

ADVERTISEMENT

**TOWN OF BERLIN
REQUEST FOR PROPOSALS
RFP # 2018 – 01
DEMOLITION AND REMOVAL SERVICES**

**Due Date: Friday, December 7, 2018
Time: 11:00 A.M. EST**

The Town of Berlin is seeking Proposals for Demolition and Removal Services of certain buildings. Qualified firms are encouraged to visit the Town of Berlin website at berlinmd.gov/maryland-government/request-for-proposals/ for official RFP. EEO.

RFP 2018-01 Demolition and Removal Services

GENERAL INFORMATION

Notice is hereby given that proposals will be received by the Town of Berlin, Maryland for:

RFP # 2018 – 01

DEMOLITION AND REMOVAL SERVICES

by filing with the Town of Berlin, 10 William Street, Berlin, MD, 21811 until:

Date: Friday, December 7, 2018

Time: 11:00 A.M. EST

Deliver submittals to:

Laura Allen, Town Administrator
Town of Berlin
10 William St.
Berlin, MD. 21811
Attn: RFP 2018 – 01

The Town of Berlin (the “Town”) is seeking contractor (“Submitter” or “Bidder”) proposals to demolish seven (7) small buildings on the property now known as Berlin Falls Park, located at 10009 Old Ocean City Boulevard.

Proposals received after the due date will not be considered. Submitters accept all risks of late delivery of mailed submittals regardless of fault.

The Town of Berlin reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This Request for Proposals (“RFP”) does not obligate the Town to pay any costs incurred by respondents in the preparation and submission of their proposal. Furthermore, the RFP does not obligate the Town to accept or contract for any expressed or implied services.

For Town projects or activities federally funded in whole or in part, it is the Town of Berlin's policy to assure that no person shall, on the grounds of race, color, religion, sex or national origin, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against.

The Town is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality, disability, or sexual orientation. The successful bidder must comply with the Town of Berlin’s equal opportunity requirements.

ABOUT BERLIN: The Town of Berlin is a community of 4,500 people located on Maryland’s eastern shore. The Town operates under a Strong Mayor form of government. Berlin provides the following services to the community’s residents: police, public works, parks, water, wastewater, stormwater, electricity, economic development, planning, code enforcement, engineering (under contract), and general administration. The Town operates on a one-year budget cycle from July 1 through June 30.

NOTICE: Notice is hereby given that proposals will be received by the Town of Berlin, Maryland for Demolition and Removal Services by filing with the Town by the date and time and at the location as indicated herein.

RFP 2018-01 Demolition and Removal Services

SCOPE OF SERVICES

This project consists of the demolition and removal of buildings, including adjacent improvements as indicated below. All site work is located on the property at 10009 Old Ocean City Boulevard, the former Tyson Foods processing plant and current Berlin Falls Park. The buildings are generally described as pump houses containing pumps and other equipment to support the wastewater treatment process conducted on site by Tyson Chicken.

The approximate dimensions of the buildings are listed below. The buildings are numbered 1 through 7 and are listed in order of their location on the property, beginning with Building #1 which is located near the Old Ocean City Boulevard frontage of the property. The buildings are numbered sequentially heading northward in the Park.

Building dimensions:

1. 10' x 8'
2. 16' x 13'6" (also a 6'8" concrete block extension connecting to adjacent water tower)
3. 18' x 10' (second building near water tower)
4. 39' x 20'1" (located on "lower flat ground" near concrete wastewater digester)
5. 42' x 14'10" (building sits on top of small hall, near Building #4)
6. 49'10" x 28'9" (there is a concrete sided, grate topped structure extending approximately 30' out from Building #6. This installation needs to be removed.)
7. 20' x 13'8" (plus 6' x 20' overhang in the water)

Pictures of all buildings listed above are attached to this RFP.

An additional bid item for demolition and removal of a 20 x 20-foot diameter wastewater clarifier on the site, including the 20 x 10' foot splitter box next to the clarifier is listed on the Cost Proposal as an alternate item. Overall project pricing will determine whether the Town selects the Add/Alternate for inclusion in the contract.

It is the responsibility of the bidder to make a full assessment of any factors which will influence the final cost of the project. Bidder is responsible for removal of all items and equipment from the interior and/or exterior of the buildings, demolition/deconstruction of the structures, and removal and appropriate disposal of all detritus. Some of the equipment in the buildings may have operational value. At a minimum, the large pumps and industrial equipment would have value as scrap metal. It is the Town's expectation that the salvage value of pumps/equipment, etc. will assist in minimizing project cost.

The contractor will not be required to perform additional site work following the demolition/deconstruction and removal of materials.

The contractor must describe the intended disposal plan for all material removed from the site. Such plan is not required to be submitted with the bid but shall be required prior to initiation of any work on the project site.

The Town of Berlin shall be responsible for application for, issuance of and payment for the following permits as applicable:

1. Building Permit(s)
2. Demolition Permit(s)

RFP 2018-01 Demolition and Removal Services

The successful contractor must comply with the requirements of the Erosion and Sediment Control (E and SC) Plan approved by the Maryland Department of the Environment (MDE) for this project. The Plan is attached to this RFP.

MINIMUM REQUIREMENTS FOR CONTRACTORS

- A minimum of five (5) years' experience.
- Appropriate licensure, certifications, permits required for completion of the project.

SUBMITTAL REQUIREMENTS

Responses to this RFP must include the following information:

- List of proposed sub-contractors (if applicable);
- Statement of relevant licensure, certifications and qualifications as applicable for the completion of the project;
- A minimum of three (3) references relating to the services being requested with full name, title, address, phone and fax numbers; references from government entities preferred, but not required.
- The completed Cost Proposal as included in this RFP.
- The completed Signature page as included in this RFP.

Electronic or email submittals will not be accepted. The Town encourages double-sided printing where appropriate. Complete submission should not exceed 10 sheets of paper.

An original and four (4) copies of the proposal must be submitted.

• **PROPRIETARY PROPOSAL MATERIAL:** Any proprietary information revealed in the proposal should, therefore, be clearly identified as such.

• **SIGNATURES:** Proposal shall be signed by one of the legally authorized officers of said corporation. If awarded the contract, the Contract shall also be so executed.

DEADLINES AND IMPORTANT DATES:

Tuesday, November 27, 2018 at 10:00 AM– MANDATORY Pre-Bid Site Visit Meeting: Location: On-site at 10009 Old Ocean City Boulevard. It is expected that the site visit will last at least one hour.

Although the property is accessible as a public Town park, and bidders can view the buildings at any time when the park is open (dawn to dusk), bidders are required to attend to attend the pre-bid meeting on the site, at which time bidders can examine the buildings' interiors, and ask questions of Town staff.

Friday, November 30, 2018 by 5:00 PM - Deadline to submit questions: Questions from potential Bidders are due via email to ddeutsch@berlinmd.gov. Please note: Questions received after that date and time, and questions that are phoned, faxed, sent through regular mail, or submitted via any method or to any other email address will not be accepted. Oral responses or responses to questions submitted in any other format or to any other person will be non-binding. Individual responses to questions will not be provided; all questions and answers will be compiled into one document to be posted as indicated below.

RFP 2018-01 Demolition and Removal Services

Monday, December 3, 2018 by 5:00 PM - Posting of responses: Responses to questions from potential Bidders will be posted at the following link by the deadline. It is the responsibility of potential Bidders to visit the website for this information <http://berlinmd.gov/maryland-government/request-for-proposals/>.

Friday, December 7, 2018 by 11:00 AM - Due Date for Proposals: An original and four (4) copies of the proposal must be received by the deadline. Proposals must be in a sealed envelope and addressed to: Town of Berlin, Attn: Laura Allen, Town Administrator, 10 William Street, Berlin, MD 21811. The outside of the envelope must be clearly marked "RFP # 2018 - 01". Proposals received after that date and time will not be considered.

EVALUATION CRITERIA AND AWARD OF CONTRACT

The following shall be considered in evaluating submissions and awarding a contract:

- Experience of firm with similar projects
- Overall quality of proposal
- Project understanding
- Anticipated project cost

The Town may select a limited number of submitters for in-person interviews before a selection committee.

The Town reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFQ does not obligate the Town to pay any costs incurred by respondents in the preparation and submission of their qualifications. Furthermore, the RFQ does not obligate the Town to accept or contract for any expressed or implied services.

It is the practice of the Town to make award based on the lowest responsible bid. The Town reserves the right to accept or reject any and all submissions and the right to award contract based on factors other than cost.

- **CONTRACT AWARD:** The Town reserves the right to make an award without further discussion of the submittals. The firm selected as the apparently successful firm will be expected to enter into a contract with the Town. Following notification of selection, the successful bidder shall prepare its standard agreement for review by the Town. The Town shall not be bound, or in any way obligated, until both parties have executed the agreement. No party may incur any chargeable costs prior to the execution of the final Contract.
- **CONTRACT NEGOTIATION:** The Town reserves the right to negotiate all elements of the submittals, proposals, terms and conditions, and/or scope of work as part of the contract negotiation process prior to any formal authorization of the Contract by the Town.
- **EQUAL OPPORTUNITY EMPLOYMENT:** The successful consultant or consultants must comply with the Town of Berlin equal opportunity requirements. The Town of Berlin is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality or disability.
- **TITLE VI:** It is the Town of Berlin's policy to assure that no person shall, on the grounds of race, color, national origin or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its federally funded programs and activities.
- **INSURANCE REQUIREMENTS:** The Town shall be named as an Additional Insured on the successful bidder's contract. Insurance coverage needs to be in at least the following amounts:

RFP 2018-01 Demolition and Removal Services

- a. Commercial/General Liability: Each Occurrence - \$1,000,000; medical expenses - \$10,000
- b. Vehicle Liability: \$1,000,000
- c. Workers Compensation: \$1,000,000

The cost of such insurance shall be paid by the firm.

It shall be the responsibility of the successful firm to ensure that appropriate insurance is maintained by any subcontractors associated with the project.

- **HOLD HARMLESS:** The Town of Berlin shall be held harmless against claims for injuries to persons or damages to property, errors and omissions or professional liability that may arise from or in connection with the performance of work hereunder by the selected firm, his agents, representatives, employees or subcontractors.
- **NON-ENDORSEMENT:** As a result of the selection of a firm to supply products and/or services to the Town, firm agrees to make no reference to the Town in any literature, promotional material, brochures, sales presentation or the like without the express written consent of the Town.
- **COMPLIANCE WITH LAWS AND REGULATIONS:** In addition to nondiscrimination and affirmative action compliance requirements previously listed, the consultant or consultants ultimately awarded a contract shall comply with federal, state and local laws, statutes and ordinances relative to the execution of the work. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects.

RFP 2018-01 Demolition and Removal Services

COST PROPOSAL

Lump sum bid for completion of project as described: \$ _____

Spell out the bid amount: _____

Add/Alternate Bid Item

The Town requests a separate fee proposal for the demolition and removal of the 20 x 20-foot diameter wastewater clarifier on the site. The 20 x 10' foot splitter box next to the clarifier needs to be removed also.

Cost for demolition/removal of clarifier + splitter box \$ _____

Spell out add/alternate bid price: _____

Overall project pricing will determine whether the Town selects the Add/Alternate for inclusion in the contract.

Proposed Subcontractors:

Individual/Firm Name	Address	Proposed work to be completed

Please attach additional sheet or continue list on reverse if necessary.

RFP 2018-01 Demolition and Removal Services

SIGNATURES

I, the undersigned, am an authorized agent of the firm listed below and am authorized to submit the attached Cost Proposal for the RFP as indicated above. I certify that all information included herein is true and correct to the best of my knowledge. I further acknowledge the conditions and requirements expressed in the RFP and the agreement to adhere to same.

By my signature below, I also certify that pricing shall be guaranteed for a minimum of 60 days following the deadline as indicated in the RFP.

Firm Name: _____

Address: _____

City, State Zip: _____

Phone: _____

Signature: _____

Date: _____

Printed Name: _____