

**Request for Proposal
Multi-Home Demolition
Town of Denton, Maryland**

PROPOSAL DUE: Friday November 14, 2014, 2p.m.

The Town of Denton is seeking a qualified contractor to demolish various homes in the Town of Denton.

Request for Proposal

Demolition Proposal to demolish abandon or run down homes throughout Denton. Which may include removal of asbestos and lead paint.

Background

The Town of Denton and Caroline County Habitat for Humanity have teamed up on a demolition and rebuild project in the Town of Denton. The intent of this project is to demolish various homes in Denton so Caroline County Habitat for Humanity can build affordable housing units. Funding provided by the Department of Housing and Community Development (DHCD) under their Strategic Demolition and Smart Growth Initiative Program.

All proposed work will have to be reviewed and approved by the Town of Denton and Caroline County Habitat for Humanity

This proposal shall include:

Demolition:

Demolition of homes, some of which may include asbestos or lead paint. The contractor will be responsible for all environmental permits and certifications needed pertaining to asbestos and lead paint handling, removal, and disposal.

Instructions to Proposers

A. This procurement shall be conducted in accordance with the competitive negotiation procedures of the Town of Denton Procurement Policy.

B. Three copies of your Proposal shall be submitted to:

Denton Town Offices
Attn: Donald Mulrine
4 N. Second St.
Denton, MD 21629
RFP: Multi-Home Demolition Project.

All responses to inquiries will be in writing and will be provided to all prospective Proposers who have received an RFP from The Town of Denton. Questions from Proposers must be received by The Town of Denton 48 hours prior to the bid closing date and time in order to ensure that the

answers can be sent and received by the prospective Proposers for their consideration prior to the date proposals are due.

D. All Proposals must be in a sealed envelope and be clearly marked in the lower left corner: "Sealed Proposal, RFP: Multi-Home Demolition Project ". Proposals not so marked or sealed shall be returned to the Proposer and will not be considered. Proposals shall clearly indicate the legal name, address and telephone number of the Proposer (company, firm, partnership, or individual). Proposals shall be signed above the typed or printed name and title of the individual signing on behalf of the Proposer. All expenses for making Proposals to The Town of Denton shall be borne by the Proposer. All Proposals shall be received by 2:00PM (EST) on November 14, 2014. Any Proposal received after this time and date will not be considered. The Proposer has the sole responsibility to have their proposal received by the Town of Denton at the above address and by the above stated time and date. Clearly identified proprietary information will not be disclosed during the selection process.

E. The Proposer must submit a proposal which demonstrates and provides evidence that the Proposer has the capabilities, professional expertise, and experience to perform the professional engineering services described in this RFP.

F. Offerors are responsible for familiarizing themselves with the conditions and objectives of the proposed work. A pre-proposal conference will be held on October 27, 2014 at 2:00 PM EST.

G. Selection Process

The selection process shall be governed by and be completed in accordance with the Town of Denton's Procurement Policy. If any provision of this Request for Proposals shall be found to be inconsistent or in conflict with such policy, the terms of the policy shall govern.

-Review of Written Proposals

Using the criteria given in items (a) through (g) described in the Proposal Evaluation Criteria in Section V below and with emphasis on professional competence, the Town Selection Committee shall review all proposals received to determine those Offerors who are fully qualified, responsible, and suitable to provide the services set forth by this Request for Proposal.

- Evaluation and Ranking

Using all of the information developed during the proposal review, the Town Selection Committee shall rank the Offerors according to the evaluation criteria given below. Town Selection Committee shall then select in order of preference two or more Offerors whose professional qualifications are deemed most meritorious. Negotiations shall then be conducted, beginning with the Offeror ranked first. If a contract satisfactory and advantageous to the Town can be negotiated at a price considered fair and reasonable, the award shall be made to that Offeror. Otherwise negotiations with the offer ranked first shall be formally terminated and negotiations conducted with the Offeror ranked second, and so on until such a contract can be negotiated at a fair and reasonable price.

IV. PROPOSAL REQUIREMENTS

Submittal Requirements

All Offerors submitting a proposal must include a statement of qualifications of the professional technical personnel who would actually be performing services for the Town of Denton, and separate statements of qualifications of any associated personnel or other firms which may be expected to contribute services for the work described herein.

The written proposal, which should be as CONCISE as possible, should address items (a) through (h) of the criteria described in the Proposal Evaluation Criteria set forth in Section V.

V. PROPOSAL EVALUATION CRITERIA

Evaluation Criteria: Evaluation criteria for each proposal shall include the following factors which shall be considered in a descending order of importance:

- (a) Experience of the Offeror in providing services related to the demolition projects of similar size and scope.
- (b) Understanding of the purposes and objectives of the Town of Denton with regards to the demolition project and understanding the role and responsibilities of the potential Lead paint and Asbestos findings and removal.
- (c) The cost of the proposed services;
- (d) Qualifications of the Offeror's project manager and project personnel;
- (e) Overall qualifications and experience of the Offeror and any subcontractors to be used;
- (f) Quality of the content of the Offeror's proposal and the Offeror's responsiveness to the request for proposal;
- (g) The sufficiency of financial resources and ability of the Offeror to perform the contract or provide the services;
- (h) Non-binding, good-faith estimates of time and costs of providing the services where such estimates may be the subject of subsequent and as needed discussions between the Town and the Offeror during subsequent and as needed discussion stages.

The Town of Denton reserves the right to negotiate and contract with any firm suited to provide the services described herein, and the Town may engage one or more firms.

Please provide within the proposal the time frame this project will take.

VI. SCOPE OF SERVICES

The successful Offeror or Proposer (contractor) shall:

- (a) Be a professional firm experienced in the demolition of buildings which may contain lead paint and/or asbestos and who will be responsible for all environmental permits and certifications related to the demolition of such material;
- (b) Conduct all monitoring and testing necessary for the building and site to meet all applicable local, state, and federal laws and regulations regarding Lead and Asbestos removal. Licenses for same will be required at time of bid.
- (c) Be mindful of local residents and homes in close proximity to the immediate area of each demolition site.

Affirmative Action and Equal Opportunity Contracting Policy

The Town of Denton is an equal opportunity employer. Qualified firms including small businesses and businesses owned by women, minorities and disabled persons are encouraged to submit bids or proposals. Contractors expressly agree to comply with the federal regulations and town ordinances regarding Affirmative Action and Equal Opportunity, as may be mandated by the regulations governing the source of the funds supporting this contract.

Davis Bacon Wages

Hourly wages must be compliant with current Davis Bacon Wage guidelines. As this may be mandated by the regulations governing the source of the funds supporting this contract.

Please include a description of your company and project/s to be used as reference

Site visits by appointment only from October 27-November 14, 2014. 11 a.m.-2p.m.

Building condition photos available for review on the Town website www.dentonmaryland.com under Projects.

Bids will be received by the Town of Denton until November 14, 2014 at 2p.m.

For any questions please contact:

Don Mulrine
Town Administrator
4 N. Second St.
Denton, MD. 21629
Ph. 410-479-2050
Fax. 410-479-3534
Email: dmulrine@dentonmaryland.com