



Mohawk Valley Collective

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

**REQUEST FOR PROPOSALS
BUILDING ASBESTOS ABATEMENT 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. Our organization seeks proposals to perform asbestos abatement services at Unity Hall, which is located at 19 Center St., Fort Plain, NY 13339.

A. Instructions to Bidders

Name of the Bid: Unity Hall Asbestos Abatement
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 Abatement' 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 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.

...community buildings, building community

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. They must satisfy themselves by personal examination of the location of the proposed work, and by such other means, as they deem necessary, as to the actual conditions and requirements of the work and as to the actual quantities required for project completion. Prices bid shall include all costs for the work set out in the conditions of this RFP.

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 MVC shall be named as additional insured, have subrogation waived endorsement, and endorsement requiring the carrier to give at least 30 days' prior notice of cancellation on all the policies required by subparagraphs (A, B, C, and D) above. Use the following on Acord 25 forms:

Mohawk Valley Collective, Inc.
PO Box 53
Fort Plain, NY 13339-0053

19 Center St., Fort Plain, NY 13339 shall be listed as the project address on the Acord 25 certificate.

The successful bidder shall furnish certificates of insurance to the MVC and corresponding policy endorsements setting forth the required coverage hereunder prior to commencing any work. All insurance required shall be primary and non-contributing to any insurance maintained by the 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 MVC, 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. The work to be performed consists of abatement services as directed by MVC within the subject property boundary. The work to be bid includes the asbestos abatement of the following property:

Unity Hall
19 Center St
Fort Plain, NY 13339
Tax Map ID: 46.46-3-6

The Contractor shall be responsible for compliance with all Federal, State, and municipal requirements related to asbestos abatement, including, but not limited to, requirements of the Occupational Safety and Health Administration (OSHA), Environmental Protection Agency (EPA), New York State Department of Environmental Conservation (DEC), and New York State Department of Transportation (DOT). Records of compliance and proper disposal of asbestos containing products must be forwarded to within 30 days of project completion. It shall be the Contractor's responsibility to secure the project site while they are performing work by whatever means necessary to protect people from danger.

MVC will contract directly with an asbestos Project Monitor.

The Contractor shall file the Waiver of Notification Forms with the New York State Department of Labor on behalf of MVC therefore waiving any notification fees required. **Do not include any notification fees in your proposal.**

This is not a prevailing wage project.

E. Scope of Work

ACM to be abated includes all asbestos identified in the report in anticipation of renovating the building. **An Asbestos Building Inspection Report by A2Z Environmental LLC and dated May 22, 2020 will be made available to bidders.** All asbestos on first floor (to the top plate of first floor) and basement/crawlspace levels are to be removed. It is the abatement contractor's responsibility to verify quantities and locations of ACM for the purpose of submitting a proposal.

All debris created during the asbestos abatement must be removed.

Removal of Asbestos Containing Materials ("ACMs"), as that term is defined by the U.S. Environmental Protection Agency, which consists of material that is greater than 1% by weight of asbestos. Locations, types, and quantities of ACM can be found by reviewing the asbestos survey reports (Appendix A) conducted in compliance with New York State Department of Labor Industrial Code Rule 56 requirements. MVC must be notified immediately if an unforeseen issue is discovered through the process of asbestos abatement. Contractor shall follow all protocols for the removal, handling, transportation, recording, and reporting of ACM activities with MVC and appropriate state and municipal government agencies.

In addition, the abatement contractor shall be responsible for:

- a. Becoming familiar with the location of the material to be removed for each structure;
- b. Perform all work in accordance with Part 56 Title 12 of the Official Compilation of Codes, Rules and Regulations of the State of New York (Cited as 12 NYCRR Part 56) and all Local and Federal Regulations;
- c. Touring the work area with the Project Monitor or MVC representative and agreeing on pre-abatement conditions of each work area and/or structure;
- d. Erecting and inspecting the critical barriers and decontamination enclosure systems;
- e. Meeting with the Project Monitor, MVC, or our representative daily to review work progress, solve problems, and adjust procedures;
- f. Coordinating all work with the Project Monitor;
- g. Keeping the daily log of on-site inspections concerning compliance with the specifications. The log will list the names of all persons entering the work area. The log will also show the worker's license identification cards were checked to ensure that all workers are licensed by New York State;

- h. Remove and dispose of all friable asbestos containing material and non-friable materials that could become friable during demolition as identified in the asbestos survey in accordance with 12 NYCRR part 56.;
- i. Upon completion the basement, crawlspace, wall and masonry cavities and all other areas of the first floor and lower floor will be clean and free of asbestos containing material (ACM)
- j. Decommissioning all enclosures and barriers following abatement of the structures with appropriate disposal of this material.

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.
- Price.

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 Conditions

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 the 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. SDVOB Promotion

It is the policy of the MVC that Service-Disabled Veteran Owned Businesses (SDVOBs) are afforded the maximum opportunity to participate in the performance of contracts. It is also the 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.

4. Affirmative Action

As required by Executive Law § 312, and in compliance with the MVC's procurement policy, any contractor awarded a procurement contract more than \$25,000 for services rendered to the MVC must acknowledge this affirmative action policy and agree to implement the same by making every reasonable effort to award any subcontracts 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

5. 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 firm and the person representing the firm including firm mailing address, firm and agent phone number(s), firm website, and agent email address.
2. Project Team Qualifications: 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-contractors 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.
4. Project Fixed Pricing: Provide a fixed project price separated by each address. Also indicate the cost for sub-contractors if they are used for any activity associated with completing the scope of work. This solicitation will be concurrently listed with the building demolition RFP. Firms that have the capacity and are interested in bidding both RFPs must list the cost of each RFP separately. We anticipate selecting bidders for each RFP separately, at the fixed project price, however, a bidder who submits two proposals may offer a discount if MVC awards together. Such discounts, if offered, must be clearly marked on the proposals, e.g. "our firm will reduce the price of each proposal by X% should we be awarded both the asbestos abatement and the demolition contracts concurrently." MVC will consider this discount in determining the best value as identified to the criteria in provision F.

5. Schedule: Please provide a suggested project schedule for consideration. Project schedule should include proposed start date and timeline for completion including the amount of days air monitoring will be required. It is our intention to complete the work in the spring/early summer.

Failure to follow and submit all items above may result in proposal disqualification.

The MVC may waive at its discretion any informalities or minor defects or reject any and all bids. Any bid may be withdrawn prior to the scheduled time for the opening of bids or authorized postponement thereof. Any bid received after the time and date specified shall not be considered. Should there be reasons why the contract cannot be awarded within the specified period; the time may be extended by mutual agreement between the MVC and the Contractor.

I. Submission

Please submit a printed copy of your proposal in a sealed envelope to:

**Mohawk Valley Collective
Attn: Unity Hall Asbestos Abatement
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.