



City of Tombstone

P.O. Box 339 * 613 E. Allen Street

Tombstone, Arizona 85638

Phone (520) 457-2202 TTY: 1-800-367-8939 Fax (520) 457-3516

E-mail: cityhall@cityoftombstone.com

REQUEST FOR PROPOSAL

Abatement of Hazardous Materials at Old City Hall Building

RFP #05-15

Requested August 7, 2015

Please deliver all submitted materials no later than
2:00 PM on Friday, August 28, 2015
to the address below:

City of Tombstone
Attention: City Clerk
613 E. Allen Street
PO Box 339
Tombstone, AZ 85638

Abatement of Hazardous Materials at Old City Hall Building

RFP #05-15

CITY OF TOMBSTONE, ARIZONA

1. INTRODUCTION

The City of Tombstone (City) is actively seeking proposals from qualified bidders, hereinafter referred to as the Contractor, to abate, remove and dispose of all hazardous materials at Old City Hall Building located at 315 E. Fremont Street Tombstone, AZ 85638. Services provided to the City of Tombstone will be in full accordance with the specifications, terms, and conditions contained in this Request for Proposal (RFP).

The City of Tombstone, in partnership with ADEQ, procured an approved contractor to perform a Phase I Environmental Site Assessment in addition to an Asbestos, LBP, Mold, Guano and Rodent survey on October 14, 2014 for the Old City Hall Building located at 315 E. Fremont Street Tombstone, AZ 85638. This RFP is in response to the findings and conclusions of the reports and to procure services of a qualified Contractor to carryout cleanup efforts with funding being provided by various sources.

2. SCOPE OF SERVICES

A preliminary scope of services is provided below. Construction work is expected to begin upon successful Contractor selection and securement of funding sources. The contract may be amended at a later date to include additional related services if deemed necessary by the City.

The schedule for this project currently has the construction activities commencing in October 2015 with completion in December 2015. Tasks are as follows;

TASK 1: PLANNING.

- A. Survey existing building system components
- B. Review existing reports
- C. Develop and present options for phasing and management of construction work
- D. Submit a pre-construction report
- E. Submit preliminary project schedule up to December 31, 2015

TASK 2: CONSTRUCTION PHASE SERVICES

- A. Obtain and retain a Demolition Permit (free) from the City of Tombstone
- B. Obtain and retain the applicable permits required by local, state and federal agencies for the removal and disposal of hazardous materials
- C. Remove and dispose of all hazardous materials in accordance with local, state and federal laws as applicable
- D. Track, submit and provide change of custody documentation for the proper removal and disposal of all hazardous materials in accordance with local, state and federal laws
- E. Provide and maintain closure and protection of all materials, walls, floors and openings throughout the building. This shall include providing a safe environment for those entering the building and site and protection of all building elements for exposure from the weather and harmful elements at completion of the project.

3. STANDARD OF CARE

The services of the selected Contractor and its Sub-Contractors, if any, shall be performed in accordance with, and judged solely by the standard of care exercised by members of their respective professions having substantial experience providing similar services on project similar in type, magnitude and complexity to the project that is the subject of this document.

4. INFORMATION

The schedule for this project currently has the construction activities commencing in October 2015 with completion in December 2015.

Electronic copies of the Phase I Environmental Site Assessment and Asbestos, LBP, Mold, Guano and Rodent Survey are available on the City website www.cityoftombstone.com or can be viewed in person at City of Tombstone, City Hall 613 E. Allen Street, Tombstone, AZ 85638.

Complete the RFP “**ACKNOWLEDGEMENT OF RECEIPT – ATTACHMENT A**” and submit by August 14, 2015.

A voluntary pre-submittal meeting will be conducted on site at Old City Hall Building located at 315 E. Fremont Street Tombstone, AZ 85638 on Monday August 17, 2015 at 2:00 PM.

Any questions regarding this RFP should be made no later than Wednesday August 19, 2015 in writing to: Michael McMillan, Building Official E-mail: buildingofficial@cityoftombstone.com

If required, a written addendum will be issued.

5. PROPOSAL REQUIREMENTS

Each proposal must include the following information:

A. COVER LETTER

Briefly state the Proposer's understanding of the services to be rendered, and make a positive commitment to perform according to the requirements noted in this RFP. A representative who is authorized to contractually bind the Contractor shall sign the cover letter.

B. EXPERIENCE AND QUALIFICATIONS OF THE FIRM

Experience, qualifications and past performance of the proposing firm. Discussion of past projects of similar nature to those desired by the City. Discuss firm's ability to plan this project around congested traffic areas with weekly pressure to allow access for the busy historic sites. Show experience (both of key personnel and of the firm) in construction and oversight of similar projects.

C. KEY RESOURCE QUALIFICATIONS AND AVAILABILITY

Provide a brief description of the staff specifically assigned to the City in performing services of the nature described in this RFP. Include roles, expertise, licenses, certificates, and availability. Please include an organizational chart for the proposed team. Attach a resume for each key personnel member who will provide services for the City's projects. Resumes shall not exceed two pages in length. Resumes should be attached together as a single appendix at the end of the RFP and will not count toward the RFP page limit.

D. PROJECT UNDERSTANDING AND APPROACH

Understanding of the overall needs of the City as presented in the scope of services, including proposed methodology to accomplish the anticipated work to completion. Discussion of the types and variety of services that can be provided and the firm's availability to attend meetings without excessive cost to the City. Include approaches for cost savings and performance enhancement measures.

E. REFERENCES

Provide at least three (3) references from similar work that has been performed by the firm. Include contact person's name, organization, phone number and email address.

F. ITEMIZED COST BREAKDOWN

Provide a detailed description of the materials, labor and total cost for the services requested including all applicable fees, taxes and delivery charges.

6. SUBMITTAL AND EVALUATION OF PROPOSALS

- A. **REQUIRED PROPOSALS:** Five (5) hard copies and one digital copy of each component of the submittal shall be delivered in a sealed envelope to the City of Tombstone, PO Box 339, Tombstone, AZ 85638 by 2:00 PM on Friday, August 28, 2015. All envelopes and materials should be clearly marked "**RFP #05-15 - Abatement of Hazardous Materials at Old City Hall Building**". Any proposals received after the due date will not be considered. The proposals will be publicly opened on Friday, August 28, 2015 at 2:00 PM at City of Tombstone, City Hall 613 E. Allen Street, Tombstone, AZ 85638.
- B. **RFP FORMAT:** All RFP material must be typewritten on standard 8 ½ x 11 papers. The RFP must be limited in format and length. All foldout sheets, up to a maximum of 11"x17" (2) sheets will be counted as two (2) pages and shall be labeled as such. Length of the qualification shall be limited to a maximum of fourteen (14) pages (printed sheet faces) of text and/or graphic material.

Material excluded from the fourteen (14) pages maximum count include and shall be limited to:

Front Cover (blank on back side)
Submittal Cover Letter (one page maximum)
Table of Contents (one page maximum)
Divider Pages (blank except for title information)
Resumes of Key Personnel (two page maximum per individual)
Certificate(s) of Insurance
Back Cover (blank on one side)

Proposing firms must indicate receipt of all addenda to this RFP, if any.

- C. **EVALUATION CRITERIA:** Proposals will be reviewed by the City's evaluation committee based on the overall responsiveness to the criteria set forth in Items 4 and 5 and on the lowest total costs of deliverable services and materials.
- D. **SELECTION:** The successful firm will be selected based on the overall responsiveness to the criteria set forth in Items 4 and 5 and on the lowest total costs of deliverable services and materials. Final selection will be determined by approval of the Mayor and Council.

Calendar of Events:

RFP Posted:	August 7, 2015
Attachment "A" Due:	August 14, 2015
Pre-submittal Meeting and Site Visit:	August 17, 2015
Deadline to Submit Questions:	August 19, 2015
Responses to Questions:	August 25, 2015
Submission of RFP:	August 28 by 2:00 PM
Notification of Intent to Award:	September 2015
Project Mobilization:	October 2015
Project Completion:	December 2015

7. GENERAL CONDITIONS

- A. **CONFLICT OF INTEREST:** The successful firm shall disclose any potential conflicts of interest it may have with the City of Tombstone, and shall address and resolve any individual matters involving a conflict in advance of appointment. Such conflicts shall be disclosed as part of the RFP submission.

- B. **INSURANCE AND INDEMNIFICATION:** The selected firm must maintain professional, general, automobile and employee liability insurance in addition to workers' compensation insurance in the minimum amount of \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate and name the City of Tombstone as an additional insured. Additionally, the selected firm must state in its RFP that it shall indemnify and hold harmless the City of Tombstone from any claims arising out of any work or services provided by the firm including, but not limited to, claims by any federal, state or county agency that there is, or may be, a violation of a law or regulation.

- C. **DATA COMPILATION:** The selected firm shall take all steps necessary to safeguard any data, files, reports, surveys, drawings or other information from loss, destruction or erasure. Any costs or expenses of replacing or damages resulting from the loss of such data shall be borne by the contractor when such loss or damage occurred through its negligence. The selected firm shall retain all data,

files, reports, drawings or other information and shall provide a copy the same to the Clerk of the City of Tombstone within 60 days of the date such data, file, report, survey, drawing or other information is created.

- D. **FEDERAL AND STATE LAWS:** The selected firm shall include in its RFP that is shall be solely responsible for obtaining all permits and complying with all other federal or state laws, regulations or requirements governing abatement of hazardous materials.

- E. **CANCELLATION:** City Code Section 1-18-4F states “The purchasing agent under subsections 1-18-2A, B, C and D of this chapter and the mayor and council under subsection 1-18-2E of this chapter shall have the authority to reject any and all bids and parts of all bids and re-advertise or re-solicit bids. (Ord. 3-1989, 4-17-1989)”

The signer of the Bid must declare that the Bid is in all respects fair and in good faith without collusion or fraud and that the signer of the Bid has the authority to bind the principal proponent.

Total Project Cost: _____

Company Name: _____

Authorized Bidder: _____

It is agreed by the above signed proposer that the signature and submission of this proposal represents the proposer’s acceptance of all terms, conditions, and requirements of the proposal specifications and, if awarded, the proposal will represent the agreement between the parties.

The proposer agrees that the cost of any work performed, materials furnished are included in this RFP and all information provided is true and correct.

End of RFP.....

ATTACHMENT A

**ACKNOWLEDGEMENT OF RECEIPT OF RFP #05-15
ABATEMENT OF HAZARDOUS MATERIALS AT OLD CITY HALL BUILDING
ACKNOWLEDGEMENT OF RECEIPT FORM**

In acknowledgement of receipt of this Request for Proposal, the undersigned agrees that he/she has received a complete copy, beginning with the Title Page (Page 1 of 8), and ending with Attachment A (Page 8 of 8).

This Acknowledgement of Receipt should be signed and returned to the Building Official no later than 5:00 PM on August 14, 2015. Only Vendors who elect to return this form completed with the intention of submitting a proposal will receive copies of all Vendor written questions and the CITIES written responses to those questions, as well as RFP amendments, if any are issued.

COMPANY NAME: _____

REPRESENTED BY: _____

TITLE: _____ PHONE NO.: _____

E-MAIL: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

SIGNATURE: _____ DATE: _____

This name and address will be used for all correspondence related to the Request for Proposal and be used when distributing the written responses to questions and any RFP amendments. Written responses to questions and any RFP amendments will also be available on the CITY website at www.cityoftombstone.com. Return this form to the Building Official:

Michael McMillan, Building Official, PO Box 339 Tombstone, AZ 85638
Fax: 520-457-3516 E-mail: buildingofficial@cityoftombstone.com