

**TOWN OF NORTHFIELD
REQUEST FOR PROPOSAL (RFP)
DEMOLITION AND SITE STABILIZATION OF FLOOD-DAMAGED
RESIDENTIAL PROPERTY
AT 310 Water Street
Northfield, VT**

1. PROJECT SUMMARY

The Town of Northfield is participating in the FEMA Hazard Mitigation Grant Program which provides funding to towns to purchase and demolish properties damaged in natural disasters.

The Town is seeking bids from contractors for the demotion of the structure and stabilization of the site at 310 Water Street. Interested contractors will provide a competitive bid to demolish and/or remove all improvements, including but not limited to, buildings, foundations, electrical and phone lines, pavement, parking, fuel tanks, debris, and household hazardous materials. All asbestos-containing material shall be abated by a firm licensed to do such work in Vermont in accordance with Vermont rules prior to demolition.

Contractors are responsible for returning the project site to a smooth, graded, stabilized, and vegetated condition that is in accordance with all applicable federal, state, and local statutes, policies, plans, and regulations.

2. PROPOSAL GUIDELINES AND FORMAT

Contractors must submit the following items with their bid. If any of these items are not submitted by the bid due date the bid will be considered nonresponsive and will be rejected.

1. Completed Bid Form (page 7)
2. Copy of this RFP with boxes checked to indicate contractor's choice (to indicate, for example, if contractor will remove or puncture and fill septic tanks)
3. Contractor's proof of insurance
4. References from three previous clients for whom you have completed demolition work.

The Town of Northfield is requesting lump sum bids. Contractors shall provide a cost for the project using the Bid Forms included in this document. Each contractor's total bid for this project will be the sum of the bid forms.

Section 4 of this RFP shows options that can be used for certain aspects of the demolition and site work. Contractors should indicate the method that they will use by marking the check boxes provided for # 1, 2, 3, 6, and 7. If additional space is needed, please provide an attachment for Section 4 that clearly shows which options will be used.

A pre-bid site visit will take place at 2:00 PM on April 3, 2025, on site at 310 Water Street.

Bid packages must be received by the Town Manager no later than 4:00PM on April 17, 2025, and can be submitted as follows:

Emailed to: (preferred method)

jschulz@northfield.vt.us

Mailed or delivered to:

Town of Northfield c/o Town Manager
51 South Main Street
Northfield, VT 05663

The Town Manager, based on technical expertise and experience, cost, project schedule, and completeness of proposal will select the winning bid. The Town of Northfield reserves to reject any and all bids, wholly or in part, to waive any informalities or any irregularities therein, to accept any bid even though it may not be the lowest bid, to call for rebids, to negotiate with any bidder, and to make an award which in its sole and absolute judgment will best serve the Town's interest.

The selected contractor will work for the Town of Northfield and will be responsible to the Town for satisfactory completion of the project. Payment for services rendered in accordance with the contract will be made within 30 days of successful completion of the final inspection of the property.

All contractors and subcontractors must have the following, and provide proof thereof, prior to executing a contract with the Town of Northfield:

- a) License or certification for any work to be provided, as required.
- b) Insurance coverage as noted in this document.
- c) Technical capability expertise required to perform residential demolition projects.
- d) Contract information for three recent and unduplicated clients for similar projects, which need to include name, contact person, date of work, address and phone number.

3. PROJECT SPECIFICATIONS

1. This project consists of demolition, disposal, and required site work for the following property: 310 Water Street, Northfield VT.
2. All work on the project as a whole must be completed within forty-five (45) calendar days of the Notice to Proceed.

3. If additional time is required for any reason, including weather delays and delays caused by the community, the State, or FEMA, the Contractor must provide a written request for extension, which then must be approved by the Town of Northfield.

4. REQUIREMENTS

Required Professional Services

Contractor Services are to be provided by an insured contractor, including subcontractors, in good-standing with the State of Vermont, holding any required certifications for the proposed work to be completed. All contractors who wish to bid on the advertised project must meet all the minimum qualifications established by the Town of Northfield.

Project Requirements: Contractor is to complete & submit page 4 with bid proposal

1. All waste generated by the project shall be lawfully disposed of and the contractor shall provide manifests of such transport and disposal by firms licensed to operate and transport in Vermont. All costs of disposal are included in the bid.
All buildings, structures shall be demolished and removed unless noted below:
 - None
 - _____
2. Unless otherwise noted, wells must be properly abandoned in accordance with the most recent adoption of Chapter 21 of the Vermont Environmental Protection Rules: Water Supply Rule and sealed no less than 1 foot below finished grade. Springs shall be filled.
3. No demolition or site work shall take place within the town or state road right of way unless as directed below:
 - None
 - _____
4. Concrete or stone foundations shall be:
 - Removed and recycled or landfilled;
 - Foundation stones shall be left on site as follows;
 - Broken up and buried in the foundation hole on site so long as (1) the concrete is not coated with lead based paint, (2) the contractor obtains an “Insignificant Waste Management Event Approval” from the VTDEC, and (3) the floor was broken up so as not to retain water and walls are removed to at least one foot below grade;

5. Contractors are responsible for all access permits and sufficient access to the site, including traffic control and temporary bridges/culverts, if needed.
6. Erosion control shall be provided using Best Management Practices as outlined at

<http://cfpub.epa.gov/npdes/stormwater/menuofbmps/index.cfm> or State of Vermont standards for construction if stricter.

7. Existing trees and vegetation outside of the needed project area shall be protected with snow fencing or stakes and flagging.
8. If demolition results in excavation, holes, or unusual contours, then finish grading and/or fill may be required to return the site to a “natural” state, including vegetation. Standard conservation seeding of the graded site is included in the bid. In cases where the flood has scoured away topsoil, sufficient topsoil shall be brought in as needed to reestablish vegetation. Any off-site fill used on site must be clean and free of invasive plants.
9. Site work will be coordinated with the Town so as to not hinder subsequent reuse. Live trees and shrubs shall be preserved, unless not feasible due to demolition.
10. Specific site work may be required by permits and such work is included in this bid, therefore potential contractors are encouraged to obtain an understanding of such requirements as change orders due to permit conditions will not be allowed. Possible requirements may include dates of work, removal of material, grading, bank alterations, temporary erosion control, berm removal, etc.
11. Contractors are responsible for any and all permits, notices and certifications, and shall provide a copy of all to the town. For any work within regulated flood zones or other areas that require a permit, it is the responsibility of the contractor to obtain and present these to the Town Manager prior to beginning work. In addition, any work within the “top of bank” will require either an individual or general stream alteration permit from the State River Engineer, or a letter stating that no permit is needed, and is the responsibility of the contractor to obtain prior to the beginning of work.
12. All buildings must be tested for asbestos containing materials (ACM) by a qualified firm, and if present, shall be abated by a firm licensed to do such work in Vermont in accordance with Vermont rules prior to demolition. An abatement certification, in cases where abatement is needed, shall be provided to VTDOH and the town. **The bid includes any and all costs for asbestos abatement and disposal.**
13. The contractor is responsible for notifying Dig Safe.
14. Household hazardous wastes, mercury containing thermostats, fuel tanks, florescent bulbs and ballasts and shall be removed prior to demolition and disposed of properly. Fuel tanks shall be emptied, removed and disposed of per Vermont regulations by qualified contractors.

15. If a petroleum storage tank is present, then only certified firms may do removal of such and notice must be sent to DEC prior to removal and a full closure report done, including any required testing. A copy of all testing and a closure report will be provided to the Town. If contamination is found on the property, or if during work a spill occurs, stop work and contact 800-641-5005 to make a report and obtain guidance on the next steps to take regarding cleanup. Please alert the State Hazard Mitigation Officer and the Town as this may result in a change to the scope of work, timeline, and ensuring adequate funding is available.
16. All mobilization and demobilization costs are included in the bid.
17. If any archeological deposits, including Native American pottery, stone tools, bones, or human remains are uncovered during site work, the project shall be halted, the Town notified, and reasonable measures taken to preserve the area and restrict access. Work shall only recommence upon state and federal permission.
18. Salvage of metals, untreated lumber, recycling of asphalt and concrete, and deconstruction of usable items is encouraged, however all materials salvaged must be free of asbestos, and any salvage must have a manifest as to its destination. Burying or burning of any materials is not allowed.
19. The Town of Northfield makes no warranty that the site is safe to work on. Building and structures may have been structurally compromised and the site itself may be unstable. The contractor shall have a health and safety plan for workers on site, comply with all OSHA/VOSHA rules, and shall post the site during work for authorized personnel only.
20. The contractor shall not operate on the site earlier than 6 am on weekdays or 8 am on weekend days; or later than 7 pm on any day.

23. **Insurance**

The Contractor must provide certificates of insurance to show that the following minimum coverages are in effect:

Workers Compensation: With respect to all operations performed, any contractors shall carry workers' compensation insurance in accordance with the laws of the State of Vermont.

General Liability and Property Damage: All contractors shall carry general liability insurance having all major divisions of coverage including, but not limited to:

- Premises - Operations
- Products and Completed Operations
- Personal Injury Liability
- Contractual Liability

The policy shall be on an occurrence form and limits shall not be less than:

\$1,000,000 Per Occurrence

\$1,000,000 General Aggregate

\$1,000,000 Products/Completed Operations Aggregate

\$ 50,000 Fire/ Legal/Liability

Any contractors shall be required to name the Town of Northfield its officers and employees as additional insureds for liability.

5. DEMOLITION & SITE STABILIZATION BID FORM:

CONTRACTOR: _____

Phone: _____

Email: _____

Address: _____

The Bidder agrees to perform all work described in this RFP for the following Total Bid for this property:

NOTE: * Bids shall include the cost of all subcontractors, sales tax, and other applicable taxes and fees

* The contractor selected will be held responsible for the total lump sum bid for this project not for individual line items on worksheet(s)

Address of Property: _____, _____ VT _____

Site Preparation/Mobilization Costs: \$ _____

Cost to Raze Primary Structure: \$ _____

Cost to Raze Foundations/Slabs: \$ _____

Cost to Raze Other Site Improvements: \$ _____

Disposal Costs \$ _____

Cost to Properly Abandon Septic System or Municipal Service Connection: \$ _____

Cost to Properly Abandon Water Supply or Municipal Service Connection: \$ _____

Cost to Properly Remove Fuel Tank from Service: \$ _____

Cost to Abate Asbestos: \$ _____

Other (describe below): \$ _____

Subtotal \$ _____

Salvage (describe below): (\$ _____)

Net Dollar Amount (Total Bid for this Property) \$ _____

Contractor's Notes for "Other" Costs:

Contractor's Description of Proposed Salvage: