

Request for Proposals

Demolition

The Village of Cassopolis, Michigan will accept proposals for the demolition of all structures at each of the following locations:

310 First Street
Cassopolis, MI
Parcel # 14-041-170-026-00

801 Parkshore Drive
Cassopolis, MI
Parcel # 14-041-136-072-00

203 Lakeshore Drive
Cassopolis, MI
Parcel # 14-041-215-010-00

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. Site to be filled, leveled and graded with clean fill material as approved by Village.

Companies with demonstrated experience in demolition and with an interest in making their services available to the Village of Cassopolis are invited to respond to this RFP. The cost associated for the demolition of each property shall be listed separately in the bid.

Bids will be accepted until 4:00 PM on Friday, May 18, 2018 at Cassopolis Village Hall, 117 S. Broadway, Suite 100, Cassopolis, Michigan 49031. To assure that the respondent's submittal arrives at the proper place, on time, and to prevent opening by unauthorized individuals, submissions must be clearly identified on the outside, as follows:

Faxed or electronic submissions will not be accepted. Once received, submissions will not be returned. Formal communication, such as requests for clarification and/or information concerning this solicitation shall be submitted to Emilie Sarratore, Village Manager, Village of Cassopolis via email addressed to manager@cassopolis-mi.us.

The anticipated schedule for this project is as follows:

<u>ACTIVITIES</u>	<u>DATE</u>
RFP Available	April 20, 2018
Submittals Due	May 18, 2018
Award of Contract	June 15, 2018
Complete Demolition	July 31, 2018
Site restoration/project complete	1 week later

The Village reserves the right, in its absolute discretion, to reject any or all proposals, to waive irregularities, informalities and/or non-conformities in any submission, to select the proponent and proposal deemed to be in the best interests of the Village, and to negotiate with the selected proponent(s).

SELECTION PROCESS

The Village Manager will review submissions and select vendor. Selection is subject to public review and approval by the Cassopolis Village Council. The proposals will be evaluated through consideration of several factors. The review of all documents submitted will be in accordance with the following criteria:

- Experience and references of contractor
- Proposed cost.
- Ability to execute contract in accordance with Village policies and in full compliance with all applicable laws, ordinances and regulations.
- The proponent's familiarity with the Village and Cass County.
- Other factors deemed relevant by the Village Manager.
- The Village reserves the right, in its absolute discretion, to reject any or all proposals, to waive irregularities, informalities and/or non-conformities in any submission, to select the proponent and proposal deemed to be in the best interests of the Village, and to negotiate with the selected proponent(s).

The above criteria will be used to evaluate the submittals. Following a review of the submittals, a firm will be selected and a recommendation will be transferred to the Village Council.

If for any reason, a proponent cannot commence demolition activities within one week of the property being vacated, the Village may unilaterally terminate the contract and negotiate with other proponents.

- a. The respondent warrants that to the best of its knowledge and belief and except as otherwise disclosed it does not have any organizational conflict of interest. Conflict of interest is defined as a situation in which the nature of work under this solicitation and the firm's organizational, financial, contractual or other interests are such that:

1. Respondent may have an unfair competitive advantage; or
2. The respondent's objectivity in performing the work solicited may be impaired. In the event the respondent has an organizational conflict of interest as defined herein, the respondent shall disclose such conflict of interest fully in the proposal submission.
 - b. The respondent agrees that if after award he, she or it, discovers an organizational conflict of interest with respect to this solicitation, he she or it, shall make an immediate and full disclosure in writing to the Village Manager that shall include a description of the action which the respondent has taken or intends to take to eliminate or neutralize the conflict. The Village may, however, disqualify the respondent or if a contract has been entered into with the respondent, terminate said contract, in its sole discretion.
 - c. In the event the respondent was aware of an organizational conflict of interest before the award of a contract and intentionally did not disclose the conflict to the Village Manager the Village may disqualify the respondent.

INSURANCE

- a. 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 Village a certificate showing the premiums to be fully paid as well as a copy of the applicable policy, including all endorsements.
 - General Liability Insurance in the amount of \$1,000,000 per occurrence and \$2,000,000 aggregate.
 - Statutory Worker's Compensation coverage.
 - The Village, including its officers and employees shall be named as an additional insured on the policy.
- b. Waiver. The selected firm shall not hold the Village of Cassopolis liable for any personal injury incurred by their respective employees, agents or consultant, contractors or subcontractors while working on this Project. The firm agrees to hold the Village 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 Village while acting within the scope of their employment.
- c. Qualification. The insurance company covering the firm must be licensed to do business in the State of Michigan and have a best's Guide rating of "A+" or higher.

PROOF OF LIABILITY INSURANCE

The successful firm shall furnish to the Village a certified copy of the policy or policies

covering the work as required in the specifications as evidence that the insurance required will be maintained in force for the entire duration of the contract with the Village. The Village must be listed as an additional insured.

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 firm or designated representative shall be readily available to meet with Village personnel. The successful firm shall provide the telephone numbers where its representative(s) can be reached. The firm agrees that it will abide by all applicable laws, rules and regulations and with the requirements of all grants and other governmental funding contracts governing equal opportunity and affirmative action.