

REQUEST FOR PROPOSAL

DEMOLITION & REMOVAL OF THE OLD TOWN HALL

2278 US ROUTE 4 EAST

MENDON, VT 05701

TOWN OF MENDON, VERMONT

August, 2018

1. SUMMARY AND BACKGROUND

The Town of Mendon's original Town Hall was constructed in 1888. It served the Mendon community as a Town Hall and meeting place for many years. During the 1950's the old town hall building was converted and used as the town garage. In subsequent years, as more road equipment was needed, a new town garage was constructed off of Park Lane and the old town hall was rented out. The building is currently vacant

The structure is a 28' x 38' wood balloon-frame building sided with wooden clapboards. It has architecturally unique wood multi-light windows with a massive wooden front door. The building sits on wood sills that are in disrepair over a stone and mortar foundation. A concrete slab floor was added prior to the building becoming the town garage. A roll-up garage door was added at that time. The top rafter plates show evidence of some sagging. Due to the age of the building, the possible presence of lead paint and asbestos were suspected to be present in portions of the building. The town had an asbestos inspection performed and the only ACM (asbestos containing material) found was 2% Chrysotile in the window glaze. A lead paint inspection was also done by KAS. Lead levels were found to be below the level that would make the paint a hazardous waste. The contractor's workers should still comply with VOSHA worker protection rules for lead when disturbing it during the demolition process. The contractor must have the identified ACM's removed by a licensed asbestos abatement company prior to demolition. The proper notifications to the EPA Region 1 and State of Vermont must be made by the contractor prior to demolition.

The purpose of this Invitation is to solicit bid proposals for the demolition and complete removal of the building and concrete slab floor. The successful bidder (contractor) shall become the owner of any parts of the building deemed salvageable for use elsewhere.

2. PROPOSAL GUIDELINES AND FORMAT

Proposers (Contractor) must include the following items in their proposal:

1. Total Lump Sum cost to the Town of Mendon for the demolition, removal and cleanup of the site after demolition and removal and seeding of the graded building pad area;
2. Outline of the contractor's proposed demolition and removal procedure;
3. List of Permits the contractor will obtain prior to the work commencing;
4. Copies of licenses or certifications required to perform the work;
5. Proof of all necessary Liability and Worker's Compensation Insurance;
6. Examples of prior projects similar in scope, or work performed, to this project;
7. References from three prior clients;
8. Proposed Schedule of Demolition and Removal in weeks from start to finish;

A pre-submittal meeting will be held at the Mendon Town Offices, 2282 US Route 4, Mendon,

Vermont at **9:00 A.M., Thursday, August 30, 2018**. A site visit to the building will occur following a brief overview of the project by the town representative. There will be a question and answer session after the overview. **It is required that any party wishing to be considered for this project award must be in attendance. Proposals from parties not in attendance will not be considered.**

Proposals must be received by the Town of Mendon by **12:00 P.M., September 6, 2018** and can be either delivered to the Mendon Town Office, mailed to the Mendon Town office, or emailed to the Town Administrator, Sara Tully, at the following email- **mendonadmin@comcast.net**. **Submittals received after that time will not be considered.**

The successful proposer will be selected by the sole judgment of the Town of Mendon's Selectboard based on the written proposal, technical expertise, experience, project schedule, cost to the town and completeness of proposal. The Town of Mendon reserves the right, at its sole discretion, to reject any and all proposals, wholly or in part, to waive any informalities or any irregularities therein, and to make an award which in its sole and absolute judgment will best serve the Town's interest. The Selectboard reserves the right to investigate the financial responsibility of any bidder to determine his or her ability to assure the timely completion of the removal work from town property.

All contractors and subcontractors must have the following, and provide proof thereof, prior to executing a contract with the Town of Mendon:

- a) License or certification for any work to be provided, required by law.
- b) Insurance certificate listing the Town of Mendon as an additionally insured;
- c) Technical capability, education, or expertise with regards to the skills and knowledge required to perform the project and the necessary equipment to perform the work in an orderly and timely manner.
- d) Contract information for three similar projects, which need to include name, contact person, date of work, address and phone number.

3. PROJECT SPECIFICATIONS

1. This project consists of the removal of the old town hall building completely, including the concrete slab floor and the proper disposal of the materials removed, from the town property. Wood scraps and all other miscellaneous site debris resulting from the contractor's work shall also be removed and disposed of in a lawful manner.

2. The town has an Asbestos Inspection Report and a Lead Paint Inspection Report prepared by KAS Environmental for the building. Both reports will be made available to all bidders at the site meeting prior to submittal of the contractor's proposal. The successful contractor shall follow all hazardous material mitigation requirements contained in the two reports during the demolition and removal process and the cost of such mitigation shall be included in the proposer's bid for demolition and removal.
3. At the completion of the demolition and removal of all building materials, the contractor shall grade the building pad area to slope to the north at a pad slope of 1%. Following the grading, the area shall be seeded with ryegrass, bluegrass, or a mix of these grasses at an application rate of 10 lbs per 1000 square feet and covered with straw to promote proper drainage towards the existing culvert. A permit for any grading within the state right-of-way shall be secured from the state if such is required by the state.
4. No construction equipment shall be allowed on the private drive to the southeast of the building at any time during the project.
5. The driveway to the town hall building shall remain open and useable to the public at all times during the demolition and removal process. The driveway and adjacent Route 4 shall be kept clean and free of any dirt or debris throughout the work period.
6. The contractor shall take any necessary measures to keep construction dust at a minimum during the demolition and removal process.
7. No metal-tracked equipment shall be allowed on the existing driveway pavement or U. S. Route 4. Any damage to the existing pavement by the contractor or his subcontractors shall be repaired to the satisfaction of the town/state prior to the final payment to the contractor and no additional compensation will be paid to the contractor for repairs to damaged infrastructure.
8. Payments to the contractor will be made as follows: 50 % of the contract price when the building is removed; 25% of the contract price after the concrete slab is removed and lawfully disposed of; 25% after the final grading and landscaping has been done, including any repairs to any paving or adjacent areas damaged by the contractor during the contract removal work.
9. The contractor shall contact Dig Safe a minimum of 72 hours prior to commencement of any grading.

4. PROJECT REQUIREMENTS

1. All waste generated by the project shall be removed from town property and lawfully disposed of and the contractor shall provide manifests of such transport and disposal by firms licensed to operate and transport in Vermont. All costs of disposal are the responsibility of the contractor.
2. No demolition or site work shall take place within the state road right - of - way or the private road adjacent to the building. Existing adjacent roads shall be protected from any damage by the contractor's equipment. A permit shall be secured for the removal of the front porch, located within the state right-of-way, if such is required by the state prior to the work being performed.
3. The Contractor is responsible for all access permits and sufficient access to the site, including traffic control.
9. Erosion control shall be provided using Best Management Practices as outlined at <https://www.epa.gov/npdes/national-menu-best-management-practices-bmps-stormwater#edu> or State of Vermont standards for construction if stricter.
10. Existing trees and vegetation outside of the project area shall be protected in place.
11. If demolition results in excavation, holes, or unusual contours, then finish grading and/or fill may be required to return the site to a "natural" state, including vegetation.
12. Specific site work may be required by permits and such work is the responsibility of the contractor, therefore potential contractors are encouraged to obtain an understanding of such requirements.
13. Contractors are responsible for obtaining any and all permits, notices and certifications, and shall provide a copy of all to the town, if requested.
14. The contractor is responsible for any required EPA/DEC notices prior to demolition and shall provide the town with copies of the same. The contractor is responsible for notifying Dig Safe prior to any excavation.
15. If any archeological deposits, including Native American pottery, stone tools, bones, or human remains are uncovered during site work, the project shall be halted, the town and town administrator notified, and reasonable measures taken to preserve the area and restrict access. Work shall only recommence upon state and federal permission.

16. Salvage of metals, untreated lumber, recycling of asphalt and concrete, and deconstruction of usable items is encouraged, however all materials salvaged must be free of asbestos, and any salvage must have a manifest available to the Town of Mendon as to its destination. Burying or burning of any materials is not allowed.
17. The Town of Mendon makes no warranty that the site is safe to work on. Building and structures may have been structurally compromised and the site itself may be unstable. The contractor shall have a health and safety plan for workers on site, comply with all OSHA/VOSHA rules, and shall post the site during work for authorized personnel only.
18. The contractor shall not operate on the site earlier than 6 A.M. or later than 8 P.M.
19. The Contractor must provide certificates of insurance to show that the following minimum coverages are in effect:

Workers Compensation: With respect to all operations performed, any contractors shall carry workers' compensation insurance in accordance with the laws of the State of Vermont.

General Liability and Property Damage: All contractors shall carry general liability insurance having all major divisions of coverage including, but not limited to:

Premises - Operations
Products and Completed
Operations; Personal Injury
Liability; Contractual Liability

The policy shall be on an occurrence form and limits shall not be less than:

\$1,000,000 Per Occurrence
\$2,000,000 General Aggregate
\$2,000,000 Products/Completed Operations Aggregate
\$1,000,000 Personal and Advertising Injury Liability

Any contractors shall be required to name the Town, its officers and employees as additional insureds for liability.

Automotive Liability: The contractor shall carry automotive liability insurance covering all motor vehicles, including hired and non-owned coverage, used in connection with the Agreement.

Limits of coverage shall not be less than: \$1,000,000 combined single limit.