

## INTRODUCTION

### A. Overview

This Request for Proposals (“RFP”) is being issued by the City of Morgantown in its capacity as owner of the Building at 107 North Main Street. The purpose of this notice is to solicit qualifications and bids from Demolition Contractors.

Demolition is defined as the demolition and removal of building, basements, and foundations, as well as, the demolition and removal of site improvements, including but not limited to retaining walls, paving and foundation landscaping. (see demolition requirements and specifications – Appendix B).

Companies with demonstrated experience in demolition and with an interest in making their services available to the City of Morgantown are invited to respond to this RFP. “Respondents” means the companies or individuals that submit proposals in response to this RFP. It is understood that the selected Respondent acting as an individual, partnership, corporation or other legal entity, is state licensed and 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 City of Morgantown or any respondents. The City of Morgantown reserves the right, in its sole discretion, to amend, suspend, terminate, or reissue this RFP in whole or in part, at any stage. In no event shall City of Morgantown 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 City of Morgantown 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 City of Morgantown. Respondents may also withdraw their interest in the RFP, in writing, at any point in time as more information becomes known.

### A. Scope of Work

The City of Morgantown seeks sealed proposals from qualified respondents to provide demolition services on 107 North Main Street.

Prospective demolition contractors must complete a qualifications questionnaire. This questionnaire will be reviewed by the City of Morgantown.

### B. Additional Requirements

This project will comply with all codes, standards, regulations, and workers' safety rules that are administered by federal agencies (HUD, EPA, OSHA, and DOT), state agencies (State OSHA, DNR, and DCH), and any other local regulations and standards (i.e. building codes) that may apply.

## EVALUATION CRITERIA

In evaluating responses to this Request for Proposal, the City of Morgantown will take into consideration the experience, capacity, and costs that are being proposed by the Respondent.

## **SUBMITTAL REQUIREMENTS**

RFP responses must be submitted via hard copy. Each respondent shall submit one (1) original and two (2) copies of the following documents in a clear, legible, 12 point font, 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.

The City of Morgantown 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:

The principal place of business and the contact person, title, telephone/fax numbers and email address.

A brief summary of the qualifications of the Respondent and team.

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

- The names and business addresses of all Principals of the Respondent. For purposes of this RFP “Principals” shall mean persons possessing an ownership interest in the Respondent.
- If the Respondent is a partially owned or fully-owned subsidiary of another organization, identify the parent organization and describe the nature and extent of the parent organization’s approval rights, if any, over the activities of the Respondent.

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 before the City of Morgantown will review the Experience and Capacity proposal:

1. Evidence of Insurance: Commercial General Liability with limits not less than \$1,000,000 per occurrence, \$3,000,000 aggregate; Workers Compensation and Employers Liability with limits not less than \$500,000.
2. Two (2) references of related projects, including date of project, contact person and phone number, and a brief description of the project.

### **C. Main Proposal**

Please provide the following information (this information is the main substance for the selection criteria stated under the Section A: Evaluation and Scoring):

1. Years of experience and detailed qualifications in performing the range of demolition services on various property type. Please provide the number of full-time and part-time employees. Past projects will be reviewed to determine if the respondent has successfully completed projects similar in nature and scope. Respondents should provide narrative examples of two (2) projects that are similar in nature to projects described in the RFP.
2. If you engage independent contractors, how many to you intend to hire? Do you intend to cover them with workers compensation? (All independent contractors will be required to have worker’s compensation coverage, which will be the responsibility of the respondent)
3. Pricing proposal. The contractor should show the cost to the City of Morgantown. The cost to the City of Morgantown will include all labor and materials needed to complete the work. The Contractor will sign a fixed price contract to include all work and services.
4. Plan for recycling or waste management of used construction materials in a timely manner.

## **SELECTION PROCESS**

The mayor and staff will review qualifications in accordance with the evaluation criteria set forth herein. 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.

## **QUESTIONS**

Questions regarding this RFP should be submitted in writing via email to [j.barks@morgantown-ky.com](mailto:j.barks@morgantown-ky.com).

## **SUBMITTAL DUE DATE**

Responses to this RFP are due by 4:00 on January 31, 2019. Hard copies must be delivered to:

**Jerrod Barks  
City of Morgantown  
PO Box 397  
117 North Main St  
Morgantown, KY 42261**

## 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 City of Morgantown 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.

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(Name of Respondent)

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(Signature of Authorized Representative)

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(Typed Name of Authorized Representative)

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(Title)

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(Date)

## **RFP SUBMITTAL REQUIREMENTS CHECKLIST**

Please provide Checklist with response to RFP

- Letter of Interest
- Evidence of Insurance
- References
- Description of Company \*
- Capacity of Company \*
- Pricing Proposal \*
- RFP Submittal Requirements Checklist

## **APPENDIX A: STANDARD DEMOLITION SPECIFICATIONS**

### **PART 1- GENERAL**

#### **1.1 RELATED DOCUMENTS**

A. DRAWINGS AND GENERAL PROVISIONS OF THE CONTRACT, INCLUDING GENERAL AND SUPPLEMENTARY CONDITION AN DIVISION 1 SPECIFICATIONS SECTIONS, APPLY TO THIS SECTION.

#### **1.2 SUMMARY**

A. THIS SECTION INCLUDES THE FOLLOWING:

1. DEMOLITION AND REMOVAL OF BUILDING, BASEMENTS, AND FOUNDATIONS.
2. DEMOLITION AND REMOVAL OF SITE IMPROVEMENTS, INCLUDING BUT NOT LIMITED TO RETAINING WALLS, PAVING AND FOUNDATION LANDSCAPING.

B. RELATED SECTIONS: THE FOLLOWING CONTAIN REQUIREMENTS THAT RELATE TO THIS SECTION.

1. DIVISION I SECTION "SOIL EROSION-SEDIMENTATION CONTROL".
2. DIVISION 2 SECTION "EXCAVATING, FILLING AND GRADING" FOR SOIL MATERIALS, EXCAVATING, BACKFILLING, AND SITE GRADING.

#### **1.3 DEFINITIONS**

A. REMOVE: REMOVE AND LEGALLY DISPOSE OF ITEMS EXCEPT THOSE INDICATED TO BE REINSTALLED, SALVAGED, OR TO REMAIN THE AUTHORITY'S PROPERTY.

B. EXISTING TO REMAIN: PROTECT ITEMS INDICATED TO REMAIN AGAINST DAMAGE DURING DEMOLITION.

#### **1.4 MATERIALS OWNERSHIP**

A. EXCEPT FOR ITEMS OR MATERIALS INDICATED TO BE REUSED, SALVAGED, OR OTHERWISE INDICATED TO REMAIN THE AUTHORITY'S PROPERTY, DEMOLISHED MATERIALS SHALL BECOME THE CONTRACTOR'S PROPERTY AND SHALL BE REMOVED FROM THE SITE WITH FURTHER DISPOSITION AT THE CONTRACTOR'S OPTION.

#### **1.5 SUBMITTALS**

- A. GENERAL: SUBMIT EACH ITEM IN THIS ARTICLE ACCORDING TO THE CONDITIONS OF THE CONTRACT, FOR INFORMATION ONLY, UNLESS OTHERWISE INDICATED.
  
- B. PROPOSED DUST-CONTROL MEASURES.
  
- C. PROPOSED NOISE CONTROL MEASURES.
  
- D. SCHEDULE OF DEMOLITION ACTIVITIES INDICATING THE FOLLOWING:
  - 1. DETAILED SEQUENCE OF DEMOLITION AND REMOVAL WORK, WITH STARTING AND ENDING DATES FOR EACH ACTIVITY.
  
- E. INVENTORY OF ITEMS TO BE REMOVED AND SALVAGED.
  
- F. LANDFILL RECORDS FOR RECORD PURPOSES INDICATING RECEIPT AND ACCEPTANCE OF HAZARDOUS WASTES BY A LANDFILL FACILITY LICENSED TO ACCEPT HAZARDOUS WASTES.

#### **1.6 QUALITY ASSURANCE**

- A. DEMOLITION FIRM REQUIREMENTS: CONTRACTOR SHALL HAVE SUCCESSFULLY COMPLETED DEMOLITION WORK SIMILAR TO THAT INDICATED FOR THIS PROJECT.
- B. REGULATORY REQUIREMENTS: COMPLY WITH GOVERNING EPA, STATE AND LOCAL NOTIFICATION REGULATIONS BEFORE STARTING DEMOLITION. COMPLY WITH HAULING AND DISPOSAL REGULATIONS OF AUTHORITIES HAVING JURISDICTION.

#### **1.7 PROJECT CONDITIONS**

- A. CONTRACTOR IS RESPONSIBLE TO COMPLY WITH ANY/ALL REQUIRED DEMOLITION PERMITS REQUIRED BY LOCAL AUTHORITIES AND ORDINANCES.
  
- B. BUILDINGS TO BE DEMOLISHED WILL BE VACATED AND THEIR USE DISCONTINUED BEFORE START OF WORK.
  
- C. AUTHORITY ASSUMES NO RESPONSIBILITY FOR ACTUAL CONDITION OF PARKING LOT TO BE DEMOLISHED.
  - 1. CONDITIONS EXISTING AT TIME OF INSPECTION FOR BIDDING PURPOSE WILL BE MAINTAINED BY AUTHORITY AS FAR AS PRACTICAL.

D. STORAGE OR SALE OF REMOVED ITEMS OR MATERIALS ON-SITE WILL NOT BE PERMITTED.

## **PART 2- PRODUCTS (NOT APPLICABLE)**

## **PART 3- EXECUTION**

### **3.1 EXAMINATION**

A. SURVEY EXISTING CONDITIONS AND CORRELATE WITH REQUIREMENTS INDICATED TO DETERMINE EXTENT OF DEMOLITION REQUIRED.

B. SURVEY THE CONDITION OF THE BUILDINGS TO DETERMINE WHETHER REMOVING ANY ELEMENT MIGHT RESULT IN A STRUCTURAL DEFICIENCY OR UNPLANNED COLLAPSE OF ANY PORTION OF THE STRUCTURE OR ADJACENT STRUCTURES DURING DEMOLITION.

C. PERFORM SURVEYS AS THE WORK PROGRESS TO DETECT HAZARDS RESULTING FROM DEMOLITION ACTIVITIES.

### **3.2 PREPARATION**

A. DRAIN, PURGE, OR OTHERWISE REMOVE, COLLECT, AND DISPOSE OF CHEMICALS, GASES, EXPLOSIVES, ACIDS, FLAMMABLES, OR OTHER DANGEROUS MATERIALS BEFORE PROCEEDING WITH DEMOLITION OPERATIONS.

A. EMPLOY A CERTIFIED, LICENSED EXTERMINATOR TO TREAT BUILDING AND TO CONTROL RODENTS AND VERMIN BEFORE AND DURING DEMOLITION OPERATIONS.

B. CONDUCT DEMOLITION OPERATIONS AND REMOVE DEBRIS TO ENSURE MINIMUM INTERFERENCE WITH ROADS, STREETS, WALKS, AND OTHER ADJACENT OCCUPIED AND USED FACILITIES.

1. DO NOT CLOSE OR OBSTRUCT STREETS, WALKS, OR OTHER ADJACENT OCCUPIED OR USED FACILITIES WITHOUT PERMISSION FROM THE AUTHORITY AND AUTHORITIES HAVING JURISDICTION. PROVIDE ALTERNATE ROUTES AROUND CLOSED OR OBSTRUCTED TRAFFIC WAYS IF REQUIRED BY GOVERNING REGULATIONS.

D. CONDUCT DEMOLITION OPERATIONS TO PREVENT INJURY TO PEOPLE AND DAMAGE TO ADJACENT BUILDINGS AND FACILITIES TO REMAIN. ENSURE SAFE PASSAGE OF PEOPLE AROUND DEMOLITION AREA.

1. ERECT TEMPORARY PROTECTION SUCH AS WALKS, FENCES, RAILINGS, CANOPIES, AND COVERED PASSAGEWAYS, WHERE REQUIRED BY AUTHORITIES HAVING JURISDICTION.

### **3.3 EXPLOSIVES**

A. USE OF EXPLOSIVES WILL NOT BE PERMITTED.



### **3.4 POLLUTION CONTROLS**

A. UNDER THE AUTHORITY OF SECTION 112 OF THE CLEAN AIR ACT, AS AMENDED, 42 U.S. C. 1857 (C-7), THE ADMINISTRATOR OF THE UNITED STATES ENVIRONMENTAL PROTECTION AGENCY (EPA) PROMULGATED NATIONAL EMISSION STANDARDS FOR HAZARDOUS AIR POLLUTANTS ON APRIL 6, 1973, (38 F.R. 8820) ASBESTOS WAS DESIGNATED A HAZARDOUS AIR POLLUTANT, AND STANDARDS WERE SET FOR ITS USE, AND TO CONTROL ASBESTOS EMISSIONS. IT WAS DETERMINED THAT ONE SIGNIFICANT SOURCE OF ASBESTOS EMISSIONS WAS THE DEMOLITION OF CERTAIN BUILDINGS AND STRUCTURES.

ADDITIONALLY, CONTRACTORS ARE REQUIRED UNDER AUTHORITY OF SECTION 114 (A) TO FOLLOW EPA PERSONNEL TO FREELY ENTER ANY OF YOUR FACILITIES OR DEMOLITION SITES, TO REVIEW ANY RECORDS, INSPECT ANY DEMOLITION METHOD, AND SAMPLE OR OBSERVE ANY OMISSIONS.

ALL DEMOLITION OPERATIONS CONDUCTED BY DEMOLITION CONTRACTOR ARE TO BE IN COMPLIANCE WITH APPLICABLE PROVISIONS OF SECTION 112 OF THE ACT AND 40 C.F.R. SECTION 61.22(D).

IN ADDITION, SECTION 113(C)(1) OF THE ACT (42 U.S.C. 1857 C-8(C)(1)), PROVIDES THAT ANY PERSON WHO KNOWINGLY FAILS OR REFUSES TO COMPLY WITH ANY SUCH ORDER SHALL BE PUNISHED BY A FINE OF NOT MORE THAN \$25,000 PER DAY OF VIOLATION, OR BY IMPRISONMENT FOR NOT MORE THAN ONE YEAR, OR BY BOTH.

FINALLY, SECTION 113(C)(2) OF THE ACT (42 U.S.C. 1857 C-8(C)(2)), PROVIDES THAT ANY PERSON WHO KNOWINGLY MAKES ANY FALSE STATEMENT IN ANY REPORT REQUIRED UNDER THE ACT SHALL BE PUNISHED, UPON CONVICTION, BY A FINE OF NOT MORE THAN \$10,000 OR BY IMPRISONMENT FOR NOT MORE THAN SIX MONTHS, OR BY BOTH.

B. USE WATER MIST, TEMPORARY ENCLOSURES, AND OTHER SUITABLE METHODS TO LIMIT THE SPREAD OF DUST AND DIRT. COMPLY WITH GOVERNING ENVIRONMENTAL PROTECTION REGULATIONS.

1. DO NOT CREATE HAZARDOUS OR OBJECTIONABLE CONDITIONS, SUCH AS ICE, FLOODING, AND POLLUTION, WHEN USING WATER.

C. REMOVE AND TRANSPORT DEBRIS IN A MANNER THAT WILL PREVENT SPILLAGE ON ADJACENT SURFACES AND AREAS.

D. CLEAN ADJACENT BUILDINGS AND IMPROVEMENTS OF DUST, DIRT AND DEBRIS CAUSED BY DEMOLITION OPERATIONS. RETURN ADJACENT AREAS TO CONDITION EXISTING BEFORE START OF DEMOLITION.

E. CONTRACTOR SHALL LIMIT HOURS OF OPERATION TO MONDAY THROUGH FRIDAY DURING THE HOURS OF 7:00 A.M. TO 6:00 P.M. SPECIAL HOURS OF OPERATION OUTSIDE THE NORMAL HOURS MUST BE APPROVED BY THE AUTHORITY. CONTRACTOR SHALL LIMIT NOISE POLLUTION AT ALL TIMES TO PREVENT OBJECTIONABLE CONDITIONS.

### **3.5 DEMOLITION**

C. BUILDING DEMOLITION: DEMOLISH BUILDINGS, STRUCTURES, FACILITIES, AND OTHER DEBRIS INCLUDING BRUSH AND TREES OR LOGS, AND COMPLETELY REMOVE FROM THE SITE. USE METHODS REQUIRED TO COMPLETE WORK WITHIN LIMITATIONS OF GOVERNING REGULATIONS AND AS FOLLOWS:

1. LOCATE DEMOLITION EQUIPMENT THROUGHOUT THE BUILDING AND REMOVE DEBRIS AND MATERIALS SO AS NOT TO IMPOSE EXCESSIVE LOADS ON SUPPORTING WALLS, FLOORS, OR FRAMING.
2. DISPOSE OF DEMOLISHED ITEMS AND MATERIALS PROMPTLY. ON-SITE STORAGE OR SALE OF REMOVED ITEMS IS PROHIBITED.
3. BREAK UP AND REMOVE CONCRETE SLABS ON GRADE, UNLESS OTHERWISE SHOWN TO REMAIN.
4. REMOVE AIR-CONDITIONING EQUIPMENT WITHOUT RELEASING REFRIGERANTS.
5. REMOVE STRUCTURAL FRAMING MEMBERS TO GROUND TO AVOID FREE FALL AND TO PREVENT GROUND IMPACT AND DUST GENERATION.

B. BELOW-GRADE CONSTRUCTION: DEMOLISH BELOW-GRADE CONSTRUCTION.

C. FILLING BELOW-GRADE AREAS: COMPLETELY FILL BELOW-GRADE AREAS AND VOIDS RESULTING FROM DEMOLITION OF BUILDING.

D. DAMAGES: PROMPTLY REPAIR DAMAGES TO ADJACENT FACILITIES CAUSED BY DEMOLITION OPERATIONS.

E. SPECIAL CONDITIONS

1. THE CONTRACTOR SHALL PRESERVE ALL SURROUNDING BUILDINGS AND PROPERTY. CONTRACTOR SHOULD NOTE THE PROXIMITY OF SURROUNDING BUILDINGS. ANY DAMAGE TO SURROUNDING BUILDINGS OR PROPERTY WILL BE REPAIRED BY THE CONTRACTOR AT HIS EXPENSE.

### **3.6 DISPOSAL OF DEMOLISHED MATERIALS**

A. GENERAL: PROMPTLY DISPOSE OF DEMOLISHED MATERIALS. DO NOT ALLOW DEMOLISHED MATERIALS TO ACCUMULATE ON-SITE.

B. BURNING: DO NOT BURN DEMOLISHED MATERIALS.

C. DISPOSAL: TRANSPORT DEMOLISHED MATERIALS OF AUTHORITY'S PROPERTY AND LEGALLY DISPOSE OF THEM.

D. CONTRACTOR SHALL SUPPLY AUTHORITY WITH A COPY OF ALL LANDFILL AND DISPOSAL RECEIPTS.