



Mohawk Valley Collective

P.O. Box 53
Fort Plain, NY 13339
518-993-5506

**REQUEST FOR PROPOSALS
BUILDING ASBESTOS MONITORING AND AIR SAMPLING SERVICES**

**Date Issued: July 31, 2022
Due: Friday, August 12, 2022 @5:00pm**

To Whom It May Concern:

The Mohawk Valley Collective, Inc. (MVC) is a local nonprofit committed to the revitalization of the Mohawk Valley Region which includes the rehabilitation of local abandoned and distressed structures. The work to be performed consists of monitoring asbestos abatement projects, and air sampling and analysis services as directed by MVC and required by New York State Industrial Code 56, during the renovation of Unity Hall, which is located at 19 Center St., Fort Plain, NY 13339.

A. Instructions to Bidders

Name of the Bid: Unity Hall Asbestos Monitoring and Air Sampling Services
Deadline for Questions: Tuesday, August 9, 2022 @1:00pm
Deadline for Bid Submittal: Friday, August 12, 2022 @5:00pm
Bid Opening: Monday, August 15, 2022 @ 9:00am
Bids Shall Be Submitted to: Mohawk Valley Collective
PO Box 53
Fort Plain, NY 13339-0053
Method of Submittal: Confirmed Mail Delivery or In-Person
Contact Person, Title: Tanya Towne, Treasurer
E-mail for Questions: info@mohawkvalleycollective.com
Phone for Questions: 518-993-5506

Bids must be received by the Mohawk Valley Collective by Friday, August 12, 2022 at 5:00 pm in order to be considered. If you wish to bid, please submit your proposal in a mailing container or envelope which is plainly marked on the outside with the notation: 'BID ENCLOSED – Unity Hall Asbestos Monitoring and Air Sampling Services' and delivered either by certified mail to the PO Box listed above or delivered in-person to 71 Mohawk St., Fort Plain, NY. It is the bidder's

...community buildings, building community

responsibility to submit their proposals timely and completely because no extensions for revisions, corrections, amendments, or supplements will be given past the bid due date.

Prospective Bidders may schedule an appointment to view the property prior to bidding by scheduling an appointment by emailing the Contact Person (please do not call). Prospective bidders and their agents will be permitted to investigate the project site as necessary by appointment with the Contact Person prior to 5pm on Tuesday, August 9, 2022.

B. Consultant Qualifications

The selected consultant and/or contractor must be appropriately licensed by the NYS Department of Labor, utilizing workers properly trained and certified by the NYS Department of Labor and authorized to perform the requested services. The successful bidder shall be required to provide for itself and maintain at its own cost and expense until the completion of the work the following forms of insurance:

- A. Commercial General Liability coverage with limits of liability not less than One Million Dollars (\$1,000,000.00) per occurrence and not less than Two Million Dollars (\$2,000,000.00) annual aggregate, and \$2,000,000 products/completed operations aggregate
- B. Comprehensive Automobile Liability coverage on owned, hired, leased, or non-owned autos with limits not less than \$1,000,000 combined for each accident because of bodily injury sickness or disease, sustained by any person, caused by accident, and arising out of the ownership, maintenance or use of any automobile for damage because of injury to or destruction of property, including the loss of use thereof, caused by accident and arising out of the ownership, maintenance or use of any automobile.
- C. Workers' Compensation and Employers' Liability in form and amounts required by law.
- D. If the Subcontractor will be involved in any environmental remediation of any kind, the Subcontractor must have Environmental Pollution Liability Insurance with a \$1,000,000 limit to new construction projects or demolition.

The Mohawk Valley Collective, Inc. (MVC) shall be named as an additional insured on the policies required by subparagraphs (A and B) above (PO Box 53, Fort Plain, NY 13339-0053). The successful bidder shall furnish certificates of insurance to MVC and corresponding policy endorsement setting forth the required coverage hereunder prior to commencing any work, and such polices shall contain an endorsement requiring the carrier to give at least ten days' prior notice of cancellation to MVC. All insurance required shall be primary and non-contributing to any insurance maintained by MVC. The successful bidder shall ensure that any subcontractors hired carry insurance with the same limits and provisions provided herein. The successful bidder agrees to cause each subcontractor to furnish the MVC with copies of certificates of insurance and the corresponding policy endorsements setting forth the required coverage hereunder prior to any such subcontractor commencing any work.

C. Indemnification

The successful contractor shall defend, indemnify and save harmless the Mohawk Valley Collective, its employees and agents, from and against all claims, damages, losses and expenses (including, without limitation, reasonable attorneys' fees) arising out of, or in consequence of, any negligent or intentional act or omission of the successful contractor, its employees or agents, to the extent of its or their responsibility for such claims, damages, losses and expenses.

D. Terms and Conditions

The Contractor must review the Terms and Conditions and provide support that the Contractor has enough experience and expertise as necessary to comply with the Terms and Conditions.

E. Project Background

MVC is requesting proposals for Project Monitoring and Air Sampling Services to perform the following professional consulting services:

a. Conducting air monitoring/air sampling services of Presumed Asbestos Containing Material (PACM), Asbestos Containing Materials (ACM) and asbestos material prior to demolition, renovation or disturbance of ACMs,

b. Testing of Presumed Asbestos Containing Material (PACM), Asbestos Containing Materials (ACM) and asbestos samples taken during work;

On an "as needed basis" at Unity Hall, 19 Center Street, Fort Plain, NY, hereby known as the "property," which is owned by the Mohawk Valley Collective, Inc. and that is slated for renovations over the coming year:

Responses should list the cost for services, excluding the expenses incurred in preparing and submitting this response, broken out by the list below. If the contractor does not supply all of the services listed, they may give pricing on the portion that they do provide as long as they clearly indicate those services that they are not able to complete.

Price for conducting air monitoring for asbestos prior to demolition, renovation or disturbance of ACMs at the property, either on a per day, lump sum basis (including a description of what is and is not included in such price), or on a complete time and materials basis including all unit costs for required sampling and analysis by type (including any discount if applicable for bulk sampling or additional costs for expedited turnaround time), the price per visit and number of necessary site visits for visual inspections or other purposes and/or price per hour for conducting such necessary inspections, all labor costs, all costs for report generation, and any other necessary costs for conducting air monitoring for asbestos;

All work performed under this RFP shall be in accordance with the current Part 56 of Title 12 of the Official Compilation of Codes, Rules and Regulations of the State of New York (12 NYCRR

Part 56). Selected consultant will enter into a contract and guarantee his/her price for one (1) year with the option to extend one (1) year upon mutual agreement.

Buildings in which renovation or demolition activities are scheduled are likely to have no functioning heat, electric, gas, water, or sewer services and these utilities may not be available at the time of requested service. It is the contractor's responsibility to provide for such services if they are required to perform the scope of work but are not available during scheduled work activities.

This is not a prevailing wage project.

Asbestos Survey

MVC has performed an asbestos survey of Unity Hall and the report will be made available to the Contractor or Consultant as part of this RFP.

E. Scope of Work

The Asbestos Project Monitor shall be responsible for:

- a. Collecting air samples as required in the variance;
- b. Prepare a final Project Monitoring Report
- c. Informing the MVC immediately of any non-conforming work.
- d. Submitting all laboratory reports and backup electronically direct to Owner and Construction Manager.
- e. Providing a final report summarizing services including but not limited to site logs, submittals, air sampling reports, clean letters, any bulk samples, waste manifest forms, and any pertinent data.

F. Selection Criteria & Process

The Mohawk Valley Collective, Inc. may elect to interview potential consultants in person and these consultants would be notified accordingly. It is expected that a final proposal selection will be made on Monday, August 15, 2022. However, the MVC reserves the right to extend the deadline for submissions and bidder.

The organization's selection of a consultant shall be based on the following criteria:

- Demonstrated experience and expertise with reasonably similar projects.
- References, including current and/or past clients.
- Understanding of the program and the needs of the organization.
- Comprehensiveness of proposed services.

All information will be reviewed carefully. The MVC reserves the right to select the contractor whom is evaluated to be best qualified for the work associated with this project. Upon award of the bid, the MVC will work with the successful bidder to execute a contract as soon as possible.

A written contract will be presented for signing and project work forms will be used. If the MVC is unable to reach an agreement with the successful bidder within a reasonable time period, the bid will be awarded to another party.

G. General

1. Non-Collusive Certification

By submission of this RFP, each contractor and each person signing on behalf of any contractor certifies, and in the case of a joint proposal each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his knowledge and belief:

- (1) The prices in this proposal have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other contractor or with any competitor; and
- (2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the contractor and will not knowingly be disclosed by the contractor prior to opening, directly or indirectly, to any other contractor or to any competitor; and
- (3) No attempt has been made or will be made by the contractor to induce any other person, partnership or corporation to submit or not to submit a proposal for the purpose of restricting competition.

2. MWBE Promotion

It is the policy of the MVC that Minority-Owned Business Enterprises (MBE) and Women-Owned Business Enterprises (WBE) are afforded the maximum opportunity to participate in the performance of contracts. It is also MVC's goal to award Procurement Contracts to those procurement contractors who have evidenced compliance with the laws of the State of New York prohibiting discrimination in employment.

3. Affirmative Action

As required by Executive Law § 312, and in compliance with MVC's procurement policy, any contractor awarded a procurement contract more than \$25,000 for services rendered to MVC must acknowledge this affirmative action policy and agree to implement the same by making every reasonable effort to award any subcontracts (none of hereby authorized) to MBEs and WBEs and to utilize minority and labor in the performance of any agreement that is awarded to the contractor. Specifically, any contractor awarded a contract more than \$25,000 dollars will be expected to abide by the following provisions:

- a. The contractor will not discriminate against employees or applicants for employment because of race, creed, color, national origin, sex, age, disability or marital status, and will undertake or continue existing programs of affirmative action to ensure that minority group members and women are afforded equal employment opportunities without discrimination. For purposes of this section, affirmative action

shall mean recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, or termination and rates of pay or other forms of compensation.

- b. At the request of the contracting agency, the contractor shall request each employment agency, labor union, or authorized representative of workers with which it has a collective bargaining or other agreement or understanding, to furnish a written statement that such employment agency, labor union or representative will not discriminate on the basis of race, creed, color, national origin, sex, age, disability or marital status and that such union or representative will affirmatively cooperate in the implementation of the contractor's obligations herein.
- c. The contractor shall state, in all solicitations or advertisements for employees, that, in the performance of the MWBE Threshold Contract, all qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status

4. Non-Discrimination Policy

In accordance with Article 15 of N.Y. Executive Law (also known as the Human Rights Law) and all other State and Federal statutory and constitutional non-discrimination provisions, the Contractor agrees that neither it nor any of its subcontractors shall, by reason of age, race, creed, color, national origin, sexual orientation, military status, sex, disability, predisposing genetic characteristics or marital status refuse to hire or employ or to bar or to discharge from employment such individual or to discriminate against such individual in compensation or in terms, conditions or privileges of employment.

H. Submission Requirements

1. Primary Contact: Provide the name and contact information for the person representing the proponent.
2. Project Team & Resumes: Provide a summary of professional qualifications for the consultant firm and personnel to be involved with the work. Provide responsibilities and resumes for each team member. When sub-consultants are included as a part of the project team provide similar information for each firm and individual.
3. Relevant Project Experience & References: List at least three comparable projects successfully completed by the consultant and provide the names and contact information for persons familiar with the firm's work who may be contacted as references.
3. Billing Rates: Provide a schedule of hourly billing rates for primary personnel, including any sub-consultants, to be involved with these services.

4. Fee Proposal: Indicate proposed fees for all services to be provided and describe the nature of the fees. For example, some services could be provided on a fixed fee basis while others could be hourly with an upset maximum.

Indicate clearly what expenses are considered part of base services, which are to be directly reimbursable, and how reimbursable expenses will be billed. As may be applicable, provide an estimate of possible reimbursable expenses.

5. Schedule: Time is of the essence. All prices should reflect the ability of the proposer to start work immediately following approval and award by MVC. It is anticipated that these services will be required throughout the entire term of the agreement independent of the season.

I. Submission

Please submit **one** hard copy of the above-noted materials for receipt no later than August 12, 2022 to the following address:

Mohawk Valley Collective
Attn: Unity Hall Asbestos Monitoring and Air Sampling Services
PO Box 53
Fort Plain, NY 13339-0053

In-person submission can also be arranged prior to bid deadline by emailing the Contact. The in-person address is: 71 Mohawk St., Fort Plain, NY 13339. This Request for Proposals does not obligate the Mohawk Valley Collective, Inc., to reimburse any respondent for any costs incurred in the preparation of submission of a proposal, nor bind the MVC in any way.

J. Questions

Please direct all questions to Tanya Towne, Treasurer via info@mohawkvalleycollective.com by Tuesday, August 9, 2022 at 1:00 pm. Access to the building for inspection can be arranged by emailing the Contact.

By: Tanya Towne
Treasurer
Mohawk Valley Collective, Inc.