

Request for Qualifications for Demolition Contractor Services City of Alexandria's Community Development Department

I. INTRODUCTION – RFQ #2003

The City of Alexandria's *Community Development Department (CmDv)* is soliciting qualifications from Demolition Contractors to provide a rotating *Work Order* list of authorized Demolition Contractors to provide Demolition Services within the City limits of Alexandria, Louisiana, in accordance with the terms, conditions, and specifications contained in this document. These services include and incorporate demolition and/or disposal of residential and/or commercial structures.

CmDv has a limited amount of funds to spend annually on demolition services. All properly submitted qualification submittals will be opened and evaluated. Based on existing historical data collected and Contractor Fee Schedules submitted, CmDv will set price per line item for each scope of work task proposed. The City reserves the right to set the Work Order price to the most advantageous to the City, after all other factors considered, including price negotiation, if needed. All Contractors who agree to participate with the final set price will enter into an annual contract with the City.

The rotating Work Order list is proposed to keep the work distributed to all authorized Contractors and intended as a way to expedite the process of actual demolition services without having to bid structures prior to award. CmDv's staff expertise and experience, along with the contracted Demolition Contractors must ensure the timely and successful completion of work and expenditure of funds for the program and grant.

II. SCOPE OF WORK

The Demolition Contractor will be expected to perform selected tasks from the list below per address based on the defined Work Order Scope of Work. The City Inspector will identify / mark the items for removal with bright colored paint. Each line item task below assumes that the Contractor shall furnish all material, labor, equipment:

NOTE: The addresses for assignment have been qualified for NESHAP Exemption and/or have been abated, if required, by a licensed Abatement Contractor prior to the execution of a *Work Order Assignment*.

1. WET ALL DEMOLITION ACTIVITY: physically wet all demolition activity during the entire process to minimize dust. See Air Quality regulation at LAC 33:III.1305 for use of water for control of dust.
2. DEMOLISH and DISPOSE of ALL IDENTIFIED PIER and BEAM RAISED STRUCTURES: demolish all parts of any structure identified onsite at, above and below 12 inches of grade, including wall assemblies, roof assemblies, floor assemblies, multiple story assemblies, accessory structures, steps/stairs, timber / beams, concrete piers, piping, wiring, plumbing, mechanical and other materials, visible before and/or after demolition activity is complete, which are attached to or part of the structure. Load, haul and dump all debris at the appropriate landfill. This shall include any structure debris, structure contents, trash / garbage, white goods, appliances, HVAC units and incidental vegetation but does not include trees or tires. Grading and backfill required.
3. DEMOLISH and DISPOSE of ALL IDENTIFIED SLAB ON-GRADE STRUCTURES: demolish all parts of any structure identified onsite at, above and below 12 inches of grade, including wall assemblies (possibly with brick veneer), roof assemblies, multiple story assemblies, accessory structures, steps/stairs, structure concrete slabs, footings, piping, wiring, plumbing, mechanical and other materials, visible before and/or after demolition activity is complete, which are attached to or part of the structure. Load, haul and dump all debris at the appropriate landfill. This shall include any structure debris, structure contents, trash / garbage, white goods, appliances, HVAC units and incidental vegetation but does not include trees or tires. Grading and backfill required.

- a. This item is separate from item #5 below and shall not be double counted.
4. DEMOLISH and DISPOSE of ALL IDENTIFIED MOBILE HOME STRUCTURES: demolish all parts of any structure identified onsite at, above and below 12 inches of grade, including wall assemblies, roof assemblies, accessory structures, steps/stairs, decking platform assemblies, chassis, tongue, axles, concrete slab, footings, piping, wiring, plumbing, mechanical and other materials, visible before and/or after demolition activity is complete, which are attached to or part of the structure. Load, haul and dump all debris at the appropriate landfill. This shall include any structure debris, structure contents, mobile home structure debris, trash / garbage, white goods, appliances, HVAC units and incidental vegetation but does not include trees or tires. Grading and backfill required.
5. DEMOLISH and DISPOSE of ALL IDENTIFIED SLABS: dig up and demolish all parts of any slab identified onsite, regardless of material composition, such as concrete, asphalt, brick and/or stone. Locations may include driveway, parking pads, decking / porch, sidewalk, tank bases, drain borders, etc. This shall include any footings, slab reinforcing, pilings, piping, wiring, plumbing, mechanical and other materials, visible before and/or after demolition activity is complete, located at and/or within 12 inches below grade level. Load, haul and dump all slab debris at the appropriate landfill. Grading and backfill required.
 - a. If a driveway apron must be removed, the apron must be saw-cut to provide a clean edge for demolition or removal to the nearest existing expansion joint. Typical thickness is 4 inches.
 - b. This shall not apply to service lines buried more than 12 inches below grade that are not visible.
 - c. This item is separate from item #3 above and shall not be double counted.
6. DEMOLISH and DISPOSE of IDENTIFIED FENCING: this shall include fencing and/or retaining walls, made of wood, aluminum, vinyl, iron, PVC, chain link, etc, including gates, fence posts and foundations within 12" of grade. All fencing in front of the property parallel to the City street shall be removed. Load, haul and dump all fencing debris at the appropriate landfill.
7. DEMOLISH and DISPOSE of IDENTIFIED SWIMMING POOLS and/or WATER FEATURES: drain, drill a hole at the bottom of the pool for permanent drain and remove all decking and/or top edge of pool and undercut by 12 inches from grade swimming pool and/or water features, regardless of material or size. In-ground pool wall and floor material can remain. Pool hole / void can be filled with pool decking debris and/or dirt up to grade. Load, haul and dump all above ground pools and/or water feature debris at the appropriate landfill. Grading and backfill required.
8. DEMOLISH and DISPOSE of IDENTIFIED PROPANE, BUTANE, SEPTIC TANKS, GREASE TRAPS, CATCH BASINS and/or DRAINS: pump-out, detach and remove of any propane, butane, septic tank or grease trap, catch basin and/or drain regardless of size, identified by the City Inspector with bright paint at their location at, above or below grade, including inlet line and leach field lines. Backfill required. Any service lines greater than 12 inches below grade that are left to remain must be capped to prevent discharge. Load, haul and dump all tanks, traps and/or drains at the appropriate landfill.
 - a. This does not apply to any type of underground, commercial petroleum fuel tanks regulated by EPA. If applicable, a change order will be requested by CmDv.
9. DEMOLISH and/or REMOVE ONLY ALL IDENTIFIED STRUCTURES, TREES, FENCING, SWIMMING POOLS, TIRES, ETC: demolish all parts of any structure identified onsite *at or above grade*, including wall assemblies (possibly with brick veneer), roof assemblies, multiple story assemblies, mobile homes, decking platform assemblies, chassis, tongue, axles, severely burned structures, steps/stairs, piping, wiring, plumbing, mechanical and other materials, visible before and/or after demolition activity is complete, which are attached to or part of the structure and/or have been marked. All debris shall be piled in one accessible curbside area to be later disposed of by City Sanitation Department.
 - a. This shall not apply to any work below grade and/or concrete foundation slabs, driveway or parking pads.
 - b. If a concrete structure slab is left in place, any potential asbestos containing tile must be removed from the slab surface, however, the mastic can remain.

10. REMOVE IDENTIFIED TREES: all marked trees are to be completely removed from the ground and/or saw-cut as close to the ground as possible above the root flare, but no higher than 2 feet above grade. Only trees that are severely damaged by fire, in threat of falling or act as a hindrance to the demolition of the structure will be marked. Stump grinding is not required. All trees removed shall be piled in one accessible curbside area to be later disposed of by City Sanitation Department.
11. RELOCATE TIRES: relocate all abandoned, trash tires found on the property to be piled in one accessible curbside area to be later disposed of by City Sanitation Department. This is required for any tires found on the site up to the time of Demo Final inspection.
12. RECOVER HVAC REFRIGERANT: certified and trained labor and equipment to legally remove, recover or recycle all HVAC refrigerant prior to demolition.
13. PROVIDE and SPREAD CLEAN FILL DIRT MATERIAL: backfill low spots and grade the overall lot to bring the entire cleared site to a fine grade, level with the surrounding area. Contractor shall grade barren areas of the lot to ensure overall proper drainage goes towards the City street, drainage servitude or as directed by the City Inspector. Contractor shall be careful not to cause excess water to drain onto adjacent properties and/or restrict the natural drainage of the site. No spot on the site shall hold water.
 - a. This item does not include grading and backfill listed in any other item descriptions.
14. PROVIDE SEED AND HAY LOT STABILIZATION: post demolition lot stabilization to include grass seed and/or hay ground cover in barren areas and in the footprint of the structure removed. Hay stabilization shall be required for a minimum of 20 feet wide, from back of street curb and parallel with the City street, if the surface area is barren / dirt, to prevent mud from washing into the street.
15. PROVIDE MOWED LOT: mow the entire lot upon completion of the demolition work in effort to remove tall grass and weeds and any other debris in such a manner to provide a clean, pervious, unencumbered site that will not inhibit future mowing operations.
16. THREE (3) DAY EMERGENCY ADDITIONAL FEE: Emergency situation must be declared by the City official, when the Contractor is required to commence work within three (3) calendar days of written notification and all associated demolition debris removed within five (5) calendar days from issuance of the CDA Demolition Permit. This is a one-time flat fee that is added to the overall Work Order price.
17. TEN (10) DAY EXPEDITED ADDITIONAL FEE: Expedited situation must be declared by the City official, when the Contractor is required to commence work within ten (10) calendar days of written notification and all associated demolition debris removed within ten (10) calendar days from the issuance of the CDA Demolition Permit. This is a one-time flat fee that is added to the overall Work Order price.
18. RESTRICTED ACCESS ADDITIONAL FEE: property locations where the street is less than 15 foot wide from back of curb to back of curb, which restricts the maneuverability of equipment and vehicles to access the site. Street width limitation may require the Contractor to hire additional personnel to flag traffic. This is a one-time flat fee that is added to the overall Work Order price.
 - a. If any City electrical service line is hanging less than 14 foot above grade, the Demolition Program Manager shall arrange for the Utility Department to temporarily raise the line during the demolition work. No restricted access fee will be paid for this site condition. Contractor to discuss this with the City Inspector at the time of CDA Site Pre-conference inspection.
 - b. If any phone, cable and/or other line, not controlled by the City, is hanging less than 14 foot above grade is the Contractors responsibility to contact the service provider or manage temporary access measures.

III. ROTATING WORK ORDER ASSIGNMENT

CmDv will maintain a list of registered Contractors who are under contract with the City to perform demolition services for pre-determined unit prices over the course of one calendar year from the date of contract signing, with the option to renew for up to two (2) additional years. *CmDv* will select which structures / items are to be demolished, removed, and/or disposed. One (1) *Work Order assignment* shall be sent to the next Contractor on the rotating *Work Order* list. For example: Address #1 will be assigned to Contractor #1; Address #2 will be assigned to Contractor #2, etc. This assignment will rotate through the entire list before starting to repeat.

CmDv reserves the right to assign multiple demolition site locations within one *Work Order Assignment*, based on criteria to be pre-determined, such as proximity or other reason deemed valid by *CmDv*. This may be in effort to clear multiple properties within one general street area due to the impact on the immediate neighborhood. NOTE: In no event can structures within LESHAP's definition of 330 feet of one another be demolished and claim NESHAP Exemption.

Once a *Work Order* has been made, the Contractor will be required to meet the City Inspector in the field to review the *Work Order* during a CDA Site Pre-conference Inspection. They will review the scope of work, the timeframe and price. If the Contractor agrees to the terms, they will both sign a *Work Order Assignment Form*. This will begin the process for the *CDA Demo Permit* issuance and work to begin.

Due to the randomness of *Work Order Assignments*, the Contractor is afforded some flexibility to accept or reject an assignment. The reason could be due to timing, existing work load, price, etc. However, during one entire contractual year, the Contractor will only be allowed to reject / pass on a maximum of ten (10) *Work Order Assignments*.

- a. After a Contractor rejects / passes on ten (10) *Work Order Assignments*, the Contractor will be removed from the rotating list for the remainder of the contractual year and any additional contract renewal extensions. The Contractor will be allowed to participate in the next pricing RFQ solicitation.
- b. Should the Contractor elect to participate in the *Work Order* system the next years contractual RFQ solicitation and yet rejects / passes on another ten (10) *Work Order Assignments*, the Contractor will then be debarred from further participation for work with the City for two (2) years.

The decision for a *secondary / subsequent assignment* shall be the discretion of the *CmDv* Administrator, on behalf of the City. The options for *secondary / subsequent assignment* shall be to assign the project to the next Contractor on the rotating list or re-advertise the property scope of work for RFP. Reasons that could create a *secondary / subsequent assignment* would be in the event that a project is initially assigned to a Contractor, then the assigned Contractor:

- a. fails to execute the *Work Order Assignment* form;
- b. fails to satisfactorily and/or timely complete a project;
- c. rejects the terms of a *change order* for scope of work and/or price by either the Contractor or the City;
- d. has multiple assignments that have not yet been completed;
- e. has multiple assignments withdrawn by *CmDv* for cause; and/or
- f. has their participation on the rotating list terminated.

IV. CHANGE ORDERS

In the event that all Contractors on the rotating list reject / pass on a specific property, *CmDv* reserves the right to consider a *Change Order* or to publish the scope of work under a separate RFP.

- a. If the *Change Order* method is utilized, all Contractors who rejected the initial *Work Order Assignment* would be eligible to submit a *Change Order* price. At that time, the lowest *Change Order* price submitted would be selected for the *Work Order Assignment*. *CmDv*'s Administrator must authorize all *Change Orders*.
- b. In the event that the Contractor rejected / passed on the first *Work Order Assignment* but may later be authorized for the *Change Order* to perform the work, the initial *Assignment* will still count towards the total of ten (10) rejections allowed.
- c. If the RFP method is utilized, all Contractors on the rotating list would be eligible to submit an RFP.

Other site specific *Change Orders* may be considered on a case by case basis and will only be considered for unforeseen conditions disclosed during the course of work and which are necessary to complete the defined scope of work. Any *Change Order* request must be submitted by the Contractor in writing to the *CmDv* Administrator. The *Change Order* must specify the scope of work to be performed and a price for the same. The City Inspector must deem the requested change permissible and necessary. In the event that *CmDv* initiates the reason for the *Change Order*, the scope of work will be defined in writing to the Contractor for pricing request.

V. CDA DEMOLITION PERMIT

The Contractor will not be authorized to perform any work or be entitled to any compensation unless *CmDv* has issued a *Work Order Assignment Form* that has been signed by both the Contractor and appropriate *CmDv* staff. The *Work Order Assignment Form* shall indicate the work to be performed, term of the assignment and the compensation to be paid.

After a Contractor executes signature on a *Work Order Assignment*, the *CDA Demolition Permit* shall serve as the Notice to Proceed. This permit shall be of no cost to the Contractor operating under the *Work Order* system. As a condition of the *CDA Demolition Permit*, a CDA Demo Final Inspection shall be required. The City reserves the right to inspect any and all permits, licenses and work at any time prior to or during the demolition process. The Contractor shall be responsible to procure all permits and licenses under federal, state and local laws, pay all charges and fees, including notifying 811.

CDA Demolition Permits issued by *CmDv* are valid for a maximum of thirty (30) calendar days from the date of issuance. No rain days or holidays will be allowed to extend the permit expiration date. Any valid requests for permit extensions shall be submitted in writing for consideration / permission from the *CmDv* Administrator. Maximum number of extensions to be considered is two (2), which will provide a total of ninety (90) calendar days. Submittal requirements for the issuance of a *CDA Demolition Permit* shall be:

- a. Fully executed *Work Order Assignment*;
- b. Completed AAC-2 forms, as applicable;
- c. Expiration of the ten (10) business day review period of the AAC-2 forms by *LDEQ*, as applicable;
- d. ADVF form issued by *LDEQ* if an AAC-2(a) form is required, as applicable;

In the event that the structure is demolished illegally, without permits or knowledge by *CmDv*, or by fire or natural disaster from the time of *Work Order Assignment* to the time of demolition activity, the *Work Order Assignment* may be withdrawn by *CmDv* and there shall be no commitment of payment. *CmDv* will make every effort to verify the existence of the structure prior to *assignment*.

Time is of the essence in the performance of the services of demolition and securing of structures. Failure of the Contractor to perform as described, or not complete all activities as required and provided herein, may result in the assessment of liquidated damages of \$500 per day.

VI. TYPE OF CONTRACT

A Professional Service Agreement (PSA) will define the terms and conditions agreed upon by the City and the Contractor. The contract will be for one (1) calendar year, with the option to renew for two (2) additional years. Pricing escalation / de-escalation negotiation requests must be submitted in writing sixty (60) days prior to the contract expiration date. Any price adjustments must be resolved prior to the renewal period.

No *Work Order* will be assigned until after a PSA has been fully executed. A copy of the proposed PSA containing requirements, terms and conditions will be provided to the Contractor at the time of contract negotiation. The City expects to execute the contract as soon as possible after the submittal date, however, no more than forty-five (45) calendar days from the date of RFQ submittal.

The City reserves the right to revise any proposed contract in connection with negotiations with Contractors on the rotating *Work Order* list and to revise any executed contract (as allowed by the contract terms & conditions) at any time to include

additional terms and conditions as may be required. The City reserves the right, at its sole discretion, to completely terminate all negotiations in regard to the CmDv Demolition Program (prior to contract execution) and request new submittals of qualification, if satisfactory contract negotiations are not reached within fifteen (15) business days after the submittal date.

If a Contractor's participation on the rotating *Work Order Assignment* list is terminated for *cause* or assignments are withdrawn for *cause*, CmDv shall provide written notification stating the reasons within thirty (30) calendar days. Contractors cited with reasons for *cause* may lead to contract termination, being removed from *in good standing status* and may be *debarred* for up to two (2) calendar years. Proper allowance shall be made for circumstances beyond the control of the Contractor. *Cause* may be any of the following reasons but not limited to:

- a. Failure to follow procedures / requirements defined in the *Work Order Assignment*;
- b. Failure to secure *CDA Demolition Permit* before starting work;
- c. Failure to wet demolition activity;
- d. Failure to coordinate air monitoring prior to start of work, if applicable;
- e. Failure to legally dispose of demolition debris and materials;
- f. Failure to call for inspections as defined on the *CDA Demolition Permit*;
- a. Failure to complete work within the time specified on the *CDA Demolition Permit* and/or approved extensions;
- b. Failure to complete tasks with good workmanship practices;
- c. Failure to clean and grade the site properly;
- d. Failure to provide required insurances, forms and/or documentation to CmDv or LDEQ;
- e. Failure to correct complaints / inspection failures within the allocated time period;
- f. Any event that is determined as *cause* for a *Work Order Assignment* to be terminated by the City or for bid awards to be withdrawn.

VII. INVOICING FOR PAYMENT

The payment amount for a specific property *Work Order Assignment* shall be agreed upon by a fixed fee schedule and/or a change order, as applicable. The Contractor is not authorized to perform any services, which exceed the authorized funding amount specified in a *Work Order Assignment* without prior written approval.

Once the work is complete and required inspections are passed, the Contractor will be issued a Certificate of Completion (CoC). The CoC will then be the trigger for the Contractor to invoice CmDv. Each address where work was performed must be invoiced and paid separately. Invoice submittal questions may be directed to 318-449-5073. Invoices will not be paid until all requisite documentation, like dump tickets if applicable, are submitted to CmDv.

The City shall make a one-time payment to the Contractor for 100% of each property invoice under the *Work Order Assignment* amount due within thirty (30) calendar days of receipt of all requisite documentation.

Payment for each *Demolition Services* invoice may be paid with either City general funds or HUD federal funds based on the availability of money each fiscal year. The funding source shall be identified on the *Work Order Assignment Form*, however, this is subject to change during the course of the project but have no impact to the Contractor.

VIII. MINIMUM QUALIFICATIONS

To be considered for award of this contract, the prime Contractor must have the following minimum qualifications:

- Hold an active License as a Residential and/or Commercial Contractor with the Louisiana State Licensing Board of Contractors (LSLBC). A LSLBC specialty registration in Wrecking and Dismantling will also be accepted.
- At least two (2) years of demolition experience.

- Hold and provide current / active Certificates of Insurance for the following required insurance coverages, which are to remain in force at all times during the contract period. It shall be the Demolition Contractors responsibility to ensure that any subcontractor(s) hired also have the same insurance coverages. The City reserves the right to request additional insurance coverage or terms during the contract negotiation period. The cost of any insurance deductibles shall be borne by the Contractor.
 - i. Commercial General Liability Insurance covering premises-operations, products-completed operations, independent contractors and contractual liability. Minimum combined single limit bodily injury/property damage coverage shall be \$1,000,000. Property Damage liability shall be \$1,000,000 each occurrence.
 - 1. Prior to the execution of the PSA, the Contractor shall have the City shall be added as an "Additional Insured" with regard to General Liability Insurance and shall provide a current Certificate of Insurance as confirmation of the same. The City shall receive ten (10) day notice of cancellation of any required coverage.
 - ii. Workers' Compensation Insurance pursuant to Louisiana Law.
 - iii. Commercial automotive liability insurance coverage, not less than the minimum State Law requirements, on all vehicles being used on this project in the contract award. The Contractor and/or Subcontractors shall be prohibited from using personal vehicles for the demolition of structures and hauling / removal of debris.
 - iv. An Umbrella Policy or excess may be used to meet minimum requirements.
- Contractor must provide written proof that they are not listed as an EPLS (Excluded Parties List System) on the Federal Government's SAM's (System for Award Management) website at www.sam.gov/portal/sam . Any bidder that is found listed on SAM's as in violation, shall automatically be rejected from bidding privileges, *CmDv Qualified Contractor Registration* and/or bid award, by Category and/or in its entirety.
- Contractor must already have a *COA / CmDv Contractor Registration* number on file or must complete an application at least three (3) business days prior to RFQ submittal. Call 318-449-5073 for information. Document is available at www.cityofalexandria.com/Community-Development.
- Hold a status of *in good standing* with *CmDv*, if they have ever worked on *CmDv* or City projects in the past.
- Out of state corporations and/or limited liability companies shall furnish a certificate of registration to transact business in the State of Louisiana prior to signing of a contract with the City of Alexandria.
- Agree by document signature to show a good faith effort to comply with the City's AFEAT (Alexandria Fairness, Equality, Accessibility, and Teamwork) Program. Participation by minority and/or disadvantaged business enterprise firms is encouraged. For more information on AFEAT and the City of Alexandria's Diversity in Action Initiative, and to explore a local and statewide directory of minority businesses, please visit www.diversityinaction.org or call 318-449-5015 for information.
- Agree by document signature to show a good faith effort to comply with the City's Non-Discrimination Statement. Call the City's Legal Division 318-449-5015. Furthermore, Contractor shall acknowledge that all contracts shall contain provisions requiring compliance with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11236 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.
- Agree by document signature that the Contractor is acknowledging that they have not been convicted of, nor has entered into a plea of guilty or nolo contendere to any of the crimes or equivalent federal crimes.

IX. EVALUATION CRITERIA

An RFQ evaluation committee comprised of City staff will evaluate all Contractor qualifications based on the Evaluation Score Methodology chart below.

Evaluation Score Methodology	Max Points Available
Company years in business for services requested.	15 points
Capacity of readily accessible labor and equipment inventory.	20 points
Capacity to perform the work without engaging in the use of any subcontractors. If subcontractors will be utilized, provide their names and contact phone numbers.	10 points
Provide three (3) examples of projects completed for other municipalities, towns and/or parish government with a contact person's name and phone number for reference.	10 points
Contractor's office / home base location for proximity, accessibility and mobilization to Alexandria.	10 points
Past work history with CmDv on demolition projects in the past five (5) years.	20 points
Fair and reasonable market rate fee schedule	15 points
Total Maximum Possible Score:	100 points

The City will then select a maximum of the top five (5) highest ranked Contractors. The fee schedules for those top five (5) ranked Contractors will reviewed to identify the lowest responsible, responsive price per task. CmDv will define a set fee schedule per task based on existing cost data and submitted fee schedules. CmDv will then extend the offer to participate in the rotating list of ranked Contractors based on set pricing. CmDv may elect to collectively negotiate set prices, if necessary. If an agreement cannot be reached with the top five (5) highest ranked Contractors, then CmDv will notify the Contractors and terminate negotiations. The next five (5) highest ranking Contractors may be contacted for negotiations. This process may continue until successful negotiations are achieved. If all efforts are exhausted, an RFP may be published.

IX. PARTICIPATION and SUBMITTAL INSTRUCTIONS AND DEADLINES

A Pre-Bid Conference is mandatory for all interested Contractors. The meeting will be held at 625 Murray Street, Second Floor, Planning Conference Room on July 1, 2020 at 2:00 pm.

If a Contractor fails to attend this Mandatory Pre-Bid Conference, any bids submitted will be considered non-responsive and will be rejected.

RFQ response submittals are due on July 10, 2020 at 9:00 am.

Faxed, emailed, mailed or delivered responses will be acceptable due to COVID-19 pandemic. However, it is recommended that all proposals be submitted via certified mail, physical or other commercial courier services so the Contractor will have a written record of the timely delivery.

Requested information must be submitted on the two (2) response forms provided, Attachment #1 and #2.

Responses must be typed or legibly printed and bound within space provided. No additional sheets will be accepted.

Complete RFQ packet may be obtained at the City of Alexandria's website. There is no charge to download bid documents. Visit www.cityofalexandria.com/rfp.

Postal and physical mail submittals shall be addressed to:	Other acceptable submittal methods:
City of Alexandria, Community Development Department	Email: cda@cityofalex.com
Attn: Kenna Lavalais, Demo Program Manager	Fax: 318-449-5031
625 Murray Street, Suite 7 (mailing), Alexandria, LA 71301	
625 Murray Street, Third Floor (physical), Alexandria, LA 71301	

X. RULES GOVERNING COMPETITION

The City reserves the right to reject any and all responses. Contractors not selected will be notified in writing by the City. The City reserves the right to revise any part of the RFQ by issuing an addendum to the RFQ at any time prior to the submission deadline. Issuance of this RFQ in no way constitutes a commitment by the City to award a contract. The City reserves the right to accept or reject, in whole or part, all Qualification Responses submitted and/or cancel this announcement if it is determined to be in the City's best interest. All materials submitted in this response become the property of the City and selection or rejection of a submittal does not affect this right. The City also reserves the right, at its sole discretion, to waive administrative informalities contained in the RFQ.

The City will not be responsible for costs associated with preparing the RFQ, or for costs including attorney fees associated with any challenge (administrative, judicial or otherwise) to the determination of the highest-ranked Contractor(s) and/or awarded contract and/or rejection of qualification. By submitting a RFQ each Contractor agrees to be bound in this respect and waives all claims to such costs and fees.

Applicants should carefully examine the entire RFQ, any addenda thereto, and all related materials and data referenced in the RFQ. Applicants should become fully aware of the nature of the work and the conditions likely to be encountered in performing the work.

All RFQ qualification responses must be signed by the Contractor authorized to enter into a PSA with the City. The name and title of the individual(s) signing the qualification must be clearly shown immediately below the signature.

Contractor selection shall be announced within fifteen (15) business days of the submittal deadline. All offers must be complete and irrevocable for sixty (60) business days following the submission date. All materials submitted in response to this RFQ shall become the property of the City. One copy shall be retained for the official files of the City and will become public record after award of the contract.

A Contractor may withdraw a qualification submittal at any time prior to the final submission date by sending written notification of its withdrawal, signed by an agent authorized to represent the agency. The respondent may thereafter submit a new or modified qualification prior to the final submission date. Modifications offered in any other manner, oral or written, will not be considered. A final qualification cannot be changed or withdrawn after the time designated for receipt, except for modifications requested by the City after the date of receipt and/or collective negotiations.

VI. REGULATIONS

The Contractor shall comply with all Federal, State and local laws, ordinances and regulations affecting the demolition and disposal. This shall include wetting during removal, white goods removal prior to disposition at landfill, etc. This shall also include all regulations for OSHA, NESHAP, LDEQ, HUD, Clean Air Act, etc.

The Contractor shall protect and defend, at Contractor's expense, and indemnify and hold harmless, the City and its representatives, officers, agents, and employees from and against any and all losses, penalties, fines, damages, settlements, judgments, claims, costs, charges, expenses, or liabilities, including any award of attorney fees and any award of costs, in connection with or arising directly or indirectly out of any act or omission by the Contractor or by any officer, employee, agent, invitee, subcontractor, or sublicensees of Contractor.

All demolition debris to be disposed shall be dumped at a commercial dump facility as required by the classification of the debris. Weigh/dump tickets shall be submitted to CmDv with invoices for payment, as documentation of legal disposal prior to receiving payment. This may be subject to an audit by the City of Alexandria, LDEQ and/or HUD.

CmDv will qualify certain residential structure under the NESHAP Exemption, 40 CFR §61.141(1995), 60 Fed. Reg. 38725, 38726 (July 28, 1995)(to be codified at 7 CFR. 61.141), and LAC 33:III.51§5151(2019). Exemption requires a pre-demolition checklist for:

- a. Air Quality per LAC 33:III.1305: Use of water for control of dust;

- b. Solid Waste per LAC 33:VII.115: Waste segregation and disposal plan for proper disposition of wastes associated with demolition;
- c. Refrigerant Handling per 40 CFR Part 82, Subpart F: Refrigerant recovery prior to disposal of air conditioning systems.

A Solid Waste Transporter # is required to transport any type of solid waste in the State of Louisiana (LAC 33:VII). Contact LDEQ Permit Support Services Divisions, Notifications and Accreditations Section at 225-219-1665 to apply for a SW transporter #.

During the demolition process, in the event there is an unauthorized discharge that causes an emergency condition, the discharger shall follow all procedures required in the Louisiana Administrative Code, Title 33, Part I, Subpart 2, Chapter 39 (LAC 33:I Ch39). The Contractor and/or their subcontractors may elect to maintain Pollution and Accidental Spill Coverage.

Any materials and/or equipment left on the site are the responsibility of the Contractor. Any loss of materials or equipment due to theft, vandalism, etc. shall be the total responsibility of the Contractor.

Salvage rights belong to Contractor as soon as the *Work Order Assignment* is fully executed by both the City and the Contractor. After that time, it is the Contractors discretion to allow the owner or other parties the salvage of any materials left on the property.

--END--

RFQ #2003 Attachment #1 – Contractor Qualifications

PRIME CONTRACTOR NAME:	
BUSINESS STREET ADDRESS:	
BUSINESS CITY, STATE & ZIP:	
PHONE NUMBERS:	Office: _____ Cell: _____
COA CONTRACTOR REGISTRATION #:	
LSLBC LICENSE / REGISTRATION #:	
YEARS IN DEMOLITION BUSINESS :	
# OF LABOR PERSONNEL:	
TYPES OF EQUIPMENT IN BUSINESS INVENTORY: (check all that apply)	<input type="checkbox"/> Grade Tractor <input type="checkbox"/> Roll-off Dumpster: Size(s) _____ <input type="checkbox"/> Excavator <input type="checkbox"/> Tractor/Trailer, Lowboy or Dump Trailer <input type="checkbox"/> Skid Steer <input type="checkbox"/> Water Supply Tank and Hoses
POTENTIAL SUBCONTRACTOR #1:	
POTENTIAL SUBCONTRACTOR #2:	
POTENTIAL SUBCONTRACTOR #3:	
GOVT ENTITY REFERENCE #1:	Jurisdiction: _____ Project: _____ Contact Name: _____ Phone: _____
GOVT ENTITY REFERENCE #2:	Jurisdiction: _____ Project: _____ Contact Name: _____ Phone: _____
GOVT ENTITY REFERENCE #3:	Jurisdiction: _____ Project: _____ Contact Name: _____ Phone: _____
ESTIMATED # OF DEMO PROJECTS PREVIOUSLY COMPLETED FOR CMDV IN THE PAST 5 YEARS:	

Authorized Contractor's Signature

Date

RFQ #2003 Attachment #2 – Contractor Fee Schedule

Task #	Work Description	Price	Method
1	Wet all demolition activity	included	
2	Demolish & Dispose Pier and Beam Raised Structures		sf
3	Demolish & Dispose Slab On-Grade Structures		sf
4	Demolish & Dispose Mobile Home Structures		sf
5	Demolish & Dispose Slabs		sf
6	Demolish & Dispose Fencing		lf
7	Demolish & Dispose Swimming Pool and/or Water Features		each
8	Demolish & Dispose Tanks, Traps, Basins and/or Drains		each
9	Demolish / Remove ONLY All Structures, Trees, Fencing, Swimming Pools, Tires, etc. DISPOSAL BY CITY.		day rate
10	Remove Trees		each
11	Relocate Tires	included	
12	Recover HVAC Refrigerant		each
13	Provide & Spread Clean Fill Dirt		yd
14	Provide Seed and Hay Lot Stabilization		each
15	Provide Mowed Lot		each
16	Three (3) Day Emergency Additional Fee		each
17	Ten (10) Day Expedited Additional Fee		each
18	Restricted Access Additional Fee		each

1. Fee Schedules without completed signature / company information will automatically be rejected. All information must be completed in ink. Signature must be hand written. Electronic or stamped signatures will be considered non-responsive and will be rejected. All information requested below must be in legible print, with the exception of the Authorized Signature.
2. Work Description details shall be found in Section II of this document.
3. This RFQ does not represent a City public or urban project and is not part of a larger construction public project. These are *Nuisance Abatement Demolitions*.

ADDENDUM NUMBER(S) ACKNOWLEDGED, IF APPLICABLE: _____

COMPANY NAME _____ DATE _____

STREET ADDRESS _____ P O BOX _____

CITY _____ STATE _____ ZIP _____

TELEPHONE NUMBER _____ DUNS NUMBER _____

AUTHORIZED SIGNATURE: _____