

CITY OF WAKEFIELD

REQUEST FOR PROPOSAL

Property Remediation

CONTACT INFORMATION:

Robert A. Brown Jr.
509 Sunday Lake Street
Wakefield, MI 49968
906.229.5131
citymanager@cityofwakefield.org

Due Thursday, August 22, 2019 at 11:00 A.M.

NOTICE INVITING REQUEST FOR PROPOSALS (RFP)

City of Wakefield
509 Sunday Lake Street
Wakefield, MI 49968

TO: ALL INTERESTED PARTIES

SUBJECT: NOTICE INVITING REQUESTS FOR PROPOSALS (RFP) TO PROVIDE
Property Remediation

NOTICE IS HEREBY GIVEN that the City of Wakefield, in the County of Gogebic, Michigan invites responses to the attached Request for Proposal (RFP) to provide Property Remediation Services.

THE DEADLINE TO SUBMIT PROPOSALS IN RESPONSE TO THIS RFP IS THURSDAY, AUGUST 22, 2019, AT 11:00 A.M. PROPOSALS MAY BE DELIVERED TO THE CITY CLERK OF WAKEFIELD AT 509 SUNDAY LAKE STREET, WAKEFIELD, MI 49968, OR MAILED TO:

**CITY OF WAKEFIELD
ATTENTION: CITY CLERK
509 SUNDAY LAKE STREET
WAKEFIELD, MI 49968**

NO BIDS WILL BE ACCEPTED AFTER THIS DATE AND TIME!

Any proposal received after the date and time specified will not be considered since it will not meet the requirements of the RFP. A POSTMARK WILL NOT BE ACCEPTED AS MEETING THE DELIVERY TIME IF RECEIVED AFTER THE DEADLINE.

Important: The Original Copy of the Proposal must be submitted sealed and marked. The Bidder should retain a duplicate copy. Fax copies will not be accepted. Incomplete or late proposals will be considered non-responsive and will not be reviewed. Each proposal must be complete when submitted. No changes, modifications, corrections or additions may be made to the proposal once the City of Wakefield receives it.

Please quote hereon in the space provided on the Proposal Submission Form, your lowest price for property remediation services as outlined in Section 2.04 of this Request for Proposal. The price shall be all inclusive of the work necessary for the completion of the project. The City of Wakefield reserves the right to accept or reject any or all proposals, on each item separately or as a whole, to waive any informalities in any proposal and select the one that best meets the City's needs.

Sue Ahonen
City Clerk
City of Wakefield

REQUEST FOR PROPOSAL

Property Remediation

Issuing Office: City Manager

Date: Wednesday, July 31, 2019

Section 1: Information for Bidders

1.01 Submission of Proposal

Proposals will be received by the City Clerk, City of Wakefield, at 509 Sunday Lake Street, Wakefield, MI 49968 by 11:00 A.M. on Thursday, August 22, 2019. Any proposal not received before the time set in this request, or an addendum, shall be disqualified. The RFP identifies the requirements of the City. Any deviations from the requirements of this RFP must be clearly identified on an item by item basis. Any services beyond that are required by this RFP that involve additional costs must be clearly identified as an alternative proposal item. Alternative methods the Bidder may submit to meet identified requirements must be clearly noted and documented. The City requires a firm price proposals.

1.02 Proposal Format

The Bidder shall submit an original and two (2) copies of the Proposal Submission Form. The Proposal shall be submitted sealed and marked. The Bidder should retain a duplicate copy. The remaining two copies may be submitted together with the Original Copy. Proposals shall be submitted in standard eight and one-half inch by eleven inch format, one sided, and shall be bound loosely with a clip.

The City accepts no financial responsibility for costs incurred by any Bidder in responding to this RFP. By responding to this RFP, the Bidder agrees not to hold the City responsible if material from responses are obtained under the Freedom of Information Act by parties other than the City without the consent of the Bidder. The Bidder acknowledges the public proposal process that renders proposals submitted as public documents.

1.03 Interpretations

All questions about the meaning or intent of the Proposal document shall be directed to the City Manager at (906) 229-5131 or citymanager@cityofwakefield.org.

1.04 Opening of Proposals

Proposals will be opened and evaluated by the City of Wakefield after the date and time set for receipt. Once a proposal has been submitted, it will not be returned. All responses to this RFP will become the property of the City. The successful proposal will become public information after the award of the contract.

1.05 Rejection of Proposals

The award of a contract for the proposed activities is subject to the availability of funding and the approval of the City Council. The City of Wakefield expressly reserves the right to reject any and all proposals, to award the contract to the Bidder providing the best value to the City for the proposed costs, and to solicit new proposals with modified terms and conditions. It also reserves the right to waive any informality in connection with proposals which do not materially affect price, schedule, or fair competition among the potential Bidders.

1.06 Acceptance of Proposals

Within thirty (30) days after the final submission date for proposals, the City of Wakefield may act upon them. The vendor who has met all criteria will be awarded the opportunity to provide to the City of Wakefield the services outlined in this request for proposal.

The proposal award shall be based on, but not necessarily limited to, the following factors:

1. Experience and references of bidder
2. Proposed cost
3. Availability and ability to perform the work
4. Ability to execute contract in accordance with City policies and in full compliance with all applicable laws, ordinances and regulations.
5. Bidder or their representative shall attend any regular or special meetings, as requested by the City.

Bidders must, at a minimum, provide the following information in their RFP

Qualification and Experience: The Bidder shall furnish such written information as is necessary to determine their qualifications to accomplish this project. The Bidders shall provide at least three references. References will include organizations or individuals name, contact person, and contact phone number, and an email if available. The City will determine fulfillment of the above requirements, and its judgment shall be final.

Schedule: Provide an estimated project schedule to complete the scope of work as outlined in 2.04.

After selecting the proposal that best meets the requirements and which provides the best overall value to the City, the City will start the procurement process with the selected Bidder. If a satisfactory procurement cannot be negotiated, the City may, at its discretion, begin negotiations with the next highest ranking Bidder.

1.07 Instruction for Bidder

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

No proposal may be withdrawn for a period of ninety (90) days after the proposal submission date.

A responsible bidder means a bidder 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 bidder means a bidder who has submitted a proposal which conforms in all respects to the request for proposal requirements.

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 Wakefield shall be final and binding on all parties.

DEVIATIONS: Any deviations from the scope of work contained herein must be noted in detail on the respondent's response for the City of Wakefield'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 or their designee; 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.

Section 2: Proposal Information

2.01 Obligation of Bidders

By submitting a proposal, it is presumed that the Bidder has read, understands, and agrees to all sections and paragraphs of the RFP. It is also understood that the Bidder has read its own proposal and warrants and that they are a correct representation of the offered services.

2.02 Community Overview RFP

The City of Wakefield is located in Gogebic County at the western end of Michigan's upper peninsula. The town has a population of 1,851 residents and a corporate City limit encompassing 8.44 square miles. The City is five (miles) wide at its widest. Moreover, the terrain includes lakes, hills, and valleys.

2.03 Scope of Project

The City of Wakefield through their blight eradication program, purchased two homes for demolition. The homes were ultimately made available to the Wakefield Volunteer Fire Department for live fire training, and the homes were burned. At the conclusion of the training the properties were left as is.

Photographs of the sites and areal maps are located in Appendix A and Appendix B.

Site A: 1404 Pierce Street, Wakefield, MI 49968

Generally the foundation measures 33'x22'x7' and is made from field stone and mortar.

Site B: 1010 Bedell Street, Wakefield, MI 49968

Generally the foundation measures 31'x19'x3' and is made from concrete bricks.

2.04 Project Requirements

Demolition: The bidder will be responsible for demolition, removal, and proper disposal of any remaining structures, concrete foundations, and all contents within the foundation.

Certification and permits: The bidder will be responsible for obtaining all certifications and permits necessary for completion of the project from the appropriate regulatory agencies. Any applicable permitting fees normally issued by the City shall be waived by the City of Wakefield, but obtaining any applicable permit(s) will still be required.

Utility Disconnect: The bidder shall be responsible for coordinating and ensuring utility disconnects have occurred.

Reuse of Material: No materials from the project are proposed for reuse by the City.

Salvage of Materials: The bidder shall take ownership of all scrap/salvage materials and be permitted to recycle and reuse the items as desired at the bidder's's risk.

Special Requirements: Caution and care must be exercised to prevent damage to adjacent property, sidewalks, pedestrians, and streetscape and to ensure that existing residents in the area can operate normally without significant disruption during demolition activities. All required street closures shall be approved at least 48 hours through the City of Wakefield.

Price: A contract for each site may be awarded to a single bidder or separate bidders by site. It is the City's intent to select a bidder(s) for the sites that will, in the City's sole determination, provide the best demolition proposal at the least cost. Price must include any and all fees related to the project requirements.

Expected Condition of Site at Completion of Demolition: It is expected that the bidder 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). Excavated areas will be capped with a 2" thick layer of topsoil and seeded with native grass. The bidder will be responsible for repair of damage to any adjacent structures, and any curbing, sidewalk, or asphalt damaged during the project.

2.05 Insurance and Waiver

Insurance: The successful bidder shall, upon issuance of notice to proceed with project, obtain and maintain during the execution of the contract, an insurance policy meeting the following requirements and shall provide to the City a certificate showing the premiums to be fully paid as well as a copy of the applicable policy, including all endorsements.

- a) General Liability Insurance in the amount of \$1,000,000 per occurrence and \$2,000,000 aggregate.
- b) Statutory Worker's Compensation coverage.
- c) The City, including its officers and employees shall be named as an additional insured on the policy.

Waiver: The selected firm shall not hold the City of Wakefield liable for any personal injury incurred by their respective employees, agents or consultant, contractors or subcontractors while working on this Project. The bidder agrees to hold the City harmless from any such claim by its employees, agents, consultants, contractors or subcontractors, unless a Court having jurisdiction finds there is gross negligence of an employee of the City while acting within the scope of their employment.

Qualification: The insurance company covering the bidder must be licensed to do business in the State of Michigan.

2.06 Additional Factors

The successful firm shall be responsible for maintaining satisfactory standards of its employee's competence, conduct, courtesy, appearance, honesty, and integrity. It shall

be responsible for taking such disciplinary action with respect to any of its employees as may be necessary.

The successful firm shall provide adequate competent supervision at all times during the performance of the contract. The bidder or designated representative shall be readily available to meet with City personnel. The successful bidder shall provide the telephone numbers where its representative(s) can be reached.

2.07 Timeline

RFP Available August 1, 2019

Submittals Due August 22, 2019

Award of Contract August 26, 2019

Begin Demolition ASAP

Site Restoration by September September 20, 2019

All invoices due by October 11, 2019

2.08 Selection Process

Sealed bids will be presented to and opened by the members of the City of Wakefield Finance Committee, the City Manager, and the City Clerk on August 22, 2019, at 11:30 AM Central Time. Upon review, the Finance Committee will make a recommendation to the Wakefield City Council on August 26, 2019.

City of Wakefield

Proposal Submission Form

Request for Property Demolition/Restoration

Site	Address	Proposed Cost
A	1404 Pierce Street, Wakefield, MI 49968	
B	1010 Bedell Street, Wakefield, MI 49968	
	Total Bid	

Name of Company: _____

Address: _____

Date: _____ Phone Number: _____

By affixing my signature to this document, I acknowledge I have read the Request for Proposal in its entirety and understand the contents therein.

Authorized Contact Person: _____

Authorized Signature: _____

Proposal Check List

√	Document	Section
	Original and Two (2) copies of the Proposal Submission Form	1.02
	Three (3) references	1.06
	Schedule	1.06
	Copy of State of Michigan License	2.05