

# **WEST BLOOMFIELD FIRE & EMS SERVICES**

5425 West Maple Rd • West Bloomfield • MI • 48322



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## **REQUEST FOR PROPOSAL**

### **CHARTER TOWNSHIP OF WEST BLOOMFIELD FIRE DEPARTMENT**

### **DEMOMLITION SERVICES**

#### **RFP # 03282017**

The Charter Township of West Bloomfield Fire Department is requesting proposals from qualified contractors for the Sealed Proposals endorsed “**Demolition Services**”, will be received at the Office of the Township Clerk, 4550 Walnut Lake Road, West Bloomfield Michigan 48325; until **May 25, 2017 at 2:00 p.m.** after which time bids will be publicly opened and read. Proposal packages can be obtained at the Township Clerk’s office during normal working hours 8:00 am – 4:30 pm or through the Michigan Intergovernmental Trade Network (MITN) [www.MITN.in](http://www.MITN.in)

**Mandatory / Inspection: Monday April 17, 2017 @ 9:00 a.m.**

3340 Green Lake Road  
West Bloomfield Michigan 48324

**Sign-in on the Attendance Registry will be required.**

**PROPOSAL NUMBER: 03282017**

**Proposal Submission: West Bloomfield Clerk’s Office  
4550 Walnut Lake Road  
West Bloomfield, MI 48325**

**Deadline for Submissions: Thursday May 25, 2017 at 2:00 p.m.**

**Contact Person: Karmen Santourian, Facility Operations Manager  
[ksantourian@wbtownship.org](mailto:ksantourian@wbtownship.org)  
Office: 248-481-4864**

**A MANDATORY Inspection** will be held on **Monday April 17th, at 10:00 a.m.**, at Fire Station 3, 3340 Green Lake Road, West Bloomfield MI 48324. The purpose of the mandatory

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inspection is to allow contractors the opportunity to understand the scope of work and ask any questions. Attendance at the inspection is mandatory in order to submit a proposal. Contractors not in attendance will not be eligible to submit a proposal for this project.

### **Submission of the Proposals**

1. **Submit one (1) original and three (3) copies of your proposal**, all proposals must be submitted in a sealed envelope and must include the following information on the face of the envelope: contractor's name and address, proposal number, and item description. Failure to do so may result in the premature opening of or failure to open such a proposal. **Send proposals to the attention of the Township Clerk, Debbie Binder, Charter Township of West Bloomfield Clerk's Department and address as directed below:**

For delivery directly to Town Hall: 4550 Walnut Lake Road, West Bloomfield, MI 48323.

US Mail Service: P.O. Box 250130, West Bloomfield, MI 48325.

***DO NOT PUT YOUR PROPOSALS IN THE TOWN HALL DROP BOX.***

**NO LATE PROPOSALS WILL BE ACCEPTED.**

2. Contractors are responsible for submitting proposals before the stated closing time. Delays in the mail will not be considered. Any proposals received after the stated deadline will be rejected. Fax or emailed proposals will not be accepted.
3. Any proposal may be withdrawn by giving written notice to the Township Clerk before the stated closing time. From that time, no proposal may be withdrawn or canceled for a period of 60 days, except the successful bidder whose proposal prices will remain for the entire contract period.
4. The contractor may change or modify his/her proposal up to the established closing time. Any modification must be presented in writing, and submitted in accordance with the above format, and clearly marked "**Proposal Modification.**"

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the specifications or other conditions with the RFP, they are advised to contact the following people for clarification: Bidding instructions or submission, contact Catherine Ellerson, Purchasing Agent at [cellerson@wbtownship.org](mailto:cellerson@wbtownship.org) Scope of Services contact Karmen Santourian at [ksantourian@wbtownship.org](mailto:ksantourian@wbtownship.org) or Chief Greg Flynn, [gflynn@wbtownship.org](mailto:gflynn@wbtownship.org). The questions and answers will become public record and will be posted on the MITN web site. In event it becomes necessary to revise any part of the RFP; an Addendum will be posted on the MITN web site.

1. The Township reserves the right to request additional information from one or more bidders during the proposal evaluation process. Any additional information must be supplied within five (5) days after receipt of written notice.
2. Any errors, omissions, or discrepancies in the specifications discovered by a prospective bidder must be brought to the attention of Catherine Ellerson, Purchasing Agent, as soon as possible after discovery. Further, the Contractor will not be allowed to take advantage of errors, omissions, or discrepancies in the specifications.
3. The Township reserves the right to reject any or all proposals, to award the proposal to other than the low bidder, to negotiate terms and conditions, to waive any irregularities and/or informalities, and to accept or reject any item or combination of items. In general, to make award in the manner as determined to be in the Township's best interest and its sole discretion.
4. Any acceptance of a proposal shall not be binding on the Township and may be withdrawn for at least ten (10) days after the date of the acceptance and until the Contractor has submitted the signed Contract, proof of insurance, and satisfied all other acceptance conditions. During the period of time that Township acceptance may be withdrawn, the Township reserves the right to continue to review, evaluate and investigate all proposals and Contractors, and for any reason approved by the Township, may withdraw the acceptance of a proposal.

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5. The Township reserves the right to conditionally or subsequently accept a proposal from and award a contract to the next most qualified Contractor if the successful Contractor does not execute the Contract, provide the insurance, and satisfy any other conditions of proposal acceptance established within the time required.
  
6. The evaluation and award of this proposal will be based on a combination of factors including, but not limited to the proposal prices, past performance, compliance with specifications, and any other factors considered to be in the Township's best interest. The proposal evaluation criteria should be viewed as standards that measure how well a contractor's approach meets the desired requirements of the Township.

### **Bid Bond**

Contractor must submit a Bid Bond executed by a surety company acceptable to the Township and licensed to do business in the State of Michigan; or in the form of a cashier's check or irrevocable bank letter of credit, payable to the Township in the amount of 5% of proposal. Checks, bonds or letters of credit will be returned promptly after the Township and the selected Contractor have executed a Contract or the expiration of the 60 day period during which proposals may not be withdrawn. If no Contract has been awarded by that date, any Bidder may withdraw its Proposal and Bond. All fees associated with these bonds are to be paid by the contractor.

### **Insurance**

A certificate of insurance naming the Township as an additional insured must be provided by the successful contractor prior to commencement of work. A current certificate of insurance meeting the requirements in Attachment A is to be provided to the Township and remain in force during the entire contract period.

## **INTRODUCTION**

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The Charter Township of West Bloomfield (Township) has concluded a Facility Assessment Study of existing Fire Station #3 and has determined that it will be replaced with a new fire station to be built on the existing site and the acquired contiguous site. The Township will demolish Fire Station # 3 and the single-family residential building located on the adjoining site prior to construction of its replacement fire station.

The Township is requesting proposals (RFP) for providing demolition services for the structure known as Fire Station #3 and the adjacent residential building referred to as the Edie Residence.

The Township reserves the right to accept or reject any proposals or part of any proposal and to waive any informality concerning the proposals when such rejection or waiver is deemed to be in the best interest of the Township.

Proposals are being solicited from qualified companies. Proposals must be submitted in accordance with guidelines presented in this Request for Proposal (RFP) and must, at a minimum, include the scope of services outlines.

### **INSPECTION/MANDATORY PRE-BID MEETING**

Monday April 17, 2017 at 9:00 a.m.  
3340 Green Lake Road  
West Bloomfield, MI 48324

There will be a brief question/answer information session and tour of both Fire Station #3 and the Edie residence. This will be the only time prior to the RFP submission deadline that the buildings will be open for touring.

### **Scope of Services for Demolition Work**

The contractor shall provide equipment and labor as required for demolition, disposal and other related services of the main buildings, accessory building, brick retaining walls, fences, and landscaping elements in accordance with Township codes and standards.

The contractor will bring the sites that held the removed buildings, trees (Tree and stump removal is not included in this scope of work.) and other elements to a smooth, level grade that is even with the surrounding areas and to all property lines.

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### **Desired Deliverables and Responsibilities**

The Township is seeking proposals from qualified contractors to demolish the buildings as shown on the Topographic Survey (Exhibit B).

The contractor shall survey existing conditions to determine extent of the required demolition.

### **Applications/Permits**

The contractor will apply for all required permits. The typical application procedures will prevail but only Township permits will be issued at no cost.

### **Reports**

The contractor will be provided with certification that all environmentally hazardous materials have been safely eliminated from the buildings.

### **General Conditions**

#### **The contractor shall comply as follows:**

- Survey the condition of three buildings to determine whether removing any element might result in a structural deficiency or unplanned collapse of any portion of the buildings, brick retaining walls, or fences, during demolition.
- Perform inspections as the work progresses to detect hazards resulting from demolition activities.
- Install temporary perimeter fencing and soil erosion measures to protect the site as required.

#### **General Conditions and Compliance, continued**

- The underground fuel tank will remain in place and may be at least half-full (Contractor will verify with Fire Department) to provide counter weight during construction activities. Install temporary concrete barricades, special protective measures and warning signs around the fuel station area. Fueling will not occur during demolition or construction activities.
- The generator will be relocated at the direction of the Fire Chief.

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- Place appropriate safety signage for the demolition activity, site and local traffic control.
- No work shall begin until the contractor has received a “Notice to Commence Work” from the Township.
- Buildings to be demolished will be vacated and their use discontinued before start of work.
- Storage or sale of removed or demolished items or materials on-site will not be permitted.
- Hours of operation are limited to Monday through Friday from 7:00 A.M. to 6:00 P.M. Special hours of operation outside the hours indicated must be approved by the Township. Contractor shall limit noise pollution at all times to prevent objectionable conditions.
- Remove and transport debris in a manner that will prevent spillage on adjacent surfaces and areas.
- If required, clean adjacent buildings and improvements of dust, dirt and debris caused by demolition operations. Return adjacent areas to condition existing before the start of demolition.

### **Preparation**

All utility lines such as electric, gas, water, or sewer, either above or below ground line shall be disconnected, or terminated at the property line. At the request of the Township, utilities may be relocated.

If a well is found, the well shall be abandoned in accordance with Oakland County procedures. A special well abandonment permit must be obtained from Oakland County with a copy of the final well abandonment log submitted to the Township.

Drain, purge, or otherwise remove, collect and dispose of chemicals, explosives, acids, flammables, or dangerous materials before proceeding with demolition operations.

Employ a certified licensed pest control/extermination contractor as required to treat buildings for any rodents or vermin before and during demolition operations.

Conduct demolition operations and remove debris to ensure minimum interference with roads, streets, walks and other adjacent occupied and used facilities.

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### **Preparation, continued**

Do not close or obstruct streets, walks or other adjacent occupied or used facilities without permission from the authority having jurisdiction. Provide alternate routes and close obstructed traffic ways if required by governing regulations.

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.

Erect temporary protection such as walks fences, or railings as required.

Protect existing site improvements, appurtenances and landscaping that will remain.

Erect a plainly visible temporary fence around drip line of individual trees or around perimeter drip line of groups of trees that will remain.

### **Explosives**

Use of explosives will not be permitted.

### **Pollution Controls**

All demolition operations conducted by demolition contractor shall comply with applicable local, state, and federal requirements for hazardous air pollutant emissions.

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

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

### **Pre-Building Demolition**

All underground utilities and generator electrical lines must be capped or properly decommissioned as described under the preparation section.

Remove lawn irrigation systems located below or above ground.

### **Building /Site Demolition**



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Demolish and remove site improvements, including but not limited to retaining walls, fences, paving, and foundation landscaping.

Existing trees that will remain will be marked (By Township) and protected during demolition.

Soil erosion and sedimentation control measures shall be placed.

Demolish buildings, structures, facilities and other debris and completely remove from the site.

### **Building /Site Demolition, continued**

Small buildings may be removed intact when permitted and approved by the Township authority.

Locate demolition equipment throughout the building and remove debris and material so as not to impose excessive loads on supporting walls, floors, or framing.

Demolish foundation walls or other below grade construction. Totally remove foundation/basement floors.

Remove structural framing members to ground to avoid free fall and to prevent ground impact and dust production.

Break up and remove concrete slabs or asphalt on grade unless otherwise shown to remain (Special attention to fueling station area).

Remove air-conditioning equipment without releasing refrigerants.

Excavating, any filling of basement, voids, below grade areas and general site grading shall consist of clean soil materials. A qualified licensed design professional subject to Township special inspection must provide a design for any fill.

### **Disposal**

Dispose of demolished items and materials promptly. On site storage or sale of removed items is prohibited.

No burning of demolished materials shall be allowed unless authorized by the Township.

Transport deposited materials and legally dispose of them.

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Contractor shall supply Township with a copy of all landfill and disposal receipts.

No demolition or moving of demolition debris may take place when wind speeds exceed 25 m.p.h.

Reducing or recycling construction demolition materials is recommended and whenever possible material should be taken to a material recovery facility.

### **Additional Conditions**

Remove and legally dispose of items except those indicated to be reinstalled, salvaged to remain the Township's property. Protect items indicated to remain against damage during demolition. The Township shall mark or provide a list of these items.

During wet demolition, the contractor shall be responsible for providing an adequate water supply. The contractor shall keep the structures sufficiently wet at all time during the demolition to prevent any visible emissions, such as dust during and after the demolition.

### **Contractor shall submit details for the following conditions:**

Proposed dust control measures.

Proposed noise control measures.

Proposed protection measures for underground fuel tank and filling area, generator area.

### **Special Conditions**

Written notice must be provided to adjacent properties and properties across the streets from the project site at least 48 hours prior to the start of work. The notice must include the name and phone number of someone who can be contacted with any questions about the demolition work.

Township may require preservation of demolished portions of Fire Station #3 regarded as a cultural or historical resource. Contractor shall coordinate this aspect of the work with the Fire Chief.

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### **Schedule of Work**

While the Township shall issue the “Notice to Commence Work”, it is anticipated that this demolition work will start June 19, 2017 and conclude by June 30, 2017.

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**BIDDER INFORMATION**

**Firm Name:**

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**Address:**

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**City/State/Zip Code:**

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**Telephone Number:**

**Email Address:**

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**Firm Established:** \_\_\_\_\_ **Years in Business:** \_\_\_\_\_

**Type of Organization:** \_\_\_\_\_ **State of Organization:** \_\_\_\_\_

**Representative's Name & Title:**

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**Signature:**

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**Date:**

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The above individual is authorized to submit this proposal and declares that he/she have informed themselves fully in regard to the conditions to be met in the performance of the work, and having read and examined all the specifications pertaining to the work, proposes to furnish all materials, tools, equipment, transportation, labor, supervision and all else necessary, for the satisfactory and complete performance of the work for West Bloomfield Township.

The bidder agrees that the cost of any work performed, materials furnished, services provided, or expenses incurred, which are not specifically delineated in the proposal documents, but which are incidental to the scope, intent and completion of this contract, shall be deemed to have been included in the prices for the various items scheduled.

The bidder affirms that this proposal has not been prepared in collusion with any other bidder and that the contents of this proposal as to prices, terms or conditions have not been communicated by the undersigned, nor by any employee or agent, to any competitor and the bidder has full authority to execute any resulting contract awarded as result of, or on the basis of the proposal.

By submission of this proposal the Bidder agrees that at the time of submittal: (1) Bidder has no interest (including financial benefit, commission, finder's fee, or any other remuneration) and shall not acquire any interest, either direct or indirect, that would conflict in any manner or degree with the performance of Bidder's services, and that (2) Bidder had no notice or knowledge of any "Conflict of Interest" that would be created by an award of a contract to Bidder A. "Conflict of Interest" shall include holding or retaining membership, or employment, on a board, elected office, department, division or bureau, or committee sanctioned by and/or governed by West Bloomfield Township. Bidders shall identify any interest, and the individuals involved, on separate paper with the response and shall understand that West Bloomfield Township, at its discretion may reject their proposal.

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**West Bloomfield Township**

Vendor Questionnaire

Please provide the following information and submit with your proposal:

Firm Name: \_\_\_\_\_

Established: \_\_\_\_\_ State: \_\_\_\_\_

Type of Organization:

- Individual       Partnership       Corporation       Joint Venture  
 Other \_\_\_\_\_

1. How many years has your company been providing this type of service? \_\_\_\_\_

2. Please provide a list of at least three (3) references who have had similar work performed by your company \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. How many employees does your company employ? \_\_\_\_\_ Full time \_\_\_\_\_ Part time

4. Provide a timeline detailing the project \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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- 5. Would you subcontract any of the services being requested? \_\_\_\_\_
- 6. Explain Installation process \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 7. Explain details regarding your warranty on products and installation \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



The foregoing questionnaire is a true statement of facts:

Signature of Authorized Company Representative: \_\_\_\_\_  
Representative's Name: (print) \_\_\_\_\_  
Title: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Date: \_\_\_\_\_

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### **ATTACHMENT A - INSURANCE REQUIREMENTS**

The Contractor, or their subcontractors, shall not commence work under this agreement until they have obtained the insurance required below. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan. All coverage shall be with insurance carriers with an AM Best rating of A or higher, and acceptable to West Bloomfield Township.

**Workers' Compensation Insurance:** The Contractor shall procure and maintain during the life of this contract, Workers' Compensation Insurance, including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan.

**Commercial General Liability Insurance:** The Contractor shall procure and maintain during the life of this contract, Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and aggregate for Personal Injury, Bodily Injury, and Property Damage. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent; (E) Deletion of all Explosion, Collapse, and Underground (XCU) Exclusions.

**Motor Vehicle Liability:** The Contractor shall procure and maintain during the life of this contract Motor Vehicle Liability Insurance, including Michigan No-Fault Coverages, with limits of liability not less than \$1,000,000 per occurrence combined single limit, Bodily Injury, and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.



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**Pollution Liability:** The Contractor shall procure and maintain during the life of this contract, a Pollution Liability Policy with limits of liability not less than \$1,000,000 per occurrence and aggregate for Personal Injury, Bodily Injury, and Property Damage, including, but not limited to mitigation, transportation, storage, and removal of all hazardous waste.

**Additional Insured:** Commercial General Liability, Motor Vehicle Liability, and Pollution Liability insurance, as described above, shall include an endorsement stating that the following shall be ***Additional Insured:*** West Bloomfield Township.

**Cancellation Notice:** All policies of insurance, as described above, shall include an endorsement reading as follows: “It is understood and agreed that Thirty (30) days Advance Written Notice of Cancellation, Non-Renewal, Reduction, and/or Material Change shall be sent to: \_\_\_\_\_.”