:

- (1) Obtain a demolition permit from the appropriate regulating authority;
- (2) Obtain any and all certifications and permits necessary for completion of the project from the appropriate regulatory agencies;
- (3) Disconnect all utilities services under Town’s supervision prior to commencing with demolition of the Site;
- (4) Obtain surveys and materials testing that may be necessary for the successful completion of the project;
- (5) Demolish, remove, and dispose of all structures, foundations, walkways, steps, driveways, fencing, trash, and rubbish from the Site;
- (6) Remove all materials from the Site in accordance with federal, state and local regulations;
- (7) Remove and dispose of appliances and other items that may contain refrigerants, including refrigerators, freezers, dehumidifiers, portable air conditioners, and central air conditioners, in accordance with Code of Federal Regulations, Title 40, Part 82;
- (8) Remove and legally dispose of mercury-containing materials including fluorescent, high-pressure sodium, mercury vapor, metal halide bulbs, and thermostats containing a liquid filled capsule;

- (9) Take ownership of all scrap/salvage materials on and/or for the Site;
- (10) Demolition of all slabs and all underground structures. The entire foundation should be removed and the opening filled with compacted earth. Approved material shall be placed as backfill in all excavated areas and graded to the elevation necessary to provide positive surface drainage to all areas of the Site;
- (11) Maintain and accept responsibility for all temporary facilities necessary to successfully complete the project which includes, but shall not be limited to, dumpster(s), portable restrooms, site fencing, and site security;
- (12) Perform site clearing and grading; and
- (13) Place or cause to be placed Bahia sod within adjacent right-of-way and hydro seed remainder of Site. Hay shall not be permitted;

B. Protection of Public and Private Property Interests.

- 1. Before demolition of any part of any building, the contractor shall remove all volatile or flammable materials. The contractor shall also be responsible for maintaining the correct type and class of fire extinguisher on site. No fires of any kind will be permitted in the demolition work area. No material obstructions or debris shall be placed or allowed to accumulate within fifteen (15) feet of any fire hydrant. All fire hydrants shall be accessible at all times.
- 2. Debris shall not be allowed to accumulate on roofs, floors, or in areas outside of and around any structure being demolished. Excess debris and materials shall be removed from the Site as work progresses.
- 3. The contractor shall not damage existing fire hydrants, street lights, traffic signals, power poles, telephone poles, fire alarm boxes, wire cables, pole guys, underground utilities or other appurtenances in the vicinity of the Site. The contractor shall pay for any temporary relocation of utilities, if applicable, which are relocated at the contractor's request for his or her convenience.
- 4. The contractor shall not damage or cause to be damaged any public right-of-way structures, drives, streets, sidewalks, utilities, lawns or any other property adjacent to parcels released for demolition. Care must also be taken to prevent the spread of dust and flying particles
- 5. Preliminary inspections of the Site shall be performed. Preliminary inspections shall identify and assess suspect asbestos containing materials. The contractor will be responsible for all aspects regarding the removal and disposal of any/all hazardous materials, including, but not limited to, identification, testing, permitting, certification, notifications, best management practices, hauling, and disposal fees.

6. In the event street closure is required, any and all required street closures shall be approved at least 48 hours in advance by the Town Commission and/or the Town of Dundee Town Manager's Office.
7. In the event the contractor needs to obtain water from a fire hydrant, if available, the contractor shall obtain the express written consent of the Town of Dundee Town Manager.
8. It is expected that the contractor will backfill all excavated areas with suitable material and grade the area to provide for positive surface drainage for the entire Site (generally, 0.5% min. slope from highest point of adjacent curb or sidewalk). The contractor will be responsible for installation of a silt fence at the edge of curb or sidewalk to prevent sediment runoff. The contractor will be responsible for repair of damage to any adjacent structures, and any curbing, sidewalk, or asphalt damaged during the project.
9. The contractor shall not begin work on and/or for the Site until the contractor is issued a Notice to Proceed. The contractor shall have full control of the demolition progress and clearance of the Site, subject to the provisions set forth herein.
10. The contractor shall follow the recommendations of the asbestos survey report to properly remove and dispose of any asbestos material.

C. Risk of Loss

The contractor shall accept the site in its present condition and shall inspect the Site for its character and the type of structures to be demolished. The Town assumes no responsibility for condition of the existing buildings, structures, and other property within the demolition area, or the condition of the property before and after the solicitation for proposals. No adjustment of proposal price or allowance for any change in conditions that occur after the acceptance of the lowest responsible, responsive proposal will be allowed.

D. Measurement and Payment

The contractor shall be paid the lump sum price for demolition and final grading as addressed in the proposal and as approved by the Town. This payment will be full compensation for permits, removal of structures, content of structures, foundations, walkways, steps, driveways, appliances, trash and rubbish from the Site; disconnection of utilities; compaction of backfill material; finished grading and sod/ hydro-seeding of disturbed areas; and placing and removing safety fencing.

The contractor shall provide and pay for all materials, labor, tools, equipment, transportation, temporary construction, charges, levies, fees, permits and other expenses necessary to complete the work according to these specifications. The contractor shall submit for and receive a demolition permit prior to commencing work.

E. Proposal Requirements

Interested firms are required to attend a mandatory pre-bid conference and walkthrough of the sites to be eligible for consideration of their proposal (see date, time and location below).

Interested firms must, at a minimum, provide the following information:

- **Qualifications/Experience:** Describe the firm's qualifications and experience with this type of work. Give examples and reference contact information for previous similar projects.
- **Approach:** Describe how the work will be accomplished. What measures will be employed to protect adjacent structures from damage? What practices will be used to minimize disruption of existing business operations?
- **Schedule:** Provide an estimated project schedule to complete the scope of work described above.
- **Safety:** Provide information regarding firm's safety record, and describe the specific safety measures/plan to be used in this project to protect personnel, public, structures and infrastructure.
- **Price:** It is the Town's intent to select a contractor for the sites that will, in the Town's sole determination, provide the best demolition proposal at the least cost. Price must include any/all fees related to the project requirements.

Firms are requested to submit an original and five (5) copies a total of six (6). Due to time limitations of the Purchasing Review Committee members, proposals should be limited to no more than fifteen (15) pages. Please include tab dividers for easy access to each section of the proposal (tab dividers do not count toward the 15-page limit). Additional supplemental information may be submitted, under separate cover, in order to aid in firm selection. This information may include staff resumes, descriptions of similar municipal projects, project references, and a description of the conceptual approach to meeting the project requirements.

The firm may also submit, under separate cover, an example of a project previously completed at another municipality that is similar in size and scope to the work described above.

F. Selection Process Overview and Selection Criteria

On or before the time specified herein, the respondents will submit a proposal in response to this RFP. A review panel will assess the proposals utilizing the evaluation criteria as stated below in this RFP document. The Committee may short list up to three firms to present to the Commission. All expenses of the interviews and presentations will be the sole responsibility of the responder and the Town of Dundee accepts no responsibility for the reimbursement of any expenses incurred by a responder under this document.

Any questions regarding this RFP should be sent in writing to Brian Lueth, Town Clerk by email at blueth@townofdundee.com. The deadline for the submission of any and all questions and inquiries concerning this RFP is Friday, November 30th at 12:00 P.M. Please do not attempt to contact members of the Purchasing Review Committee.

The Town shall have sole discretion in evaluating the qualifications of responders and the suitability of their proposals to meet the Town's needs. The Town reserves the right to select the Proposal that is deemed to be in the best interest of the Town. The Town also reserves the right to reject any and all Proposals.

The selection criteria will be based on a scoring system as follows:

Price – 50 points
Qualifications & Experience – 20 points
Approach – 20 points
Schedule – 10 points

NOTE: The completion date for Site A shall be discussed at the mandatory pre bid conference and walkthrough. On Wednesday, November 28th at 10:00 A.M., the Town will provide to all interested contractors the required completion date for Site A. Firms that cannot meet the published schedule for demolition of Site A will not be considered.

Mandatory Pre-bid Conference and Walkthrough Date: On Wednesday, November 28th at 10:00 A.M.

A representative of all interested firms must attend this pre-bid conference and walkthrough of the sites in order for their proposal to be considered. Representatives of the Town will be available to answer questions regarding the RFP. Contractors should report to Town Commission Chambers at 202 E. Main Street, Dundee, FL. 33838.

Proposal Due Date: December 7, 2018 at 4:30 PM

Interested firms should submit an original and five (5) copies, a total of six (6), to:

Brian Lueth – Town Clerk
Town of Dundee
202 E. Main Street
Dundee, FL 33838
Phone: (863) 438-8330
blueth@townofdundee.com

Proposals are due on or before the submission deadline noted above at Town Hall, located at 202 E. Main Street. All proposal packages must be sealed and have "RFP 18-04 Building Demolition Services" clearly marked on the outside for easy identification by the Town. Proposals may be hand delivered prior to the submission deadline at the address listed above. Any proposals received later than the submission deadline will not be accepted or considered. Facsimile (FAX) transmissions will not be accepted. The Town will not be responsible for late submission caused by the postal service, other carriers, or any other delivery problems regardless of the reason.

MBE/WBE/DBE/VBE OWNED BUSINESS

Minority Business Owners (minority or woman owned businesses), disabled, and veteran owners will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, creed, sex or national origin in consideration for an award. It is the policy of the Town that MBE/WBE/DBE/VBE business owners have an opportunity to participate at all levels of contracting in the performance of Town contracts to the

extent practical and consistent with the efficient performance of the contract. Please indicate that you are a minority or woman owned business with your proposal submission. The successful company must ensure that all subcontractors, agents, personnel assigned by or employees of prime company and subcontractors are not discriminated against because of their race, color, religion, sex or national origin. The successful company must make positive efforts to provide equal employment opportunity for minority and women owned businesses.

INSTRUCTIONS FOR OFFERORS

Proposals will only be accepted from responsible and responsive companies that have an established reputation in the field of Architecture/Engineering/Construction Services.

No proposal may be withdrawn for a period of ninety (90) days after the proposal submission date. A responsible offeror means an offeror who has the capability in all respects to perform fully the requirements mentioned in the proposal document and the integrity and reliability which will assure good faith performance.

A responsive offeror means an offeror who has submitted a proposal which conforms in all respects to the request for proposal requirements.

PROTEST PERIOD: Any actual or prospective, offeror, or company who is aggrieved in connection with the solicitation or award of a contract/purchase order may formally protest in writing to the Town Clerk. The protest may be submitted at any time during the procurement process. However, if a prospective offeror, or company wishes to protest, the formal protest must be submitted in writing and must be received by the Town no later than five (5) days from the date that the aggrieved actual or prospective offeror, or company has been informed of the proposal results by the Town Clerk. Protests received by the Town following five (5) days after evaluation results have been released by the Town Manager will not be considered by the Town.

DISPUTES: In cases of disputes as to whether or not an item or service quoted or delivered meets scope of work, the decision of the Town of Dundee shall be final and binding on all parties. The Town Manager may request in writing, the recommendation of the head of the department of the end user or other objective sources.

DEVIATIONS: Any deviations from the scope of work contained herein must be noted in detail on the respondent's response for the Town of Dundee's consideration.

CHANGES: Any changes in this request for proposal after the purchase order/contract agreement has been awarded must be with the written consent of the Building Official or the Town Manager; otherwise, the responsibility for such changes lies with the company. Any changes to the scope of work in this request for proposal package shall be in writing and an addendum will go out to all prospective respondents so each respondent can compete equitably.

OWNERSHIP OF MATERIAL: Ownership of all data, material and documentation originated and prepared for the Town of Dundee pursuant to this contract/purchase order shall belong exclusively to the Town of Dundee.

QUESTIONS AND INQUIRIES: The deadline for the submission of any and all questions and inquiries concerning this RFP is Wednesday, November 30th at 12:00 PM. All questions must be

directed to Brian Lueth, Town Clerk in writing and e-mailed or delivered to blueth@townofdundee.com

BUSINESS TAX RECEIPT REQUIREMENT:

Entities that provide goods and services within the Town limits are required to have a business tax receipt. The successful contractor/company will be required to contact the Town's Department of Building and Business Services, 202 E. Main Street, Dundee, FL. 33838 prior to commencement of work.

PROFESSIONAL INSURANCE REQUIREMENTS AND INDEMNIFICATION

The successful company shall procure and maintain insurance for protection from claims under workers' compensations acts; claims for damages because of bodily injury including personal injury, sickness or disease, or death of any and all employees or of any person other than such employees; claims for damages because of injury to or destruction of property, including loss of use resulting therefrom; claims caused by professional errors, acts, or omission; and any other insurance prescribed by law. The successful company shall name the Town of Dundee, Florida, its elected and appointed officials, officers, and employees "Additional Insureds" as their interests may appear but only with respect to services performed or provided by successful company on behalf of the Town under Consultant's commercial general liability insurance policy. The successful company shall, within 10 days of the full execution of any contract resulting from this RFP, provide the Town Manager with a certificate(s) of insurance evidencing the coverages required above and containing an endorsement to the effect that any cancellation or non-renewal shall not be until 10 days after the insurer or the selected company gives written notice to the Town.

Without limiting the provisions of paragraph above, the selected company shall during the term of any contract resulting from this purchase and maintain insurance with limits not less than those set forth below:

The successful company shall take out and maintain, during the life of the contract agreement, workers' compensation and employer's liability insurance for all employees to be engaged in services on this project under this agreement in an amount not less than \$1,000,000.00, and in case any such services are sublet, the company shall require all subcontractor(s) also to provide workers' compensation and employer's liability insurance in an amount not less than \$1,000,000.00 for all of the subcontractor's employees to be engaged in such.

Employer's Liability Insurance - \$1,000,000 each accident, \$1,000,000 disease policy limit, \$1,000,000 disease each employee

Commercial General Liability Insurance - \$1,000,000 per occurrence (bodily injury and property damage) / \$1,000,000 general aggregate

Automobile Liability Insurance - \$1,000,000 combined single limit (bodily injury and property damage), each accident

Professional Liability Insurance - \$1,000,000 per claim / \$1,000,000 general aggregate

Professional Services: The selected company shall indemnify and hold the Town of Dundee, Florida, its elected and appointed officials, officers, and employees, harmless from and against judgments, liabilities, damages, losses, costs, and expenses (including, but not limited to, reasonable attorneys' fees and costs but only to the extent otherwise authorized by law) to the extent caused by any negligent act, error, or omission in the performance and furnishing of the selected company's professional services under any contract resulting from this RFP, including any negligent act, error or omission of any

individual or entity directly or indirectly employed by the selected company to perform any of the work or anyone for whose acts, errors, or omissions the selected company may be liable, regardless of whether or not caused in part by a party indemnified hereunder.

Other Than Professional Services: With respect to all acts or omissions of the selected company, or any individual or entity directly or indirectly employed by the selected company to perform any of the work or anyone for whose acts, errors, or omissions the selected company may be liable, which do not arise out of or result from the performance of professional services, and which may be covered by employer's liability insurance, commercial general liability insurance, automobile liability insurance, or other general liability insurance, the selected company shall indemnify and hold the Town of Dundee, Florida, its elected and appointed officials, officers, and employees, harmless from and against judgments, liabilities, damages, losses, costs, and expenses (including, but not limited to, reasonable attorneys' fees and costs but only to the extent otherwise authorized by law) to the extent caused by or arising out of the selected company's negligent acts of commission or omission (or those of or any individual or entity directly or indirectly employed by the selected company to perform any of the work or anyone for whose actions or failure to act the selected company may be liable) during the performance of this proposal and/or agreement. The selected company shall require any sub-consultants and subcontractors to purchase and maintain insurance with limits not less than those required above to be purchased and maintained by the selected company. In addition, the selected company shall require any sub-consultants and subcontractors to assume the selected company's indemnification obligations under any contract resulting from this RFP to the extent they relate to the sub-consultant's or subcontractor's obligations under any contract with the selected company.

APPENDIX A

Arial View of 705 North Adams Ave, Dundee, FL 33838



APPENDIX B

REQUEST FOR QUOTATION
 TOWN OF DUNDEE
 " An Equal Opportunity Employer"

RFP-18-04

For additional information and clarification contact:

Department Name: Town Clerk

Please return quote to:
 Town Of Dundee
 202 E. Main Street
 Dundee, FL 33838

Contact Person: Brian Lueth

Email: blueth@townofdundee.com

DATE ISSUED: _____

Please quote on the following items:

Item	Quantity	Description	Unit Cost	Total Cost
1	1	The services of a licensed contractor to properly perform demolition to include, without limitation: property removal and disposal of any asbestos containing materials; dismantle, remove and dispose of <u>ALL</u> structures, foundations, driveways; removal of all junk, trash, debris, and materials; and perform clean-up, leaving the site clear of any debris, furnish any required fill dirt, and if necessary regrade the jobsite leaving the lot vacant and ready to build at:	\$	\$
		<p>705 North Adams Ave. (Building Description)</p> <p><u>Bids shall include: Signed acknowledgement form of required demolition specifications, signed acknowledgement of receipt of asbestos survey, and proof of required insurance.</u></p>		
<p>**The successful Contractor <u>must</u> carry <u>Workers Comp, General Liability, and Automobile Insurance</u> in an amount and form acceptable to the Town with limits of <u>no less than one-million dollars</u>. A copy listing the Town as a certificate holder must be furnished prior to starting work.</p>				

Prices must be valid for 90 days.

COMPLETION

WANTED: WITHIN 14-DAYS ARO

We offer to sell you as above F.O.B., Dundee, Florida. Delivery can be made in _____ days from receipt of order.

Quotation must be received NO LATER THAN 2:00 P.M.,

To: Procurement Services Division, by FAX TO 863-438-8333

SIGNATURE: _____

DATE: _____

**COMPANY NAME: _____

ADDRESS: _____

CITY/STATE _____

PHONE: _____

FAX: _____

EMAIL: _____

****PAYMENT WILL BE RENDERED TO THE NAME AND ID APPEARING ON THE W-9.**

APPENDIX C

Demolition Specification Acknowledgement Form

I acknowledge receipt of and understand the following:

(Please initial each line)

_____ - a demolition permit is required to be obtained from the Town of Dundee Building & Business Services Department and any permit fees will be paid for by the undersigned bidder.

_____ - I have received a copy of the demolition specifications and acknowledge I have read and will comply with all requirements listed therein.

_____ - I have received a copy of the asbestos inspection report and certify that the undersigned bidder will comply with all recommendations as for the removal and proper disposal of any asbestos containing materials.

_____ - I acknowledge that I have the required insurance to include: workers compensation, general liability, and automobile insurance in the amount of no less than one million dollars and have attached copies of said insurance to the bid. I further understand that the city does not accept workers compensation exemption.

Signature

Date