

**CITY OF GRAND BLANC
REQUEST FOR PROPOSAL
FOR PRE-DEMOLITION INVESTIGATION AND SURVEY OF ASBESTOS AND HAZARDOUS
MATERIALS FOR THE STRUCTURE AT 113 REID ROAD, GRAND BLANC, MICHIGAN 48439**

Issued: Thursday, October 15, 2015

The City of Grand Blanc requests proposals for Investigation and Survey of Asbestos/Hazardous Materials to be performed as part of a Blight Elimination Program in the City of Grand Blanc, Genesee County, Michigan. Investigation and Survey activities will include a commercial business single story building. Bidders are invited to review this Request for Proposal and, if interested, return three single-sided original, complete and sealed proposals to:

City of Grand Blanc, 203 E. Grand Blanc Road, Grand Blanc, MI 48439, Attn: Bethany Smith, City Clerk

Please review the attachments carefully to determine if your firm possesses the necessary manpower, resources and abilities to meet project deadlines identified in this solicitation prior to responding to this Request for Proposal.

CRITICAL DATES

Identified below are the critical dates associated with this Request for Proposals. Further details and requirements are contained in the specific sections or attachments included in this package.

Request for Proposals Issued

Thursday, October 15, 2015

Proposal Due Date

Wednesday, November 18, 2015, 3:00 P.M.

Interested parties are encouraged to submit questions regarding the Request for Proposal via email to Bethany Smith at treasurer@cityofgrandblanc.com. Responses to questions will be provided directly by email.

SECTION 1 PROGRAM GOALS AND OBJECTIVES

Investigation and Survey of Asbestos/Hazardous Materials of this commercial property as a pre-demolition stage to determine if asbestos/hazardous materials are present in the building at 113 Reid Road and provide a written report to assist the demolition crew in abatement processes. The building was built in 1953 and remodeled in 1996. The building is 1,841 square feet.

SECTION 2 MINIMUM QUALIFICATIONS

Proposals will only be accepted from those firms demonstrating the qualifications, capacity, experience, ethical standards and reliability to assure good faith performance. This requirement includes the proof of equipment, personnel, expertise, and ethical standards existing at time of submission.

1. Consultant Qualifications. The Consultant must have experience in identifying asbestos and hazardous materials. The Consultant must have experience with all the abatement requirements of Federal, State and Local laws, ordinances, rules and regulations concerning the abatement of asbestos and hazardous materials, including current OSHA, NIOSH, and NESHAP regulations.
2. Licenses & Certificates: The consultant must have an AIHA certified hygienist on staff and must be a State of Michigan Department of Consumer and Industry Service Accredited Asbestos Inspector. Proof of licensing must be included.
3. Evidence of Insurance: The Consultant must have Commercial General Liability with limits not less than \$2,000,000; Workers Compensation and Employers Liability with limits not less than \$500,000 for all employees/owners; Automobile Liability with limits not less than \$1,000,000 per occurrence; and, Professional Liability with limits not less than \$1,000,000. A certificate of insurance must be included with submission of qualifications. If selected as a Consultant, the City of Grand Blanc must be named as additionally insured.
4. Certificate of Good Standing (Corporation) or Certificate of Existence: The Consultant shall provide a Certificate of Good Standing (Corporation) or Certificate of Existence (Limited Liability Company) issued by the Michigan Department of Licensing and Regulatory Affairs Corporations, Securities & Commercial Licensing Bureau. (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.) Bidder shall also provide Articles of Organization, Operating agreements and a complete list of Board Members and/or officers of the company.

5. Experience: Consultants must have a minimum of five (5) years of proven experience providing professional licensed Lead and Asbestos Survey services.
6. Debarment and Suspension: The Respondent must not have been suspended or debarred by any federal, state or local government agency, and must certify as to that fact.
7. Conflict of Interest Statement & Supporting Documentation: The Contractor shall disclose any professional or personal financial interests that may be a conflict of interest in representing the City of Grand Blanc. In addition, all Contractors shall further disclose arrangements to derive additional compensation from various investment and reinvestment products, including financial contracts.
8. Capacity: The bidder must demonstrate the capacity to deliver a minimum of twenty (20) Asbestos Surveys within two week of the date the contract is awarded. The bidder shall be financially stable and have the financial wherewithal to carry out the requirements of this solicitation.
9. Pricing must be reasonable and competitive based on the scope of work.

If a bidder does not convince the City of Grand Blanc that it possesses the above minimum qualifications with the bid (response), the City of Grand Blanc shall deem the bidder not qualified and the bidder will not be added to the prequalification list.

SECTION 3 SCOPE OF WORK

The services required consist of investigation and survey of asbestos/hazardous materials activities at 113 Reid Road, Grand Blanc, Genesee County, Michigan.

1. Overview. The Consultant will investigate the commercial building at 113 Reid Road, identified for demolition assigned to it, identify asbestos and hazardous materials that may be present at the project site, quantify the amounts of those materials, and recommend methods for their proper removal and disposal.

The actual removal and disposal of said materials is not a part of this Contract and shall be undertaken by one or more Abatement Contractors, if needed. Due to conflict of interest concerns, the Consultant shall not be allowed to perform work for as an Abatement Contractor where the Consultant performed the Asbestos Survey.

2. Services Required. The services required under the proposed contract are described below, with respect to the project site. The Consultant shall perform the work described.

3. Survey Report: The Consultant shall conduct a thorough inspection of the affected property for the presence of asbestos and hazardous material prior to any demolition activity. The survey shall include inspection, identification, and quantification of all friable and Class I and Class II non-friable asbestos containing material and of all suspected hazardous waste, and any physical sampling of materials. The survey shall be documented with the following information and be provided in printed format with the following information:

- The address of the property investigated.
- The name, address, and telephone of the person who conducted the survey.
- Copy of the license of the qualified inspector who conducted the survey.
- The dates the survey was conducted.
- A listing of all suspected materials containing any asbestos or hazardous waste and samples taken. Listing to include sample identification number, the sample location, the sample description, the friability of the sample (asbestos), the sample condition and other comments regarding each sample collected.
- The name, address, and telephone number of any laboratory used to conduct analyses of materials for asbestos and hazardous waste content.
- A list of the test methods used, including sampling protocols and laboratory methods of analysis, test data, and any other information used to identify or quantify any material containing asbestos and/or hazardous waste.
- Photographs of the property, sampling locations, and suspected asbestos containing material and/or hazardous waste.

- Completion of a chain-of-custody form documenting the sample transport process, and submittal of the samples to the laboratory.
- Laboratory results of the samples collected.
- Recommendations for notification required by NESHAP, 40 CFR 61, Subpart M and the Michigan Department of Environmental Quality.
- Recommendations and options regarding appropriate methods of abating the asbestos and hazardous material at the site.

SECTION 4 SELECTION CRITERIA

Following receipt of the Bidders' Proposals, a selection committee will evaluate each response. All Proposals that meet the minimum requirements of the Request for Proposals will be evaluated. Any Proposals determined to be non-responsive to the specifications or other requirements, including instructions governing submission and format, will be disqualified unless the City of Grand Blanc determines, in its sole discretion, that non-compliance is not substantial or that an alternative proposed by the Bidder is acceptable. The City of Grand Blanc reserves the right to request clarification of Proposals submitted. If this is necessary, it will be done in writing with request for a written response by the Bidder within a specified period of time.

Upon contract award, the City of Grand Blanc and the Consultant shall execute a Services Contract, which shall contain all contractual terms and conditions in a form provided by the City of Grand Blanc. No contract shall become effective until the contract has been approved and executed by the City of Grand Blanc. Prior to completion of this approval process, the Consultant shall have no authority to begin work under the contract. The City of Grand Blanc shall not authorize any payments to the contractor prior to such approval; nor shall the City of Grand Blanc incur any liability to reimburse the contractor regarding any expenditure for the purchase of materials or the payment of services.

The contractor shall be deemed authorized to begin work under the contract once the requirements of the aforementioned paragraph have been satisfied and upon written receipt of said contract.

Proposals received will be evaluated based upon the Bidder's ability to:

- Meet the minimum qualifications specified in the Request of Proposals.
- The bidders demonstration of its organizations capacity, including staff resources to provide the requested services as evidenced by the submission of a statement of qualifications to be included with the sealed bid submitted
- Past performance of the contractor including but not limited to quality of control that is proposed by the bidder in addressing the scope of work and requirements. The bidder's demonstration of relevant experience in performing and successfully

completing investigation and survey and clearance projects including work previously performed for others.

- Ability to meet production goals and timelines and availability to complete work in the assigned timeframes
- Price

SECTION 5 SUBMISSION REQUIREMENTS AND INSTRUCTIONS

Bidders responding to this Request for Proposals must complete and submit all required forms, documents or additional information requested. Bidders shall submit three original submissions. Bidder's responses to this Request for Proposals must be submitted in a sealed envelope, which is clearly marked on the outside of the sealed package with the following information:

Bidder's Name and Address

REQUEST FOR PROPOSALS Investigation and Survey of Asbestos/Hazardous Materials of Residential Buildings Attention: City Clerk, Bethany Smith

The proposal must be received on or before the Proposal due date at:

City of Grand Blanc, 113 Reid Road, Grand Blanc, MI 48439

Proposals can be mailed to the above address or may be delivered in person.

Proposals must be signed by an officer or representative of the company who is authorized to bind the company to an agreement obligation. Proposals submitted by a partnership or joint venture must list the full names and addresses of all parties.

Proposals received become the property the City of Grand Blanc. All firms submitting Proposals will be notified whether or not they will receive an award. Failure to submit a complete application may result in the disqualification of the bidder's submission.

**INVESTIGATION AND SURVEY OF ASBESTOS/HAZARDOUS MATERIALS RFP Documents Required
for Submission**

Bidder/Consultant Company Name: _____

These following documents are submitted in this order in response to the Request for Proposals – Investigation and Survey of Asbestos/Hazardous Materials. I understand that failure to submit, incomplete information or documents found to be unacceptable will result in disqualifying my company. No additional review for experience or other factors will be considered. The following attachments comprise my response.

1. Company overview. Includes Name of Bidder/Consultant, Address, Contact Name, Phone and Email, EIN, and any other information you deem pertinent, not otherwise covered in the Request for proposals. (1 Page Maximum).
2. Statement of Qualifications (2 Pages Maximum). Include proof of meeting minimum qualifications.
3. Proof of Past Performance including Quality Control and method of addressing the scope of work and requirements. (2 Page Maximum)
4. Key employee names, and job titles. Copies of all applicable certifications and or licenses.
5. List of the types and sources of equipment applicable to perform investigation and survey activities identified under scope of work. (1 Page Maximum)
6. Certificate of Good Standing (Corporation) or Certificate of Existence (Limited Liability Company) issued by the Michigan 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.) Bidder shall also provide Articles of Organization, Operating agreements and a complete list of Board Members and/or officers of the company.
7. Evidence of Insurance: Commercial General Liability with limits not less than \$2,000,000; Workers Compensation and Employers Liability with limits not less than \$500,000; and, Automobile Liability with limits not less than \$1,000,000 per occurrence and Professional Liability with limits not less than \$1,000,000.
8. Three (3) letters of reference from customers for which projects of similar scope and size have been performed. Include date of project, contact person and phone number, and brief description of project.

9. Pricing: Detailed breakdown of costs, including per square foot cost for investigation, laboratory fees for up to 20 samples, survey report, and inspection capacity.

By signing this RFP document submission form, I certify that I am legally permitted to represent the company in contracting, fully understand and agree to abide by the terms of the RFP, and certify that I have not been debarred or suspended, or have otherwise been excluded from or deemed ineligible for participation in state or federal assistance programs. I also certify that the firm has the financial capacity to manage and perform the work described in the RFP. I verify that the answers provided in this application are accurate to the best of my knowledge and hereby authorize the City of Grand Blanc to verify all information provided in this application. I have not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in the preparation and submission of this RFP.

Signature of Authorized Representative

Date

Printed Name

Title

**City of Grand Blanc
Certification as to Debarment and Suspension**

Bidder/Consultant Company Name: _____

The Consultant/Respondent certifies to the best of its knowledge and belief that it, its agents, and its subcontractor (s):

1. Have not within a three year period preceding this contract had their license or company debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from covered transactions by any federal, state or city department.
2. Have not within a three year period preceding this Contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, MLB, or local) transaction or contract under a public transaction, as defined in 45 CFR 1185; violation of federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, State, or local) with commission of any of the offenses enumerated in subsection (b) or currently have a court order against an officer or principal in place.
4. Have not within a three year period preceding this Contract had one or more public transactions (federal, State, or local) terminated for cause, default or failure to complete a contract.
5. Will comply with all applicable requirements of all other State or federal laws, executive orders, regulations, and polices governing this program.

Signature of Authorized Representative

Date

Printed Name

**City of Grand Blanc
Non-Collusion Affidavit of Prime Proposer**

Bidder/Consultant Company Name: _____

I, _____ am fully informed respecting the preparation and contents of the attached, Proposal and of all pertinent circumstances respecting such Proposal.

Such Proposal is genuine and is not a collusive or sham proposal.

Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including the person making this statement, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Proposer, Firm or person to submit a collusive or sham Proposal in connection with the Contract for which the attached Proposal has been submitted or to refrain from proposing in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Proposer, Firm or person to fix the price or prices in the attached Proposal or the Proposal of any other Proposer, or to fix any overhead, profit or cost element of the bid price or the bid price of any other Proposer, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the State of Michigan, the City of Grand Blanc or any person interested in the proposed Contractor;

and

The price or prices quoted in the attached Proposal are fair and proper and are not tainted by a collusion, conspiracy, connivance or unlawful agreement on the part of the Proposer or any of its agents, representatives, owners, partners, employees, or parties in interest, including the person making this statement.

Signature of Authorized Representative

Date

Printed Name