



CITY OF MANCHESTER
REQUEST FOR PROPOSALS
BUILDING DEMOLITION SERVICES

The City of Manchester (City) is requesting Competitive Sealed Proposals from qualified firms interested in contracting with the City to provide building demolition services for the removal and clean-up of a total of three sites in the Downtown District.

The sites are as follows:

- Site A: 228 W Main Street
- Site B: 304 W Main Street
- Site C: 314 W Main Street

The sites and buildings are illustrated on the aerial map that is attached to this document.

Project Requirements:

Demolition – The contractor will be responsible for demolition, removal, and proper disposal of structures and contents of all existing vacant buildings listed as Sites A and B above. The contractor will be responsible for the partial demolition, removal and proper disposal of structures and contents of Site C above, as identified during the mandatory walk through listed below. The contractor will be responsible for all costs of transport and proper disposal of all demolition debris.

Certifications and permits – The contractor will be responsible for obtaining all certifications and permits necessary for completion of the project from the appropriate regulatory agencies.

Surveys and testing – The City of Manchester has completed a Phase I environmental assessment of the buildings and land and will supply the reports to all interested firms at the mandatory pre-bid conference.

Utility Disconnects – All utilities have been disconnected.

Reuse of Materials – No materials from the project are proposed for reuse by the City.

Salvage of Materials – Unless referenced otherwise in an addendum which will be provided at the mandatory pre-bid conference, the contractor shall take ownership of all scrap/salvage materials.

Extent of Underground Demolition – The contractor will be responsible for demolition of all slabs and all underground structures. 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.

Responsibility for Temporary Facilities – The contractor will be responsible for all temporary facilities necessary to successfully complete the project – to include, but not limited to, portable restrooms, site fencing, site security, etc.

The City of Manchester will permit the contractor to connect to electrical power that is available on light pole at Site A. Only 120 volt/20 amp service is available. Contractor may also obtain water from the City's bulk water sales at the City Shop on South 2nd Street.

Special Requirements – Caution and care must be exercised to prevent damage to adjacent structures, sidewalks and streetscape and to ensure that existing businesses in the area can operate normally without significant disruption during demolition activities. All required street closures shall be approved at least 48 hours in advance through the City of Manchester's City Manager's Office. In addition, any required IDOT permits required for street closure are the responsibility of the contractor.

Hazardous Materials – Preliminary inspections of the sites have been performed to identify and assess suspect asbestos containing materials. Copies of those survey reports will be available at the mandatory pre-bid conference and walkthrough of the sites. The City has hired Advanced Environmental, Waterloo, to removal and disposal of any/all asbestos within the 2 sites that were identified. Three underground storage tanks have been identified by solar testing equipment, however, there has not been a determination if the tanks are regulated by the Iowa Department of Natural Resources. This determination will be made after the tanks have been exposed and additional review has been completed.

Expected Condition of Site at Completion of Demolition – It is expected that the contractor will backfill all excavated areas with suitable material (sand/clay fill w/ 4" topsoil surface course), 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 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.

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:** Respondents must submit proposals for all three sites. All proposal prices must be quoted on a per site basis. It is the City's intent to select a contractor for the sites that will, in the City'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 two (2) copies of the proposal. Proposals should be limited to no more than fifteen (15) pages. 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.

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 of five consisting of the City Manager, Building Official/Zoning Administrator, Street Superintendent, Water Superintendent, and Wastewater Superintendent will assess the proposals utilizing the evaluation criteria as stated below in this RFP document. The Committee may request oral presentations from the selected firms. All expenses of the interviews and presentations will be the sole responsibility of the responder and the City of Manchester 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 Timothy J. Vick, City Manager by email at tvick@manchester-ia.org. The deadline for the submission of any and all questions and inquiries concerning this RFP is Wednesday, June 14, 2014 at 12:00 noon. Please do not attempt to contact members of the Selection Committee. The City shall have sole discretion in evaluating the qualifications of responders and the suitability of their proposals to meet the City's needs. The City reserves the right to select the Proposal that is deemed to be in the best interest of the City. The City 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

Mandatory Pre-bid Conference and Walkthrough Date: Wednesday, May 31, 2017 – 9:00 am

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 City will be available to answer questions regarding the RFP. Contractors should report to the site at 314 West Main Street, Manchester, IA, 52057.

Proposal Due Date: Thursday, June 15, 2017 1:00 pm

Interested firms should submit two (2) copies of proposals to:
Timothy J. Vick – City Manager

City Hall
208 E. Main Street
Manchester, IA 52057
Phone: (563) 927-3636
tvick@manchester-ia.org

Proposals are due on or before the submission deadline noted above at City Hall located at 208 E. Main Street. All proposal packages must be sealed and have "Smitty's Demolition Services" clearly marked on the outside for easy identification by the City. Proposals may be hand delivered prior to the submission deadline at the address listed above. Directions may be obtained by calling (563) 927-3636. Any proposals received later than the submission deadline will not be accepted or considered. Facsimile (FAX) transmissions will not be accepted. The City will not be responsible for late submission caused by the postal service, other carriers, or any other delivery problems regardless of the reason.

MINORITY AND WOMAN OWNED BUSINESS

Minority Business Owners (minority or woman owned businesses) 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 City that minority business and women owned business enterprises (MBE/WBE) have an opportunity to participate at all levels of contracting in the performance of City 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.

INSTRUCTIONS FOR OFFERORS

Proposals will only be accepted from responsible and responsive companies that have an established reputation in the field.

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 Mayor. 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 City no later than seven (7) days from the date that the aggrieved actual or prospective offeror, or company has been informed of the proposal results by the City Manager. Protests received by the City following seven (7) days after evaluation results have been released by the City Manager will not be considered by the City.

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 City of Manchester shall be final and binding on all parties. The City 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 City of Manchester'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 City 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 City of Manchester pursuant to this contract/purchase order shall belong exclusively to the City of Manchester.

QUESTIONS AND INQUIRIES: The deadline for the submission of any and all questions and inquiries concerning this RFP is Wednesday, June 14, 2017 at 12:00 noon. All questions must be directed to Timothy J. Vick, City Manager in writing and e-mailed to tvick@manchester-ia.org.

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 City of Manchester, Iowa, 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 City 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 City 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 City.

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 City of Manchester, Iowa, 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 City of Manchester, Iowa, 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 Agreement.

The selected company shall require any subconsultants 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 subconsultants and subcontractors to assume the selected company's indemnification obligations under any contract resulting from this RFP to the extent they relate to the subconsultant's or subcontractor's obligations under any contract with the selected company.

Proposal Form

Demolition of Structure Located at:
228 W. Main Street
Manchester, IA 52057

TOTAL PROPOSAL _____ dollars;
(total contract price in words)

OR

\$ _____ .00

PROJECT DURATION: Start Date: _____

Completion Date: _____

Submitted By:

Company Name

Address

City _____, State _____ Zip _____

Signature/Title Printed

Date: _____

Proposal Form

Demolition of Structure Located at:
304 W. Main Street
Manchester, IA 52057

TOTAL PROPOSAL _____ dollars;
(total contract price in words)

OR

\$ _____ .00

PROJECT DURATION: Start Date: _____

Completion Date: _____

Submitted By:

Company Name

Address

City _____, State _____ Zip _____

Signature/Title Printed

Date: _____

Proposal Form

Demolition of Structure Located at:
314 W. Main Street
Manchester, IA 52057

TOTAL PROPOSAL _____ dollars;
(total contract price in words)

OR

\$ _____ .00

PROJECT DURATION: Start Date: _____

Completion Date: _____

Submitted By:

Company Name

Address

City _____, State _____ Zip _____

Signature/Title Printed

Date: _____

Proposal Form
Total cost
Demolition of all Three Structures:

TOTAL PROPOSAL _____ dollars;
(total contract price in words)

OR

\$ _____ .00

PROJECT DURATION: Start Date: _____

Completion Date: _____

Submitted By:

Company Name

Address

City _____, State _____ Zip _____

Signature/Title Printed

Date: _____