



TOWN OF ERWIN

100 West F. Street
Erwin, NC 28339

REQUEST FOR PROPOSALS: Demolition Contractors

BID NUMBER: 2023/2024-001

DATE ISSUED: January 23, 2024

Project Overview:

The Town of Erwin is seeking proposals from licensed contractors to demolish the building located at 111 Chief Joseph Lane, the building is referred to by the name of The Depot, and the property can also be identified by its Harnett County Tax PIN # 0597-63-3905.000. It is the expectation of the Town of Erwin mayor, commissioners, and town manager that this work will begin as soon as the contractor is awarded the job with a completion date of April 30th, 2024.

1. Timeline:

- January 23, 2024 Release RFP
- Bid Proposals Due- February 21, 2024 at 4PM.
- Bid Openings- March 4, 2024 2 PM

2. Demolition Plan:

- Conduct a thorough assessment of the structure, identifying any hazardous materials (asbestos, lead, etc.).
- Develop a comprehensive plan for the demolition, including the sequence of work and safety measures.
- Ensure compliance with Occupational Safety and Health Administration (OSHA) guidelines throughout the process.

3. Permits and Approvals:

- Obtain all necessary permits and approvals from the municipality and relevant authorities.

4. Safety Measures:

- Develop and implement a site-specific safety plan.
- Provide protective equipment for workers and ensure their training on OSHA guidelines.
- Establish proper signage and barricades, and secure the site to prevent unauthorized access.



5. Demolition Procedures:

- Select appropriate demolition methods, considering factors such as safety, efficiency, and environmental impact.
- Demolish the structure in the designated sequence using approved equipment and techniques.
- Properly handle and dispose of hazardous materials according to local regulations.

6. Cleanup and Waste Management:

- Remove and dispose of debris, including salvaging any reusable materials.
- Coordinate with waste management services for proper disposal of non-hazardous waste.
- Implement measures to minimize dust, noise, and other potential disturbances to the surrounding area.

7. Site Restoration and Landscaping:

- Grade the site to ensure proper drainage and prevent erosion.
- Restore the landscape by planting grass, trees, or other vegetation as per the municipality's requirements.
- Install necessary infrastructure, such as fences or walkways, as the municipality specifies.

8. Documentation and Reporting:

- Maintain a detailed record of all activities, including dates, times, and photographs.
- Prepare progress reports and submit them to the municipality or any other relevant parties as required.

9. Scope of Work:

- Obtain necessary permits: Check with the local authorities to obtain the required permits and permissions for the demolition project.
- Safety measures: Develop a comprehensive safety plan to protect workers, pedestrians, and nearby structures during the demolition process.
- Disconnect utilities: Coordinate with utility companies to disconnect electricity, water, gas, and other services connected to the building.
- Salvage valuable materials: Determine if there are any valuable materials that can be salvaged from the building before demolition, such as fixtures, furniture, or architectural elements.
- Asbestos and hazardous materials removal: Conduct a thorough assessment to identify and safely remove any hazardous materials, such as asbestos or lead-based paint, in compliance with local regulations.
- Structural demolition: Use appropriate machinery and techniques to demolish the building in a controlled manner, ensuring the safety of workers and minimizing disturbances to the surrounding area.
- Waste disposal: Properly dispose of the demolished materials and waste following local regulations and environmental guidelines.



- Site clearance: Clear the site of any remaining debris and ensure the area is safe and ready for future use.

SUBMITTAL REQUIREMENTS:

RFP responses must be submitted both via hard copy and scanned e-mail copy sent to townmanager@erwin-nc.org. Each respondent shall submit one (1) original and two (2) copies of the following documents in a clear, legible, 8.5 by 11 inch format. **Responses not submitted via hard copy will not be considered.** Respondents are advised to adhere to the Submittal Requirements. Failure to comply with the instructions of this RFP will be cause for rejection of submittals.

The Town reserves the right to seek additional information to clarify responses to the RFP. Each response must include the following:

- A. Letter of Interest – a cover letter signed by a duly authorized office or representative of the Respondent, not to exceed one page in length. It must include the principal place of business, contact person, title, telephone and fax numbers and email address.
 - B. Threshold Requirements
 - a. Evidence of Insurance is required to be maintained in full effect at no additional cost to the Town of Erwin for the duration of this contract the following minimum amounts of insurance:
 - i. Commercial General Liability with limits not less than \$500,000;
 - ii. Worker’s Compensation as specified by State Law;
 - iii. Employer’s Liability with limits not less than \$1,000,000 each occurrence;
 - iv. Automobile
 1. Property Damage Liability with limits not less than \$1,000,000 per occurrence.
 2. Bodily Injury \$500,000 each person
 - v. Prior to commencement of work, the Contractor shall furnish to the Town a copy of the Certificate of Insurance from its insurance carrier verifying these coverage amounts and that shows the Town of Erwin as an additional Insured on the Certificate of Insurance.
 - vi. The contractor will hold and save the Town of Erwin, its officers, agents and employees harmless from any liability of any kind while performing under this contract.
 - b. Conflict of Interest Statement & Supporting Documentation: Respondent shall disclose any professional or personal financial interests that may be a conflict of interest in representing the Town of Erwin. In addition, all Respondents shall further disclose arrangement to derive additional compensation from various investment and reinvestment products, including financial contracts.
- C. Completed BID FORM



SELECTION PROCESS

The Selection Committee comprised of Town of Erwin staff will review qualifications in accordance with the evaluation criteria set forth herein. Proposals that are submitted timely and comply with the mandatory requirements of the RFP will be evaluated in accordance with the terms of the RFP. Any contract resulting from this RFP will not necessarily be awarded to the vendor with the lowest price. Instead, contract shall be awarded to vendor whose proposal received the most points in accordance with criteria set forth in RFP.

QUESTIONS

Questions regarding this RFP should be submitted in writing via email to **townmanager@erwin-nc.org**.

SUBMITTAL DUE DATE

Responses to this RFP are due by **4:00 PM. on February 21, 2024**. Responses to this RFP must be e-mailed to: Snow Bowden, **townmanager@erwin-nc.org**. Each Respondent is responsible for labeling the exterior of the sealed envelope containing the proposal response with the proposal number, proposal name, proposal due date and time, and your firm's name. Hard copies must be delivered to:

SNOW BOWDEN
TOWN OF ERWIN
100 WEST F ST.
ERWIN, NC 28339

Bids not received by the time and date listed above will be rejected.