



**Request for Proposals (RFP)  
Town of Surf City Pre-Demolition Asbestos Abatement  
Town-owned Structures  
214 N. New River Drive  
116 S. Topsail Drive**

**Town of Surf City  
214 Community Center Drive  
Surf City, NC 28445**

**February 12, 2021**

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## 1. SUMMARY AND BACKGROUND

The Town of Surf City is seeking Cost and Qualifications Proposals for the price of pre-demolition asbestos abatement at two town-owned non-residential structures at the following locations: 214 N. New River Drive and 116 S. Topsail Drive, Surf City, NC 28445.

The purpose of this Request for Proposal (RFP) is to solicit proposals from various candidate organizations, conduct a fair and extensive evaluation based on criteria listed herein, and select the candidate who best fulfills the needs of the Town of Surf City.

The Town commissioned an asbestos inspection in January 2021, the results of that inspection are summarized in the attached reports.

Proposals will be received by:

Kyle M. Breuer – Town Manager  
214 Community Center Drive (UPS/FedEx/Physical Delivery)  
PO Box 2475 (USPS)  
Surf City, NC 28445  
[kbreuer@surfcitync.gov](mailto:kbreuer@surfcitync.gov)

Proposals must be received by Friday, February 26<sup>th</sup> at 3:30pm EST. Both hard copy and emailed proposals will be accepted.

The Town of Surf City reserves the right to modify and waive any and all informalities or technicalities, or to reject any and all proposals and/or parts thereof, and to accept that proposal which it deems most favorable for the Town.

## 2. PROPOSAL GUIDELINES

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 3:30pm EST on Friday, February 26<sup>th</sup>. Any proposals received after this date and time will be returned to the sender. All proposals must be signed by an official agent or representative of the company submitting the proposal.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

Copy of contractor's liability and property damage insurance shall be included in bid proposal. No additional bonding required.

All costs must be itemized to include an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by the Town Attorney and will include scope, budget, schedule, and other necessary items pertaining to the project.

### **3. PROJECT PURPOSE**

**The purpose of this project is as follows:**

The Town is seeking Cost and Qualifications Proposals for the price of pre-demolition asbestos abatement at the town non-residential owned structures at the following locations: 214 N. New River Drive and 116 S. Topsail Drive

### **4. PROJECT SCOPE**

The Town of Surf City seeks a firm to:

- Provide proper notification for abatement services.
- Properly remove and dispose of asbestos containing material consisting of those materials identified in the attached reports from Air Quality Analytical, Inc.
- Provide employees, supervision, materials, equipment and services that are required to properly perform the abatement services.
- Perform work in accordance with all applicable federal, state and local regulations relating to the removal and disposal of asbestos containing materials.

### **5. REQUEST FOR PROPOSAL AND PROJECT TIMELINE**

**Request for Proposal Timeline:**

The Town of Surf City will evaluate all proposals based on the qualifications of the bidder, the ability of the bidder to meet the schedule requirements, and cost. Each bidder must either submit a copy of their proposal within a single envelope, or email at the address below. All proposals must be received by email or in person to the address below by February 26<sup>th</sup>, 2021 at 3:30pm EST:

Kyle M. Breuer – Town Manager  
214 Community Center Drive (UPS/FedEx/Physical Delivery)  
PO Box 2475 (USPS)  
Surf City, NC 28445  
[kbreuer@surfcitync.gov](mailto:kbreuer@surfcitync.gov)

Emailed/electronic copies can be sent to [kbreuer@surfcitync.gov](mailto:kbreuer@surfcitync.gov). Confirmation of receipt is required, and the Consultant is responsible for obtaining confirmation of receipt. Consultant selection will be based on quality of proposal, qualifications of the design team, schedule and fee to complete the work.

Non-disclosure of the data contained within a proposal cannot be guaranteed because of Public Records Laws.

**Project Timeline:**

Time is of the essence. Completion of project is to occur no later than April 15, 2021, but consideration of an accelerated schedule is appreciated, and should be noted in the response.

**6. BUDGET**

All proposals must include proposed costs to complete the tasks described in the project scope.

**7. BIDDER QUALIFICATIONS**

Bidders should provide the following items as part of their proposal for consideration:

- Prospective bidders are required to meet all qualifications and specifications of this Request For Proposal in order to be considered for award. If a vendor does not clearly demonstrate and provide documentation substantiating that they are compliant with the qualifications and specifications of this Request For Proposal, they may be disqualified.
- All prospective bidders are to make written proposals that present the firm's qualifications and understanding of the work to be performed. Failure to include any of the requested information may be cause for proposal to be considered non-responsive and rejected.

**Terms and Conditions**

If for any reason, the firm selected shall fail to fulfill the obligations agreed to in a timely manner, the Town shall have the right to terminate the contract by specifying the date of termination in a written notice to the firm at least (7) days before the termination date. In this event, the firm shall be entitled to just and equitable compensation for the work satisfactorily completed.

The successful proposer will be required to furnish, within five (5) days of award notification and before commencing work, a certificate of insurance. The certificate shall name the Town, its officers and employees, as additional insured.

The contract resulting from the award of this RFP shall commence on upon execution.

The Town reserves the right to reject any or all proposals, to waive technicalities, or to accept the proposal deemed to serve the Town's best interest.

All cost associated with preparation, submittal and presentation of proposals shall be borne by the proposer.