



**Request for Proposal  
For  
Demolition and Removal of Waters  
Trading Post and Gaylord Information Center  
Otsego County, Michigan**

**BID 2018-09**

**SECTION I. INTRODUCTION**

Proposals for the demolition and removal of the former Trading Post located at 10516 Old 27 South in Waters, Michigan, and the Gaylord Information Center located at 209 W 1st St #102 in Gaylord, Michigan will be received by Otsego County to the attention of Chris Churches in the Administration Office, 225 West Main Street, Suite 203, Gaylord, Michigan, 49735 until **Noon on Wednesday, September 19<sup>th</sup>, 2018**. Bids will be publicly opened and read at 1:30 p.m. on **Wednesday, September 19<sup>th</sup>** in Room 212 at 225 W. Main Street, Gaylord, MI.

Any questions must be received by Monday, September 17<sup>th</sup>, 2018 at noon.

The County reserves the right to accept, reject or negotiate any or all bids, to waive or not waive informalities or irregularities in bids or bidding procedures, to rebid the project/purchase, and to accept any bid determined by the County to be in the best interest of the County, regardless of price. The reason for rejection may include past performance issues, and compatibility with existing equipment or software. Vendors located in Otsego County are hereby granted a 5% cost variance for low bid determination.

## SECTION II. INSTRUCTIONS, INFORMATION AND REQUIREMENTS

1. **Purpose:** The purpose of this Request for Proposal (RFP) is to receive proposals for selection of a contractor to provide demolition and removal of the former Trading Post in Waters, MI and the Gaylord Information Center in Gaylord, MI.

The properties are located at the following addresses:

- Former Trading Post: 10516 Old 27 South, Waters, MI 49735
- Gaylord Information Center: 209 W 1st St #102, Gaylord, MI 49735

**(See Appendix A for photos of Trading Post; Appendix B for photos of Information Center).**

This RFP does not constitute a contract for services performed or to be performed. After selection of the successful firm (referred to as the contractor), Otsego County, and the contractor will negotiate a contract and a complete scope of services.

All proposals submitted become the property of Otsego County and will not be returned. The County is not responsible for any costs incurred by the respondent in proposal preparation, presentations, site visits, or benchmarks performed.

2. **Submittal of Proposals/Bids:** Submittal of proposals/bids shall be on the form attached hereto in **Section V** no later than noon on Wednesday, September 19, 2018. Proposals shall be sealed and clearly marked as BID 2018-09 on the outside, and sent to the following:

**Chris Churches**  
**225 W. Main Street, Suite 203**  
**Gaylord, Michigan 49735**

Bids will be publicly opened and read at 1:30 p.m. on Wednesday, September 19 in Room 212 at 225 W. Main Street, Gaylord, MI.

3. **Official Signature:** An authorized official/person acknowledging full understanding of the information contained in this RFP must sign the Bid/Proposal Form.
4. **Inquiries:** Questions regarding the RFP should be directed to Chris Churches by calling 989-370-3474 or emailing to [cchurches@otsegocountymi.gov](mailto:cchurches@otsegocountymi.gov).

Any questions must be received by Monday, September 17<sup>th</sup>, 2018 at noon.

5. **Insurance Requirements:** Contractor shall furnish a Certificate of Insurance from an insurance company licensed to do business in the State of Michigan and acceptable to the County for the following:

Pollution Liability Insurance in the amount of \$1,000,000.

Commercial General Liability Insurance in the amount of \$1,000,000.

Worker's Disability Compensation Insurance including employer's liability coverage, in accordance with applicable statutes of the State of Michigan.

Motor Vehicle Liability Insurance, including Michigan no-fault coverage.

Any other Insurance that may be needed by the Contractor in order to fulfill contractual obligations.

Copies of subcontractor worker's disability compensation insurance will be required prior to commencement of work.

6. **Licenses:** The winning bidder hold any licenses necessary to work in the State of Michigan.
7. **References:** Bidder shall provide the names of three (3) commercial accounts for similar work performed. References are also required for any subcontractors.
8. **Evaluation and Award:** Bids/proposals shall be evaluated and awarded by the County as soon as practicable. Award of the bid will be based on quality, service, completion date, experience and price. Information on each of these categories shall be included in bid responses.
9. **Compliance with the Law:** Contractor shall comply with all applicable federal, State and local laws and ordinances, rules and regulations, as well as any applicable County policies.
10. **Timeline:** Project is to commence upon board approval. Final completion shall be November 15, 2018.

### SECTION III. SCOPE OF SERVICE

Furnish and provide all materials, supplies, tools, equipment, labor, supervision, and expertise to properly and professionally perform all required services described in this RFP.

#### CONTRACTOR RESPONSIBILITIES

The Contractor Responsibilities are below. (See Appendix A and B for photos).

Note: Contractor must obtain any and all permits necessary to complete the work including filing of Notice of Intent to Renovate. The cost of the permits should be built into the bid price. Note: All work must be completed by November 15, 2018.

#### Former Trading Post Demolition (Appendix A)

1. Demolition/removal/disposal of main building and shed, including foundations, appliances, utilities, miscellaneous concrete and asphalt, etc.
2. Demolition/removal/disposal of a 15,000 gallon Clawson Permatank underground storage tank and related underground piping.
3. Demolition/removal/disposal of the former dispenser island and related structures.
4. Backfilling all excavations with clean material and providing a level finished ground. The site should be in appropriate condition for future construction.
5. Removal of all furniture, trash, debris, etc. encountered at the site.
6. Abandonment of site utilities (active gas and electric are not believed to be present at this time). Contacting MISS DIG will also be the responsibility of the contractor.
7. All erosion control measures including the placement of topsoil, seed and mulch following building removal and cleanup.
8. Proper containment and protection of the demolition site. The perimeter of the site shall be protected by snow fence and/or caution tape.

A Phase I Environmental Assessment (performed by Sagasser and Associates) is available for the Trading Post and will be furnished upon request.

**It should be noted that during the environmental assessment of the site, suspect asbestos material was identified (see Phase I Assessment for more information). Therefore, a wet demolition of the building is required. At this time, it is not believed that asbestos abatement is needed, however, that determination will be at the contractor's discretion. The contractor shall be solely liable for the determination of needed abatement measures and proper disposal of materials generated from demolition. The contractor shall follow all relevant NESHAP, MDEQ, and MIOSHA requirements and protocols.**

A vent of unknown origin was also discovered during the assessment. However, due to the poor structural condition of the building, the source was unable to be identified. Given the age of the building, it is possible the basement may contain a heating oil tank. Therefore, a separate line item (alternate 1) for Heating Oil Tank Removal and Disposal is included in the proposal. Include all costs for the removal and disposal of a 500-gallon tank and its contents in this item.

### **Gaylord Information Center Demolition (Appendix B)**

1. Demolition/removal/disposal of building, including foundations, appliances, utility piping, etc.
2. Removal and disposal of concrete sidewalks approaching building and entrances. Any needed saw-cutting and removal of the asphalt parking lot will also be the responsibility of the contractor.
3. Backfilling all excavations with clean material and providing a level finished ground. The site should be in appropriate condition for future construction.
4. Abandonment of site utilities including water, sewer, electrical, etc. Contractor must protect any lawn irrigation encountered onsite and will be responsible for contacting MISS DIG.
5. Placement of 3" of topsoil, seed, and mulch following building removal and cleanup.
6. Proper containment and protection of the demolition site. The perimeter of the site shall be protected by snow fence and/or caution tape. Traffic and pedestrian control measures shall be coordinated with the City of Gaylord.

**Walk-throughs for both properties can be arranged by contacting Chris Churches at [cchurches@otsegocountymi.gov](mailto:cchurches@otsegocountymi.gov).**

### **COUNTY RESPONSIBILITIES**

- 1) Provide access to the facility and work areas as necessary for the project; and coordinate with County security services.
- 2) Provide prompt payment upon receipt of invoices and acceptance of the project work.

**SECTION V. BID/PROPOSAL FORM**

**BID 2018-09**

The undersigned proposes to furnish Building Demolition Services for Otsego County in accordance with the attached specifications stated herein for the price listed below.

No.	Description	Qty	Unit	Unit Price	Total Price
1.	Demolition of Trading Post	1	LS	\$	\$
2.	Demolition of Information Center	1	LS	\$	\$
				<b>OVERALL TOTAL:</b>	<b>\$</b>
<b>Alt 1</b>	Removal and disposal of up to 500 GAL heating oil tank and contents	1	LS	\$	\$

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

EMAIL (if any): \_\_\_\_\_

FAX: \_\_\_\_\_

DATE: \_\_\_\_\_

**APPENDIX A**  
**PHOTOGRAPHS**



**PHOTO NO. 1:** General view of Subject Property building looking westerly. Note: Former dispenser island location.



**PHOTO NO. 2:** View of Subject Property building looking southerly. Note: Former dispenser islands and vent pipe.

Photograph by:	Scot Egleston
Date:	July 24, 2018



**PHOTO NO. 3:** View of north adjacent commercial building.



**PHOTO NO. 4:** View of south adjacent property looking southwesterly.

**Photograph by:**  
**Date:**

**Scot Egleston**  
**July 24, 2018**



PHOTO NO. 5: View of Old 27 South and east adjacent property.



PHOTO NO. 6: View of railroad tracks and west adjacent property looking northwesterly.

Photograph by:	Scot Egleston
Date:	July 24, 2018



PHOTO NO. 7: View of west side of Subject Property building looing northeasterly.



PHOTO NO. 8: View of shed and west adjacent property looking southwesterly.

Photograph by:

Scot Egleston

Date:

July 24, 2018



PHOTO NO. 9: View of concrete foundation and south adjacent property looking easterly.



PHOTO NO. 10: General interior view of Subject Property building.

Photograph by:

Scot Egleston

Date:

July 24, 2018



PHOTO NO. 11: General interior view of Subject Property building.

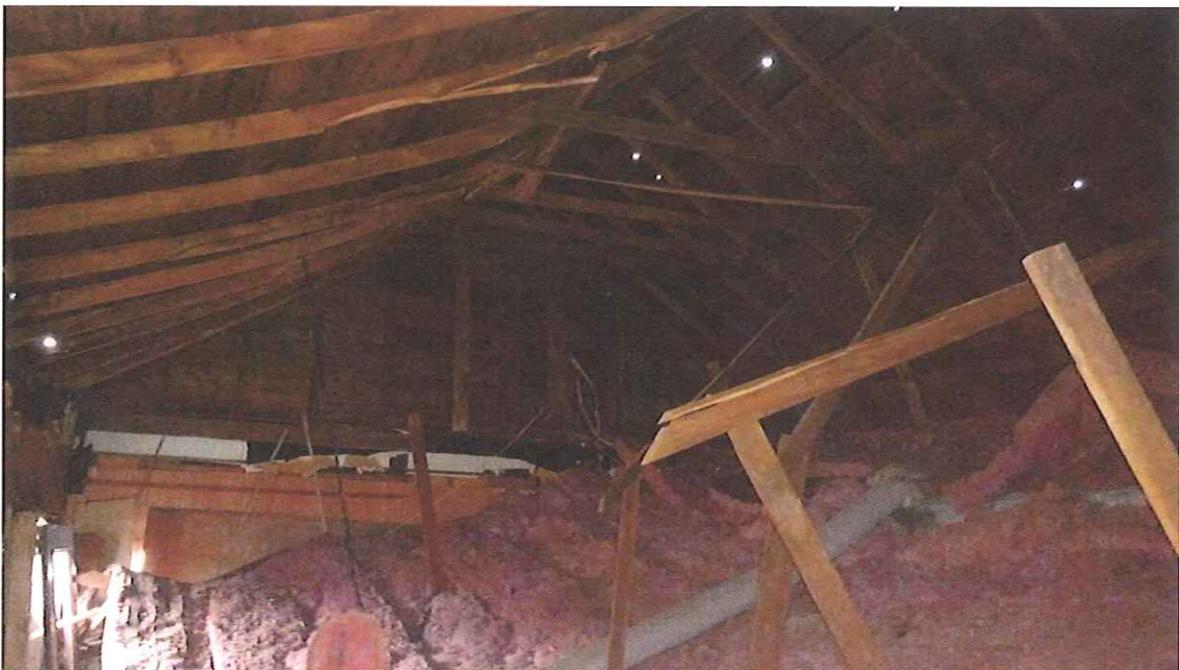


PHOTO NO. 12: General interior view of Subject Property building..

Photograph by:

Scot Egleston

Date:

July 24, 2018



**PHOTO NO. 13:** General view of kitchen area. Note: Floor is deteriorated and unsafe.



**PHOTO NO. 14:** View of southern portion of building where floor has fallen-in.

**Photograph by:**

**Scot Egleston**

**Date:**

**July 24, 2018**



**PHOTO NO. 15:** View of southwest room and fallen-in floor looking east through exterior window.



**PHOTO NO. 16:** View of location of UST, vent pipes, and soil boring location B-2 looking southeasterly.

<b>Photograph by:</b>	<b>Scot Egleston</b>
<b>Date:</b>	<b>July 24, 2018</b>

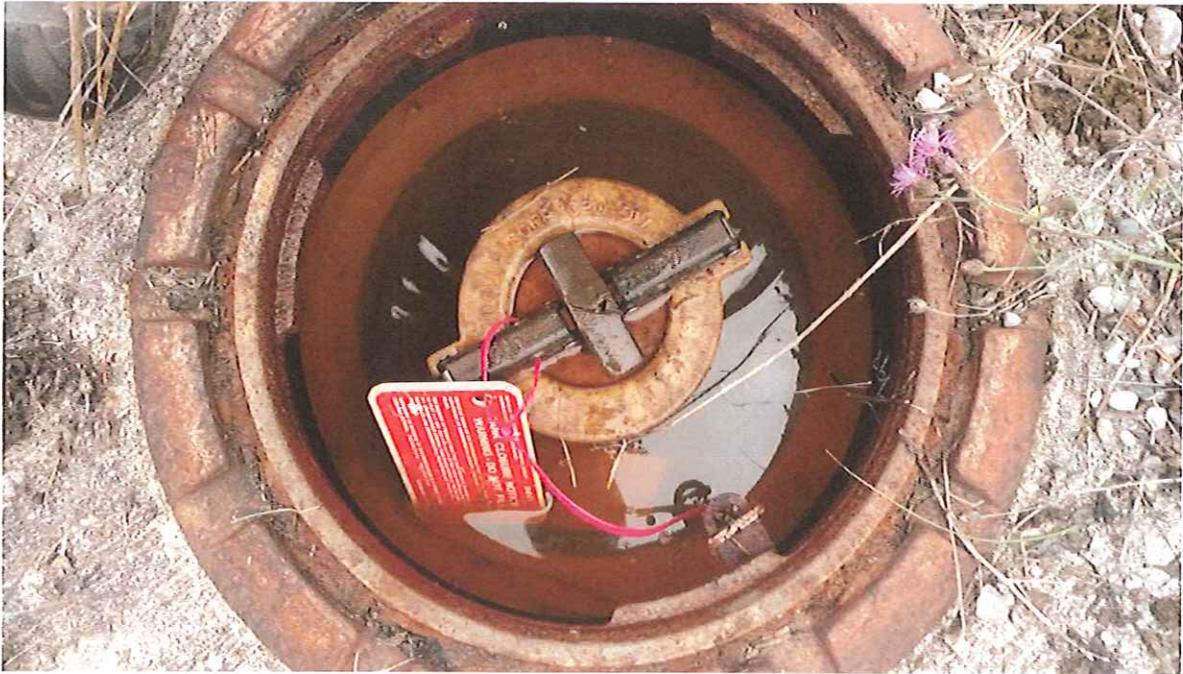


PHOTO NO. 17: View of re-tagged fill port on UST.

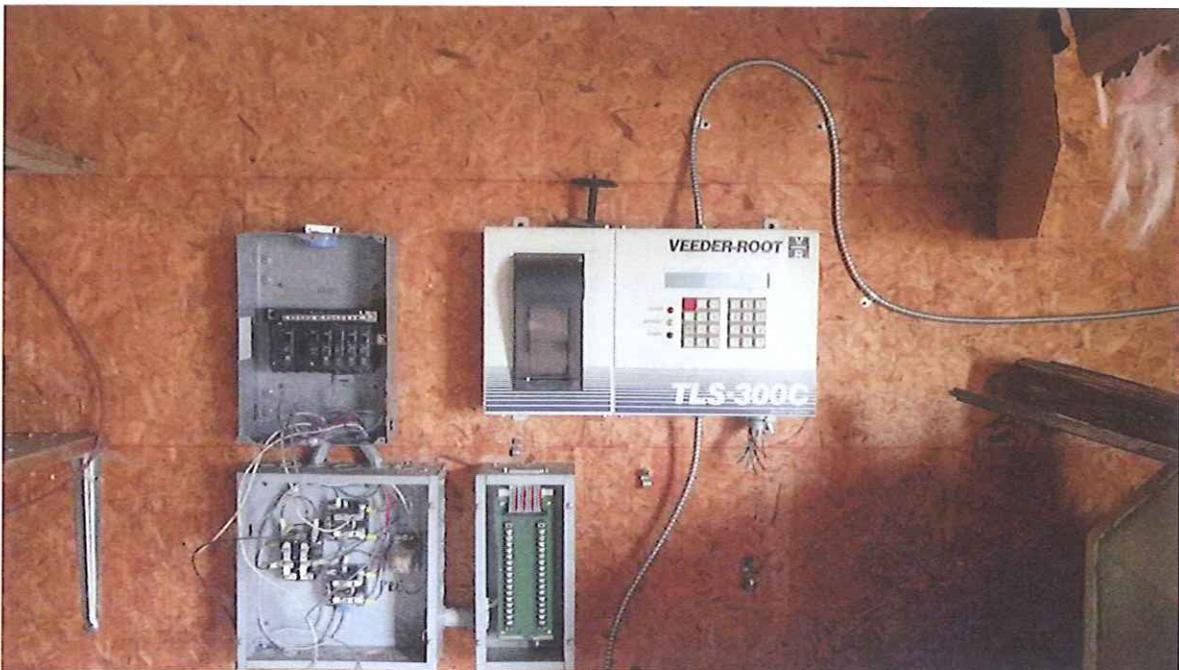


PHOTO NO. 18: View of Veeder-Root tank monitor located inside of Subject Property building.

Photograph by:

Scot Egleston

Date:

July 24, 2018

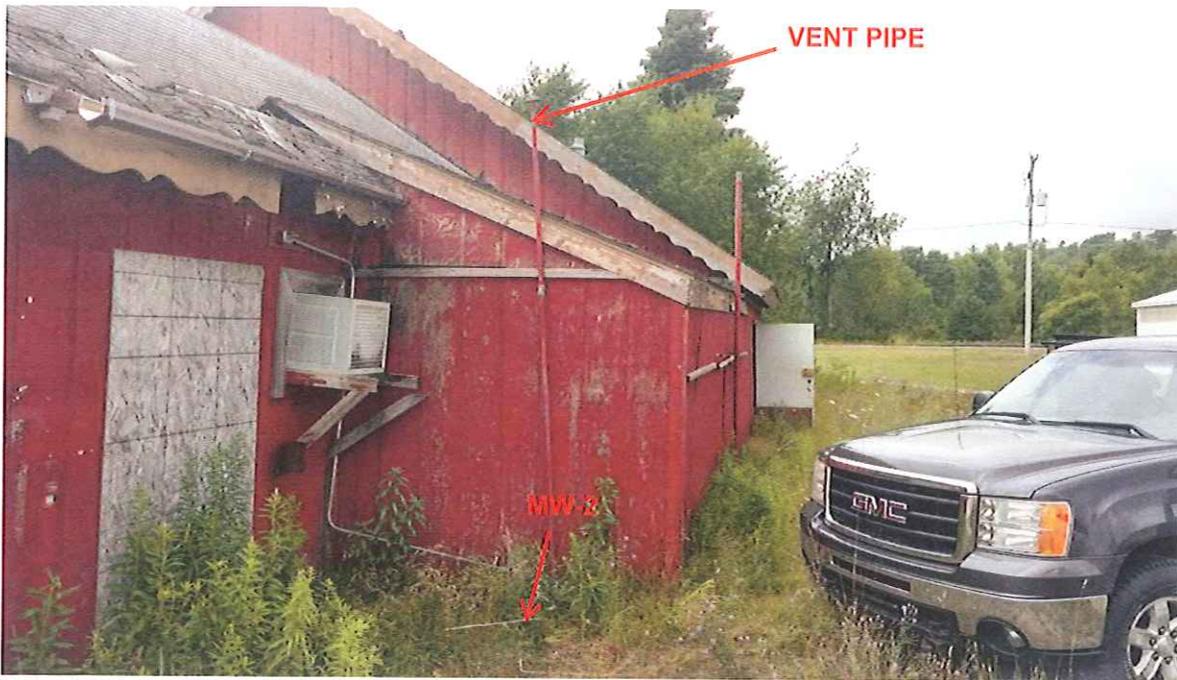


PHOTO NO. 19: View of vent pipe for former UST and monitor well MW-2 looking westerly.



PHOTO NO. 20: View of monitor well MW-4 located adjacent to dispenser island.

Photograph by:	Scot Egleston
Date:	July 24, 2018

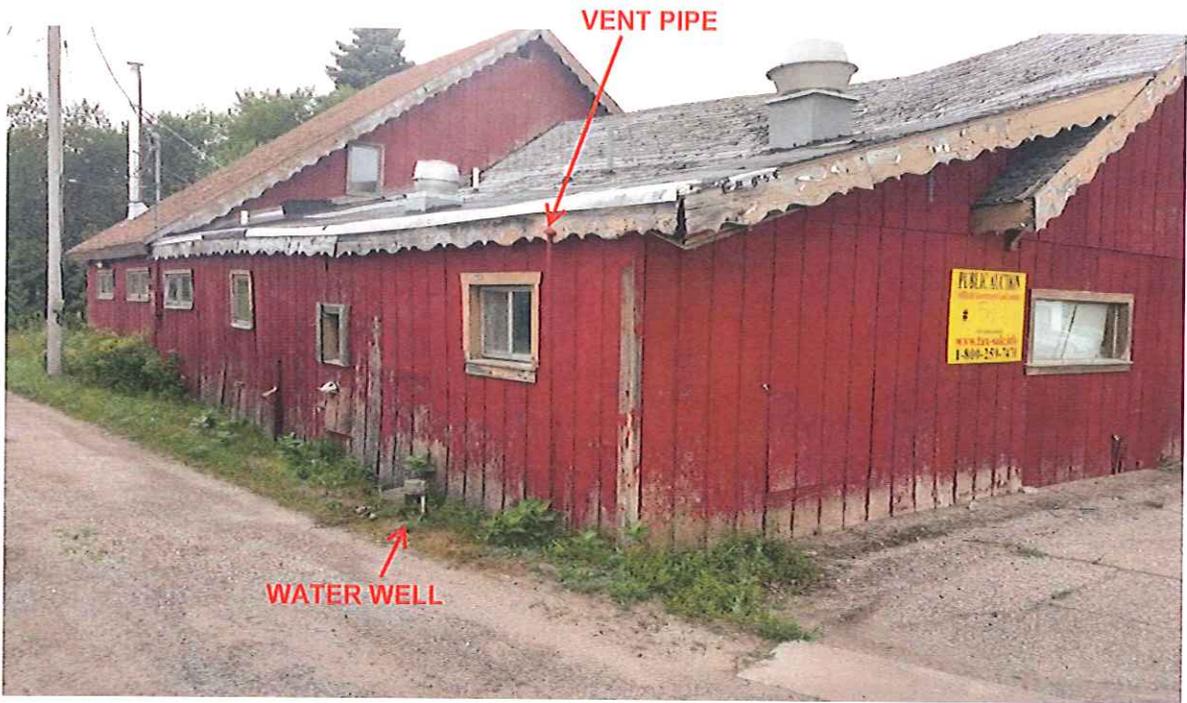


PHOTO NO. 21: View of unknown vent pipe and water well location along south side of building.



PHOTO NO. 22: View of grease-staining from adjacent bar.

Photograph by:	Scot Egleston
Date:	July 24, 2018



PHOTO NO. 23: View of vermiculite insulation from fallen-in ceilings in south side of building.



PHOTO NO. 24: View of vermiculite insulation and “popcorn” ceiling texture.

Photograph by:	Scot Egleston
Date:	July 24, 2018

# Demolition of Former Trading Post

Waters, MI

## Legend

- Approximate Location of UST
- Site Demolition/Removals

## NOTES:

**Contractor shall be responsible for the following:**

1. Demolition/removal/disposal of main building and shed, including foundations, appliances, utilities, miscellaneous concrete and asphalt, etc.
2. Demolition/removal/disposal of a 15,000 gallon Clawson Permatank underground storage tank and related underground piping.
3. Demolition/removal/disposal of the former dispenser island and related structures.
4. Backfilling all excavations with clean material and providing a level finished ground. The site should be in appropriate condition for future construction.
5. Removal of all furniture, trash, debris, etc. encountered at the site.
6. Abandonment of site utilities (active gas and electric are not believed to be present at this time). Contacting MISS DIG will also be the responsibility of the contractor.
7. All erosion control measures including the placement of topsoil, seed and mulch following building removal and cleanup.
8. Proper containment and protection of the demolition site. The perimeter of the site shall be protected by snow fence and/or caution tape.

Remove and dispose of concrete

Remove and dispose of shed

Remove and dispose of main building

Remove and dispose of former dispenser island HMA and concrete

Approximate location of underground storage tank (to be removed)

Approximate location of underground piping from UST to island (to be removed)

## **APPENDIX B**

Photos of Gaylord Information Center

1. Information Center looking southwest



2. Information Center looking southeast



3. Information Center looking northwest



# Gaylord Information Center Demolition

Gaylord, MI

**Legend**  
Demolition/Removal Limits

Remove and dispose of concrete abutting main sidewalk along M32 and 1st St

Sawcut abutting HMA parking lot to provide for a clean edge

Remove and dispose of information center building and contents

**NOTES:**  
**Contractor shall be responsible for the following:**

1. Demolition/removal/disposal of building, including foundations, appliances, utility piping, etc.
2. Removal and disposal of concrete sidewalks approaching building and entrances. Any needed saw-cutting and removal of the asphalt parking lot will also be the responsibility of the contractor.
3. Backfilling all excavations with clean material and providing a level finished ground. The site should be in appropriate condition for future construction.
4. Abandonment of site utilities including water, sewer, electrical, etc. Contractor must protect any lawn irrigation encountered onsite and will be responsible for contacting MISS DIG.
5. Placement of 3" of topsoil, seed, and mulch following building removal and cleanup.
6. Proper containment and protection of the demolition site. The perimeter of the site shall be protected by snow fence and/or caution tape. Traffic and pedestrian control measures shall be coordinated with the City of Gaylord.

