



Request for Proposals Deconstruction of Blighted Buildings

2014 Pilot Program – Round 2: Issued August 5, 2014

I. Summary

The Greater Syracuse Land Bank seeks qualified bidders for the deconstruction, salvage and/or recycling, and removal of blighted structures (specific structures and details pertaining to each are attached at the end of this RFP). Deconstruction entails diverting materials from landfills and incinerators in order to recycle or reuse them. The deconstruction industry has the potential to create more local jobs than demolition, to create opportunities for job skills training, and to create an opportunity for “upcycling” of materials rather than simply recycling. Repurposing and resale of materials likely will generate more local jobs and economic activity.

Properties selected for deconstruction will have asbestos abated and a lead survey completed (although lead will not be abated) prior to award of the deconstruction job.

Upon execution of a contract, the entire structure(s), i.e., all salvageable, recyclable, and non-recyclable materials (i.e., waste), becomes the property of the Contractor. Materials salvaged also become the property of the Contractor and revenues generated by the sale or donation of materials (cash value of deductions in the latter case) shall be counted toward the project cost in order to render deconstruction cost competitive with traditional demolition. All materials must be removed from the site prior to payment. A statement certifying that payment has been made to all other parties (i.e., employees, subcontractors, etc.) must be submitted. Contractors are required to respond with a detailed proposal for each address and may include a bundled/bulk price for all addresses if they wish. Any bundled price must include a cost break down for each site.

The Land Bank seeks to complete six deconstructions in 2014 and hopes to pursue a larger number in 2015.

Interested Contractors are encouraged to read the Useful Resources attached by links to this Request for Proposals and to attend a pre-bid meeting hosted by the Syracuse University Center for Sustainable Community Solutions (CSCS) at the Syracuse Center of Excellence (SyracuseCoE) from 9:00 AM to 11:00 AM August 21, 2014 (Room 203, 727 East Washington Street, Syracuse NY 13210). In addition, Contractors must inspect each deconstruction site in order to prepare an adequate proposal. Careful and comprehensive examination of each site and structure is necessary to determining the feasibility of deconstruction. The more detailed the building assessment and inventory, the more precise and accurate the estimate will be. The sites will be available for inspection at the following times:

- 1086 Lodi Street: 2:00-5:00 on Thursday, August 21st
- 123 Henderson: 12:00-2:00 on Friday, August 22nd
- 165 Culbert: 2:30-4:30 on Friday, August 22nd

Questions may be asked at the pre-bid meeting or submitted in writing to info@syracuselandbank.org or mailed or hand-delivered to the Land Bank's offices until 5:00 PM on Friday, August 29th. All questions submitted, and answers, will be posted to the Land Bank's website no later than Wednesday, September 3rd. Proposals must be submitted by 5:00 PM on Monday, September 8th. Proposals will be reviewed by the Land Bank's Deconstruction Program Steering Committee and the full board is anticipated to vote on awarding of contracts on Tuesday, September 16th. Once awarded, jobs must be completed no later than December 31, 2014.

Selected Contractor(s) will be required to seek technical assistance from the Syracuse University CSCS and will be subject to job oversight so that these deconstruction projects may be documented as demonstration projects to guide future scopes of work and RFP procedures.

II. Qualifications and Requirements

Detailed submission requirements are described below, but all respondents must be prepared to demonstrate the following at a minimum:

Capacity

Contractor must describe their capacity to complete the deconstructions by:

- proposing a safe and efficient plan for completing the deconstruction(s) in a timely manner, including an estimated schedule date of completion for each site,
- describing their access to the necessary labor force, equipment, and facilities to complete the plan, and
- describing their experience, requisite certifications and credentials and/or qualifications to oversee and complete the work proposed.

Insurance

Qualified contractors must carry Commercial General Liability coverage with limits not less than \$1,000,000 each occurrence and \$2,000,000 annual aggregate. If CGL coverage contains a General Aggregate Limit, such General Aggregate shall apply separately to each property. CGL coverage shall be written on ISO occurrence from GC 00 01(1093) or a substitute form providing equivalent coverage and shall cover liability arising from premises, operations, independent subcontractors, products-completed operations, and personal and advertising injury.

Automobile Liability with limits of at least \$1,000,000 each accident. Business Auto Coverage must include coverage for liability arising out of all owned, leased, hired and non-owned automobiles.

Commercial Liability Umbrella with limits of least \$2,000,000.

Workers Compensation and Employers Liability with statutory limits in accordance with Law.

Contractor shall furnish Greater Syracuse Property Development Corporation (GSPDC) upon awarding of the contract with copies of policies, certificates of insurance, or other proof evidencing the insurance

coverage as required herein, together with all exclusions and endorsements and shall provide an endorsement that the GSPDC will be given advance written notice of cancellation or any material change in coverage. Contractor must include proof of such insurance coverage as required herein as a part of its Proposal. All such policies shall be at Contractor's or Contractor's subcontractors' sole cost and shall name the GSPDC as an additional insured thereunder. Coverage as additional insured shall apply as Primary and Non-contributing insurance before any other insurance or self-insurance, including any deductible, maintained by, or provided to, the additional insured and there shall be no New York Labor Law exclusions.

Indemnification

To the fullest extent permitted by law, Contractor shall defend, indemnify and hold harmless the GSPDC its officers, agents and employees from and against all claims, damages, losses and expenses including, but not limited to, attorneys' fees which may arise from Contractor's work on the Premises and ownership of all materials comprising the structures and residences included in this RFP.

Other Requirements

1. Contractor shall comply with all applicable laws, ordinances, rules, and regulations imposed by applicable authorities including, by way of example but not limitation, obtaining any necessary demolition permits.
2. The selected contractor shall comply with all applicable state and federal regulations governing the contract that results from this RFP.
3. Contractor shall be responsible for confirming and verifying with the regulating authority that all utilities and power are disconnected before commencement of work.
4. Bidders are required to satisfy themselves, by personal examination of the site, as to work involved and of the difficulties likely to be encountered in the performance of work under this Bid. No pleas of ignorance of conditions that exist, or that may hereafter exist, or of any conditions or difficulties that may be encountered in the execution of the work under this bid as a result of failure to make the necessary examination and investigation, will be accepted as an excuse for any failure to or omission on the part of the bidder to fulfill in every respect all the requirements, specifications, etc., nor will same be accepted as a basis for any claim for extra compensation. However, should Contractor discover or notice any issue during the performance of the services, it must notify the GSPDC immediately. . As above, all such conditions or difficulties, whether anticipated or not, remain Contractor's sole responsibility and cost.
5. The GSPDC expressly reserves the right at any time herein, to change the requirements or specifications of this bid and the demolition, requested thereunder. The GSPDC further reserves the right to reject all bids hereunder and re-bid the job or, at its sole discretion, to not award the job to any bidder following receipt of any and all bids hereunder. The GSPDC shall not be bound to award the deconstructions herein, regardless of bids received. In no event shall the GSPDC be liable to any respondents for any costs incurred in submitting a response to this RFP. This RFP creates no legal obligations on the part of the GSPDC.

6. Upon acceptance of this bid, work to commence the deconstruction shall begin within thirty (30) days of execution of contract. The deconstruction shall be performed in a workmanlike manner and it shall be in conformance with generally accepted standards and practices. Deconstruction shall be completed on date listed on Proceed Order. If, for any reason, Contractor cannot complete the work after submitting the accepted bid, said contractor may, at the GSPDC's discretion, be removed, either temporarily or permanently, from participation with GSPDC projects.
7. The Contractor will be paid upon completion for the total value of the contract within 30 working days, after contractor notifies the GSPDC for a final inspection, at which time inspection will be held and upon acceptance, funds shall be released. If weather prevents the completion of the grading and seeding a 5% hold back will be held until weather permits completion.
8. Bidders must be skilled and regularly engaged in the class of work bid and must submit satisfactory evidence of mechanical facilities and financial ability to do the work with the agreed time and in accordance with all the requirements of the Contract. The successful bidder will be required to keep the entire work of the Contract at all times under his control. This bid and proposal are not assignable or conveyable in any fashion and may not be pledged or encumbered without the express written permission of the GSPDC. Other requirements for bidding are included elsewhere in these Specifications.

III. Scope

- The structure must be deconstructed or disassembled so that the maximum amount practicable of materials can be recycled or repurposed rather than being landfilled or incinerated. The aspirational goal for each structure is to divert at least 50% by weight or volume, not including foundations and slabs, from landfills and incinerators of the total amount of materials present in the structure(s) and include at least three material waste streams (e.g., unpainted wood, concrete, metal, etc.). Specify whether materials will be separated or commingled and describe the diversion strategy for each type of material.
- See next section regarding required submission of deconstruction plan, including a construction materials management plan, and complete and verified record of all materials removed from the site and their disposal/re-use post-deconstruction. This verified record must be presented to the GSPDC prior to payment.
- Contractor shall provide oversight and remain solely responsible for all elements of the services covered by the RFP.
- Contractor will exercise caution so as to not damage pedestrian sidewalk. If damaged, Contractor must repair or replace the damaged portion.
- Contractor will call Greater Syracuse Land Bank for inspection before filling foundation pit.
- Foundation pit shall not be filled with debris. Any proposed fill must be acceptable to GSPDC. Hard fill such as concrete or stone will be considered acceptable. Fill cannot include organic materials that will decompose and settle. Fill cannot include construction debris other than concrete or stone. Contractor must ensure that basement floors are broken up to allow adequate drainage. The top six inches of fill must be comprised of clean topsoil.

- Foundations. Best practice is to completely remove and properly reuse, recycle or dispose of all foundation walls, footings, and impermeable cellar floor material (e.g., concrete slabs). However, this RFP does not require full removal of foundation walls, footings, and floors. Contractors may follow the same requirements that apply to demolitions. Alternately, Contractors may remove of all foundation walls to a depth of two (2) to four (4) feet below existing and/or final grade. All non-stone or non-concrete interior basement walls and materials (i.e., wood and debris) must be completely removed from the pit. All slabs and impervious floors (e.g., concrete) must be broken sufficiently to ensure adequate drainage and infiltration of water. Masonry and/or stone walls and cellar floor material may be used as backfill provided that it is free from solid waste and other demolition debris.
- Any air conditions, refrigerators, or items that may contain refrigerants must be handled and disposed of according to all applicable regulations and/or laws. Any items or materials containing harmful chemicals must be disposed of according to all applicable laws and best practices.
- Contractor will level finish grade with no standing water on site or adverse drainage impacts to adjacent properties and add sufficient topsoil so that area is free of rocks and other items that would prevent grass growth. A minimum of six inches of topsoil should be provided. All applicable or relevant NYS Dep't of Environmental Conservation stormwater management practices must be followed. Call Greater Syracuse Land Bank for inspection before proceeding with hydroseeding.
- Contractor will apply hydroseeding in a regionally appropriate that is suitable for local conditions that would grow grass and prevent erosion. Hydroseeding shall be applied at a min. rate of 5lbs per 100 square feet.
- The driveway must be removed of all blacktop and gravel to support grass growth.
- A County Licensed Plumber required to obtain permit and properly cap off all sewer and water connections and protect and stabilize and mark these connections.

IV. Scoring

Winning bidders must meet minimum qualifications and fulfill the requirements described above. Points will be awarded based on the following criteria:

Up to X points:	Proposal Component:
30	Cost
25	Appropriateness of plan for reuse of materials and percentage of materials to be diverted from landfill/incineration
15	Safety: Demonstration that all workers will have appropriate safety training prior to beginning work, adequacy of work-site safety plan, knowledge of structural systems and ability to anticipate and plan for structural challenges
10	Demonstrated knowledge of local, state, and federal regulations regarding demolition/deconstruction
20	Economic and Workforce Development: Consideration will be given to proposals that include MWBE Certified contractors (See Section VI below), that utilize job skills trainees, and/or generate additional economic activity due to the way in which materials are reused (i.e. upcycling rather than recycling in a way that creates more local jobs)

Points will be allocated in each category subsequent to review and discussion by staff and an RFP committee comprised of members of the Greater Syracuse Property Development Corporation Board of Directors and impartial, volunteer subject-matter experts, awarding the highest number of points to the proposal for each property best demonstrating satisfaction of those criteria.

V. Bid Proposals

Fill in the following information in order to submit your bid and plan for the project. This information must be provided for each address. If you wish to include a bulk/bundled price for all addresses you may do so. You may attach additional sheets. Ensure that all questions below and the items referenced in the scoring system above are addressed in your proposal.

a. Description of the bidders' experience and qualifications

Address your:

- Qualifications, required credentials or certifications, and experience,
- knowledge of applicable regulations,
- years in operation,
- areas of expertise,
- number and value of comparable contracts,
- number of full time personnel,
- subcontractors (describe the nature and extent of work anticipated to be conducted by subcontractors)

b. Inventory of Materials in the Structure (What's in the structure?)

Attach an estimate of the volume of various materials in the structure. For example:

- Stone/Concrete by weight
- Board feet of lumber by dimension, and use (e.g., framing or finish, painted or unpainted)
- Plaster by weight
- Roofing material by weight
- Windows
- Doors
- Ornamental Fixtures
- Flooring material
- Siding Material

c. Process Plan and Timeline for Deconstruction
(How do you plan to take it apart?)

Attach a narrative description of the process you plan to follow for deconstructing the structure and separating materials. Describe equipment and labor to perform each task, time each task is estimated to take, and safety precautions taken at each step. Describe whether materials are to be staged on-site and how the site is to be secured throughout the process. Include a site-flow diagram. Describe steps taken to comply with OSHA and other applicable regulations. The Contractor is solely responsible for making sure the site is secured continuously throughout the deconstruction process, cleaned as necessary, and any erosion and stormwater management controls properly maintained.

d. Construction Materials Management Plan (Recycling and Landfill Diversion Plan)
(Where will it go?)

Complete the following tables to the best of your ability projecting what materials will be diverted/recycled and what materials will be landfilled.

Materials Diverted/Recycled

Date Removed	Material Recycled, Reused, or Diverted	Amount/Quantity	Receiving Party	Transportation Cost	Amt. Paid or Received for Materials	Total Disposal Cost/Savings (net)

Landfilled Materials

Date Hauled	Amount (tons or cubic yards)	Landfill Name	Tipping Fee	Transport or Delivery Costs or Container Rental	Total Disposal Cost

During the term of the project, the Contractor shall retain, compile, provide all original data of tonnage of materials salvaged, recycled and/or reused, and otherwise diverted from landfills and incinerators, as well as all materials which are landfilled and/or incinerated. A summary created by Contractor is not sufficient or acceptable. Original or copies of the original hauling tickets, tags, and/or receipts for all materials leaving the site(s) must be provided.

A final verified record shall be submitted within seven (7) days following completion of the project. The record shall calculate the actual diversion rate achieved, and include all receipts and weight tickets as described immediately above.

The Contractor should also briefly identify any issues, challenges and solutions that prevented or enabled the contractor to achieve the anticipated percentage of materials salvage, recycling and/or reuse, and diversion from landfills and incinerators.

e. Cost

Complete the following budget:

_____	Administrative and Overhead costs
_____	Construction Oversight
_____	Labor
_____	Deconstruction-Specific Equipment
_____	Tipping Fees
_____	Plumbing/Sewer Cap Off by Licensed Plumber
_____	Fill & Tamp
_____	Final Grading & Seeding
_____	Less Revenue from sale of materials ¹
_____	Contingency
_____	Profit
_____	Total Bid

f. Labor/Worker Safety

Submit a worker safety plan including information on:

- Safety training previously completed by employees
- Safety training which will be completed before and during this contract, if awarded (including precautions regarding lead based paint exposure and proper disposal)

As required by applicable law, workers on site must have completed the applicable lead-safe training and have completed basic OSHA training. Work site must comply with all applicable federal, state, and local safety regulations. Ensure that all workers have knowledge of basic worker safety skills and are compliant with current OSHA standards. See Workers Compensation requirements under Insurance (page 2).

If utilizing job-skills trainees describe what training they will have received prior to entering the job site and document source of wage subsidies by attaching commitment letter(s).

VI. MWBE Contractors

The GSPDC's procurement policies include goals for MWBE participation on demolition and construction projects which exceed \$100,000. However, please submit copies of your MWBE certification, if applicable.

¹ This may also include cash value of deduction claimed for donated materials

VII. Submission

Bids must be submitted (one for each address) by 5:00 PM Monday September 8, 2014. All bids must be submitted to Greater Syracuse Land Bank; 333 W. Washington Street, Suite 130; Syracuse, NY 13202 on or before the above time and date in a sealed envelope addressed to: Katelyn Wright.

Bids not received on or before this date will be rejected. The bids will be opened at the office of the Greater Syracuse Land Bank at the earliest possible time. The bid opening is estimated to occur on September 8 and the proposals will be reviewed by an RFP committee the week of September 8.

VIII. Useful Resources

You may wish to review the following publications on deconstruction:

- “A Guide to Deconstruction.” Deconstruction Institute. 2003.
http://www.deconstructioninstitute.com/files/learn_center/45762865_guidebook.pdf
- “A Guide to Deconstruction” Prepared by NAHB Research Center for US Department of Housing and Urban Development. February 2000.
<http://www.mass.gov/anf/docs/dcam/mafma/manuals/building-deconstruction-guideline.pdf>

Proposal Checklist:

See detailed description of Bid Proposal requirements starting on Page 6. The following Checklist is for your use to ensure all required materials are submitted.

- ☐ Insurance Certificates
- ☐ Description of the bidders' experience and qualifications
Address your knowledge of applicable regulations
- ☐ Inventory of Materials in the Structure
- ☐ Process Plan and Timeline for Deconstruction
Describe your deconstruction process, timeline for completion, and include a site-flow diagram.
- ☐ Construction Materials Management Plan (Recycling and Landfill Diversion Plan)
Where will the diverted materials go? How will they be marketed? Will their reuse generate additional economic activity? Will they be stored for a period of time?
Identify your projected Diversion Rate: Based on the materials inventory, what % of above-ground material do you anticipate diverting from the landfill/incineration?
- ☐ Budget
Submit a price and budget for each property including the itemized lines identified earlier in the RFP. Be sure that your equipment line only includes costs directly attributable to this job and not tools that
- ☐ Labor/Worker Safety Plan
- ☐ M/WBE Certification if applicable
- ☐ References (optional)

Attachment A
Properties to be Deconstructed

Address	Sq. Ft.	Structure Type	Foundation Type	# of Stories
165 Culbert	1,296	Wood Frame	Stone	1
123 Henderson	1,864	Wood Frame	Stone	2
1806 Lodi Street	4,057	Wood Frame	Stone	3