

# **CITY OF CRESTVIEW, FLORIDA**

## **REQUEST FOR PROPOSAL NO. 21-03-18a**

### **DEMOLITION SERVICES FOR THE CITY OF CRESTVIEW, FLORIDA**



City of Crestview, Florida  
February 2021

*Elizabeth M Roy*  
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Roy City Clerk  
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Street Crestview, Fl 32536

## NOTICE TO PROPOSERS

The City of Crestview, Florida, is currently seeking proposals for demolition and land clearing services by qualified contractors. Upon selection, the company(s) will be required to supply the City with a copy of a current City of Crestview Business Tax Receipt, Liability Insurance and Workmen's Compensation coverage, as well as comply with all contract standards as outlined in the City of Crestview purchasing manual and all Florida State Statute requirements.

The scope of work includes but is not limited to, demolition and clearing services to as requested. Sealed proposals must be received by the City Clerk's office at the City of Crestview City Hall, 198 N. Wilson Street/PO Box 1209, Crestview, Florida 32536, in a sealed envelope clearly marked "**RFP No. 21-03-18a**" no later than 2:00 p.m. CST on Wednesday, March 18, 2021 at which time the submittals will be opened and read aloud. The City reserves the right to reject any and all proposals or portions thereof, to waive minor defects and informalities in the process, to accept the proposal(s) or take any actions deemed by the City to be in the City's best interest.

Copies of the proposal are available at the City Clerk's office at 198 N. Wilson Street, or by email request to [cityclerk@cityofcrestview.org](mailto:cityclerk@cityofcrestview.org).

Elizabeth M Roy  
City Clerk

**CITY OF CRESTVIEW, FLORIDA**

**REQUEST FOR PROPOSAL NO. 21-03-18a**

**"PROPOSAL FOR DEMOLITION AND  
LAND CLEARING SERVICES"**

Inquiries about this Request for Proposal  
should be directed to:

Elizabeth Roy  
City Clerk  
City of Crestview 198  
North Wilson St  
Crestview, Florida 32536  
Phone: (850) 682-1560  
E-mail: (questions only)  
[elizabethroy@cityofcrestview.org](mailto:elizabethroy@cityofcrestview.org)

## REQUEST FOR PROPOSALS DEADLINE

**PROPOSAL SUBMISSION DEADLINE: March 18, 2021 – 2:00 PM local time**

**PRE-SUBMISSION MEETING:** Those interested in responding to the Request for Qualifications (RFQ) are invited to attend an optional Pre-Proposal Meeting on February 23, 2021. The meeting will be held at 10:00AM in the City Hall Council Chambers, located at 198 Wilson Street North, Crestview, FL.

## OVERVIEW

The City of Crestview is seeking to engage up to three contractors on a continuing contract as needed for the demolition of various properties in conjunction with city projects, code enforcement, or any other projects that may arise. The selection will result in a one-year contract, with four optional one-year renewals.

The City of Crestview seeks an experienced company or individual with the proper licenses to accomplish all the tasks identified in the RFP. Upon selection, the company(s) will be required to supply the City with a copy of a current City of Crestview Business Tax Receipt, Liability Insurance and Workmen's Compensation coverage, as well as comply with all contract standards as outlined in the City of Crestview purchasing manual and all Florida State Statute requirements.

The City reserves the right to use selected demolition contractor(s) for any demolition projects and/or land clearing, including, but not limited to residential or commercial.

The City reserves the right to reject any one or all bids, or any part of any bid, to waive any informality in any bid, and to award a contract deemed to be in the best interests of the City

## BACKGROUND

The City of Crestview has determined that entering a continuing contract for demolition services is consistent with the purchasing policy and will serve to provide a consistent standard of demolition services to the City of Crestview

The City of Crestview will evaluate vendor experience, qualifications, and capabilities for providing requested services to the City. The desired qualifications are outlined below. Responders are required to submit a written narrative corresponding to each of the underlined section items:

### Introduction

- Overview and summary of the services provided

### Company Profile

- Individual/Company overview and history
  - How long has the company been in business
  - Years of Experience
  - Business location

### Demolition Experience

References (minimum three references, including all contact information below)

### **Project Pricing Estimate/Cost for Services Outlined**

Item	Unit	Unit Cost
Residential Demolition*	Square Foot	
Commercial Demolition*	Square Foot	
Fill Dirt	Yard	
Environmental Review/Abatement <b>Oversight**</b>	Each	

\*Base price. The city understands that special conditions may exist. These will be reviewed on a case by case basis.

\*\*If an environmental review is required, additional charges if any, for contractor to oversee any required environmental review/abatement. **The City will pay the environmental company directly for any review/abatement.**

## **SCOPE OF WORK**

Demolition – The contractor will be responsible for demolition, removal, and proper disposal of structures, concrete foundation, and contents of all projects. The contractor will be responsible for all costs of transport and proper disposal of all demolition debris.

Certifications and permits – The contractor will be responsible for obtaining all certifications and permits necessary for completion of the project from the appropriate regulatory agencies.

Utility Disconnects – The demolition contractor will be responsible for coordinating and ensuring utility disconnects.

Salvage of Materials – Unless referenced otherwise in an addendum which will be provided at the optional pre-bid conference, the contractor shall take ownership of all scrap/salvage materials and be

permitted to recycle and reuse the items as desired at the contractor's risk.

Extent of Underground Demolition – All building foundations should be removed, and the opening filled with compacted earth. Approved material shall be placed as backfill in all excavated areas and graded to the elevation necessary to provide positive surface drainage to all areas of the site.

Responsibility for Temporary Facilities – Depending on the project size, the contractor will be responsible for all temporary facilities necessary to successfully complete the project – to include, but not limited to, portable restrooms, site fencing, site security, etc.

Special Requirements – Caution and care must be exercised to prevent damage to adjacent property, sidewalks, pedestrians, and streetscape and to ensure that existing businesses in the area can operate normally without significant disruption during demolition activities.

Safety- Provide information regarding firm's safety record and describing the specific safety measures/plan to be used in this project to protect personnel, public, structures and infrastructure.

Expected Condition of Site at Completion of Demolition – It is expected that the contractor will backfill all excavated areas with suitable material and grade the area to provide for positive surface drainage for the entire site (generally, 0.5% min. slope from highest point of adjacent curb or sidewalk). The contractor may be responsible for installation of silt fence at the edge of curb or sidewalk to prevent sediment runoff, if necessary. The contractor will be responsible for repair of damage to any adjacent structures, and any curbing, sidewalk, or asphalt damaged during the project. The contractor shall also remove the existing foundation which is 36 inches deep with an 8 inch width, with a standard 2 foot wide by 8 inch thick footing. The concrete slab shows 6 inch thick.

#### Insurance Requirements:

Minimum Requirement for liability insurance is \$1,000,000 with the City of Crestview as additional insured.

#### Legal Requirements:

The agreement with the selected vendor will include a Public Access form which outlines the legal aspects of the Florida Public Records law as it applies to entities doing business with municipalities. (see attachment A)

## Submittal Requirements

A digital copy and one (1) signed and sealed original proposal, including all executed documents and needed attachments, shall be placed in a sealed envelope, marked “21-03-17” and delivered prior to the proposal opening deadline, **2:00 PM CDT on Thursday, March 18, 2021**. **The digital copy should be in the proposal envelope only. No email proposals or information will be accepted and will cause rejection of the bid Proposal.**

Submittals that are not received on or before the specified deadline will not be accepted (no exceptions). The City reserves the right to request follow-up information or clarification from vendors in consideration. Vendor is responsible to ensure delivery by the date and time included.

The City of Crestview reserves the right to reject any or all submittals, to compare the relative merits of the respective responses, and to choose a vendor, which will best serve the interests of the City.

Each response to this RFP shall be done at the sole cost and expense of each proposing vendor and with the express understanding that no claims against the City for reimbursement will be accepted.

## Evaluation Team and Evaluation Criteria

The evaluation team will consist of not less than three (3) members to include the following

- The Public Services Director
- The Special Projects Manager
- The Community Development Services Director

The City Clerk shall act as the 4<sup>th</sup> member of the team, as well as conduct the meeting.

Responses to this RFP will help the City identify the most qualified vendor and will be indicative of the level of the firm's commitment. The City will evaluate the proposals using the following criteria;

- |                                   |              |
|-----------------------------------|--------------|
| • Demonstration of qualifications | 15% of score |
| • Provided references             | 15% of score |
| • Pricing                         | 50% of Score |
| • Business presence and location  | 15% of Score |
| • Women/minority owned business   | 5% of score  |

The committee will use the above scoring system to evaluate the overall fit with the City of Crestview to determine the most appropriate and qualified vendor.

## Schedule

The approximate RFP schedule is summarized below:

- Issuance of RFP: February 18, 2021
- Optional Pre-Bid meeting Tuesday, February 23, 2021 at 10:00 AM in the Council Chambers at City Hall, 198 Wilson Street N, Crestview, FL 32536
- Sealed Vendor submittals due: Thursday, March 18, 2021 2:00 PM CST at City Hall mail or personal delivery
- Evaluation Committee Meeting: March 23, 2021 City Hall Council Chambers.
- City Council Meeting: April 12, 2021

<b>RFQ PROCESS</b>	<b>DATE</b>
RFQ Solicitation Issued	February 18, 2021
Optional Pre-Submission Meeting	February 23, 2021
Last Day to Submit Written Questions	March 5, 2021
Request for Proposals (RFQ) Due	March 18, 2021
Initial Evaluation Committee Meeting	March 22, 2021
Short-List Firm Presentations (if Required)	March 29, 2021
Final Evaluation Committee Meeting (if required)	March 29, 2021
City Council Award – Tentative	April 12, 2021

\* Dates and times are subject to change



**Attachment A**

**PUBLIC RECORDS ADDENDUM**

\_\_\_\_\_ as Contractor, shall comply with the requirements of Florida's Public Records law. In accordance with Section 119.0701, Florida Statutes, Contractor shall:

- a. Keep and maintain public records required by the public agency in order to perform the service.
- b. Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided under Florida's Public Records Law or as otherwise provided by law.
- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of this contract if Contractor does not transfer the records to the public agency: and
- d. Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of Contractor or keep and maintain public records required by the public agency to perform the service. If Contractor transfers all public records to the public agency upon completion of the contract, Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Contractor keeps and maintains public records upon completion of this contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.
- e. If Contractor has questions regarding the application of Chapter 119, Florida Statutes, to Contractor's duty to provide public records relating to this Agreement, Contractor shall contact the Custodian of Public Records at:**

**City Clerk, City of Crestview  
198 North Wilson Street  
P.O. Box 1209 Crestview,  
Florida 32536  
(850) 682-1560 Extension 250  
[cityclerk@cityofcrestview.org](mailto:cityclerk@cityofcrestview.org)**

- f. In the event the public agency must initiate litigation against Contractor in order to enforce compliance with Chapter 119, Florida Statutes, or in the event of litigation filed against the public agency because Contractor failed to provide access to public records responsive to a public record request, the public agency shall be entitled to recover all costs, including but not limited to reasonable attorneys' fees, costs of suit, witness, fees, and expert witness fees extended as part of said litigation and any subsequent appeals.

Demolition Services Score Sheet							
Reviewer:						Date:	
Each category for review should receive a score between 1-5 based on the reviewer assessment of the provided proposal. The scores will be weighted based on the percentages. The company with the highest score will be the recommended vendor.							
Company Name	Qualifications 15%	References 15%	Pricing 50%	Location Presence 15%		Women/minority owned business 5%	Total

