



*Request for Proposals (“RFP”)
Sibley Place House Demolition*

RFP NO. 24-002

EVENT	DATE
Issuance of RFP	Tuesday, June 25, 2024
Pre-Proposal Meeting/Tour (10:00 a.m.)	Monday, July 1, 2024
RFP Question Deadline (12:00 p.m.)	Wednesday, July 3, 2024
Proposal Submission Deadline (3:00 p.m.)	Monday, July 8, 2024
Purchase Order Issued	Thursday, July 11, 2024

*A Pre-Proposal Meeting/Tour is scheduled to discuss the County's requirements under this RFP and tour the property described in this RFP. While attendance is at the discretion of the Proposer, those who do not attend will be deemed to have attended and to have received the information provided at the meeting/tour.

INTENT

Baldwin County (hereinafter referred to as “County”) is requesting sealed proposals from qualified individuals interested in contracting with the County to provide demolition and clean-up services of an approximately 3,796 sq. ft. house, open porch, pool and garage located at 2075 West Bypass Rd, Milledgeville, GA 31061. The county will provide roll offs for the contractor to place demolition material. The County will haul off the material and pay for the disposal fees.

All proposals must be submitted on the form provided by the County, and further must be properly executed in the space(s) provided. The demolition site area and structure are illustrated on the aerial maps and picture attached to this RFP (see Attachment A).

RECEIPT AND OPENING OF PROPOSALS

Proposers shall submit **one (1) original and one (1) copy** of their proposal on the RFP Submission Form provided by the County. The original proposal must be clearly marked “**Proposal for RFP No. 24-002**” and include an original signature, in ink, in order to be accepted. Proposals must be received by the County Manager no later than **3:00 p.m. (EST) on Monday, July 8, 2024 at 1601 N Columbia St, Suite 230**. It is the Proposer’s sole responsibility to ensure that the proposal is delivered in a timely fashion. Proposals received after this time will be rejected and returned unopened. There will be a public opening at 1601 N Columbia St, Suite 230 at 3:00 PM on Monday, July 8, 2024. Each proposal received will be read aloud for public record. **Any proposal received after 3:00 p.m. on July 8, 2024 shall not be considered.**

Proposals should be prepared simply, providing straightforward, concise description of the Proposer’s approach and capabilities necessary to satisfy the requirements of the RFP. Technical literature and elaborate promotional materials, if any, must be submitted separately. Emphasis in the proposal should be on completeness, clarity of content and adherence to the presentation structure required by the RFP.

Proposals shall be delivered using one of the following methods:

Hand-deliver to:

1601 N Columbia St.
Suite 230
Milledgeville, GA 31061

Mail and/or Ship to:

1601 N Columbia St.
Suite 230
Attn: County Manager
Milledgeville, GA 31061

PRE-PROPOSAL MEETING/TOUR

A pre-proposal tour and meeting to discuss the County’s requirements pursuant to this RFP will be held on Monday, **July 1, at 10:00 a.m. (EST)** at the demolition site located at 2075 West Bypass Rd, Milledgeville, GA 31061. Attendance at this pre-proposal meeting/tour is not mandatory but interested parties are encouraged to attend.

CHANGES, QUESTIONS, AND INQUIRIES

Any and all questions regarding this RFP must be submitted in writing and addressed to Carlos Tobar, County Manager, at ctobar@baldwincountyga.com. All e-mails must indicate “RFP No. 24-002” in the subject line. It is the sender’s responsibility to verify receipt of email. The deadline for submittal of questions regarding this RFP is **12:00 p.m. (EST) on Wednesday, July 3, 2024**.

No person has the authority to verbally alter the terms of this RFP. Any changes to this RFP will be made in the form of an Addendum which will be made available via email and online at www.baldwincountyga.com. It shall be the responsibility of interested proposers to check the website for addenda up to the proposal submission deadline. The complete RFP and all Addendums will be posted on the County’s website.

METHOD OF AWARD

Proposals will be evaluated by the County. The County will consider the completeness of a proposal and how well the proposal meets the needs of the County. This RFP may be awarded either to the lowest responsible Proposer or to the Proposer who will provide goods or services at the best value for the County.

The County reserves the right to waive any informalities or technical errors, or consider alternate proposals and award--as lump sum, individual basis, or any combination--that in its judgment will best serve the interests of the COUNTY.

The County reserves the right to request that any Proposer clarify its proposal or supply any additional material deemed necessary to assist in the evaluation of the proposal.

The County reserves the right to make an award without further discussion of the submittals. Therefore, the proposal should be initially submitted on the most favorable terms the Proposer can offer. The Proposer selected will be expected to enter a contract with the County and provide a certificate of insurance.

SCOPE OF WORK

Demolition – The Proposer will be responsible for demolition, removal, and loading of the structure, concrete foundation, and all contents of the structures, and pool. The County will be responsible for all costs of transport and proper disposal of all demolition debris.

Certifications and permits – The Proposer will be responsible for following Georgia state law. Any applicable permitting fees normally issued by the County may be waived but obtaining the permit(s) may still be required, at the discretion of the County.

Utility Locates and Disconnects – The proposer will be responsible for coordinating and ensuring utility locates and disconnects.

Reuse of Materials – Brick and masonry may be reused by the County. Brick and masonry are to be sorted separately from other materials.

Salvage of Materials – Unless referenced otherwise in an Addendum, the County shall take ownership and responsibility of all scrap/salvage materials.

Extent of Underground Demolition – The swimming pool is constructed of gunite. The gunite material must be removed.

Responsibility for Temporary Facilities – The Proposer will be responsible for all temporary facilities necessary to successfully complete the project.

Storm Water Containment- Storm water best management practices must be implemented.

Safety- The Proposer shall comply with safety rules and regulations pertaining to the activity, and shall govern employees according to, and in compliance with the applicable OSHA Regulations. Precautions and safety measures shall be provided for the safety of all workers. The Proposer shall maintain an accurate record of exposure data on all accidents incidental to work performed under

this contract resulting in death, traumatic injury, occupational disease, or damage to property, materials, supplies, or equipment. Proposer shall provide information describing the specific safety measures/plans to be used in this project to protect personnel, public, structures and infrastructure. Proposal must include any/all fees related to this requirement.

Hazardous Materials – None on site.

EVALUATION CRITERIA

The following criteria will be used by County staff to evaluate the proposals:

- **Qualifications/Experience** – The qualifications and experience of the Proposer in building demolition services. The proposal should describe Proposer's qualifications, including years of experience. The proposal should also include examples of similar projects.
- **References** – Proposer shall provide a minimum of three (3) references for which the scope of work specifically included building demolition and clean-up services.
- **Schedule/Fee:** The Proposer shall provide an estimated project schedule and timeline to complete the scope of work. Proposer shall provide the County with a lump sum fee to complete the scope of this RFP.

A Proposer's prior performance on similar contracts may be considered in evaluating proposals. Any additional information requested shall be considered as part of the proposal and evaluated as such.

PROPOSAL SUBMISSION AUTHORIZATION

- An authorized representative must sign proposal, with the Proposer's address, telephone and email information provided. Unsigned proposals may not be considered.
- If the proposal is made by an individual, the name, mailing address and signature of the individual must be shown.
- If the proposal is made by a firm or partnership, the name and mailing address of the firm or partnership and the signature of at least one of the general partners must be shown.
- If the proposal is made by a corporation, the name and mailing address of the corporation and the signature and title of the person who signs on behalf of the corporation must be shown.
- The County reserves the right to request documentation showing the authority of the individual signing the proposal to execute contracts on behalf of anyone, or any corporation, other than himself/herself. Refusal to provide such information upon request may cause the proposal to be rejected as non-responsive.

The undersigned certifies that the information provided above is a true representation of its company's qualifications and agrees to comply with these assurances following award of the RFP.

Signature: _____

Printed Name: _____

Title: _____ Date: _____

Sibley Place House Demolition

RFP Submission Form

RFP No: 24-002

RFP Due Date: 3:00 P.M. (EST), Monday, July 8, 2024

Submit to:

Baldwin County
1601 N Columbia St.
Suite 230
Attn: County Manager
Milledgeville, GA 31061

Sealed proposals must be submitted on this form only. **Proposers are required to submit one (1) original and one (1) copy of this RFP submission form.**

The RFP Submission Form **MUST** be signed by an authorized representative. Original signature required.

Proposal for complete demolition and removal of building located at 2075 West Bypass Rd, Milledgeville, GA 31061

Demolition Proposal: \$ _____

Other cost \$ _____

Total Proposal: \$ _____

As outlined in the Evaluation Criteria of this RFP, please be sure to attach evidence of the following:

- Qualifications and experience
- References

Company Name: _____

Signature of Authorized Representative: _____

Printed Name: _____ Title: _____

Contact Number: _____ Email: _____

Date: _____

PROPERTY OVERVIEW

