

**Request for Proposals for  
Building Demolition Services  
Town Office, New Sharon, Maine**

**INTRODUCTION**

Through this Request for Proposals (“RFP”), the Town of New Sharon seeks proposals from qualified building demolition contractors to assist in the demolition of the old Town Office located at 11 School Lane. Demolition work will include the demolition and removal of the building, basement area, and basement foundation. Asbestos is being removed by a separate contractor and will be removed at the time of awarding this contract. The Town plans to keep the frost walls and floor of the office area part of the building. The firm selected must have qualified personnel who can represent the Town of New Sharon in all aspects of property demolition.

**INSTRUCTIONS**

Please email your complete proposal to [selectperson.nichols@gmail.com](mailto:selectperson.nichols@gmail.com) (**Lorna Dee Nichols**) and [al@ahodsdon.com](mailto:al@ahodsdon.com) (**Albert Hodsdon**). Proposals should be complete and include all attachments. Proposals must be presented on business letterhead.

Proposals must be received no later than **MONDAY, MARCH 16, 2020, 4:00 p.m.**

Respondents are advised that all submissions (including those not selected for engagement) may be made available to the public on request upon completion of the process and award of a contract. Accordingly, any information included in the proposal that the respondent believes to be proprietary or confidential should be clearly identified as such.

**ON SITE INSPECTION**

There will be a pre-bid on-site inspection on **MONDAY, MARCH 9, 2020, 9:00 a.m.** Prospective bidders are encouraged to attend to view conditions.

**SCOPE OF WORK**

The Scope of Work is set forth in Attachment A.

## **ITEMS TO BE INCLUDED WITH YOUR PROPOSAL – SINGLE PAGE LETTER**

### A. General Firm Information

1. Provide a brief description of your firm, including but not limited to the following:
  - a. Name of the principal(s) of the firm
  - b. Name, telephone number and email address of a representative of the firm authorized to discuss your proposal.
  - c. Address of all offices of the firm.
  - d. Proof of Insurance of at last \$1,000,000 to specifically cover demolition.

### B. Experience and Resources

1. Describe your firm and its capabilities. In particular, support your capacity to perform the Scope of Work.
2. Respondents should provide list of at last three references.
3. All independent contractors will be required to have worker's compensation coverage, which will be the responsibility of the respondent.
4. State if you plan for recycling or waste management of used construction materials.

### C. Cost and Delivery Date

1. Please provide a pricing proposal that includes the mobilization (base) charge and the cost for the demolition of the structures, including all labor, materials, products, permits, authorizations, inspections, disposal fees and all other fees and expenses necessary to complete the work. The Contractor will sign a fixed price contract for all work and services.
2. Time is of the essence. Demolition must be completed no later than **APRIL 24, 2020**.

### D. Miscellaneous

1. The Town of New Sharon encourages the participation of persons of color, women, persons with disabilities and members of other federally and State-protected classes.
2. Discuss any topics not covered in this Request for Proposals that you would like to bring to Town's attention.

### E. Certifications

1. The Contractor shall attach any special certifications he or she may have related to this RFP.

## **EVALUATION AND SELECTION**

A selection committee consisting of the Town of New Sharon Select Persons (the “Committee”) will review all proposals and make a determination based on the following factors:

- Professional capacity to undertake the Scope of Work.
- Thorough knowledge of on-site conditions and scope of work.
- Proposed cost.
- As time is of the essence, ability to complete the project by **APRIL 24, 2020**.
- Previous work experience and performance with the Town and/or similar organizations.
- References.
- Other pertinent information submitted.

The Town of New Sharon may invite one or more finalists to make presentations. It is important that all information requested in the RFP is included in your submission. Omission of any information may cause the submission to be declined or considered non-responsive.

By this Request for Proposals, the Town of New Sharon has not committed itself to undertake the work set forth. The Town reserves the right to reject any and all proposals, to rebid the original or amended scope of services and to enter into negotiations with one or more respondents. The Town reserves the right to make those decisions after receipt of responses. The Town’s decision on these matters is final.

The final scope of services will be negotiated and modified as site conditions warrant. Ongoing deliverables and modifications to the work scope will be made by the Town staff reporting to our executive team.

**For additional information contact:** Lorna Dee Nichols, [selectperson.nichols@gmail.com](mailto:selectperson.nichols@gmail.com) (207) 778-4046 or Al Hodsdon, [al@aehodsdon.com](mailto:al@aehodsdon.com) at A.E. Hodsdon Engineers (207) 873-5164

**ATTACHMENT A  
SCOPE OF WORK  
DEMOLITION REQUIREMENTS AND SPECIFICATIONS**

The Town of New Sharon seeks to engage qualified building demolition contractors to assist the Town in the demolition of the old Town office located at 11 School Lane, New Sharon (the "Property"). Demolition work will include the demolition and removal of building, basements, and foundations, as well as, the demolition and removal of concrete stairs, stairways and entry slabs, as more particularly described below and on the enclosed Demolition Plan. Time is of the essence in the performance of this Scope of Work: demolition and all related work must be completed by **APRIL 24, 2020**. The successful respondent shall be referred to herein as the "Contractor."

**CONTRACT**

The Request for Proposals to which this Scope of Work is attached, and of which this Scope of Work is a material part, together with Contractor's proposal, shall form the basis of a service contract to be entered by the parties.

**SUMMARY**

This Scope of Work includes the following components with respect to the Property:

1. Removal and disposal of asbestos in accordance with State of Maine Asbestos Abatement Specifications is being done by another Contractor. **It is not part of this Contract.**
2. Demolition and removal of building structure above the frost walls. The two-story part of the building will be removed down to the basement floor. The floor will stay but the walls will be removed. The foundation on the two-story part will need to be saw cut from the slab foundation in a presentable manner. Also included will be the removal of the front porch slab and ramp.
3. All demolition is restricted to the building, foundation and concrete structures outside of the immediate building.
4. Installation of soil erosion-sedimentation control as required by DEP regulation.
5. Filling of the basement demolition area with clean gravel to meet existing site grades, compacted as necessary to stabilize the material and eliminate excessive settling.

**DEFINITIONS**

**Remove:** Remove and legally dispose of items except those indicated to be reinstalled, salvaged, or to remain the property of the Town of New Sharon.

**Existing to Remain:** Protect items indicated to remain against damage during demolition.

**QUALITY ASSURANCE**

Contractor shall comply with all applicable EPA, state and local notification regulations before starting demolition. Contractor shall comply with hauling and disposal regulations of authorities having jurisdiction; all other codes, standards, regulations, and workers' safety rules that are administered by federal agencies (EPA, OSHA, and DOT) or state agencies (State DEP, etc.); and any other local regulations and standards (i.e. building codes) that may apply. The demolition contractor must secure all local permits. By submitting a proposal, Contractor affirms that they have familiarized themselves with the legal requirements (federal, state, and local laws, ordinances, rules and regulations) and other conditions which may affect performance of this Scope of Work.

## **PROJECT CONDITIONS**

The building to be demolished is vacant. The Town of New Sharon shall make its best efforts to maintain the site conditions existing at the time of inspection for bidding purposes.

Contractor must comply with any/all required demolition permits required by local authorities and ordinances. Contractor will not be permitted to store any removed items or materials on-site.

## **EXAMINATION**

Contractor must survey existing site conditions and make an independent determination as to the extent of demolition required and the existence of any hazardous materials or conditions. Contractor must survey the condition of the buildings to determine whether removing any element might result in a structural deficiency or unplanned collapse of any portion of the structure or adjacent structures during demolition. Contractor must perform regular site examinations as the work progresses to detect hazards resulting from demolition activities.

## **PREPARATION**

Contractor must secure all necessary permits to cut and/or cap all utilities including water, electricity, and sewer; contact Dig Safe and coordinate identification of all underground utilities; and consult with Central Maine Power Co. to coordinate the protection of power lines adjacent to the building. Contractor must also consult and coordinate shutting off the water service with the New Sharon Water District.

Contractor must make all preparations to secure and protect the following components, which shall survive all demolition work and remain on the Property:

- 1) the existing tree located at the front of the Property;
- 2) fences at the left, and rear of the Property;
- 3) Septic tank and vents.

Contractor must drain, purge, or otherwise remove, collect, and dispose of chemicals, gases, acids, flammables, or other dangerous and hazardous materials before proceeding with demolition operations.

Contractor shall not obstruct streets, walks, or other adjacent occupied or used facilities without permission from the Town and authorities having jurisdiction. Contractor shall provide alternate routes around closed or obstructed traffic ways if required by governing regulations. Furthermore, Contractor shall arrange for police detail as required during demolition activities.

Contractor must erect temporary protection such as fences and railings, where required by authorities having jurisdiction.

## **EXPLOSIVES**

The use of explosives will not be permitted.

## POLLUTION CONTROLS

All demolition operations conducted by Contractor are to be in compliance with applicable provisions of Section 112 of the Clean Air Act and 40 C.F.R. Part 61.

Contractor must not create hazardous or objectionable conditions, such as ice, flooding, and pollution, when using water.

Contractor must remove and transport debris only in a manner that will prevent spillage on adjacent surfaces and areas.

Contractor must clean adjacent buildings and improvements of dust, dirt and debris caused by demolition operations, and return adjacent areas to the conditions existing before the start of demolition.

Contractor shall limit hours of operation, including staging and set up, to Monday through Friday during the hours of 7:00 a.m. to 6:00 p.m. Special hours of operation outside the normal hours must be approved in advance by the Town of New Sharon. Contractor shall limit noise pollution at all times to prevent objectionable conditions.

## DEMOLITION

**Building Demolition:** Subject to the exceptions listed above, Contractor shall demolish all buildings, structures, facilities, and other debris that comprise the Property, and completely remove same from the site. Contractor shall perform demolition operations in accordance with all applicable laws and regulations and the following general policies:

- Ensure minimum interference with roads, streets, walks, and other adjacent occupied and used facilities. Conduct demolition operations to prevent injury to people and damage to adjacent buildings and facilities to remain. Ensure safe passage of people around demolition area.
- Dispose of demolished items and materials promptly. On-site storage of removed items is prohibited.

**Below-Grade Construction:** Demolish foundation walls and other below-grade construction, as follows:

- Basement Excavation.
- Below grade structures, foundation and basement slab shall be totally removed.
- Foundation wall in the lower section support the slab shall be left intact. Side walls attached to this wall must be cut off flush with the supporting wall.
- Filling Below-Grade Areas: Completely fill below-grade areas and voids resulting from demolition of buildings and pavements with gravel to meet existing site grades.

**Special Conditions:** The Contractor shall preserve all surrounding buildings and property. Contractor should note the proximity of surrounding buildings. Any damage to surrounding buildings or property will be promptly repaired by the Contractor at its sole expense.

## **DISPOSAL OF DEMOLISHED MATERIALS**

**General:** Contractor must promptly and properly dispose of demolished materials. Contractor may not allow demolished materials to accumulate on-site, and may not burn demolished materials.

**Landfill Disposal:** Contractor shall transport all demolished materials off-site and legally dispose of them. **Contractor must supply the Town of New Sharon with copies of all landfill and disposal receipts.**

## **PAYMENT**

Payment for services will be negotiated with the successful respondent pursuant to the RFP process. The Town of New Sharon will maintain a 10% holdback to be released 30 days after completion. Final payment shall not be released until Contractor has completed all punch list items, all inspections have been completed and contractor has fulfilled all obligations set forth herein and in the contract.

# Proposal Form

**Demolition of Structures Located at:  
11 School Lane  
New Sharon, Maine**

TOTAL  
PROPOSAL \_\_\_\_\_ dollars;  
(Total contract price amount in words)

OR

\$ \_\_\_\_\_ .00

PROJECT DURATION: Start Date: \_\_\_\_\_.

Completion Date: \_\_\_\_\_.

Submitted By:

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

City \_\_\_\_\_, State \_\_\_\_\_

Zip \_\_\_\_\_

EIN# \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print: Name and Title

Date: \_\_\_\_\_



# Location Map

## New Sharon Town Office Building



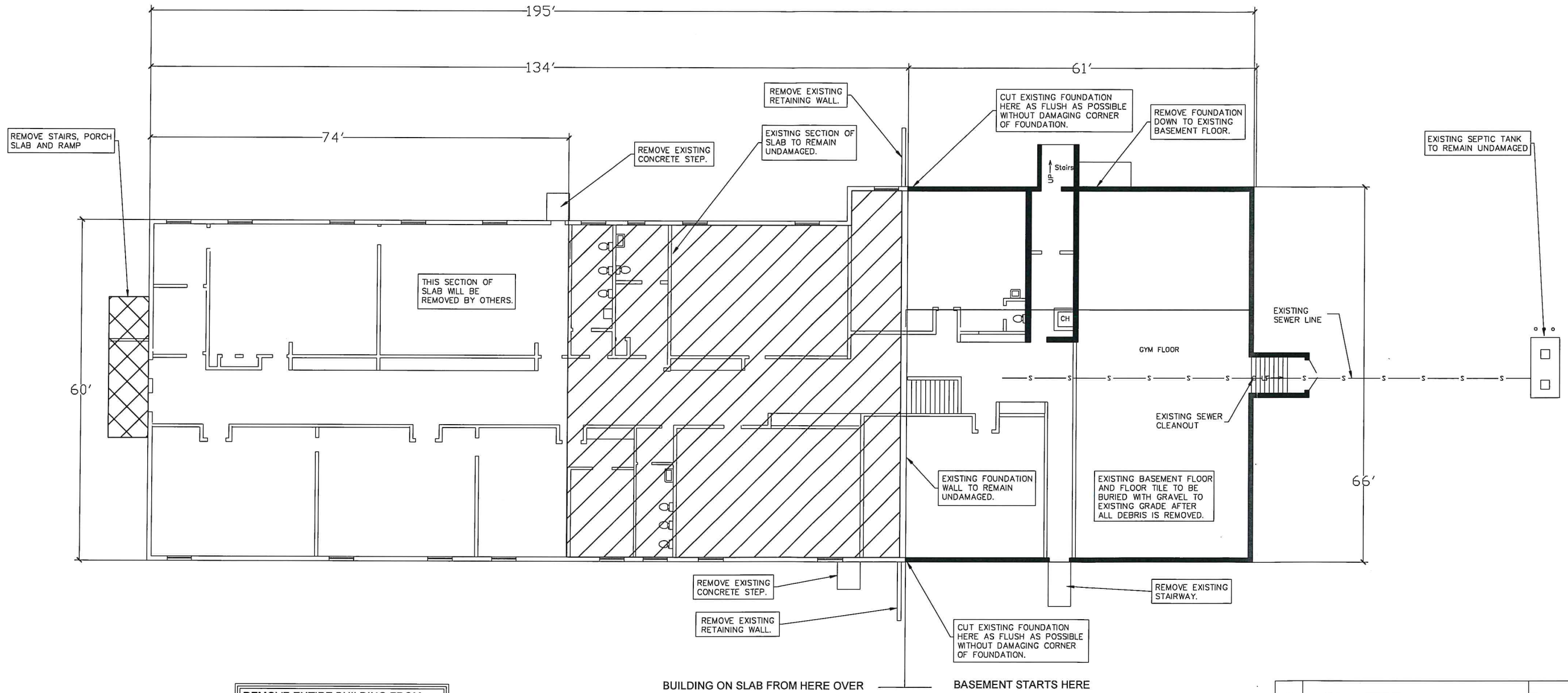
372 ft

1997


© 2018 Google Earth  
Imagery Date: 6/21/2018 10 T 410578 26 m E 4043005 86 m N 416

FILE LOCATION: N:\CAD\Land Projects\2019\27-19 New Sharon Structural.dwg\Old 2006 Drawings\27-19 Town Office Plans 1.dwg / FILE SIZE: 1.85MB / DATE: 2/20/2020 11:15 AM

# EXISTING NEW SHARON MUNICIPAL BUILDING



REMOVE ENTIRE BUILDING FROM FOUNDATION. FOUNDATION AROUND SLAB PORTION OF BUILDING SHALL BE REUSED FOR NEW BUILDING AND MUST NOT BE DAMAGED.

ISSUE FOR BID		2/20/20	
No.	Revisions	Date	App'd.
<b>NEW MUNICIPAL BUILDING</b>			
11 SCHOOL LANE		NEW SHARON, MAINE	
<b>DEMOLITION PLAN</b>			
 AEHodsdon CONSULTING ENGINEERS 10 Common St. Waterville, Me. 04901 (207) 873-5164			Sheet No.
Drawn By: MEM	Scale: AS SHOWN	1	
Checked By: MJD	Date: 02/20/2020		
Approved By: AEH	Date: 02/20/2020		
File No. 27-19 Town Office Plans 1.dwg Project No. 27-19			Of 1