

**Fremont County
Request for Proposal
Demolition Services and Bids
for Hazard Mitigation Grant Program (HMGP)**

Issue Date: October 28, 2020

Response Deadline: November 12th, 2020 at 9:00AM

**Questions are to be directed to Sandy Hansen, Housing Team Leader,
Southwest Iowa Planning Council. 712-243-4196. Sandy.Hansen@swipco.org**

**FREMONT COUNTY
REQUEST FOR BIDS FOR
DEMOLITION SERVICES
HAZARD MITIGATION GRANT PROGRAM**

Introduction

In March 2019, Fremont County sustained severe flood damage resulting from snowmelt and runoff from the Missouri River. Our disaster recovery efforts include a grant from the Federal Emergency Management Agency (FEMA) under the Hazard Mitigation Grant Program (HMGP). To mitigate properties from future flooding, grant funds will be used to acquire properties that were damaged. Once acquired, grant funds will also be used to demolish the structure, and the lot will perpetually remain as open green space. Therefore, we are soliciting bids for demolition services of approximately 20 properties.

Project Scope

Southwest Iowa Planning Council, on behalf of the Fremont County, Iowa, hereby requests proposals and bids for demolition of approximately 20 properties (including out-buildings, debris, and fencing) located in Fremont County as a result of the 2019 flood. SEE ATTACHMENT 3. Properties will be organized into groups of 5-10 depending on property closings. Notice to Proceed will **NOT** be issued on all properties at one time. At some point there may be a change of process to include RACM demolitions, as needed. Bids submitted are good for 36 months and must be submitted per individual property.

Complete Bids must be received at Southwest Iowa Planning Council (SWIPCO) 1501 SW 7th Street, Atlantic, IA 50022, no later than November 12th, 2020, at 9:00AM. Bids can also be emailed to sandy.hansen@swipco.org. Receipt of email is not guaranteed. It is the responsibility of the bidder to verify receipt. It is the bidder's responsibility to check <https://www.swipco.org/career-opportunities-rfp-s/> for addendums before the deadline.

No bid shall be accepted from, and no contract will be awarded to any person, firm, or corporation that is in arrears to Fremont County upon debt or contract, that is a defaulter, as surety or otherwise, upon any obligation to Fremont County, or that is deemed irresponsible or unreliable, as so determined by Southwest Iowa Planning Council or Fremont County in their sole discretion. Fremont County reserves the right to reject any and all bids, and to waive any minor, non-material errors or irregularities as so determined. Due to the use of federal funds, the County will follow 2 CFR Part 200 Federal Procurement regulations.

Bid submittals will be first reviewed individually for qualification purposes. The factors outlined below will be the preliminary requirements for award consideration. Once contractor qualification and suitability has been determined, all Contractor submittals will be reviewed by Fremont County. Fremont County reserves the right to hire more than one contractor to complete all demolitions. The County reserves the right to seek a negotiated fee schedule or to make no formal selection at the end of the process. All expenses associated with response to this RFP are the responsibility of the responder. Fremont County will enter into such contract as it shall deem to be in its best interest.

Any proposals of bids submitted without the expressed requirements of this request or submitted after the deadline will be rejected. A Contractor's submission of a bid constitutes their acceptance of the foregoing award methodology and their recognition and acceptance that the County will use this process to make a contract award.

All questions about this RFP are preferred in writing to Sandy Hansen, Southwest Iowa Planning Council, sandy.hansen@swipco.org.

Complete bid includes:

1. Bid Submittal Page (Attachment 2);
2. List of Properties, Bid Tab (Attachment 3);
3. Copy of the bidder's current Iowa Workforce Development Registration Certificate;
4. References from past clients on projects of similar size and scopes that indicate that the bidder has the ability to carry out the services in a timely manner and provide the services as specified;
5. Evidence of ability to meet the insurance requirements and bonding requirements;
 - a. Commercial General Liability Insurance
 1. I. \$1,000,000 Bodily Injury and Property Damage- each occurrence
 2. II. \$2,000,000 General Aggregate
 3. Bonding Requirements – Letter from insurer confirming bonding capacity. Performance bond at the time of contract acceptance of 100% of the contract price will be required
6. Non Collusion: By submitting a bid, the bidder certifies that the bid is submitted without prior knowledge of competitive prices, and the bid is in all respects fair and not subject to any collusion, fraud, or illegal action.

Submittal to be received via mail or email by November 12th, 2020, at 9:00AM

**Sandy Hansen, Housing Team Leader
Southwest Iowa Planning Council
1501 SW 7th Street, Atlantic, IA 50022
712-243-4196 ext 233 (phone), 712-243-3458 (fax)
Sandy.Hansen@swipco.org**

<https://www.swipco.org/career-opportunities-rfp-s/>

Attachment 1: Scope of Work

Fremont County owns and desires to demolish properties identified at Attachment 3. NOTE: property list is subject to change. All Asbestos containing material will be removed prior to demolition.

Scope of work to include:

Notice to Proceed

- The Contractor shall commence work as soon as reasonably possible, but not more than ten (10) calendar days passed from dates agreed to by all parties after receipt of the Notice to Proceed. Failure to commence significant work, as determined by Fremont County in its sole discretion, shall be grounds for termination of the Contract. The Project shall be completed in its entirety by the stated end date of the executed Contract unless agreed to by all parties. Failure to complete the Project by the stated end date shall be grounds for termination of the Contract. The Project may be extended for reasonable cause upon mutual agreement of the parties.

General Demolition and Removal Requirements

- The Contractor understands that demolition and debris removal in the most expeditious manner is of utmost importance. The Contractor shall furnish all tools, equipment, labor and materials necessary for the demolition of the subject building and debris removal, to include any other structures remaining on the lot; all concrete, stone, brick, asphalt, or other flatwork, retaining walls and the like. ALL Foundations (house and out-buildings) to be cut to 2 feet below grade; a minimum of one hole to be punched in foundation floor if any remaining foundation is under 2 feet below grade. Any runoff or erosion shall be contained to the best of the contractor's ability.
- All wells must be plugged per Iowa DNR guidelines, Chapter 567 IAC 69.1(3)d.
- All septic system tanks must be emptied and removed.
- Necessary excavation: removal of all buildings, debris, and fences. FEMA stipulates the following protocols be followed pertaining to the protection of potential archaeological sites or artifacts on properties during demolition:
 - Demolition of the structure(s) is to be performed in a manner minimizing disturbance to adjacent ground surfaces. There is to be no grading of previously undisturbed soil. Care should be taken to avoid ruts when driving heavy equipment (including refuse dumpsters) on the property. Demolition should only occur on dry ground
 - HVAC units, florescent light fixtures, and similar hazardous items must be removed and disposed in the appropriate manner.
 - When possible, attempts to remove portions of the foundation at or below current grade should be made from within the basement or from directly on top of the foundation wall. Trenching or excavation alongside the outer perimeter of the foundation should be avoided or kept to a minimum (within approximately 2 feet) to lessen impacts to archaeological deposits (including, but not limited to historic-period builder's trenches and primary refuse).
 - If utility pipes, conduits, or other below-ground facilities are to be remove, excavation should be contained and otherwise limited as much as possible to previously disturbed ground. Any unusual measures needed to prepare the site or that arise during the demolition process (such as tree removal, grading or construction of a temporary road) are to be communicated to FEMA. It is

preferred that utilities are disconnected and capped, rather than removed through excavation.

- In the event that historic shaft features such as wells, cisterns, or privies are uncovered IHSEMD/FEMA/SHPO/OSA must be notified. These features should be filled or capped with clean material.
- Particular attention should be paid to limiting disturbance when removing cellar slabs. Monitoring needs to be particularly vigilant for the potential presence of deeply buried prehistoric archaeological deposits.
- FEMA will require that any fill used to cap the cellar hole and for ground restoration be obtained from a previously disturbed off-site source, and that no on-site grading of previously undisturbed soil shall take place.
- In the event that human remains are uncovered, work in the vicinity of the find will halt immediately and the area will be secured Under legislation provided in the Code of Iowa, Chapter 263B (<http://www.uiowa.edu/~osa/burials/statues.htm>) the Office of the State Archaeologist Burials Program (<http://www.uiowa.edu/~osa/burials/index.html>) must be notified immediately. IHSEMD/FEMA/SHPO are to be contacted through the proper channels. Exposed burials or other human remains are to be treated with sensitivity and respect.

PROPER STEPS TO TAKE IN CASE OF A DISCOVERY:

1. STOP ALL WORK!
2. Call Project Manager immediately: Alexsis Fleener, 712-243-4196
3. Photos of the site should be taken for record keeping.
4. Contract SHPO-FEMA immediately.

Backfill – Finishing

- All building materials shall be removed. The basement hole, as well as any other excavations, holes, and abandoned cisterns on the demolition site shall be filled according to applicable State and County regulations. Backfill in lifts, compacting to industry standards and standard trade practices. A tillable layer of black topsoil (4-6 inches deep) must be spread over the demolition site to a uniform, natural grade consistent with established adjacent grades and providing proper drainage. Apply quality blue grass seed or approved mix per supplier's recommendations.

Debris Disposal

- By submitting a bid, the Contractor represents, acknowledges and warrants that it is familiar with all laws relating to disposal of demolition debris and materials discussed in this RFP and that it will comply with all federal, state, and local rules, laws, requirements, and ordinances pertaining to the disposal of these materials.
- The Contractor acknowledges and agrees that it shall be solely responsible for the removal, transportation, and disposal of all debris and other materials generated or arising from the Project, to include any and all liability, fees, fines, claims, etc. which may arise from the handling of any debris or other materials generated or arising from the project.

Securing the Site

- The Contractor shall take all necessary steps to secure the work site in a manner to prevent access by the general public. This shall include fencing around the perimeter of the site to ensure all debris/solid waste is captured and disposed in the appropriate manner

- There shall be no burning of debris onsite.
- There shall be no onsite fuel storage for the equipment.

Demolition monitor

- A demolition monitor will be onsite to: document the demolition removal process; ensure that the contractor abides by the specifications contained in the executed contract; enforce archeological requirements for the cessation of work if human remains or artifacts are unearthed (minimal soil disturbance at the site is mandated); and protect the workers and public.

Utility Locate

- The contractor shall be responsible for One Call utility location.

Utility Disconnects

- Fremont County shall be responsible for disconnection of all utility services, to include but not limited to, electricity, natural gas, cable television, phone and internet services.
- Disconnecting and capping water and sewer lines will be completed by the contractor.

Daily Cleanup

- The Contractor shall, to the best of their ability, clean the work site on a daily basis. All pieces, parts, scraps, debris, rubbish, wood or other material generated by the demolition shall to the best of the Contractor's ability be cleaned up and placed in truck beds/dumpsters/trailers, etc. on a daily basis.

Invoicing/Payment Processes

- Payment shall be made upon the completion of demolition of each property. Contractor should submit invoice, landfill receipts and lien waivers to Southwest Iowa Planning Council. Payment will be made upon approval of the work by Fremont County.

Attachment 2: Bid Submittal Page

The undersigned bidder, having examined the documents contained in the REQUEST FOR BIDS DEMOLITION PROGRAM issued by Southwest Iowa Planning Council for Fremont County, and understanding that any resulting awarded contract will be based on firm-fixed pricing, and that no pricing adjustment will be authorized regardless of the Contractor's actual costs to perform the contract, to include but not limited to any and all costs for labor, materials, equipment, licenses and permits, fuel, and tipping fees, hereby submits this bid. Bid shall be irrevocable and binding for 36 months.

SUBMITTING FIRM

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

Iowa Contractor's Registration Number: _____

Printed Name of Authorized Representative: _____

Signature of Authorized Representative: _____

Explanation of company capacity to complete the work:

Explanation of method in which price was determined:

Attach additional pages as needed

Attachment 3: Property List – Bid Tab (subject to change)

property address	Bid
1040 205th Ave, Pacific Junction 51561	
1368 Western Ave, Thurman 51654	
1532 Western Ave, Thurman 51654	
1537 199th Ave, Thurman 51654	
1541 199th Ave, Thurman 51654	
1795 225th Street, Percival 51648	
1993 134th Lane Thurman 51654	
2027 155th St, Thurman 51654	
2047 Waubonsie Ave, Thurman 51654	
2074 185th Ave, Percival 51648	
2098 102nd St, Pacific Junction 51561	
2141 195th Ave, Percival 51648	
2171 Dike Road, Percival 51648	
2459 310th Street, Hamburg 51640	
3039 250th Ave, Hamburg 51640	
3166 Washington St, Hamburg 51640	

Total Bid: