

REQUEST FOR PROPOSAL RELOCATING A RESIDENTIAL STRUCTURE

I. INTRODUCTION

The Office of Community Development for the City of Muncie is soliciting Proposals for relocating a residential structure within Muncie, Indiana.

II. PROJECT DESCRIPTION

The Office of Community Development for the City of Muncie is looking to relocate a residential structure to another location within the city's boundaries. The residential structure to be relocated is commonly known as 225 North Franklin Street. There are two alternate locations to relocate 225 N Franklin to. Each location is described in Appendix A of this RFP. The winning response will be contracted by the Office of Community Development (described in V.). This project is Community Development Block Grant (CDBG) funded. Federal regulations will apply to this project.

III. PREPARATION OF PROPOSALS

A minimum of one (1) hard copy proposals must be submitted to:

Office of Community Development
300 N. High St., Muncie, IN

and an electronic copy emailed to:

bking@cityofmuncie.com

no later than Tuesday, July 13, 2021 at 3:00 PM EST.

Envelopes containing Proposals must be labeled as follows:

Name of Proposer
Address of Proposer
Proposal for Residential Land Parcel
Proposal opening date

The proposals will be opened on Wednesday, July 14, 2020 at 9:00 AM at the Board of Public Works meeting. Proposers are encouraged to make their submission prior to the deadline to avoid last minute technical difficulties that could result in a late submission that is rejected.

IV. QUALIFICATION

To be considered as eligible to submit a Proposal, the respondent must:

be properly bonded and insured;

show sufficient experience and capacity to physically move a structure;

be able to begin the project on or after August 8, 2021 and on or before August 18, 2021; and

must not be barred from federal action on the federal System Award Management system (sam.org).

V. DELIVERABLES

The successful responder will be expected to provide, either directly or through a subcontractor the following. The prime contractor (responder) shall complete at least 51% of the overall work to be performed.

deconstruction of porch, stoop, and awnings;

disconnect of utilities from 225 N Franklin;

the footers and foundation for the structure to be placed upon;

physical moving of the structure, 225 N Franklin;

coordination with all applicable authorities for the relocation of 225 N Franklin, including:

electric utility company;

telephone utility company;

television utility company;

city engineer for infrastructure capacity of route; and

Indiana Department of Transportation for any highway permitting;

physical placement of the structure, 225 N Franklin on the chosen property.

VI. TERM

The contract will be assigned upon acceptance of the proposal and the contract will continue until such time as all deliverables described herein are completed.

VII. FORM OF PROPOSAL

Proposals must consist of the following information for each alternate location in the order indicated below:

1. Cover letter stating interest in providing the service with signature of owner of record or duly authorized agent.
2. Self-certified statement that all municipal fees and taxes are current.
3. Map(s) or aerial photographs showing the route for Alternate Location A and distance from the current location of the structure.
4. Statement of cost for the deliverables proposed to be provided for Alternate Location A.
5. Map(s) or aerial photographs showing the route for Alternate Location B and distance from the current location of the structure.
6. Statement of cost for the deliverables proposed to be provided for Alternate Location B.

VIII. ACCEPTANCE OR REJECTION OF PROPOSAL:

The Owner reserves the right to reject any and/or all Proposals when such rejection is in the best interest of Owner to reject a proposal that has not met the prerequisites of the offer, who has previously failed to perform properly or complete on time contracts of a similar nature; and to reject proposals that, in the opinion of the Owner, are not in a position to perform the contract. Owner also reserves the right to waive any information and technicalities.

Project will be awarded on the basis of two factors which are described below. Each factor will be rated and the project will be awarded (unless all proposals are rejected), under normal circumstances, to the Proposer receiving the highest number of points. Points will be awarded for Proposals exceeding the minimum standards as described in Proposer's Pre-Qualifications.

Experience = 25 points awarded to the responder with more experience in this type of structural relocation.

Cost = 75 points awarded to the responder with the less expensive cost for whichever alternate location is selected.

IX. GENERAL INFORMATION

The proposals will be opened publicly on Wednesday, June 23, 2021 at 9:00 AM at the Board of Public Works meeting. Proposers are encouraged to make their submission prior to the deadline to avoid last minute technical difficulties that could result in a late submission that is rejected. The Owner may hold the bids for 60 days for purposes of reviewing the bid Proposals. The Owner shall announce the successful Proposer on or before (e.g., 60) days from the date of opening of proposals. Proposals will be evaluated to determine the Proposer that is responsive to the solicitation and is most advantageous to the Owner, size, distance, and share considered.

ATTACHMENT A: ALTERNATE LOCATIONS MAP

