



**CITY OF MEQUON**

Preserving Quality of Life

**REQUEST FOR PROPOSAL (RFP)  
CITY OF MEQUON DEMOLITION OF CITY OWNED STRUCTURES AT  
6100 WEST MEQUON RD, MEQUON, WI**

**CITY OF MEQUON  
11333 NORTH CEDARBURG ROAD  
MEQUON, WI, 53092**

**JUNE 13, 2016**

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## **1. SUMMARY AND BACKGROUND**

The City of Mequon is seeking Cost and Qualifications Proposals for the price of demolition of one city owned structure, one City Owned DPW Tower, and One Steel Tank at the following location: 6100 West Mequon Rd, Mequon, WI 53092.

The purpose of this Request for Proposal (RFP) is to solicit proposals from various candidate organizations, conduct a fair and extensive evaluation based on criteria listed herein, and select the candidate who best fulfills the needs of the City of Mequon.

Sealed proposals will be received by:

Kent Sumner - Buildings Superintendent  
City of Mequon  
11333 North Cedarburg Road  
Mequon, Wisconsin 53092

Proposals must be received by July 1<sup>st</sup> 2016 at 4:30pm.

The City of Mequon reserves the right to modify and waive any and all informalities or technicalities, or to reject any and all proposals and/or parts thereof, and to accept that proposal which it deems most favorable for the City.

## **2. PROPOSAL GUIDELINES**

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 4:30pm July 1<sup>st</sup> 2016. Any proposals received after this date and time will be returned to the sender. All proposals must be signed by an official agent or representative of the company submitting the proposal.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

Copy of contractors liability insurance shall be included in bid proposal.  
No additional bonding required.

All costs must be itemized to include an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by the City Attorney and will include scope, budget, schedule, and other necessary items pertaining to the project.

### **3. PROJECT PURPOSE**

**The purpose of this project is as follows:**

The City of Mequon is seeking Cost and Qualifications Proposals for the price of demo of three city owned structures at the following location: 6100 West Mequon Rd, Mequon, WI 53092 A.K.A , Logemann Community Center. The site is to be filled, leveled, and graded with compactable granular backfill to within 6 inches of surface. Top layer fill to be traffic bond suitable for temporary parking lot.

### **4. PROJECT SCOPE**

The City of Mequon seeks a firm to:

- Remove all identified structures on site which include the Former Logemann Community Center, Old DPW Radio Tower, and 4600 gallon buried water tank. Removal includes exterior foundation walls, and removal of all other walls, partition walls, columns, piers, beams, or other projections, and all footings. In addition all patio/porch slabs, concrete walkways, garage slab, foundation and footings, miscellaneous shrubbery, fences, steps, flagpole base, trees, etc will be removed.
- Basement Floor on the west side can be pulverized and left in place for drainage. Basement floor on east side must be removed.
- The City of Mequon has already completed the following on all of the identified structures: Gas and Electrical Service has been disconnected, the sewer and water has been capped, asbestos lead and hazardous materials abatement has been completed and appropriate paperwork filed with the WI Department of Natural Resources.
- The City has removed any HVAC and Structure fixtures as needed. Any remaining fixture or equipment will be removed by the demolition contractor.
- Permits will be filed with the City Of Mequon. The permit fee will be waived.
- Contractor will remove the materials from the demolition site in accordance with all federal, state and local regulations.
- All basements shall be filled. In case the excavation area or open basements are to remain unfilled for more than 24 hours, the contractor will be required to encircle the open area by a standard snow fence or equivalent fence.
- Remove community centers foundation/ basement to a depth of 4 feet and break up the foundation/basement floor for drainage purposes prior to backfilling the area with fill.
- No wall over ten feet high, without adequate lateral support of any width or length, shall remain standing after working hours.

- Two Ball field lights will remain in place on site.
- Contractor to supply temporary fencing to prevent access to site.
- Upon completion of demolition, sufficient filling, grade, and traffic bond shall be done to bring the area up to a level to ensure positive drainage and conform to the surrounding area. Pitch lot to drain to the south away from the ball field.
- The site will require adequate fill and compaction to become a gravel parking Lot on the high end.
- All fill and gravel need to be supplied by contractor. Contact Mequon DPW as fill may be available at 10800 Industrial Drive, Mequon, Wi 53092
- All rubbish, non-reusable fill, debris, equipment, etc. resulting from demolition work shall be removed from the premises during and or upon completion of work, leaving the site acceptable to the City. The contractor will provide receipts certifying disposal of materials at a legal landfill.
- The contractor will take whatever steps necessary to control dust during demolition and removal. The Contractor will monitor the road for debris.
- The Contractor shall comply to any restrictions to working hours as designated by City Ordinance.
- The Contractor shall adhere to any noise restrictions as designated by City Ordinance.
- Only the Contractor and its employees are allowed to demolish, dismantle, detach or dispose of any part of the demolition structure or its contents.

## **5. REQUEST FOR PROPOSAL AND PROJECT TIMELINE**

### **Request for Proposal Timeline:**

All proposals in response to this RFP are due no later than 4:30pm CST July 1<sup>st</sup> 2016.

Evaluation of proposals will be conducted from July 1 to July 5th. If additional information or discussions are needed with any bidders during this window, the bidder(s) will be notified.

The selection decision for the winning bidder will be made no later than July 12<sup>th</sup> 2016.

Upon notification, the contract negotiation with the winning bidder will begin immediately. Contract negotiations will be completed by July 15<sup>th</sup> 2016.

Notifications to bidders who were not selected will be completed by July 13<sup>th</sup> 2016.

### **Project Timeline:**

Completion of project is to occur no later than August 19<sup>th</sup> 2016

## **6. BUDGET**

All proposals must include proposed costs to complete the tasks described in the project scope.

Separate Tower from Demolition of Building and removal of water tank, in two separate costs.

If unable to Demo Tower please state so, This will not disqualify you from bidding the building demolition and tank removal.

## 7. BIDDER QUALIFICATIONS

Bidders should provide the following items as part of their proposal for consideration:

- All prospective bidders must contact the Buildings Superintendent to arrange a tour of 6100 West Mequon Rd prior to submitting their proposal. This tour must be arranged between June 13<sup>th</sup> and June 29<sup>th</sup>
- Prospective bidders are required to meet all qualifications and specifications of this Request For Proposal in order to be considered for award. If a vendor does not clearly demonstrate and provide documentation substantiating that they are compliant with the qualifications and specifications of this Request For Proposal, they may be disqualified.
- All prospective bidders are to make written proposals that present the firm's qualifications and understanding of the work to be performed. Prospective bidders shall address each of specific topics listed as a minimum. Failure to include any of the requested information may be cause for proposal to be considered non – responsive and rejected.
- All prospective bidders will submit a cover letter introducing your firm and confirming your interest in performing the Demolition of structures at 6100 West Mequon Rd. Indicate your agreement with, or specific exceptions to, any of the objectives, requirements, terms or conditions contained in this solicitation document.
- Provide a list of at least (3) current references for which comparable work has been performed, preferably City Contracts. This list shall include client name, person to contact, address, telephone number, and description of work performed.
- All prospective bidders shall provide copy of vendor's Contractor License and copy of proof of vendor's insurance.
- Questions for the city should be gathered into one email communication from the prospective bidder and submitted to the Building Superintendent at [ksumner@ci.mequon.wi.us](mailto:ksumner@ci.mequon.wi.us). All inquires must be received by June 24<sup>th</sup> 2016. All inquires made by prospective bidders will be answered by the City by June 27<sup>th</sup> 2016 and will be submitted to all interested parties in order to ensure that all parties are operating with the same information.

## **8. PROPOSAL EVALUATION CRITERIA**

The City of Mequon will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and include all of the following criteria:

- Proposal Requirements. 25points
- Cost of services. 75points

Each bidder must submit 4 copies of their proposal within a single envelope, clearly indicating on the front of the envelope: Proposal For Demolition of City Owned Structures. All proposals must be received by mail or in person to the address below by July 1<sup>st</sup> 2016 at 4:30pm CST:

Kent Sumner  
Buildings Superintendent  
City of Mequon  
11333 N. Cedarburg Road  
Mequon, WI 53092

Non-disclosure of the data contained within a proposal cannot be guaranteed because of Public Records Laws.

## **Terms and Conditions**

If for any reason, the firm selected shall fail to fulfill the obligations agreed to in a timely manner, the City shall have the right to terminate the contract by specifying the date of termination in a written notice to the firm at least (7) days before the termination date. In this event, the firm shall be entitled to just and equitable compensation for the work satisfactorily completed.

The successful proposer will be required to furnish, within five (5) days of award notification and before commencing work, a certificate of insurance. The certificate shall name the City, its officers and employees, as additional insured.

The agreement resulting from this RFP shall be required to contain the following:

“Provider agrees to indemnify, defend and hold harmless the City and its officers, officials, employees and agents from and against any and all liability, loss, damage expense, costs, (including attorney fees) arising out of this agreement, caused in whole or in part by the Provider or anyone for whose acts any of them may be liable, except where caused by the sole negligence or willful misconduct of the City.”

The contract resulting from the award of this RFP shall commence on upon execution.

The City reserves the right to reject any or all proposals, to waive technicalities, or to accept the proposal deemed to serve the City’s best interest.

All cost associated with preparation, submittal and presentation of proposals shall be borne by the proposer.