



City Hall, 215 Sycamore St.
Muscatine, IA 52761-3840
(563) 262-4141
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COMMUNITY DEVELOPMENT

Planning,
Zoning,
Building Safety,
Construction Inspection Services,
Public Health,
Housing Inspections,
Code Enforcement

REQUEST FOR PROPOSALS Demolition 619 Hope Avenue

PURPOSE

The City of Muscatine is currently accepting proposals from qualified firms or individuals for the removal of the structure at 619 Hope Avenue, including the abandonment of utilities and removal of the building foundation to two feet below existing grade. The objective of this project is to remove the remnants of a single-family home that was abandoned.

METHOD

This solicitation is a Request for Proposals (RFP). Proposals submitted by the specified deadline will be considered based on the enclosed criteria. All proposal requirements must be met by the responding firm or the submittal may be disqualified as being nonresponsive.

The City may reject any proposal not in compliance with all prescribed public bidding procedures and requirements and may reject any or all proposals. The City reserves the right to waive any requirement or condition of the RFP upon finding it to be in the public's interest to do so.

Proposals will be opened at the date and time specified and each vendor submitting a proposal will be recorded as a respondent. Proposal content, including pricing, will be kept confidential until the contract is awarded.

DEADLINE FOR PROPOSALS

Proposals must be received by the City's Finance Department no later than 3:00 p.m., October 21, 2021. The proposal submittal must be responsive to the requirements stated in this RFP.

The sealed proposal must be submitted to:

City of Muscatine Finance Department
City Hall – Finance Office 215 Sycamore Street
Muscatine, IA 52761

The envelope or package containing the proposal submittals must be clearly marked:

619 Hope Ave Building Demolition

BACKGROUND

The 1872 square foot two-family conversion, two story frame residential structure constructed on a concrete cinder block basement foundation in 1898, located at 619 Hope Ave has been abandoned. The City of Muscatine desires to remove the abandoned structure and return the parcel to a state in which it can be redeveloped.

All contents and building materials associated with the structure shall become property of the contractor and shall be removed from the site. All interested bidders can visit the site to view the building in its current condition, but the city does not certify the structural integrity of the building.

SCOPE OF SERVICES

This Scope of Services is intended to provide a basis for the selection of a provider and to generally describe services to be offered by the provider. The following topics should be addressed in your proposal along with any other areas that are deemed applicable:

- Provide the methods you will use to deconstruct the building and upper portion of the foundation and where it is to be disposed of. Clean concrete can be dumped at the City's yard on Washington Street.
- Provide the methods you will use to remove material from the site.
- Provide a list of requirements that you will need from the city, if any.
- Provide the lump sum fee you will require from the city for this work.
- Provide the length of time this demolition will take.

TENTATIVE SCHEDULE

It is anticipated that the contract will be awarded at the November 4, 2021, City Council meeting and that work shall commence on the project immediately with a schedule developed by the City and successful bidder. Coordination between the successful bidder and the city will be necessary before beginning the removal of the building.

PROPOSAL FORMAT

To standardize responses and simplify the comparison and evaluation of the responses, all proposals must be organized in the manner set forth below, separated into sections, with each section titled appropriately. All information and materials requested shall be provided in the proposal under a single cover.

Business Organization: The full name and address of the firm's headquarters and the office that will perform the services described herein shall be stated. The principal in charge of the project shall be identified. A statement shall be included from the firm that, to the best of its knowledge, there are no circumstances which shall cause a conflict of interest in performing services for the City.

Related Projects & Experience: Include examples of similar projects/contracts completed in the last five years. Each project description must contain the scope of work performed, project location, cost of services, and client's contact information including person's name, title, organization, address, telephone number and email address. Representatives of the City, at their

discretion, may call any of the clients listed or any other known clients to verify the performance of the firm or individual submitting the proposal.

Deconstruction Method: Provide the methods you will use to deconstruct the building and upper portion of the foundation.

Removal Method: Provide the methods you will use to remove material from the site and disposal location.

Requirements: Provide a list of requirements that you will need from the city, if any.

Payments or Charges: Provide the lump sum dollar amount you will require from the city for this work.

Timeline: Provide the length of time, in days, weeks or months, you believe will be necessary to complete the project removal.

SELECTION CRITERIA

The following criteria will be used in the selection process and evaluated to see how well each firm has met the requirements of the RFP.

Scope of Services (50% of score)

Company's understanding of required services and proposed methodology.

Experience, Qualifications, Expertise of Firm (20% of score)

The company's experience with similar projects.

Cost benefit to the City (10% of score)

Value provided to the city in payment or reduction in cost from the contractor for salvaged material.

References (15% of score)

Information from references on past projects.

Quality and Thoroughness of Proposal (5% of score)

Responsiveness to requirements stated in RFP.

INQUIRIES

Inquiries concerning the RFP are to be made to:

April Limburg, Planner
Email: alimburg@muscatineiowa.gov
Phone: 563-262-4141

INSURANCE

The Contractor shall purchase and maintain throughout the construction period insurance in the following minimum requirements, and the coverage must be written by a company that has a Best's rating of B+ or better:

- (1) Worker's compensation insurance including Employer's Liability and Occupation disease covering all Iowa employees for statutory Iowa benefits who perform any of the

obligations assumed by the Contractor under the contract. The policy will contain broad form all states endorsement.

(2) Comprehensive General Liability, including independent contractors, completed operations and products, contractual liability, broad form property damage, personal injury, and X, C, and U coverage; coverages must meet the following limits. Deductibles on bodily injury are not acceptable:

COVERAGE	MINIMUM LIMITS
Bodily Injury or Death	\$1,000,000 each occurrence \$2,000,000 aggregate
Property Damage	\$1,000,000 each occurrence
Combined Single Limit	\$1,000,000 each occurrence

(3) Comprehensive General Automobile liability insurance on all self-propelled vehicles not covered under general liability and used in connection with the Contract, whether owner, non- owner, or hired:

COVERAGE	MINIMUM LIMITS
Bodily Injury or Death	\$1,000,000 each occurrence
Property Damage	\$1,000,000 each occurrence
Option: Combined Single Limit	\$1,000,000 each occurrence

The City shall have the right at any time to require public liability insurance and property damage liability insurance greater than those required in the above paragraphs. In any such event, the additional premium or premiums payable solely as the result of such additional insurance shall be reimbursed by the City.

Any reductions in limits or coverages or exceptions to the insurance requirements can be made if requested in writing and mutually agreed to.

The Contractor shall furnish the Owner Certificates of Insurance evidencing compliance with the foregoing requirements before commencing any operations under this contract. These Certificates shall contain a provision that the coverage afforded under the policies will not be canceled or materially changed until at least thirty (30) days prior written notice has been given to the City.

PROPOSALS NOT CONFIDENTIAL

Under Iowa Open Records Law, Chapter 22 of Iowa Code; *Disclosure of Proposal Content, "Examination of Public Records,"* all records of a governmental body are presumed to be public records open to inspection by members of the public. Section 22.7 of the Iowa Code sets forth a number of exceptions to that general rule, establishing several categories of "confidential records". Under this provision, confidential records are to be kept confidential, "unless otherwise ordered by a court, by the lawful custodian of the records, or by another person duly authorized to release such information". Among the public records which are considered confidential under this Iowa Code provision are the following:

- Trade secrets which are recognized and protected as such by law.
- Reports to governmental agencies which, if released, would give advantage to competitors and serve no public purpose.

Under Chapter 22 of the Iowa Code, the City, as custodian of the proposal submitted in response to a Request for Proposals or Qualifications, may, but is not required to, keep portions of such proposals confidential under either of the above exceptions (#3 and #6 in the Code). If a responding individual or firm determines that a portion or portions of its proposal constitute a trade secret, or should otherwise be kept confidential to avoid giving advantage to competitors, a confidentiality request may be submitted with the proposal identifying which portion or portions of the proposal or bid should be kept confidential and why. The burden will be on each individual proposer to make such confidentiality request and to justify application of a confidentiality exception to its proposal. The City will not under any circumstance consider the entire proposal to be a confidential record.

If a request is thereafter made by a member of the public to examine a proposal including the portion or portions thereof for which a confidentiality request has been made, the City will so notify the proposer and will keep confidential that portion of the proposal covered by the confidentiality request, pending action by the proposer requesting confidentiality to defend its request. In that notification, the proposer requesting confidentiality will be given not more than 5 calendar days within which to file suit in Muscatine County District Court seeking the entry of a declaratory order and/or injunction to protect and keep confidential such portion of its proposal. Absent such action by a proposer requesting confidentiality, and absent the entry of the process for selecting the best proposal, or most qualified firm, includes two or more evaluation stages, in which proposals are evaluated at each stage and the field of competing proposals is reduced, all proposals submitted shall be kept confidential, pursuant to Section 22.7 of the Iowa Code, subsection 6 cited above, until completion of the final stage of the evaluation process in order to avoid giving advantage to competing proposers. Upon completion of the final stage in the evaluation process, all competing proposals shall be subject to disclosure, if not otherwise determined confidential as above provided.

OTHER PROVISIONS

Signature by Responsible Party. All proposals must be signed with the firm name and by a responsible officer or employee authorized to transact business on behalf of the firm, partnership

or corporation. No consultant may assign or transfer any legal or equitable interest in this proposal after the date and hour set for the receipt of proposals.

City's Rights Reserved. The City reserves the right to accept or reject any or all proposals in whole or in part, to waive any irregularities in any proposal, to accept the proposal which, in the judgment of the City is most advantageous to the City, and to re-advertise if desired.

Conflict of Interest. The firm agrees that it presently has no interest, and shall acquire no interest, direct or indirect, that would conflict in any manner or degree with the performance of its services hereunder. The firm further agrees that, in the performance of the agreement, no person having any such interest shall be employed.

Indemnification. The firm agrees to protect, defend, indemnify, and hold harmless the City, its elected and appointed officials, agents and employees from and against any and all liability, damages, claims, suits, liens, and judgments, of whatever nature, including claims for contribution and/or indemnification, for injuries to any person or persons, caused by firm's proposals or subsequent submittals.

Firm's obligation to protect, defend, indemnify, and hold harmless, as set forth hereinabove, shall include any matter arising out of any actual or alleged infringement of any patent, trademark, copyright or service mark, or any actual or alleged unfair completion, disparagement of product or service, or other business tort of any type whatsoever, or any actual or alleged violation of trade regulations.

Ownership. All documents and materials prepared pursuant to this proposal are the property of the City of Muscatine. The City of Muscatine shall have the unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, any reports, data or other materials prepared under this process.

Verbal Agreement. No verbal agreement or conversation with any elected or appointed official, agency or employee of any of the parties involved, either before, during or after the submittal of this proposal shall affect or modify any of the terms or obligations herein contained, nor shall such verbal agreement or conversation entitle the consultant to any additional compensation or consideration whatsoever under the terms of this Request for Proposals.

Changes. The City of Muscatine may, from time to time, request changes in the Request for Proposals issued, to be performed hereunder. Such changes shall be incorporated in written amendments to this Request for Proposals.

Anti-Discrimination. The consultant shall not discriminate against any person or applicant for employment because of race, color, creed, religion, sex, national origin or ancestry, age, marital status, physical or mental disability, political beliefs or affiliations, or sexual orientation.



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619 Hope Ave

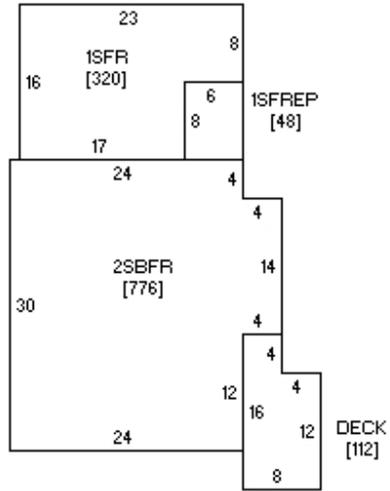
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Sketch by www.camavision.com

