

REVISED AUGUST 2013

**BID REFERENCE #3145
BID SPECIFICATIONS FOR**

BUILDING DEMOLITION AT

**3145 N. WEST BAY SHORE DRIVE
SUTTONS BAY TOWNSHIP
PESHAWBESTOWN, MICHIGAN**

**~~JULY 23, 2013~~
AUGUST 30, 2013**

**Prepared For:
LEELANAU COUNTY LAND BANK AUTHORITY
8527 East Government Center Dr, Suite 108
Suttons Bay, MI 49682**

**Prepared with the Assistance of:
ENVIROLOGIC TECHNOLOGIES, INC.
2960 Interstate Parkway
Kalamazoo, Michigan 49048
(800) 272-7802**

- Pre-Bid Meeting at the subject property on Wednesday, September 11, 2013 at 10:00 a.m. EST.
- Questions will be answered at the Pre-Bid Meeting. Additional questions after the Pre-Bid Meeting, must be submitted in writing by 5:00 p.m. Thursday, September 12, 2013.
- Sealed Bids shall be submitted no later than 4:00 pm Monday, September 16, 2013 via mail or delivery.

1. Project Site Location:

Residential Property
3145 N. West Bay Shore Drive
Suttons Bay Township,
Peshawbestown, MI

2. Leelanau County Land Bank Authority Contact:

Trudy J. Galla, AICP - Planning Director
8527 East Government Center Dr
Suttons Bay, MI 49682
Ph: 231-256-9812

3. Contact Information – Oversight Consultant

Jeffrey C. Hawkins, President
Envirologic Technologies, Inc.
2960 Interstate Parkway, Kalamazoo, Michigan
Ph: 269.342.1100
Cell: 269.615.3619
Email: jhawkins@envirologic.com

4. Site Information

The Leelanau County Land Bank Authority recently was awarded a Blight Elimination Grant from the State of Michigan. This grant will be used to fund the proposed demolition activities as outlined in this document. Ultimate approval of the use of these funds will be from the State of Michigan upon receipt and selection of a qualified bidder.

The subject site includes a one and one-quarter story wooden residential structure with a partial basement, crawl space and covered porches totaling approximately 2,000 square feet. The parcel number for the site is 011-642-011-30.

Interior

This small house consists of two bedrooms, one bathroom, kitchen, living room, “billiard room”, utility room, small basement and crawl space. There are also two covered porches. The house is filled with miscellaneous items including appliances.

Exterior

There are miscellaneous items and debris that are located near, adjacent to the house and scattered throughout the yard.

The requested services for the subject bid will include the following tasks:

- Asbestos Abatement
- Universal Waste Removal
- Building/Structure Demolition and Removal, including contents
- Removal of exterior miscellaneous debris and garbage
- Abandonment of water supply well
- Abandonment of septic system
- Backfill



It is the intent of the Leelanau County Land Bank Authority to have a clear site with all structures and debris removed which will ultimately allow redevelopment of the site.

All work described in these Specifications will be coordinated through and performed under the supervision of **Envirologic Technologies, Inc. (Oversight Consultant)** acting on behalf of the Leelanau County Land Bank Authority.

5. Pre-Bid Meeting, Statement of Qualifications, Hazardous Building Materials Report

A Pre-Bid Meeting will be held at the subject property on Wednesday, September 11, 2013 at 10:00 a.m. EST. Attendees can participate in a guided tour of the structure and be allowed additional time for an unescorted walkthrough.

Contractors will present a Statement of Qualifications for their company and subcontractors that satisfies the requirements of Attachment B: Statement of Qualifications at the time of the Pre-Bid Meeting OR with their bid response.

Note: A Hazardous Materials Building Survey for Asbestos and Universal Wastes has been completed for the site. To obtain a copy of the report, call the Planning Dept. It will also be available at the Pre-Bid Meeting on Wednesday, September 11, 2013 at 10:00 a.m. EST. The report will indicate the presence, location and quantity of observed asbestos-containing materials and universal wastes that will require special handling and/or disposal practices. ***Successful bidder will be responsible for abating and disposing of any additional asbestos that may be discovered prior to or during demolition.*** Based on the age of the home, it should be assumed that lead-based paint is present in the structure and requires appropriate certifications and handling.

Questions will be answered at the Pre-Bid Meeting. If there are additional questions after the Pre-Bid Meeting, they must be submitted in writing to: **Trudy Galla, Secretary, Leelanau County Land Bank Authority at tgalla@co.leelanau.mi.us or facsimile at (231)256-0174 by 5:00 p.m. Thursday, September 12, 2013.** All responses will be posted on the website: www.leelanau.cc.

6. Description of Services

A. Abatement of Hazardous Materials, Building Demolition, Debris Removal and Site Stabilization

The successful bidder will provide a **competitive, sealed bid** for all mobilization, labor, equipment and materials for the demolition and offsite disposal (and recycling) of the following items:

- One, approximately 2,000-square-foot one and one-quarter story wooden residential structure with a partial block/stone basement, crawl space, including contents;
- All other concrete and concrete block structures, partial or complete, septic tanks, etc.
- Abandonment of water supply well

Prior to demolition, the selected contractor will abate and remove any Asbestos-Containing Materials (ACMs) and remove and recycle (where appropriate) any universal wastes including fluorescent bulbs, ballasts, mercury switches and thermostats etc. as identified in the Hazardous Materials Building Materials Report. Based on the age of the home, it should be assumed that lead-based paint is present in the structure and requires appropriate certifications and handling. Therefore the

contractor shall conduct all demolition activities in accordance with the Michigan Lead Exposure in Construction Standard. The contractor shall comply with all Requirements and Specifications related to this task as presented in *Attachment A: Requirements and Specifications* of this document.

The selected contractor will prepare and provide a Hazardous Materials Work Plan prior to initiating the demolition activities that identifies all methods, procedures and offsite facilities that will be utilized to manage and dispose of hazardous materials including asbestos, lead-based paint, dust and universal wastes as described in *Attachment A: Requirements and Specifications* of this document. Demolition activities shall not be initiated until the Hazardous Materials Work Plan is accepted by the Oversight Consultant.

Contractor shall insure that all utilities have been properly abandoned, capped and de-energized prior to proceeding with demolition activities, including on-site water supply well.

Demolition will include the dismantling and offsite removal of the entirety of the one and one-half story structure including contents, floors, etc. Additionally, foundation/basement floor and walls, must be removed. Excavations will be backfilled with clean, compactable, granular material (sand).

Any concrete will be removed. The Contractor shall recycle any usable concrete and asphalt demolition debris that is not stained or painted and has no attached construction material. Reusable concrete or asphalt material shall be delivered to an offsite recycling facility of the contractor's choosing, **if available**. The Contractor will make best efforts to prepare the concrete and asphalt demolition debris for recycling; reusable concrete or asphalt debris shall not be disposed at a landfill unless landfill disposal is considered more feasible than recycling.

All demolition debris that cannot be properly recycled shall be disposed at a licensed facility. Bidders shall include landfill tipping fees (disposal costs) in their costs. **It should be noted that all regulated non-hazardous wastes must go to Glen's Sanitary Landfill located at 518 E. Traverse Hwy., Maple City 49664. INTERESTED BIDDERS must contact Mr. Drew Koet at Waste Management (owner of Glen's Sanitary Landfill) regarding disposal fees, prior to submittal of bids. When contacting Mr. Koet, use the Bid Reference Number: "3145". Contact Information for Mr. Drew Koet: email dkoet@wm.com or telephone: 1-248-596-4355.**

The contractor is responsible for any traffic control and/or signage that may be required for this project.

The contractor shall comply with all specifications related to this task as presented in *Attachment A: Requirements and Specifications* of this document.

7. Examination of Documents and Site

Bids must be in accordance with this Bid Specification document including all attachments. Bidder is responsible for reviewing these documents, investigating applicable regulatory requirements pertinent to the proposed work, and inspecting the site. Bids shall include all costs incurred in complying with the requirements of this Bid Specification document, applicable regulatory requirements, and in addressing all site conditions and constraints. Items and specifications that are necessary to complete the requested services, but may have been omitted from this Bid Specification Document, should be included by the bidder.

Bidder must respond to all of the data requested. Failure to provide all of the data required may result in rejection of Bid.

Questions will be answered at the Pre-Bid Meeting. If there are additional questions after the Pre-Bid Meeting, they must be submitted in writing to: **Trudy Galla, Secretary, Leelanau County Land Bank Authority at tgalla@co.leelanau.mi.us or facsimile at (231)256-0174 by 5:00 p.m. Thursday, September 12, 2013.** All responses will be posted on the website: www.leelanau.cc.

8. Type of Contract

The successful bidder shall execute a contract with the Leelanau County Land Bank Authority for the price per the attached Bid Form. The successful bidder understands that this project is being funded by a Blight Elimination Grant issued by the State of Michigan. The invoice for the project will be submitted to the LCLBA for approval and forwarded to the State of Michigan for direct payment to the Contractor. Payment terms will be sixty (60) days from receipt of approved invoice and required documentation.

9. Bid Submittal, Receipt And Acceptance of Proposal

Sealed Bids shall be submitted to Trudy J. Galla at the address noted below no later than 4:00 pm Monday, September 16, 2013 via mail or delivery.

EMAILED OR FAXED BIDS WILL NOT BE ACCEPTED.

Bids received after the Due Date will be returned, unopened, to the Bidder.

Trudy J. Galla, AICP
Planning Director
8527 East Government Center Dr., Suite 108
Suttons Bay, MI 49682
Ph: 231-256-9812
Fx: 231-256-0174
Email: tgalla@co.leelanau.mi.us

Bids must be submitted as described under Section 6 - Description of Services. The bidder may include other lump sum or unit costs that are deemed necessary to complete the project.

Bids shall be completed in ink or by typewriter on the following Bid Form. A bid submitted on other than these forms may be rejected.

Discrepancies between the indicated sum of any column of numerals and the correct sum, or between the indicated multiple of a unit price and the correct multiple, will be resolved in favor of the correct sum or multiple.

The Leelanau County Land Bank Authority reserves the right to reject any and all proposals and to waive informalities therein to determine which is the most acceptable bid and to negotiate contract terms with the apparent successful bidder. Bids will be evaluated on the basis of quoted cost, number of days necessary to complete the work, qualifications as well as other financial and performance criteria of the Bidder.

It is anticipated a Bid selection/contract will be awarded on/or before Friday, September 20, 2013.

It is recommended that the bidder provide contact information and be responsive to any questions regarding their bid that may arise between the Bid Submittal and the Bid Award dates.

The successful bidder will complete a Contract with the Leelanau County Land Bank Authority. This completed bid package along with all attachments and addendums will represent the entire agreement and contract between the Leelanau County Land Bank Authority and the selected contractor. **Final award of a contract will be predicated on finalization of a complete contract with the Leelanau County Land Bank Authority and approval of the Contractor by no later than September 30, 2013.**

10. Work Schedule

The contractor shall commence the work as soon as practical once the contract is awarded. **All work shall be completed on/or before November 30, 2013** unless an alternate schedule is approved by the Oversight Contractor. If the contractor is delayed at any time in progress of the work by changes ordered in the work, fire, abnormal or adverse weather conditions not reasonably anticipated, or by other causes which the Leelanau County Land Bank Authority determines may justify the delay, then the contract time shall be extended for such reasonable time as the Leelanau County Land Bank Authority may determine.

11. Insurance

The contractors will be required to meet minimum insurance requirements including a comprehensive general liability policy with a minimum limit of \$1,000,000 per occurrence; automobile liability insurance with a minimum limit of \$1,000,000 per person per occurrence; ~~asbestos and pollution liability and/or professional liability with a minimum limit of \$1,000,000,~~ worker's compensation insurance; and any additional insurance as may be required by applicable laws, ordinances or governmental orders, rules, and regulations. The contractor and each subcontractor shall provide at its own cost any additional insurance which is required by law or which it considers necessary to conduct the requested services.

The contractor agrees to name Envirologic Technologies, Inc., (Oversight Consultant) and the Leelanau County Land Bank Authority, as additional insured on its Comprehensive General Liability, ~~and Pollution Liability~~ insurance policies. Insurance certificates shall be submitted to the Leelanau County Land Bank Authority upon award of this contract.

12. Performance and Labor and Material Bonds

Performance and Labor and Materials Payment Bonds will be required for this project. Contractor must provide a letter with their bid from a Surety licensed to do business in the State of Michigan stating that the Contractor is able to obtain Performance Bonds, and Labor and Material Payment Bonds, for one hundred percent (100%) of the Base Contract amount. Contractor will include the cost of the Performance and Labor and Materials Bonds as a separate line item in their bid.

13. Submittals

The following documents must be submitted with the bids.

- Completed Bid Form
- Letter from Surety demonstrating bidder is bondable
- Statement of Qualifications
- Equal Opportunity Statement



14. Bid Form

Bidder's Representations and Acceptance of Contract Conditions

The undersigned bidder, having read and examined this entire Bidding Document dated August 30, 2013, and any and all other documents related to the project including the following attachments and/or addendums:

<u>Attachment/Addendum No.</u>	<u>Date</u>
Other: _____	_____
Other: _____	_____

hereby proposes to complete everything required to be performed in strict conformity with the requirements of this Bidding Document, including but not limited to all local, state and federal rules and laws and to provide and furnish all equipment, labor and materials necessary to complete in a professional manner all required services as set forth herein for the cost as stated below.

The bidder has visited the Site and become familiar with and is satisfied as to the general, local, and site conditions that may affect cost, progress, and performance of the Work.

The bidder has carefully studied the information provided in the Bidding Documents, as well as information gained from thoroughly touring the project site.

The bidder is familiar with and is satisfied as to all laws and regulations that may affect cost, progress, and performance of the Work.

The bidder is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Bidding Documents.

The Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance of the Work for which this Bid is submitted.

The bidder proposes and agrees, if this bid is accepted, to enter into a contract with the Leelanau County Land Bank Authority and to perform and complete all of the work for the bid price and within the scheduled time specified. Bidder's terms or conditions, which may be submitted with this bid, shall have no effect. In affixing signatures hereon, the bidder acknowledges that he/she has visited the site and carefully examined the Bidding Documents and considered all factors affecting the work, including items and specifications that are necessary to complete the requested services but that may be absent from the Bid Document.

The undersigned bidder hereby declares that the following list states any and all additions, variations and exceptions to the requirements of the Bidding Documents and that it is the intent of this Bid that the work will be performed in strict accordance with such requirements except as fully delineated below.

The undersigned bidder hereby declares that the following list includes any and all subcontractors that are incorporated in the performance of the work and that the work will be performed by the subcontractor in strict accordance with the requirements stated herein.



Subcontractor Name

Address



**BID REFERENCE #3145 BID FORM FOR BUILDING DEMOLITION AT
 3145 N. West Bay Shore Drive, Suttons Bay Township, Peshawbestown, MICHIGAN**

Item	Units	Unit Cost	Extended Cost
A. Abatement of Hazardous Materials; Universal Waste Removal; Building/Structure Demolition and Removal; including contents; Removal of exterior miscellaneous debris and garbage; Abandonment of water supply well; Abandonment of septic system; Backfill	--	Lump Sum	\$
B. Disposal costs for demolition materials		Lump Sum	\$
Performance and Labor and Materials Bonds		Lump Sum	\$
Discount/deduct if Contractor is awarded both bids and can implement both projects at the same time:		Lump sum	\$
TOTAL BID			\$

All lump sum and/or unit costs provided above shall remain in effect until satisfactory completion of the project. Written Change Orders will only be authorized by the Oversight Consultant and shall be requested prior to implementation of any additional service that must be conducted to accomplish the requested services. Change Orders will only be authorized for conditions that would have not been reasonably expected to have been encountered. Bidder accepts all of the Terms and Conditions of this Bid Document and the contract with the Leelanau County Land Bank Authority.

It is anticipated, a Bid selection/contract will be awarded on/or before Friday, September 20, 2013. The undersigned will commence filing required notices, permits, etc. immediately once the contract is awarded and all work activities shall be completed on/or before November 30, 2013 unless an alternate schedule is approved by the Oversight Contractor.

The contractor shall submit one invoice upon satisfactory completion of the project.

I hereby state that I have authority to submit this Proposal on behalf of the undersigned. I hereby state that I have not communicated with, nor accepted anything of value from, any official or employee of the County of Leelanau or the Leelanau County Land Bank Authority regarding this Request for Bids.

This Bid is Presented By:

 Company Name Authorized By [Printed Name/Title]

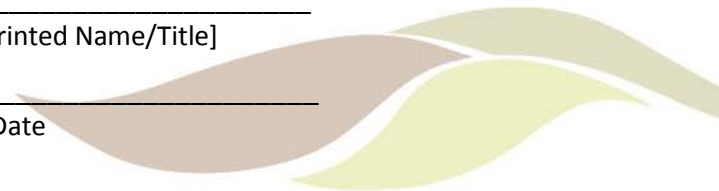
 Authorized Signature Date

The following will be completed by the Leelanau County Land Bank Authority.

This Bid is Accepted By:

 Name Authorized By [Printed Name/Title]

 Authorized Signature Date
 On behalf of the Leelanau County Land Bank Authority



ATTACHMENT A
REQUIREMENTS AND SPECIFICATIONS



REQUIREMENTS AND SPECIFICATIONS

1. General Requirements of Contractor

- A. The Contractor shall comply with all Federal, State and local laws, regulatory requirements, codes, and recommended industry practices including, ordinances and building regulations, employment, occupational health and safety regulations, including but not limited to:
- American National Standards Institute
 - American Society for Testing and Materials
 - National Electric Code
 - Occupational Safety and Health Administration
 - State and local zoning and building codes
- B. The Contractor shall obtain all necessary licenses and permits; conduct all necessary inspections and submit any required regulatory notifications. Permitting may include but are not limited to Demolition Permits, Right of Way Permits, Village and Township Permits, and Soil Erosion and Sedimentation Control Permits. The contractor shall make all required notices to regulatory agencies as they apply to their work activities including but not limited to NESHAP Notification of Intent to Demolish.
- C. Contractor will be required to provide copies of all certifications, notifications, permits, and other documentation as required in this section and throughout this bid document to Oversight Consultant prior to and during project implementation as applicable.
- D. As necessary, the Contractor shall provide a full-time site supervisor who is experienced in the performance of asbestos abatement, building demolition, disposal procedures, and protective measures for personnel, etc. This person is the contractor's representative responsible for compliance with all applicable federal, state, and local regulations. The supervisor must have completed the appropriate training commensurate with the applicable regulations for this project.
- E. All work shall be performed by properly trained and equipped Contractor personnel. Work activities involving potential contact with hazardous materials shall be conducted by Contractor personnel that have completed all appropriate and required OSHA/MIOSHA training and medical surveillance (as necessary).
- F. The Contractor shall install and maintain reflective barricades around the work areas to ensure the safety of vehicles and persons during the implementation of this Description of Services and until final inspection and approval has been given by Envirologic Technologies, Inc.
- G. The Contractor shall obtain all necessary approvals for transportation, removal, disposal and/or recycling of debris, waste (hazardous and non-hazardous) and other materials, as necessary. This shall include obtaining and utilizing appropriate waste stream identification numbers and manifests.

- H. The Contractor is responsible for contacting Miss Dig (1-800-482-7171) a minimum of three working days prior to work start to provide site clearance for public underground utilities prior to initiating any site activity. The contractor will be responsible for locating and capping/repairing any unmarked private services that may be situated in the vicinity of the demolition area (i.e., sewers, drains, electrical and water lines).
- I. Residences located immediately adjacent to the subject site on the north and south sides of the property will continue to be occupied during the completion of the requested services. The Contractor will make every effort to minimize inconvenience with these residences, which includes conducting work during reasonable hours of the day.

2. Utilities

- A. The contractor shall be responsible to notify all utilities having service connections within or to the buildings, such as but not limited to gas, water, electric and sewer. All subsurface utility service connections and any pertinent equipment, such as meters and regulators and piping will be sealed or capped in a safe manner as necessary. The contractor shall bear any and all costs in connection with the termination of any and all utilities, and permits. This includes the proper abandonment of the water supply well and the septic/holding tank.

3. Site Security – Barriers And Enclosures

- A. It is the contractor's responsibility to provide and enforce compliance with any measure to protect the health and safety of all personnel and visitors to the job site.
- B. The Contractor shall furnish, install, and maintain as long as necessary and remove when no longer required adequate barriers, warning signs, and lights at all hazard points throughout the Work for protection of property, workers, and the public.
- C. Street Barricades: The Contractor shall erect and maintain all **necessary** street barricades, signal lights, and lane change markers during periods that traffic lanes are closed for operations. There shall be full compliance with rules and ordinances respecting such street barricading. All devices shall be removed when the hazards are no longer present. All street barricades shall meet the requirements of the Michigan Department of Transportation, State of Michigan, Suttons Bay Township, Village of Peshawbestown and local governing authorities for work in the right-of-way. The Contractor shall be responsible for costs associated with any necessary permits.
- D. If existing fencing or barriers are breached or removed for purposes of the Work, the Contractor shall provide and maintain temporary security fencing equal to the existing in a manner satisfactory to the local or state representative.
- E. Security measures taken by the Contractor shall be adequate to protect the Work.



4. Traffic Control

- A. Contractor shall maintain and protect traffic on all affected roads throughout the construction period. Measures for the protection and diversion of traffic, include but are not limited to the following: provision of watchman and flag men, erection of barricades, placing of lights around and in front of equipment and the work, erection and maintenance of adequate warning signs such as danger and direction signs. The aforementioned measures shall be as required by the State, Suttons Bay Township, and local authorities having jurisdiction. The traveling public shall be protected from damage to person and property. The Contractor's traffic on roads selected for hauling material to and from the site shall interfere as little as possible with public traffic. The Contractor shall investigate the adequacy of existing roads and the allowable load limit on these roads. The Contractor shall be responsible for the repair of any damage to roads, streetscapes and sidewalks caused by construction operations. The Contractor shall minimize public road impacts from construction operations.
- B. No mud tracking or mud matting will be allowed on any public street. Public streets will be inspected daily and appropriate cleaning/sweeping measures will be employed as necessary.

5. Dust Control/Storm Water Control

The Hazardous Materials Work Plan prepared under *Section 5: A. Building/Structure Demolition and Asbestos Abatement* shall include specifications for dust control and air monitoring. Dust control and air monitoring shall conform to all local, regional and state requirements for demolition and include but not be limited to the following practices and specifications:

- A. The contractor shall employ generally accepted methods of air and dust control on the site including engineering controls and misting operations to prevent the visible emissions of dust and migration of airborne materials off site. Use of water will not be permitted when it will result in, or create hazardous or objectionable conditions such as ice, flooding, pollution, or electrical shock.
- B. Any stockpiles of demolition debris or excavated soil that may generate dust at the site shall be covered with a plastic sheet, if necessary.
- C. The Contractor shall provide the means, methods, and procedures necessary to collect, remove, and dispose of construction water produced as a result of demolition, and storm water during the project duration. In addition, the Contractor shall furnish, operate, and maintain equipment for the control, collection, and disposal of the construction water. Damages arising from the Contractor's inability to properly control construction and storm water shall be repaired by the Contractor at no additional cost to the Owner. Temporary storage areas for potentially contaminated water shall be approved by the Oversight Consultant. Manholes, vaults, reservoirs, pits, and cavities shall be protected from water infiltration from the Contractor demolition efforts and storm water using silt fencing, sand bags, or a method approved by the Oversight

Consultant. The Contractor shall be responsible to obtain all appropriate Federal, State, and Local permits.

6. Building Demolition

All demolition and removal work shall be performed in compliance with the 29 CFR 1926.62, Lead Exposure in Construction. The Contractor shall be responsible for preventing mixing of non-hazardous debris and waste materials with regulated hazardous materials from coming in contact with materials identified as being hazardous, so as to prevent increasing the volume of hazardous material by contact.

A. Electrical Disconnection

The Contractor shall verify that on site electrical wiring entering all structures to be demolished or in close enough proximity to be damaged by the demolition operations shall be disconnected and/or de-energized prior to proceeding with demolition operations. The Contractor shall coordinate with the local electrical utility company for any necessary relocation of utilities and be responsible for any associated fees or expenses.

B. Water Disconnection

The Contractor shall verify that the onsite water well has been properly abandoned as required by the State of Michigan.

C. Sewer Disconnection

The Contractor shall locate and bulkhead all sewer connections from the building structure prior to proceeding with demolition. Service disconnects shall be performed in accordance with the Sewerage Standards of the local governing municipality. The on-site septic tank will be properly removed and abandoned.

D. Gas

The Contractor shall verify that there are no active underground on site gas lines/mains entering any structure to be demolished or in close enough proximity to be damaged as a result of the demolition operations. Any such line shall be disconnected and capped prior to proceeding with demolition operations. The Contractor shall coordinate with the utility companies for any necessary relocation of utilities and be responsible for any associated fees or expenses.

E. Telephone and Cable Disconnection

The Contractor shall verify that there are no active underground telephone or cable utilities entering any structure to be demolished or in close enough proximity to be damaged as a result of the demolition operations. Any such line shall be disconnected and capped prior to proceeding with demolition operations. The Contractor shall coordinate with the local telephone and cable companies for any necessary relocation of utilities and be responsible for any associated fees or expenses.

F. Asbestos Abatement

A Hazardous Materials Building Survey for Asbestos and Universal Wastes has been completed for the site. To obtain a copy of the report, call the Planning Dept. Copies of the report will also be available at the Pre-Bid Meeting on **Wednesday, September 11, 2013 at 10:00 am EST.** The report will indicate the presence, location and quantity of asbestos-containing materials and universal wastes that will require special handling and/or disposal practices. The quantities provided in the Hazardous Materials Building Report will be estimated. It is the Contractor's responsibility to verify quantities. No adjustment to abatement costs will be permitted based on the Contractor's failure to adequately establish the quantities of asbestos-containing materials on the site.

The Contractor shall be required to furnish all labor, materials, employee training, services, insurance and equipment necessary to carry out the removal and disposal of all asbestos-containing materials (ACM) and debris in the areas that will be described in the Hazardous Materials Building Report.

By submitting a bid, the Contractor acknowledges that they have investigated and satisfied themselves as to the conditions that affect the Work including but not limited to the access to water, electricity and other utilities, the character and quantity of ACMs to be abated, and the relative difficulty of the removal and disposal operation. Any failure of the Contractor to be acquainted with the available information will not relieve them of the responsibility of estimating properly the difficulty or cost of successfully performing the work.

It shall be the Contractor's responsibility to assure that all related asbestos abatement activities are conducted by an Asbestos Abatement Contractor licensed in the State of Michigan having knowledgeable personnel with appropriate medical surveillance, who are qualified and trained in asbestos removal and disposal, and in subsequent cleaning of the work area. The Asbestos Abatement Contractor shall have established and implemented a respiratory protection program for employees working directly with asbestos-containing material and wastes. The abatement contractor shall have appropriately trained and accredited competent personnel. All asbestos abatement workers shall be trained and certified in accordance with the training requirements as specified by USEPA requirements at 40 CFR Part 763, Sub-part E, Appendix C and as well as those outlined by AHERA, EPA Model Accreditation Plan (MAP), and the State of Michigan 1998 PA 440, as amended.

The contractor shall ascertain and ensure, through onsite supervision, that all asbestos related work is conducted in accordance with OSHA Asbestos Standard For Construction, (29 CFR 1926.1101 - Part 602, (d)(5), NESHAPs – 40 CFR Part 61, Subpart M, DEQ-LARA-PA 135, 1996, as amended and other applicable state and local regulations governing asbestos abatement.

The Contractor shall ensure that necessary permits, licenses, plans and fees for asbestos abatement activities are completed. The Contractor shall ensure that the project notification form (Notification of Intent to Renovate/Demolish, MIOSHA-CSH 142) as required under MIOSHA by the DEQ and LARA is submitted at least 10 working days in

advance of the commencement of asbestos abatement activities. The Contractor shall provide proof of this notification to the Oversight Consultant prior to initiating abatement activities.

The contractor shall ensure that access to the regulated area is appropriately restricted. The contractor shall provide for the safety of all persons having access to the work area to ensure that any person having access to the work area has any required asbestos awareness training.

The contractor shall ensure that work practices and engineering controls are used to prevent visible emissions before, during and after asbestos abatement and demolition utilizing appropriate wet methods and negative pressure enclosures as necessary.

The contractor shall ensure that appropriate personal exposure monitoring is conducted during the abatement activities to document exposure to airborne asbestos fibers as required the OSHA Asbestos Standard for Construction. Background and Perimeter Airborne Fiber Monitoring and Work Area Airborne Fiber Counts Air monitoring shall be conducted to monitor faults in the work area isolation procedures.

The contractor shall ensure that all wastes are properly labeled and stored and disposed properly.

The contractor shall ensure that the demolition workers wear respirators and personal protective clothing as necessary and that appropriate means of decontamination are available as necessary for abatement workers.

Note: Post abatement (clearance) air monitoring will be the responsibility of the contractor and completed by a competent third party contractor in accordance with PA 135 of 1986. Asbestos abatement and decontamination of the work site shall be considered complete when all work area clearance air monitoring samples exhibit fiber concentrations of less than or equal to 0.01 fibers per cubic centimeter of air collected. This demonstration by the contractor will be required prior to the start of demolition.

The contractor shall provide copies of all documentation, i.e., manifests, disposal tickets, bills of lading, etc. to the Oversight Contractor within 48 hours of disposal of materials.

The contractor shall ensure that all reports including but not limited to the NESHAP Waste Shipment Record is submitted to the appropriate agency within the regulatory time frame.

G. Hazardous and Non-Hazardous Materials

A Hazardous Materials Building Survey for Asbestos and Universal Wastes has been completed for the site. To obtain a copy of the report, call the Planning Dept. Copies of the report will also be available at the Pre-Bid Meeting on **Wednesday, September 11, 2013 at 10:00 a.m. EST.** The report will indicate the presence, location and quantity of asbestos-containing materials and universal wastes that will require special handling and/or disposal practices.

The Contractor shall provide all labor, materials, insurance, equipment, transportation, packaging, sampling, and testing, incidentals and manifesting required to properly

remove and dispose/recycle of any hazardous and non-hazardous materials that may remain at the site at the time of demolition activities and as identified in the Hazardous Materials Building Report. The hazardous contaminated materials shall be handled in accordance with all applicable State and Federal Hazardous and Non-Hazardous Waste Codes.

Any other potentially hazardous or contaminated materials which are discovered during the demolition and removal operations shall immediately be brought to the attention of the Oversight Consultant.

The contractor shall obtain all licenses, permits, certifications, receipts, etc., and conduct all removal, transportation and disposal work associated with hazardous liquids or fluids in accordance with all local, state and federal laws, regulations, codes and ordinances. Health and safety regulations relating to the removal, transportation and disposal of hazardous wastes shall be complied with at all times.

The Contractor will provide notification to the Oversight Consultant of the selected disposal site for all wastes generated from this project prior to disposal. Additionally, copies of all documentation, i.e. manifests, dump tickets, bills of lading, etc. will be provided to the Oversight Contractor within 48 hours of disposal of materials.

H. Lead (Metal)-Bearing Paints or Coatings

Based on the age of the home, it should be assumed that lead-based paint is present in the structure and requires appropriate certifications and handling. Therefore the contractor shall conduct all demolition activities in accordance with the Michigan Lead Exposure in Construction Standard. All workers shall have Lead Awareness Training, as necessary.

I. Debris Disposal

All concrete slabs, foundations, basements, subbasements, concrete pads, retaining walls, pits, vaults, and sumps shall be demolished and removed completely from the ground.

The buildings and structures are required to be demolished and removed and all miscellaneous inert debris, waste, and unsatisfactory materials resulting from this work shall be removed from the site, unless otherwise specified. All disposal shall conform to Federal, State, and local requirements.

7. Backfill and Compaction

A. Backfill

Backfill material shall consist of clean, compactable, granular material (sand). Backfill material shall be capable of being compacted to 95% of Standard Proctor Density. Backfill material must be free of trash, debris, roots, and other organic matter, or stones larger than three (3) inches in any dimension. Satisfactory materials shall be placed in horizontal layers and adequately compacted so that differential settling is minimal.



Existing soil and recycled materials may be used as backfill provided it is suitable for building use. Approval from the Oversight Consultant will be necessary prior to moving existing soil from one location to a different location on the site.

Backfilling concurrent with demolition activities may be allowed with prior approval from the Oversight Consultant if it facilitates demolition activities and access. Backfill shall be brought up to the finished curb grade.

Remove and properly dispose of all excess clean soils, asphalt/concrete and debris from the site in accordance with applicable regulations.

8. Cleaning

A. Regular Cleaning

During demolition activities, the site shall be maintained in an orderly manner. Debris, rubbish, and waste material generated by the Contractor shall be removed from the work site daily and more frequently if such material becomes a hazard. No discarded material shall be deposited on the grounds unless it is staged for disposal.

B. Final Cleaning

The Contractor shall clean all of the Work and existing surfaces, building elements, roadways and contents that were soiled by the operations and make repairs for any damage or blemish that was caused by the work. All construction debris generated on site shall be completely removed from the site.

9. Project Completion

A. The Contractor will submit written notification to the Oversight Consultant that the project is substantially complete. The Contractor shall submit guarantees and statements, other warranties, all manifests and weight tickets not previously submitted, laboratory analytical data, compaction testing results, air monitoring reports not previously submitted, and other applicable documentation to the Oversight Consultant.

B. A post demolition and removal inspection of the site shall be conducted by the Oversight Consultant with the Contractor and verified by the Owner. Deficiencies identified during the inspection shall be rectified at no added expense to the Owner.

C. Upon correction of identified deficiencies, if any, the Oversight Consultant will schedule a Project Close-Out Meeting with the Contractor and the Owner. Prior to this meeting, the Contractor will provide to the Oversight Consultant:

- Contractor's Affidavit of Payment of Debts and Claims
- Contractor's Affidavit of Release of Liens
- A final Statement of Account, reflecting all adjustments, including:
 1. Original contract sum
 2. Additions and deductions resulting from:
 - a. Previous change orders
 - b. Work not performed and other adjustments
 - c. Deductions for uncorrected work
 3. Total contract sum, as adjusted

- D. Upon receipt of request for final payment, the Oversight Consultant will review the request to determine if the project is substantially complete. If so determined, the Oversight Consultant will recommend approval to Leelanau County for the final payment request within seven calendar days of receipt, or provide the Contractor with written notice stating why the request was not approved.
- E. The successful bidder understands that this project is being funded by a Blight Elimination Grant issued by the State of Michigan. The invoice for the project will be submitted to the LCLBA for approval and forwarded to the State of Michigan for direct payment to the Contractor. Payment terms will be sixty (60) days from receipt of approved invoice and associated documentation.



ATTACHMENT B
STATEMENT OF QUALIFICATIONS



Statement of Qualifications

Contractor shall provide a Statement of Qualifications for contractor and all subcontractors inclusive of the following information

1. Contractor's Name and Address: _____

2. Experience Modification Rate (EMR) Number Current and previous two years:

3. Standard Bonding Capacity: _____

4. Maximum Bonding Capacity _____

5. General Liability – Standard Insurance Limit: _____

6. General Liability – Maximum Insurance Limit: _____

7. Standard Auto – Standard Insurance Limit: _____

8. Standard Auto – Maximum Insurance Limit: _____

9. ~~Contractor's Pollution Liability – Maximum Insurance Limit —~~ _____

10. Contractor shall provide a copy of licenses and permits that are necessary to conduct all portions of the requested services.

11. Contractor shall provide a list of trained personnel and documentation of the following certifications for each employee that will conduct work on the site:
 - a. Asbestos Inspector and Abatement Accreditation/Licenses/Training Certificates
 - b. Lead Awareness Training (as necessary)
 - c. Medical Monitoring and Respirator Fit Testing (as necessary)

12. Contractor shall provide a list of at least four recently completed projects similar in nature and complexity to this project. The list shall include references and contact information who can verify relative work experience.

13. Contractor shall provide a list of any work related violation or citation for the last three years.

14. The Contractor shall note and provide an explanation regarding any material litigation, administrative proceedings and/or bankruptcy currently pending or within the last 10 years.



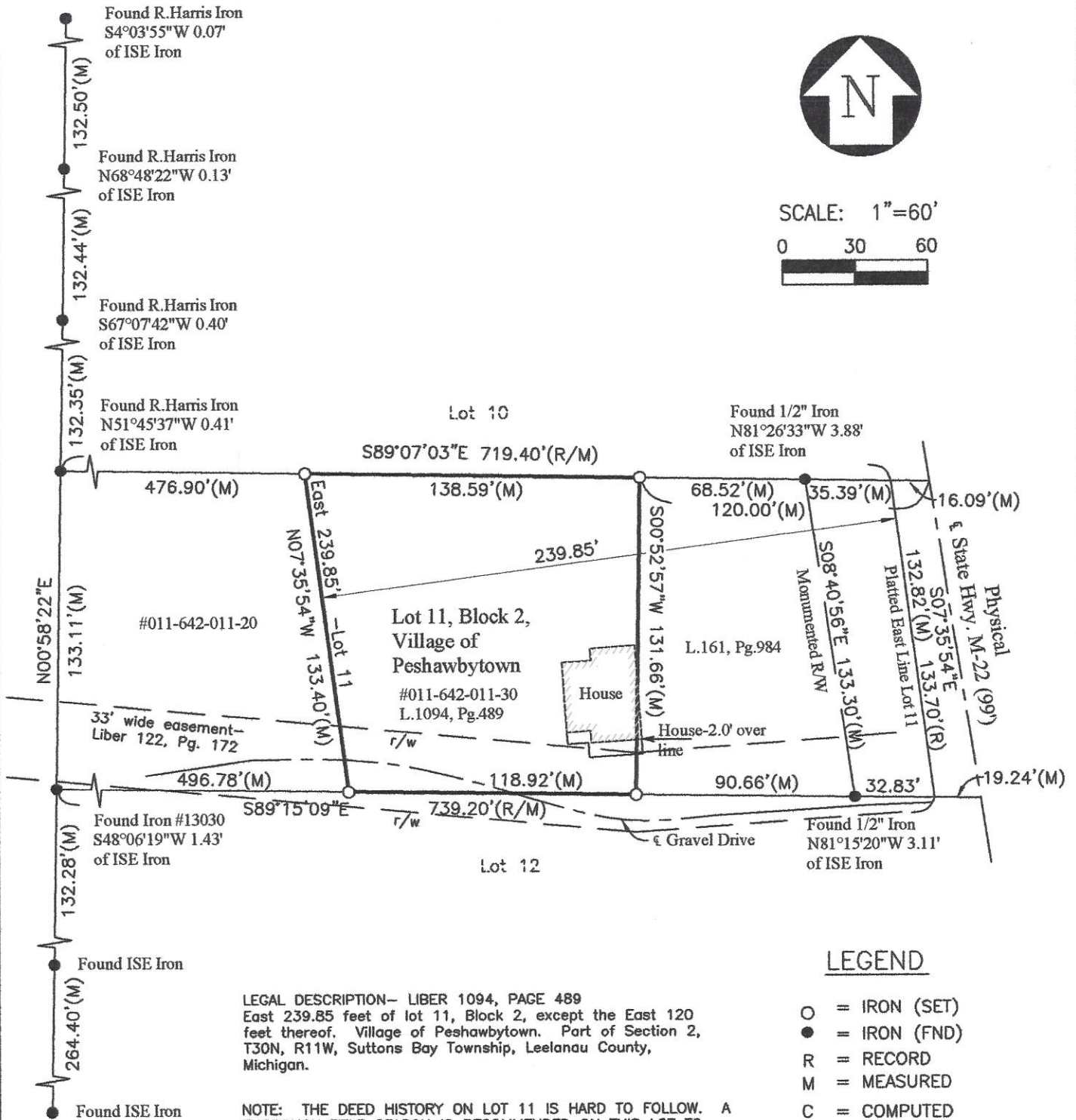
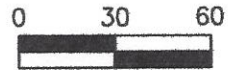
ATTACHMENT C
CERTIFICATE OF SURVEY



CERTIFICATE OF SURVEY



SCALE: 1"=60'



LEGEND

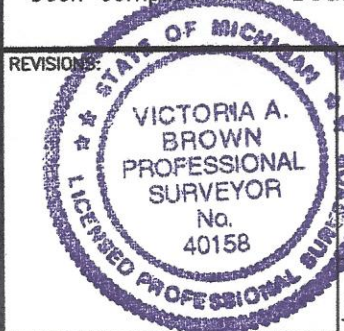
- O = IRON (SET)
- = IRON (FND)
- R = RECORD
- M = MEASURED
- C = COMPUTED

LEGAL DESCRIPTION-- LIBER 1094, PAGE 489
 East 239.85 feet of lot 11, Block 2, except the East 120 feet thereof, Village of Peshawbytown, Part of Section 2, T30N, R11W, Suttons Bay Township, Leelanau County, Michigan.

NOTE: THE DEED HISTORY ON LOT 11 IS HARD TO FOLLOW. A THOROUGH TITLE SEARCH IS RECOMMENDED ON THIS LOT TO MAKE SURE THAT WHAT WAS INTENDED TO BE CONVEYED TO LEELANAU COUNTY IS WHAT IS DESCRIBED ON LIBER 1094, PAGE 984. THERE IS A QUESTION AS TO WHERE THIS DESCRIPTION (LIBER 1094, PAGE 984) CAME TO BE.

I hereby certify that I have surveyed and mapped the land above platted and/or described on **8/7/13** and that the ratio of closure of the unadjusted field observations of such survey was 1/ 5,000+ and that all of the requirements of P.A. 132, 1970 as amended have been complied with. **Bearing Basis: ISE Survey**

by: Victoria Brown
 LICENSED LAND SURVEYOR
 LIC. # 40158



Part of Lot 11, Block 2, Village of Peshawbytown, Sec. 2, T30N, R11W, Suttons Bay Township, Leelanau County, MI

LEELANAU LAND SURVEYING
 P.O. BOX 701
 LELAND, MI. 49654
 (231) 256-7352

CLIENT: Leelanau County Land Bank	DRAWN: ZSB	DATE: 8/8/13	SHEET: 1 OF 1	JOB No: 13074
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West side of home



South side of home, and entry.

Peshawbestown Site
3145 N. West-Bay Shore Dr.