



GREENSBORO
NORTH CAROLINA

REQUEST FOR PROPOSALS

Event #11359

DEMOLITION & ASBESTOS SERVICES

**Asbestos Testing & Inspection Asbestos
Abatement & Clearance Demolition of Buildings**

**Housing & Neighborhood Development
Department
Neighborhood Impact Division**

SECTION 1 OVERVIEW

Request for Proposals (“RFP” or “Event”): The City of Greensboro (“City”) hereby solicits and invites proposals from certified Asbestos Testing Firms, certified Asbestos Abatement Firms, and/or certified Demolition of Building Firms (“Contractor”), with proven experience and expertise, to submit a response to the requirements outlined in this RFP and provide to provide asbestos testing and inspection services, asbestos abatement and clearance services, and/or demolition of buildings services of single-family homes, multi-family homes and other structures where asbestos containing materials may exist. Assignments in all three service areas will alternate between firms, that are selected as qualified within each category, as “round robin” to meet the program’s needs, if more than one bidder is selected, aligned in alphabetical order of the business name. Bidders must be able to provide the services outlined in the specifications and indicate which services they are requesting qualifications. A contractor can submit to this RFP for one, two, or all three specialized areas for consideration.

Pre-Bid Meeting: A non-mandatory zoom call will take place on February 27, 2024 at 10:00 AM EST. **You must register in advance for this meeting** by clicking on this link:

<https://us02web.zoom.us/meeting/register/tZYrc-yoqz8qGtW4IgnToQekcPdIGIAsKG2j>

After registering, you will receive a confirmation email containing information about joining the meeting.

Period and Terms of Contractual Agreement: The selected Contractor(s) will enter into a contract service agreement with the City to cover the proposed scope of work outlined in Section 2 of this RFP. The contract term will be for three years. Services shall begin on May 1, 2024 and end April 30, 2027.

Selection Process: After the close of this RFP, Contractor proposals will be reviewed and evaluated for responsible and responsive submissions, and that all proposals have the required documents as outlined in the RFP (if required). The selection of award for this service will be based on the RFP Matrix scoring.

Scope of Work Assignments to As Needed Contractors: Selected contractors will be placed in alphabetical order based on the 1st letter of their business’s legal name as it’s printed on the RFP, W-9 Form, and Liability Insurance Policy. The business name must be listed exactly how it is listed with the North Carolina Secretary of State’s Office or Business License Legal Entity. When requested services is ordered by the Neighborhood Impact Manager (Manager) the Manager will prepare a “Notice to Proceed – Scope of Work” with photos attached that details the work to be completed. The selected contractors accepting the assignment will have entered into an agreement with the City.

Minimum Requirements: Contractors must meet the minimum specifications and requirements contained in the RFP. Contractors are required to acknowledge all exceptions to the minimum specifications, terms and conditions in their proposals. Failure to do so may result in the response being deemed nonresponsive. The Contractor must:

- Have a minimum of three years’ experience in Asbestos Testing and Inspection Services, OR Asbestos Abatement and Clearance Services, OR Demolition of Buildings Services.
- Must demonstrate significant experience in performing each of the specialized areas in which qualifications is being requested to perform services (Asbestos Testing and Inspection Services, OR Asbestos Abatement and Clearance Services, OR Demolition of Buildings Services).

- Be able to demonstrate a working knowledge of ALL required NC DEHNR and/or FPA report elements as well as testing and clearance protocols.
- Have sufficient staff and resources available to perform the required services with the contract specified time-period.
- Asbestos Testing & Inspections – Be a North Carolina Accredited Firm with Asbestos Inspectors, Inspectors must have current North Carolina certifications as defined and in accordance with NC Administrative Code, NC General Statute 130A, Article 19 – Asbestos Hazard Management
- Asbestos Abatement and Clearance – Be a North Carolina Accredited Firm with Asbestos Inspectors, Inspectors must have current North Carolina certifications as defined and in accordance with NC Administrative Code, NC General Statute 130A, Article 19 – Asbestos Hazard Management
- Demolition of Buildings – Be a North Carolina Firm with certifications or documented trainings in the Demolition of Buildings, Grading, Erosion Control, and Site Preparations following Demolition.
- Have the proper equipment to provide the services for which qualifications is requested.
- Meet the minimum insurance requirements required by the City of Greensboro.
- Contractors requesting qualifications for Asbestos Testing & Inspections and Asbestos Abatement and Clearance will be required to provide current Firm and Staff NC Asbestos Inspector and Supervisor accreditations, certifications with their response.
- Complete Appendix 1; Business Informational Form and submit with their response.
- Complete the appropriate M/WBE Forms and submit with their response.
 - Upload Affidavit C1 if you are subcontracting any portion of this work.
 - Upload Affidavit E1 if you are self-performing all work.
 - **NOTE:** All Affidavits must be signed and notarized to be considered valid.

RFP Questions:

Questions regarding this event may be submitted through the Greensboro Electronic Purchasing System (“GePS”). Answers will be posted in the system approximately by March 1, 2024. Answers provided by the City, and posted to GePS Q and A Section, shall be incorporated into this event and will be used to evaluate the responsiveness of all bids.

Rights of the City – Proposals and Additional Documentation: As a result of this RFP, the City reserves the right to accept or reject any and all proposals received in whole or in part, to waive minor technicalities, or to negotiate with all responsive and responsible Contractors. The City also reserves the right to request financial documentation such as, independently audited financial statements, most recent tax returns, or profit loss statements before awarded of this contract.

Rights of the City – Multiple Awards: The City reserves the right to award contract(s) in whole or in part, whichever is in the City’s best interest as it determines in its sole discretion. The City of Greensboro reserves the right to award multiple contracts with the intent to provide service coverage based on geographic areas or other methods by which the city service area may be sub-divided.

Due Date: Submittals in response to this RFP are due to the City’s Procurement Services Division through GePS no later than March 12, 2024 by 2:00 PM EST by the City’s server for electronic submittal. Although the City tries to maintain continuous access to the GePS website, service may be

interrupted. Therefore, suppliers are encouraged to submit proposals 24 hours prior to the bid closing. An unsubmitted bid is not acceptable.

Submission and Response Schedule

RFP Issuance	February 19, 2024
Questions and Answers Period Open	February 21, 2024
Pre-bid Zoom Meeting	February 27,2024 10:00 AM EST
Questions and Answer Period Closes	March 1, 2024 2:00 PM EST
RFP Submission Period Ends	March 12, 2024 2:00 PM EST
Anticipated Contractor(s) Award Notification	March 19, 2024
Anticipated Contract Executed Date	April 16, 2024
Anticipated Start Date(s) may vary	May 1, 2024
Council Approval maybe required for some services	

Submittal Requirements: Contractors submitting a proposal must meet the minimum requirements and submit the following information with their response.

1. Contractor shall be required to complete the appropriate M/WBE Forms (see attached and incorporated herein by reference affidavits) and submit with their response. Please note: this form must be signed and notarized to be considered valid.
2. Contractor shall be required to answer the Local Preference question on the Event.
3. Letter of Interest: The letter of interest must reference the Asbestos & Inspection Services RFP and contain:
 - Company profile, history, and staffing.
 - General description of the contractors understanding of the requested services.
 - Identification, address, telephone, fax number, e-mail address of contractor and primary contact person.
 - Summary of the contractor’s qualifications and experience and any contractor’s license number.
 - Experience the contractor has providing the requested services.
 - Number of years the contractor has provided requested services.
 - Briefly describe the qualifications of the key staff responsible for administering requested services.
 - Signature of the contractor or agent who is legally authorized to enter into a contractual relationship on behalf of the contractor.

- **Letter must be notarized or have a corporate seal.**
4. Accreditations / Certifications: Provide copies of the current Firm and Staff NC Asbestos Inspector accreditations / certifications to perform requested services.
 5. Asbestos Inspection Report: Provide a complete Asbestos Testing and Inspection Report completed within the past 6 months.
(*Note: Personal client information may be blacked out.*)
 6. Capacity / Turn-Around Time: Provide a time schedule reflecting the capacity and the turn-around time for your firm's services.
(*Time from ordering an asbestos test to the actual testing and delivery of the results report*)
 7. Laboratories: Provide a list of laboratories utilized by your firm.
 8. References and Experience: Provide a minimum of (3) three like size jobs and scope of work projects that your company has performed with their contact information within the last two years. Include the total number of years of experience in performing requested services.
 9. Provide proof of how long your firm has been in business. This information can be provided in several ways. i.e. Secretary of State Business Registration, licenses, business permits, job assignments, permits issued by the City, reports, ACM reports etc.
 10. Appendix 1 City of Greensboro Business Informational Form: Contractors must complete Appendix 1 City of Greensboro Business Informational Form and upload this document with their submission.
 11. Pricing Sheet: Contractor must submit completed pricing sheet, as outlined in Section 3 Submittal of Pricing and Award Process, with their submission for all sections they wish to bid on.

Qualification Areas: Contractors shall provide their qualifications for each category in which they are requesting to provide services in this RFP:

- Asbestos Testing & Inspections
- Asbestos Abatement & Clearance
- Demolition of Buildings

M/WBE Participation Requirements

M/WBE Policy Statement

It is the policy of the City of Greensboro to ensure that all businesses, including M/WBEs, are afforded the maximum practical opportunity to participate in the City's purchasing and contracting processes. Therefore, the City will not enter into a contract or be engaged in a business relationship with any business entity that has discriminated in the solicitation,

selection, hiring, or commercial treatment of vendors, suppliers, subcontractors, or commercial customers on the basis of race, color, religion, national origin, sex, age or on the basis of handicap or any otherwise unlawful use of characteristics regarding the vendor's, supplier's or commercial customer's employees or owners; provided that nothing in this policy shall be construed to prohibit or limit otherwise lawful efforts to remedy the effects of discrimination that have occurred or are occurring in the Relevant Marketplace, which includes the counties of Alamance, Caswell, Chatham, Davie, Davidson, Durham, Forsyth, Franklin, Granville, Guilford, Hoke, Lee, Montgomery, Moore, Orange, Person, Randolph, Richmond, Rockingham, Rowan, Scotland, Stokes, Surry, Vance, Wake, Warren, Yadkin.

M/WBE Commercial Nondiscrimination Policy

The undersigned Respondent hereby certifies and agrees that the following information is correct:

In preparing its response, the Respondent has considered all proposals submitted from qualified, potential subcontractors and suppliers, and has not engaged in "discrimination" as defined in the City's M/WBE Program Plan, Section V. A. 1.; to wit: discrimination in the solicitation, selection or commercial treatment of any subcontractor, vendor, supplier or commercial customer on the basis of race, color, religion, ancestry or national origin, sex, age, marital status, sexual orientation or on the basis of disability or other unlawful forms of discrimination. Without limiting the foregoing, "discrimination" also includes retaliating against any person or other entity for reporting any incident of "discrimination". Without limiting any other provision of the solicitation for responses on this project, it is understood and agreed that, if this certification is false, such false certification will constitute grounds for the City to reject the response submitted by the Respondent on this project, and terminate any contract awarded based on the response. As part of its response, the Respondent shall provide to the City a list of all instances within the immediate past four (4) years where there has been a final adjudicated determination in a legal or administrative proceeding in the State of North Carolina that the Respondent discriminated against its subcontractors, vendors, suppliers or commercial customers, and a description of the status or resolution of that complaint, including any remedial action taken. As a condition of submitting a response to the City, the Respondent agrees to comply with the City's Commercial Nondiscrimination Policy as described under its M/WBE Program Plan, Section V. A.1.

Respondents that are certified M/WBE prime bidders will be awarded 10 (ten) evaluation points or Respondents that use a certified M/WBE firm(s) on their project or team will be awarded 5 (five) evaluation points. A maximum of ten Points may be received for this criteria. The following certified Minority Group Members and/or women: African- American, Hispanic American, Native American, Asian American, and non-Minority females are eligible to be counted for M/WBE participation in the contract.

For purposes of certification, the City accepts minority and women-owned firms that are certified by the State of North Carolina Department of Administration Historically Underutilized Business Office (HUB) <https://ncadmin.nc.gov/businesses/hub/hub-certification> or NC DOT North Carolina Department of Transportation <https://connect.ncdot.gov/business/SmallBusiness/Online-Cert-App-Portal/Pages/default.aspx> and satisfies the City's eligibility requirements.

If a Respondent plans to subcontract any portion of the contract or has a M/WBE firm on their team, the respondent must submit an Affidavit C1 - Subcontractor Utilization Commitment form.

Or

If a Respondent plans to self-perform 100% of the work under a contract with its own workforce, the respondent must submit Affidavit E1 - Statement of Intent to Perform Work Without Subcontractor form.

For questions about the City's M/WBE Program, please contact the M/WBE Office at (336) 373-2674 or via email at mwbegso@greensboro-nc.gov

SECTION 2 **SCOPE OF SERVICES**

Description of Work:

To provide on call as needed asbestos testing and inspection services, asbestos abatement and clearance services, and/or demolition of building services of single-family homes and other structures scheduled for demolition. Services may also be necessary for units that are in the City of Greensboro's Housing & Neighborhood Development Department's Housing Programs when necessary.

Time Period to Complete Assignments:

Asbestos Testing & Inspection – The Contractor shall have 10 calendar days to complete the asbestos testing and inspection services from the date of the Notice to Proceed. The Contractor shall provide a copy of the ACM Asbestos Testing and Inspection Letter/Report to the Manager. If Rush Job, assignment is to be completed within 48 hours.

Asbestos Abatement & Clearance – The Contractor shall have 15 calendar days to complete the asbestos abatement and clearance services from the date of the Notice to Proceed. The Contractor shall provide a copy of the Clearance Letter from the Hygienist to the Manager.

Demolition of Buildings – The Contractor shall have 30 calendar days to complete the demolition of buildings on the property, grading, and ground remediation from the date of the Notice to Proceed. The Contractor shall provide a copy of disposal manifest, salvage affidavit, receipts associated with the demolition 72 hours after the project is completed.

This work shall include, but is not limited to providing all licenses, materials, equipment, supervision and permits required for the Contractor to provide prescribed services for the existing structure and any accessory structures on the identified parcel/lot.

Eligibility: All NC Accredited Firms and Asbestos Supervisors, must have a current NC certifications in accordance with the North Carolina Administrative Code, N.C. General Statute §130A-444 through 452 - Asbestos Hazard Management thus establishing The Asbestos Hazard Management Program (AHMP).

Firms must demonstrate significant experience in the field of services requesting qualifications and reporting. Firms must also be able to demonstrate a working knowledge of all required NC DEHNR and/or EPA report elements as well as testing, abatement, and demolition protocols. All key personnel shall be on staff and possess the proper accreditations and/or certifications. The City reserves the right to interview selected applicants if necessary.

Invoices for Services: Contractor must invoice the City of Greensboro within 72 hours of completing the required services and include the required Asbestos Testing and Inspection ACM Letter/Report, Clearance Letter, and/or Supporting documents prescribed above for demolition of buildings. Invoices and Reports are to be sent to Troy.Powell@greensboro-nc.gov. All invoices must be typed and outline the services provided. Payment will be made within (15) working days of receipt of invoices.

Non-Compliance of Services: If requested services are not in compliance by the time period specified, the Contractor will be in breach of their contract. Failure to complete the project satisfactory within ten (10) days after the expiring time period deadline from the issuance of the Notice to Proceed, no additional job assignments will be provided to the contractor and payment for services will be withheld until the project is completed satisfactory. After two deficiencies of failing to complete the projects timely, no additional job assignments may be assigned during the remainder of the contract period.

SECTION 3
SUBMITTAL OF PRICING AND AWARD PROCESS

Pricing – Asbestos Testing & Inspection (If Applying for Qualifications): Please provide an itemized Bid / Cost Summary for Asbestos Testing and turn- around time. Cost is being requested for your price to test a single structure or multiple structures at a given time; Capacity turnaround time for testing reports, and the cost of a single test or up to 5 and up to 10 test performed. If a test past 10 is the individual rate, then state it in your response.

- Base Fee, includes ten (10) material test \$ _____
- 2 – 4 Structure Assignment Base Fee, includes 10 test \$ _____
- 5 – 9 Structure Assignment Base Fee, includes 10 test \$ _____
- 10 + Structure Assignment Base Fee, includes 10 test \$ _____
- Individual Material Testing over ten (10), per test \$ _____
- Rush Job (When indicated on Scope of Work) \$ _____
- Turn-Around Time for Standard Testing _____

Pricing – Asbestos Abatement & Clearance (If Applying for Qualifications): Please provide an itemized Bid / Cost Summary for Asbestos Abatement and Clearance and turn- around time. Provide pricing per square foot and price per linier foot.

- Non-Friable Asbestos Material. Per Square Foot. \$ _____
- Non-Friable Asbestos Material. Per Linier Foot. \$ _____
- Non-Friable Asbestos Material. Per Window Glaze \$ _____
- Friable Asbestos Material. Per Square Foot. \$ _____
- Friable Asbestos Material. Per Linier Foot. \$ _____
- Friable Asbestos Material. Per Window Glaze \$ _____

- Final Visual Clearance Inspection \$ _____
- Turn-Around Time for Assignment Completion: _____

Pricing – Demolition of Buildings (If Applying for Qualifications): Please provide an itemized Bid / Cost Summary for the Demolition of Buildings and turn-around time.

- Demo wood frame / wood or vinyl siding 1 story \$ _____ per sq ft
- Demo wood frame / wood or vinyl siding 2 story \$ _____ per sq ft
- Demo wood frame / brick siding 1 story \$ _____ per sq ft
- Demo wood frame / brick siding 2 story \$ _____ per sq ft
- Demo masonry structure 1 story \$ _____ per sq ft
- Demo masonry structure 2 story \$ _____ per sq ft
- Tandem load of clean dry fill dirt \$ _____ per cu ft
- Concrete slab removal 4” thick \$ _____ per sq ft
- Tree Removal includes removal of stump & grading
 - 6” – 12” diameter of tree \$ _____
 - 12” – 24” diameter of tree \$ _____
 - 24” – 36” diameter of tree \$ _____
 - 36” – 48” diameter of tree \$ _____
 - 48” + diameter of tree \$ _____
- Vegetation Removal (Per square foot area) \$ _____

Establishing the Pricing Sheet: The pricing provided from responsive proposals for the categories in will be entered into a Matrix for evaluation. The pricing for each submission will be calculated and a pricing sheet will be established to become the actual pricing for requested services. Contractors awarded in each category must sign the pricing sheet in agreement of compensation.

There will be three lines on the event for each of the following sections:

- Asbestos Testing & Inspection
- Asbestos Abatement & Clearance
- Demolition of Buildings

Contractor may bid on one, two, or all three of the services. Contractor should enter “1” on each event line they wish to bid on and upload their pricing sheet that includes the items referenced above. Contractor should select no bid on each event line they do not wish to bid on.

Award Process

Selection of Award: Contractors will be scored in each category in which they are requesting qualifications. Contractors must meet all requirements and the minimum listed in the RFP and attached appendices. All responsive bids may be graded with emphasis applied on the following criteria: Price, Licenses, Qualifications, Work Quality, and Similar Jobs. The City may engage in discussions with any potential Contractor prior to final determination and award. In the matrix, “Specialized Area” means, Asbestos Testing & Inspection, Asbestos Abatement & Clearance, and/or Demolition of Buildings.

Award Matrix

Points	Selection Criteria
15	<p>Longevity Experience in Specialized Area Documented experience with projects within the last five years. Matrix Scoring:</p> <ul style="list-style-type: none"> • 15 Points: If number of years is <u>5 or greater</u> • 10 Points: If number of years is <u>3-5 years</u> • 5 Points: If number of years is <u>1-3 years</u> • 0 Points: If number of years is less than 1 year
15	<p>Agency Experience Specific to Buildings and References in Specialized Area Experience in asbestos testing & inspection, asbestos abatement & clearance, and/or demolition of buildings for single-family and multi-family structures and non-residential structures. Provide a minimum of 3 like size jobs and scope or work projects in each category for qualifications that your company has performed with current contact information similar to the requested services of this RFP. Matrix Scoring:</p> <p>15 Points: More than 3 years of experience with requested services in residential and non-residential structures and provided three (3) scope of work projects as listed for review.</p> <p>10 Points: More than 3 years of experience with requested services in residential structures only and provided three (3) scope of work projects as listed for review.</p> <p>0 Points: Less than 3 years of experience and less than three (3) scope of work projects as listed for review.</p>
15	<p>Agency Capacity in Specialized Area Qualified staff and ability to provide requested services in a timely and responsible manner. Matrix Scoring:</p> <p>15 Points: Contractor employs more than 3 staff qualified to perform requested services and contractor verifies the agency can complete requested services timely as specified in the RFP.</p> <p>10 Points: Contractor will sub-contract staff qualified to perform requested services and contractor verifies the agency can begin and complete requested services timely as specified in the RFP.</p> <p>0 Points: Contractor provided no details of capacity and timely completion or does not meet the above criterion.</p>
10	<p>Qualifications and Licenses in Specialized Area Certifications and Licenses to provide requested services that also includes a certified asbestos inspector and/or asbestos supervisor. Matrix Scoring:</p>

	<p>10 Points: Contractor possesses active licenses, certifications, or qualification documents to perform requested services.</p> <p>5 Points: Contractor will sub-contract staff that possess active licenses, certifications, or qualification documents to perform and supervise requested services.</p> <p>0 Bonus Points: Contractor provide no documentation of qualifications, certifications, or licenses to perform requested services.</p>
30	<p>Pricing in Specialized Area The pricing for requested services will be evaluated based on</p> <p>Matrix Scoring: Lowest bidder will receive all points. Each subsequent higher bid will receive progressively less points.</p>
10	<p>M/WBE Certified Contractor Provide current certification with response.</p> <p>Matrix Scoring: 10 Points: Respondents that are certified M/WBE Prime Bidders 5 Points: Respondents that use certified M/WBE firms on their teams 0 Points: Company or Applicant is not a certified M/WBE Contractor</p>
5	<p>Meets Local Preference Policy</p> <p>Matrix Scoring: 5 Points: <u>Meets</u> Local Preference Policy. 0 Points: Doesn't Meet Local Preference Policy.</p>
100	<p>Total Score (rounded to nearest whole number)</p>

Example Scoring Worksheet

		SPECIALIZED AREAS		
	Points	Asbestos Testing	Asbestos Abatement	Demolition
Longevity Experience	15	15	15	15
Specialized Experience &	15	15	15	15

References				
Agency Capacity	15	15	15	15
Qualifications & Licenses	10	10	10	10
Pricing	30	30	30	30
M/WBE Certified	10	10	10	10
Local Preference Policy	5	5	5	5
	100	100	100	100

Specialized Categories for Awards

Notice in the Example Below that Contractor A & B qualified for two categories, while Contractor C & D only requested to be qualified for a single category. This is qualified contractors will be assigned to the specialized categories if awarded.

Asbestos Testing & Inspection

- Contractor A
- Contractor B

Asbestos Abatement & Clearance

- Contractor A
- Contractor B
- Contractor C

Demolition of Buildings

- Contractor A
- Contractor B
- Contractor D

Appendix 1
City of Greensboro
BUSINESS INFORMATIONAL FORM

All interested Contractors submitting a bid to the City of Greensboro for Event 11359, “Demolition & Asbestos Services”, will be required to submit this Business Informational Form with their bid. The form should be completed by an individual who has authority to enter the business into contract.

OWNER AND BUSINESS INFORMATION

1. Owner’s Name: _____
2. Legal Business or Trade Name: _____
3. Business Address: _____
4. Business Phone: _____
5. Business Email: _____
6. My Firm has ____ employees that have their NC Asbestos Supervisor accreditations/certifications
7. We have been in Business for ____ years and have ____ years of experience in Asbestos Testing & Inspection, Asbestos Abatement & Clearance, and/or Demolition of Buildings.
8. Provide Organization name, address, valid phone number and/or email address for three (3) like size job and scope of work projects that your company has provided services for:

Organization _____
Address _____
Contact _____ Telephone _____ Email: _____

Organization _____
Address _____
Contact _____ Telephone _____ Email: _____

Organization _____
Address _____
Contact _____ Telephone _____ Email: _____