



area housing commission

serving the pensacola-escambia community
post office box 18370 • pensacola, florida 32523-8370
telephone 850-438-8561
fax 850-438-1743
TDD 850-438-8563
Florida Relay 711



Request for Proposals for Building Demolition Services 3808 North 9th Avenue Pensacola, Florida 32503

INTRODUCTION

Through this Request for Proposals (“RFP”), Area Housing Commission (“AHC”) seeks proposals from qualified building demolition contractors to assist AHC in the demolition of a public housing office building known as Gonzalez Public Housing property located at 3808 North 9th Avenue, Pensacola, Florida 32503. Demolition work will include the demolition and removal of building, basements, and foundations, as well as, the demolition and removal of site improvements and foundation landscaping, as more particularly described herein. The Respondent selected must have qualified personnel who can handle all aspects of demolition.

INSTRUCTIONS

RFP responses must be submitted **both** via hard copy **and** scanned e-mail copy sent to ExecDir@areahousing.org. Please mail or deliver one (1) original and two (2) copies of your proposal to:

Abe Singh, Executive Director
1920 West Garden Street
Pensacola, Florida 32503

Proposals must be presented on business letterhead. Proposals must be received no later than **3: 00 p.m. (CT) on Tuesday, May 01, 2018.**

Respondents are advised that all submissions (including those not selected for engagement) may be made available to the public on request upon completion of the process and award of a contract(s). Accordingly, any information included in the proposal that the respondent believes to be proprietary or confidential should be clearly identified as such.

ON-SITE INSPECTION

A pre-bid on-site inspection will be available on DAY, DATE, 2018, at TIME.
Prospective bidders are encouraged to attend to view conditions.

TABLE OF CONTENTS

TABLE OF CONTENTS	i
INTRODUCTION	1
A. Overview	1
B. Term of Contract	2
C. Federal Regulations	2
PROFESSIONAL SERVICES REQUIREMENTS	2
A. Scope of Work	2
EVALUATION CRITERIA AND SCORING	2
A. Experience and Capacity	2
SUBMISSION REQUIREMENTS	3
A. Threshold Requirements	3
B. Main Proposal	4
SELECTION PROCESS	5
QUESTIONS	5
SUBMISSION DUE DATE	5
APPENDIX A	6
APPENDIX B	9
APPENDIX C	10
APPENDIX D	11

REQUEST FOR PROPOSALS–DEMOLITION CONTRACTORS

INTRODUCTION

A. Overview

Area Housing Commission (“AHC”) is a Public Housing Authority, established pursuant to Section 421, Florida Statutes. AHC owns properties that receive Public Housing subsidies from the U.S. Department of Housing and Urban Development (HUD).

This Request for Proposals (“RFP”) is being issued by AHC to solicit qualifications from demolition contractors to demolish an office building.

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. (See Demolition Requirements and Specifications – Appendix A.)

Companies with demonstrated experience in demolition and building new buildings and with an interest in making their services available to AHC are invited to respond to this RFP. “Respondents” means the companies or individuals that submit proposals in response to this RFP. The selected Respondent acting as an individual, partnership, corporation, or other legal entity must be state licensed and certified in accordance with Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 (FIRREA) (12 U.S.C. 3331 et seq.) and capable of providing the specified services. The Respondent shall be financially solvent, and each of its members, if a joint venture, its employees, agents, or sub-consultants of any tier shall be competent to perform the services required under this RFP document.

AHC is seeking to encourage participation by respondents who are Minority Business Enterprises or Women’s Business Enterprises (MBE/WBE). Nothing in this RFP shall be construed to create any legal obligation on the part of AHC or any respondents. AHC, in its sole discretion, reserves the right to amend, suspend, terminate, or reissue this RFP in whole or in part, at any stage. In no event shall AHC be liable to respondents for any cost or damages incurred in connection with the RFP process, including but not limited to any and all costs of preparing a response to this RFP or any other costs incurred in reliance on this RFP. No respondent shall be entitled to repayment from AHC for any costs, expenses, or fees related to this RFP. All supporting documentation submitted in response to this RFP will become the property of the AHC. Respondents may also withdraw their interest in the RFP, in writing, at any point in time as more information becomes known.

AHC’s Procurement Policy is consistent with HUD requirements. For further information on these requirements, contact Abe Singh, Executive Director, 1920 West Garden Street, Pensacola, Florida 32503; phone 850-438-8561 ext. 1103; fax 850-438-1743; execdir@areahousing.org.

B. Term of Contract

Any contract awarded pursuant to this RFP solicitation shall be for a contract period, with the possibility of an extension. The contract will be made based on a proposal for demolition of the old structure, removal of debris, and leveling the ground.

C. Federal Regulations

Respondents are strongly encouraged to read these regulations prior to submitting their response to this RFP.

PROFESSIONAL SERVICE REQUIREMENTS

A. Scope of Work

AHC seeks sealed proposals from qualified respondents to provide demolition services.

This project must comply with all codes, standards, regulations, and workers' safety rules that are administered by federal agencies (HUD, EPA, OSHA, and DOT), state agencies (State OSHA, DNR, and DCH), and any other local regulations and standards (i.e., building codes) that may apply.

The detailed demolition and removal requirements are laid out in **Appendix A**.

EVALUATION CRITERIA AND SCORING

In evaluating responses to this RFP, AHC will take into consideration the experience, capacity, and costs that are being proposed by the Respondent. The following evaluation criteria will be considered in reviewing submissions:

A. Experience and Capacity

The point system is to evaluate the experience and capacity of each Respondent.

1. Respondents will be awarded up to 20 points for experience in providing demolition services. Consideration will be given to applicants who have familiarity with the area, including knowledge of and experience working with Public Housing.
2. Respondents will be awarded up to 20 points for their capacity to meet timelines.
3. Respondents will be awarded up to 20 points for pricing.
4. Respondents will be awarded up to 20 points for their experience in meeting Davis-Bacon and all HUD standards, and for qualifying as a MBE/WBE.
5. Respondents will be awarded up to 20 points for their experience and innovation of proposed practices regarding the following:
 - Community hiring
 - Engaging community stakeholders and building effective community partnerships and collaborations
 - Utilizing local suppliers and retailers
 - Sustainability/green practices
 - Effective schedule and budget management throughout the demolition process

SUBMISSION REQUIREMENTS

RFP responses must be submitted both via hard copy and scanned e-mail copy sent to ExecDir@areahousing.org. Each Respondent shall submit one (1) original and two (2) copies of the following documents, which must be typed. **Responses not submitted both via hard copy and e-mail will not be considered.** Respondents are advised to adhere to the submission requirements. Failure to comply with the instructions of this RFP will be cause for rejection of the noncomplying submission. AHC reserves the right to seek additional information to clarify responses to this RFP.

Each response must include the following:

A. Threshold Requirements

These documents must be submitted and acceptable before AHC will review the proposal:

1. Certificate of Good Standing (Corporation) or Certificate of Existence (Limited Liability Company): Respondents must provide this certificate as issued by the Florida Secretary of State; if Respondent is a joint venture, a Certificate of Good Standing or Certificate of Existence, as applicable, must be submitted for each entity comprising the joint venture.
2. Evidence of Insurance: Commercial General Liability with limits not less than \$1,000,000; Workers Compensation and Employers Liability with limits not less than \$500,000; and Automobile Liability with limits not less than \$500,000 per occurrence.
3. State License or Certification: Respondent must be state licensed and certified in accordance with title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 (FIRREA) (12 U.S.C. 3331 et seq.).
4. Evidence of Financial Stability: All Respondents shall include their most recent financial statements with the proposal response. This information will assist AHC in determining the Respondent's financial condition. AHC is seeking this information to ensure that the Respondents have the financial stability and wherewithal to assure good faith performance.
5. Conflict of Interest Statement & Supporting Documentation: Respondent shall disclose any professional or personal financial interests that may be a conflict of interest in contracting with AHC. In addition, all Respondents shall further disclose arrangement to derive additional compensation from various investment and reinvestment products, including financial contracts. The Conflict of Interest Statement attached as **Appendix C** must be completed and returned with the RFP.
6. Certification: The Certification attached as **Appendix D** must be signed by Respondent and included with the RFP.
7. Debarment: Contracts shall not be awarded to debarred, suspended, or ineligible contractors. Contractors may be suspended, debarred, or determined to be ineligible by HUD in accordance with HUD regulations or by other Federal agencies, e.g., Department of Labor for violation of labor regulations, when necessary to protect housing authorities in their business dealings. Prior to issuance of a contract, Respondent must provide assurance affirming that

Respondent and Respondent's company are eligible for the contract and have not been suspended or debarred, or if they have previously been suspended or debarred, Respondent must provide documentation showing those suspensions or debarments have been corrected and are no longer in place.

8. Checklist: The Respondent should use the Checklist in **Appendix B** to make sure all documents necessary to respond to the RFP are included in the proposal. Respondent must complete the checklist and return it with the proposal.

B. Main Proposal

Please provide the following information, which is the main substance for the selection criteria:

1. Experience and Qualifications: Respondents shall have successfully completed demolition work similar to that indicated for this project. Respondents should provide detailed qualifications, resumes, and experience in performing demolition services on various property types in compliance with NESHAP standards. Please provide the number of full-time and part-time employees and a general history of the company.
2. References: Respondents should provide narrative examples of three (3) projects that are similar in nature to projects described in this RFP. These examples of related projects should include the date of the project, contact person and phone number for a reference, and a brief description of the project.
3. Independent Contractors: If you engage independent contractors, how many do you intend to hire? Do you intend to cover them with workers compensation? All independent contractors will be required to have worker's compensation coverage, which will be the responsibility of the Respondent.
4. Capacity: Each Respondent must demonstrate the capacity and ability to complete the demolition within the prescribed schedule time.
5. Pricing Proposal: Respondents must provide their fee structure. This should include the mobilization (base) charge and cost for demolition of the property. The Respondent should detail any and all additional costs to the AHC. Each proposal should include a final fixed price that combines all costs for labor and materials needed to complete the work. The Respondent chosen for a contract will sign a fixed price contract that includes the all costs necessary to perform the scope of work outlined in this RFP.
5. Recycling and Waste Management: Each Respondent should include a plan for recycling or waste management of used construction materials and debris from demolition in a timely manner. Any proposed dust-control measures or noise-control measures should also be presented in the proposal.
6. Minority, Women's, and Section 3 Businesses: Respondents should state whether they are an MBE/WBE or Section 3 business enterprise. If so, please provide a copy of a current MBE/WBE or Section 3 certification letter.
7. Timeline: Each Respondent should also include a schedule and timeline for demolition activities indicating the detailed sequence of demolition and removal work, with starting and ending dates that correspond to each activity

SELECTION PROCESS

The Selection Committee, comprised of AHC's Board members and staff, will review all proposals in accordance with the evaluation criteria set forth herein. Proposal review will occur On May 23, 2018 at 1:00 pm, thereafter we will contact all bidders. Proposals must be submitted timely, comply with the mandatory requirements of the RFP, and include all necessary documents. Any contract resulting from this RFP will not necessarily be awarded to the Respondent with the lowest price. Instead, a contract shall be awarded to the Respondent whose proposal received the most points in accordance with evaluation criteria set forth in RFP.

QUESTIONS

Questions regarding this RFP should be submitted to Abe Singh, Executive Director, at ExecDir@AreaHousing.org.

SUBMISSION DUE DATE

Responses to this RFP are due by May 2, 2018 by 3:00 PM.

RFP responses must be submitted **both** via hard copy **and** scanned e-mail copy sent to ExecDir@areahousing.org. Please mail or deliver one (1) original and two (2) copies of your proposal to:

Abe Singh, Executive Director
1920 West Garden Street
Pensacola, Florida 32503

Each Respondent is responsible for labeling the exterior of the sealed envelope containing the proposal response with the proposal name, submission date and time, and your company's name.

APPENDIX A

DEMOLITION REQUIREMENTS AND SPECIFICATIONS

PART 1 – GENERAL

1.1 DEMOLITION AND REMOVAL

- A. The Respondent who is selected for this project (“Respondent”) will be responsible for the demolition and removal of the building, basements, and foundations and the demolition and removal of site improvements, including but not limited to retaining walls, paving and foundation landscaping.
- B. Removal means to remove and legally dispose of items except those indicated to be reinstalled or to remain on AHC’s property. Respondent must protect items indicated to remain against damage during demolition.
- C. The Respondent must meet all regulatory requirements. The Respondent must comply with governing EPA, state and local notification regulations before starting demolition and comply with hauling and disposal regulations of authorities having jurisdiction.
- D. The Respondent is responsible to comply with any/all required demolition permits required by local authorities and ordinances
- E. Buildings to be demolished will be vacated and their use discontinued before start of work.
- F. Storage or sale of removed items or materials on-site will not be permitted.
- G. The Respondent shall supply AHC with a copy of landfill and disposal receipts.
- H. The Respondent should be prepared to perform surveys as the work progresses to detect hazards resulting from demolition activities.

PART 2 – EXECUTION

2.1 PREPARATION

- A. Drain, purge, or otherwise remove, collect, and dispose of chemicals, gases, explosives, acids, flammables, or other dangerous materials before proceeding with demolition operations.
- B. Conduct demolition operations and remove debris to ensure minimum interference with roads, streets, walks, and other adjacent occupied and used facilities.
 - 1. Do not close or obstruct streets, walks, or other adjacent occupied or used facilities without permission from the AHC and authorities having jurisdiction. Provide alternate routes around closed or obstructed traffic ways if required by governing regulations.
- C. Conduct demolition operations to prevent injury to people and damage to adjacent buildings and facilities to remain. Ensure safe passage of people around demolition area.
 - 1. Erect temporary protection such as walks, fences, railings, canopies, and covered passageways, where required by authorities having jurisdiction.

2. Protect existing landscaping that is to remain.

2.2 EXPLOSIVES

A. Use of explosives will not be permitted.

2.3 POLLUTION CONTROLS

A. Under the authority of Section 112 of the Clean Air Act, as amended, 42 U.S. C. 1857 (C-7), the Administrator of the United States Environmental Protection Agency (EPA) promulgated National Emission Standards for Hazardous Air Pollutants on April 6, 1973, (38 F.R. 8820) Asbestos was designated a hazardous air pollutant, and standards were set for its use, and to control asbestos emissions. It was determined that one significant source of asbestos emissions was the demolition of certain buildings and structures.

Additionally, the Respondent is required under authority of Section 114 (a) to follow EPA personnel to freely enter any of your facilities or demolition sites, to review any records, inspect any demolition method, and sample or observe any omissions.

All demolition operations conducted by the Respondent are to be in compliance with applicable provisions of Section 112 of the Act and 40 C.F.R. Section 61.22(d).

In addition, Section 113(c)(1) of the Act (42 U.S.C. 1857 C-8(c)(1), provides that any person who knowingly fails or refuses to comply with any such order shall be punished by a fine of not more than \$25,000 per day of violation, or by imprisonment for not more than one year, or by both.

Finally, Section 113(c)(2) of the Act (42 U.S.C. 1857 C-8(c)(2), provides that any person who knowingly makes any false statement in any report required under the Act shall be punished, upon conviction, by a fine of not more than \$10,000 or by imprisonment for not more than six months, or by both.

B. Use water mist, temporary enclosures, and other suitable methods to limit the spread of dust and dirt. Comply with governing environmental protection regulations.

1. Do not create hazardous or objectionable conditions, such as ice, flooding, and pollution, when using water.

C. Remove and transport debris in a manner that will prevent spillage on adjacent surfaces and areas.

D. Clean adjacent buildings and improvements of dust, dirt and debris caused by demolition operations. Return adjacent areas to condition existing before start of demolition.

E. Respondent shall limit hours of operation to Monday through Friday during the hours of 7:00 a.m. to 6:00 p.m. Special hours of operation outside the normal hours must be approved by the AHC. Respondent shall limit noise pollution at all times to prevent objectionable conditions.

2.4 DEMOLITION

- A. **Building Demolition:** Demolish buildings, structures, facilities, and other debris including brush and trees or logs, and completely remove from the site. Use methods required to complete work within limitations of governing regulations and as follows:
 - 1. Locate demolition equipment throughout the building and remove debris and materials so as not to impose excessive loads on supporting walls, floors, or framing.
 - 2. Dispose of demolished items and materials promptly. On-site storage or sale of removed items is prohibited.
 - 3. Break up and remove concrete slabs on grade, unless otherwise shown to remain.
 - 4. Remove air-conditioning equipment without releasing refrigerants.
 - 5. Remove structural framing members to ground to avoid free fall and to prevent ground impact and dust generation.
- B. Below grade structures foundation/basement floor shall be totally removed.
- C. Completely fill below-grade areas and voids resulting from demolition of buildings and pavements with soil materials.
- D. Promptly repair damages to adjacent facilities caused by demolition operations.
- E. The Respondent shall preserve all surrounding buildings and property. Respondent should note the proximity of surrounding buildings. Any damage to surrounding buildings or property will be repaired by the Respondent at his expense.
- F. Any damages caused by Respondent that occur during the contracted work will be paid by Respondent. If any such damages are charged to AHC and paid for by AHC, Respondent will be responsible for indemnifying AHC for all costs it incurs on behalf of Respondent.

2.5 DISPOSAL OF DEMOLISHED MATERIALS

- A. General: Promptly dispose of demolished materials. Do not allow demolished materials to accumulate on-site.
- B. Burning: Do not burn demolished materials.
- C. Disposal: Transport demolished materials from AHC's property and legally dispose of them. Respondent shall supply AHC with a copy of all landfill and disposal receipts.

2.6 MEASUREMENT & PAYMENT

- A. The demolition and removal work shall not be paid for separately but shall be included in the lump sum project cost at the agreed-to fixed price.

APPENDIX B
RFP SUBMISSION REQUIREMENTS CHECKLIST

Please provide this Checklist with the RFP response.

- Certification (Appendix D)
- Certificate of Good Standing (Corporation) or Certificate of Existence (Limited Liability Company) issued by the Secretary of State; if Respondent is a joint venture, a Certificate of Good Standing or Certificate of Existence, as applicable, must be submitted for each entity comprising the joint venture.
- Evidence of Insurance
- State License and or Certification (*if required*)
- Evidence of Financial Stability (most recent financial statements)
- Certificate to do Business with City of Pensacola
- References
- Conflict of Interest Statement (Appendix C) & Supporting Documentation
- Description of Company *
- Capacity of Company *
- Pricing Proposal *
- MBE/WBE, Local Hiring, HUD (*if applicable*)*
- RFP Submission Requirements Checklist (Appendix B)
- Certification from Respondent affirming that Respondent is not currently suspended or debarred and is eligible for this contract

***This information is the main substance for the selection and evaluation criteria.**

APPENDIX C
CONFLICT OF INTEREST STATEMENT

Company Name: _____

Conflict of Interest Statement

The owner(s), corporate members, or employees of said company shall not derive any personal profit or gain, directly or indirectly, by reason of his or her participation with AHC. Each individual shall disclose to AHC any personal interest or direct relationship which he or she may have and shall refrain from participation in any decision making in related manners.

Any owner, corporate member, or employee of said company who is an officer, board member, a committee member, or staff member of a related organization shall identify his or her affiliation with such agency or agencies; further, in connection with any policy committee or board action specifically associated with AHC, he/she shall not participate in the decision affecting that entity and the decision must be made and/or ratified by the full board.

At this time, I am a Board member, a committee member, or an employee of the following organizations/companies:

I hereby certify that, except as described below, I am not now nor at any time during the past year have I been:

- (1) A participant, directly or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other party doing business with AHC that has resulted or could result in personal benefit to me.
- (2) A recipient, directly or indirectly, of any salary payments or loans or gifts of any kind or any free service or discounts or other fees from or on behalf of any person or organization engaged in any transaction with AHC.

Any exceptions to (1) or (2) above are stated below with a full description of the transactions and of the interest, whether direct or indirect, which I have (or have had during the past year) in the persons or organizations having transactions with AHC.

Signature: _____ Company Name: _____

Printed name: _____

Date: _____, 2018

APPENDIX D
CERTIFICATION FORM

This page must be completed and included with the proposal.

The undersigned hereby certifies, on behalf of the Respondent named in this Certification (the “Respondent”), that the information provided in this RFP submission to AHC is accurate and complete, and I am duly authorized to submit same. I hereby certify that the Respondent has reviewed this RFP in its entirety and accepts its terms and conditions.

(Name of Respondent)

(Signature of Authorized Representative)

(Name of Authorized Representative)

(Title)

(Date)