



City of Dillingham
Box 889
Dillingham, Alaska 99576

REQUEST FOR PROPOSALS/BIDS
RFP 2024-03 1000 KANAKANAK RD - DEMOLITION

The City of Dillingham is soliciting sealed proposals from businesses with the skills and equipment required to clear 1000 Kanakanak Rd. of structures and debris.

Bid documents can be found at: <https://www.dillinghamak.us/rfps>.

Inquiries should be sent to the Public Works Director at 907-842-4598 or via email at publicworks@dillinghamak.us.

SPECIFICATIONS

Submittal Requirements and Information

To be considered, one original and two copies of the proposal must be delivered to the address below, on or before the deadline no later than 4:20 p.m. on September 16, 2024. Proposals must include original signatures by an individual able to legally represent the firm. Late proposals will not be opened or evaluated.

Please mark the envelope to identify the project:

RFP 2024-03 1000 KANAKANAK RD - DEMOLITION

Delivery instructions – mail or hand deliver in a sealed envelope to:

Public Works
City of Dillingham
PO Box 889
Dillingham, AK 99576

Electronic and faxed proposals will not be accepted.

A pre-proposal meeting will not be held.

Background

The City of Dillingham (COD) acquired USS 3643 Lot 2 (aka the Bingman property) through foreclosure in 2016. The lot has multiple structures, boats, containers, cement foundations, etc. that will need to be cleared before the property can be used or sold. The preferred completion date for this project is November 29, 2024. The project must be completed before May 15, 2025

Scope of Work

- Demo Metal & plywood buildings
- Demo Cement pad(s)
- Remove 40' containers

Option 1: demo/remove cans

Option 2: disassemble roof (transport to City Shop) & demo/remove containers

- Remove empty (large wheel) trailer
- Remove boat trailer & bow picker
- Remove F/V Thor (Red/White Modutech boat) if present at time of performance
- Removal – transport of material to the Landfill
 - LF fees will be borne by the COD, not Contractor
 - All loads will be covered for transport
 - Cleanup of debris lost in transport is at the expense of Contractor
- Removal/handling of Drums/buckets/containers of liquids are not included
- Inform and assess with COD any unknown aspects found during performance of contract
- Place gravel fill (as needed) and grade property

Oral Interpretations and RFP Modifications

No oral change or interpretation of any provision contained in this RFP is valid. Written addenda will be issued when changes, clarifications or amendments are deemed necessary. It is the responsibility of the proposer to ensure their information is included on the proposal plan holder list.

Acknowledgement of all addenda made part of this RFP is required to be stated in the proposal cover letter.

Confidentiality

The content of all proposals will be kept confidential until the contract agreement is signed and a Notice to Proceed is issued to the selected firm. All materials submitted in response to this RFP will become the property of the City of Dillingham.

SUBMISSIONS OF PROPOSALS AND BIDS

Proposal Content

Each proposal is required to provide:

- A Letter of Interest signed by an authorized representative of the firm summarizing the firm's qualifications for this project
- Response must describe at least three recently completed projects the team has worked on that are related in size and scope to this project.
- Provide a description of the team organization and lines of authority for this project. A graphic depiction should be included.
- Describe your approach and describe what, when, where, how and in what sequences the work will be done.
- Identify the amount and type work to be performed by any subcontractor.
- Provide a brief resume for key staff that will be providing services for this project.
- A completed Bidder Form

Proposal Format

To achieve a uniform review process and obtain the maximum degree of compatibility, it is required that the proposals and bids be organized in the manner specified below. Information in excess of pages allowed will not be evaluated/scored. One page shall be interpreted as one side of single spaced, typed, 8-1/2" x 11" piece of paper, minimum 10 point font.

- Cover Letter 1 page maximum
- Proposal Narrative 10 pages maximum

Equal Employment Opportunity Reporting Requirements

The successful proposer shall be required to comply with all federal and state laws including Equal Employment Opportunity hiring. Failure to meet these regulations shall be grounds for not awarding a contract.

SELECTION PROCESS & CONTRACT AWARD

Evaluation Criteria

The City will evaluate all proposals received using the following process.

1. All proposals will first be reviewed for conformance with the RFP as listed below. Any proposals not found to be in conformance with the RFP will be rejected.
 - a. Was the proposal received on time?
 - b. Was the proposal signed by a representative of the company?
 - c. Were addenda addressed in the cover letter?
2. If a proposal meets the requirements above then it will be reviewed by the City.
 - a. Proposals that are price based only will be reviewed by City staff and the proposal that is in the best interest of the City will be selected. This may not always be the lowest bid. If the City elects to accept the bid that is not the lowest bidder than the City Manager will follow Section 4.30.00, of the municipal code.
 - b. Proposals that are based on price and qualification will be reviewed by a panel of reviewers selected by the City. This panel will not be less than three individuals. The panel will objectively review the proposals, and will make a recommendation to the City Manager based on what they determine is in the best interest of the City.

Evaluation Process

Proposals will be reviewed by a Selection Committee established for this particular RFP.

EXECUTION OF AGREEMENT

Notice of Intent to Award does not constitute a formal award of contract.

The successful Proposer shall enter into a contractual agreement with the City, as outlined in the Sample Contract attached to this document.

Prior to the execution of the agreement the following shall occur:

1. The agreement shall be approved by the City Council and/or the City Manager, as required by the City's municipal code.
2. The Proposer shall provide the following to the City, to their satisfaction.
 - a. Proof of business and professional licensure, as requested.
 - b. Proof as insurance
 - c. Proof of Bonding

Proof of Insurance and Licensing

Responding bidders will be required to provide the following prior to a "Notice of Intent to Award"

Licensure Requirements

1. State of Alaska business license;
2. City of Dillingham business license;
3. Proposer's contractors or professional license;
4. Proposer's staff(s) contractor or professional license;

Insurance Requirements

1. Workers Compensation as required under AS23.30 naming all employees;
2. Vehicle liability insurance including applicable uninsured/underinsured coverage with limits of liability not less than one million (\$1,000,000) dollars per occurrence combined Single limit bodily injury and property damage, or the minimum amount required by the law whichever is greater;
3. Umbrella policy of not less than one million (\$1,000,000) dollars per occurrence;
4. Professional errors and omissions insurance of not less than one million (\$1,000,000) dollars per occurrence.
5. A "Certificate of Insurance" naming the City of Dillingham as an "Additional Assured" on the policy.

Bonding Requirements

1. Surety Bond of at least \$20,000.
2. A performance and payment bond worth half the value of the contract

Conditions of Offering and Acceptance

This is a Request for Proposal and is not a guarantee the City of Dillingham will purchase any or all of the products or services indicated in this proposal.

The City of Dillingham reserves the right to reject or accept any and all bids, to waive irregularities or informalities in the procurement process, and to give particular attention to the qualifications of the proposer.

The City reserves the right to revise or clarify the Request for Proposal, respond to questions, and/or extend or shorten the due date of proposals.

The City retains the right to cancel the Request for Proposal process if the City determines it is in their best interest.

All costs incurred during proposal preparation, or in any way associated with the proposer's preparation, response, submission, presentation or oral interview if required, shall be the sole responsibility of the proposer and shall not be reimbursed.

A proposal may be corrected or withdrawn at any time prior to the final submission date by sending written notification of this withdrawal, signed by an agent authorized to represent the respondent, to the City's Designated Representative indicated above. The proposer may thereafter submit a new or modified proposal prior to the submission date. A final proposal cannot be changed or withdrawn after the time designated for receipt, except for modifications requested by the City after the date of receipt and following oral presentation (if requested).

All bid proposals and other material submitted become City property and may be returned only at their option.

The City assumes no responsibility or liability for the transmission, delay, or delivery of bid proposals by either public or private carriers.

Any and all media announcements pertaining to this RFP require the City's prior written approval.

The bidder agrees to allow the City at least 30 days from the bid date to enter into a contract with the selected bidder for the price offered by the bidder.

The City intends to award a contract, subject to negotiation of a satisfactory agreement based upon the City's standard professional services contract form.

Contractor shall in the performance of a contract, comply with all applicable federal, state and local laws, ordinance, orders, rules and regulations applicable to its performance.

Contractor must be in compliance with Dillingham Municipal Code 4.20.240, Tax Delinquent List.

COMPLETE THE BID FORM

REQUEST FOR PROPOSAL TO PROVIDE CONSTRUCTION SERVICES FOR RFP 2024-03 1000 KANAKANAK RD - DEMOLITION

In accordance with the Request For Proposal to provide skills and equipment required to clear 1000 Kanakanak Rd. of structures and debris, and the conditions/considerations related thereto, I propose to furnish all labor and materials for the following Lump Sum (LS) price.

BID ITEM

The City of Dillingham (COD) acquired USS 3643 Lot 2 (aka the Bingman property) through foreclosure in 2016. The lot has multiple structures, boats, containers, cement foundations, etc. that will need to be cleared before the property can be used or sold. The preferred completion date for this project is November 29, 2024. The project must be completed before May 15, 2025.

BID

Lump Sum Not to Exceed Price \$ _____

Price amount written out in words _____

Bidder Name _____
Company (Please Print)

Address _____

Contact Phone _____ FAX _____

Email _____

By signing and submitting this bid / proposal I attest the Firm mentioned above can provide all required payment and performance bonds in the amount of 50% of the contract price.

I will provide the products specified in the RFP or an equivalent product the product description and specifications are included herewith. Described as

_____.

The specifications are attached.

Authorized Representative (Print)

Authorized Representative (Signature)

Title

Date _____

Alternate Product Specification Attached _____
Yes Yes No