

Request for Proposals

**RESIDENTIAL BUILDING
DEMOLITION SERVICES**



**City of Marysville
209 N 8th Street
Marysville, KS 66508**

Date Issued: December 3, 2024

Date Due: January 15, 2024, at 2:00 p.m.

INSTRUCTIONS TO PROPOSERS

1. SCOPE OF WORK

Project Description:

The city of Marysville is issuing this Request for Proposals (RFP), soliciting proposals from qualified firms to complete demolition of three buildings.

Building Locations:

904 May St.

Legal Description:

Block 7, lots 9-10, Palmetto Addition.

2. PROVISIONS

- A. The contractor shall provide all materials, tools, machinery, labor and supervision necessary for the demolition work on the above properties. Demolition work shall include excavation of any footing and foundations, including sidewalks not adjacent to the streets/parking, and removal of all debris from the demolition site.
- B. The City of Marysville will make arrangements for utility to be disconnected, but it will be the responsibility of the contractor to contact all utility providers (water, sewer, electric, gas and cable) prior to commencement of demolition activities to ensure that disconnection has been made.
- C. No materials shall be salvaged, stored or accumulated in any area.
- D. The contractor shall be responsible for the removal and proper disposal of all materials and shall provide the City of Marysville with landfill receipts prior to release of payment. Debris to be delivered to a landfill(s) licensed for this type of debris in accordance with all federal, state and local laws. All loads shall be covered and secured prior to and during transport. The contractor relieves the City of Marysville of all liability in the disposal of debris. The contractor is responsible for all other applicable fees, permits and required notices not identified in Section 2.A above.
- E. The contractor will provide a safe working environment.
- F. The contractor shall remove and cap the sanitary sewer connection back to the property line. The sewer cap shall be inspected by the Water/Sewer Supervisor or designee before being covered up.
- G. Contractor must backfill excavation site with clean fill material including quality topsoil material. Contractor must proof roll the fill material to assure compaction and a level site to existing elevations and seed site with a fescue blend grass seed.
- H. Any damage of items not covered in the demolition shall be the responsibility of the contractor to repair.

3. SCHEDULE

✓ Issue Request for Proposals (RFP)	12/3/24
✓ Deadline for receipt of written questions and requests for addenda	1/8/25
✓ Proposals Due – 2:00 pm	1/15/25
✓ Review and Acceptance of Winning Bidder	1/30/25

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5. GENERAL PROPOSAL CONDITIONS

- A. Contractors must meet all licensing requirements of the City of Marysville.
- B. Responses to the RFP shall be made according to the instructions contained herein. Failure to adhere to instructions may be cause for rejection of any proposal.

- C. Proposers understand and agree that submission of a proposal will constitute acknowledgment and acceptance of, and willingness to comply with, all the terms, conditions, and criteria contained in this RFP, except as otherwise specified in the proposal. Any and all parts of the submitted proposal may become part of any subsequent contract between the selected proposer and the City of Marysville.
- D. False, misleading, incomplete, or unresponsive statements in connection with a proposal may be sufficient cause for rejection of the proposal. The evaluation and determination of the fulfillment of the above requirement will be the City of Marysville's responsibility, and its judgment shall be final.
- E. Proposals shall provide a straightforward, concise delineation of the proposer's capability to satisfy the requirements of the RFP. Each proposal shall be submitted in the requested format and provide all pertinent information, including but not limited to information relating to capability, experience, financial resources, and other information as specified in Section 6 and otherwise required in this RFP. Each proposal shall be signed in ink by a duly authorized officer of the company.

6. SUBMISSION OF PROPOSALS

- A. Proposals in response to this RFP shall be considered received at the time actually received by the addressee. All proposals and other communications should be addressed to the City of Marysville as follows:

Building Demolition Proposal
Attn: Josh Haverkamp
City of Marysville
209 N 8th Street
Marysville, KS 66508
Phone: 785-562-5331
Email: cityadm@bluevalley.net

- B. Written proposals must be received by the City of Marysville at its office address listed in paragraph A of this section by 2:00 pm. January 15, 2025.

- C. Proposals received after this specified date and time shall be considered late and shall not be considered for evaluation.
- D. Each proposal shall be in the form specified in this RFP, and in a sealed envelope with outside markings stating: Residential Building Demolition Proposal.

7. REQUIRED ELEMENTS OF PROPOSALS

- A. Cover Letter. Each proposer shall submit a short cover letter including the name and address of the organization submitting the proposal; and the name, address and telephone number of the contact person who will be authorized to make representations for the organization.
- B. Experience.
 - ✓ Qualifying Experience. Brief history of the firm including any fields of expertise, previous experience with jobs of similar scope. List a minimum of three (3) recent projects similar in scope (if possible).
 - ✓ Litigation. Provide a list of any litigation in which the Firm and/or Managing Principal is named a party.
- C. Proposed Work Plan/Schedule.
- D. Certificate of Liability Insurance. Proposer must submit proof of liability insurance in an amount of at least \$1M.
- E. Bid Submittal Form. (Included in this RFP)

8. CLARIFICATION AND ADDENDA PROCESS

- A. A proposer may submit to the City of Marysville a written request for an interpretation or clarification of, or an addenda to this RFP. Any such request must be received by the City of Marysville no later than 5:00 pm, January 8, 2025. The request must be emailed to cityadm@bluevalley.net. The subject line of all emails should be "City of Marysville – Residential Demolition RFP."
- B. The City of Marysville will review and prepare a written response to each request made by a proposer pursuant to this section.
- C. The City of Marysville reserves the right to make modifications or addenda to this RFP. If the City of Marysville determines it is appropriate to revise any portion of this RFP, either at the request of a proposer or upon the city's own initiative, the City of Marysville will place addenda's on the city website.
- D. The City of Marysville is not bound by any oral interpretations, clarifications, or changes made to this RFP by any City of Marysville employee or consultant. Any clarification or change to the RFP must be provided in writing pursuant to this section.

9. COST OF PROPOSAL

Any costs incurred by proposers in responding to this RFP shall be the proposer's sole expense and will not be reimbursed by the City of Marysville.

10. CANCELLATION OF REQUEST FOR PROPOSALS

The City of Marysville reserves the right in its discretion to cancel this RFP in whole or in part.

11. PROPOSAL REJECTION

The City of Marysville reserves the right to accept or reject all proposals submitted in response to the RFP or refuse to enter into any contract resulting from any proposal submitted, without expense to the City of Marysville.

12. AWARD

Award of bid shall be made to the lowest responsible bidder meeting the specifications set forth herein. In addition to the quoted price, the following criteria may be used in the award: past experience, and service provided by the proposer, quality of work, completion date, and other factors deemed relevant by the City of Marysville.

CITY OF MARYSVILLE, KANSAS

BID SPECIFICATIONS / BID SUBMITTAL FORM

Project Location: **904 May St.**

The undersigned DEMOLITION CONTRACTOR, having examined these documents, and having full knowledge of the condition under which the work described herein must be performed, hereby proposes that she/he will fulfill the obligations contained herein in accordance with all instructions, terms, conditions, and specifications set forth; and that she/he will furnish all required products/services and pay all incidental costs in strict conformity with these documents for the stated prices as payment in full.

Bid \$ _____

Available Start Date: _____

Length of time for Completion: _____

Submitting Firm: _____

Address: _____

Name of Authorized Representative (print/type): _____

Title: _____

Authorized Signature: _____

Date: _____

Email: _____

Phone Number: _____

FIRM PRICING

Prices submitted in this bid form are firm through (minimum 30 days)

