



Rusho Building(s) Removal – Grindstone Island Thousand Islands Land Trust

REQUEST FOR BIDS

Project Summary / Background

In December 2018, the Thousand Islands Land Trust (TILT) acquired the 67-acre Rusho property on Schoolhouse Road, Grindstone Island Clayton, NY 13624. As a part of the property sale, specific terms and conditions were negotiated in an effort to outline the future use & management of the property. Currently, there are (4) structures located on the property: a main cottage, a bunk house, and (2) sheds / outbuildings. **Pictures of structures can be found on the final page of this document.**

At this time, TILT has made the decision to not utilize the structures and begin the process of removing them from the property, returning the land to its natural state. TILT has developed this Request For Proposal (RFP) in order to obtain closed bids for the purchase and removal of the (4) described structures and their contents. This RFP is open to the general public, with all bidders having the option to submit closed bids for the following (3) package options.

PACKAGE A:

This package includes the purchase and removal / clean-up of all (4) buildings.

- Highest bidder to receive all structures.
- Highest bidder is responsible for the complete removal / clean-up of all (4) structures from the property, including their contents.
- Once all structures have been removed, TILT to inspect the property to ensure that all work is complete and satisfactory as it pertains to the described scope of work.

PACKAGE B:

This package includes the purchase and removal / clean-up of the main cottage and (1) of the sheds / outbuildings

- Highest bidder to receive the main cottage and (1) shed / outbuilding
- Highest bidder is responsible for the complete removal / clean-up of the main cottage and (1) one of the sheds / outbuildings, including their contents.
- Once both the main cottage and selected outbuilding are removed, TILT to inspect the property to ensure that all work is complete and satisfactory as it pertains to the described scope of work.

PACKAGE C:

This package includes the purchase and removal / clean-up of the bunk house and (1) of the sheds / outbuildings

- Highest bidder to receive the bunk house and (1) shed / outbuilding
- Highest bidder is responsible for the complete removal / clean-up of the bunk house and (1) one of the sheds / outbuildings, including their contents.
- Once both the bunk house and selected outbuilding are removed, TILT to inspect the property to ensure that all work is complete and satisfactory as it pertains to the described scope of work.

Request For Proposal

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IMPORTANT PROJECT DATES		
On or Before	Activity	Responsibility of:
May 15 th , 2020	Send Out RFP to Bid	Thousand Islands Land Trust
June 15 th , 2020	Host Site Visit for Interested Parties	Thousand Islands Land Trust / Bidders
June 24 th , 2020	End of Submission of Questions and/or Requests	Bidders
July 1 st , 2020	Delivery of Answers to Questions and/or Requests	Thousand Islands Land Trust
July 10 th , 2020	Receive All Competitive Bids	Bidders
July 13 th , 2020	Send EPS Committee Complete Bidding Package	Thousand Islands Land trust
July 15 th , 2020	Hold EPS Committee Meeting	Thousand Islands Land Trust
July 17 th , 2020	Submit Complete Bid Packages via E-mail for Board Review	Thousand Islands Land Trust
July 22 nd , 2020	Board of Trustees Vote on Project	Thousand Islands Land trust
July 24 th , 2020	Bid Announcements	Thousand Islands Land Trust
October 15 th , 2020	Scope of Work Complete	Bidder / Contractor
<i>Please note that all responses must be by 5:00 p.m. EST on the date listed on the timeline.</i>		

Attention Bidders:

The Thousand Islands Land Trust is requesting closed bids from interested parties to purchase and remove / clean-up the referenced structures described in this Request for Proposal (RFP).

Your RFP submission should include (2) hard copies delivered to the Thousand Islands Land Trust Office at 135 John Street, P.O. Box 238, Clayton, NY or an electric copy e-mailed to the attention of Brandon Hollis at bhollis@tilandtrust.org.

Responses must be received no later than **5:00 pm July 10th, 2020**. Responses received after that time, or without all of the required information mentioned above, may be rejected and returned to the proposing party at the Thousand Islands Land Trust's discretion.

Please see section IV Bid Instructions for any questions, concerns, or clarifications for this RFP.

On behalf of the Thousand Islands land Trust's Staff and Board of Trustees, we look forward to reviewing your RFP submission.

Best Regards,

Brandon Hollis

Brandon Hollis, Stewardship Director
Office: (315) 686-5345 Fax: (315) 686-4290
E-mail: bhollis@tilandtrust.org

I. Overview

The Thousand Islands Land Trust (TILT) is a non-for-profit 501(C)3 land conservation organization working to conserve the natural beauty, diverse wildlife habitats, water quality and outdoor recreational opportunities of the Thousand Islands region, for present and future generations.

Since 1985, TILT has helped safeguard the regional landscape of the Thousand Islands by accepting conservation easements, acquiring property and by establishing accessible areas available for public enjoyment. Currently, TILT protects over 10,000 acres of land, both fee-owned land and conservation easements, including important wetland, grassland and woodland habitat.

Currently, TILT conserves approximately 50% of Grindstone as the Island represents the location where the organization originated nearly 35 years ago. The majority of TILT's lands on the Island are set aside as forever wild, with multiple public access trails throughout. Through land protection and conservation, TILT hopes to help balance the built environment with natural open space. With this concept in mind, the purpose of this RFP is to return the Rusho Property back to its natural state by removing all current infrastructure.

TILT is seeking competitive bid proposals from interested parties for the purchase, removal, and clean-up of the (4) referenced buildings that are currently located on the subject property. The subject property is located on School House Road, Grindstone Island, Clayton, NY 13624.

This project will require the use of a qualified individual / business to prepare & transport both the main cottage & bunk house from the subject property. Dimensions of the structures in question include: main cottage: approx. 950 sq. ft., bunk house: approx. 400 sq. ft., with both sheds / outbuildings being approx. 200 sq. ft. In addition, supporting equipment, dumpsters, etc. will be necessary to complete the project as described in the scope of work.

The purpose of this RFP is to obtain closed bids for the purchase, removal, and clean-up of the (4) referenced buildings that are currently located on the subject property. All Bid Proposals should clearly outline which of the (3) packages has been selected, including all steps to be completed in order to complete the scope of work. This will allow TILT to facilitate comparisons with other proposals received for the completion of this project.

II. Scope of Service

I. Site Preparation

- a) Cut & Remove identified trees as needed to allow for the removal of awarded structures (TILT to oversee tree removal process)

II. Site Work

- a) Prepare awarded structures for removal:
 - Disconnect all ground supports & utilities from awarded structures (electric, water, septic, structural supports, concrete, decks, etc.)

III. Removal of Awarded Structures & their contents

- a) Properly clean-up & remove all awarded structures, along with all materials & debris associated with awarded structures

IV. Site Remediation

- a) Project area / ground surface to be returned to the same or improved condition following the removal of awarded structures & contents. Areas to include the existing driveway and immediate areas surrounding the awarded structures. (TILT to assist with final clean-up / site remediation)

*All work must be up to all local building codes, with all debris being disposed of appropriately.

III. Requirements and Provisions

Independent Contractor (if applicable)

If awarded, each individual bidder will be responsible for hiring their own independent contractor (if needed) to perform the required work. The nature of the relationship between the Thousand Islands Land Trust and the awarded bidder shall consist of a purchase and sale

agreement, with the Land Trust being listed as additionally insured by the selected bidder / hired contractor, for the duration of the project.

Expenses

All out-of-pocket expenses necessary to complete the scope of work: including travel expenses, equipment rentals, barging, hiring of selected contractor, etc., shall be the responsibility of the selected bidder. All monetary transactions between TILT & selected bidder, will only represent the purchasing of the structure(s) as outlined in the submitted bid proposal.

Selected bidder is responsible for the hiring and payment of any / all contractors.

Payment & Deposit

Payment will be made 10 days in advance of removal. In addition, a \$1,000 dollar deposit will be required. The deposit will be returned after a site visit is complete and TILT determines that the clean-up and removal is satisfactory.

Insurance Coverage

For selected bidders and their contractors, copies of certificates of insurance for General Commercial Liability, Automotive, and Worker's Compensation must be provided to TILT

Prior to commencing work, the selected bidder and their contractors must provide original certificates naming the Thousand Islands Land Trust as additionally insured on a primary non contributing basis, and to include waiver of subrogation in favor of the Thousand Islands Land Trust.

Conflict of Interest Disclosure

Respondents to this RFP and any of their hired contractors must attest that it has no interest and will not acquire any interest which would conflict with the performance of services required. Any preexisting relationship(s) must be disclosed and could be considered a potential conflict of interest.

IV. Bid Instructions

Questions

- For bidding instructions and RFP clarifications & questions related to the site and scope of work, please contact:

Brandon Hollis, Stewardship Director
(315) 686-5345
bhollis@tilandtrust.org

Note: Responding bidders have the opportunity to submit questions and request clarification on project requirements until **June 24th, 2020**. The Thousand Islands Land Trust will make all efforts to provide satisfactory responses by **12:00 PM July 1st, 2020**.

Bid Submission (Open RFP for Closed Bids)

Individual's submitting closed bids for the purchase of the described structure(s) must meet all prequalifying requirements as necessary to complete the described scope of work in order to respond to this RFP. Complete and acceptable bid responses will include brief and thorough responses to each of the following:

1. **Qualifications & Experience** – Proposal responses should describe experience of bidder / hired contractor, years in business, similar past projects, and a brief description of the proposed project plan.
2. **Bidder / Contractor Information** – The proposal should provide bidder contact information, a brief history / pertinent information of selected contractor, plans / location for purchased structure(s).
3. **Price Format** – Bid content and format to include a price for The Package of interest. State how bidder would compensate the Land Trust for the purchase of said structure(s).
4. **Copies** – Your bid response should include (2) hard copies, or an e-mailed copy sent to the following address:

Thousand Islands Land Trust
Attn: Brandon Hollis, Stewardship Director
bhollis@tilandtrust.org
135 John Street (P.O. Box 238)
Clayton, NY 13624

5. **Signature** – Include attestation that the person signing the bid is in sound financial standing, able to compensate the Land Trust for the full bid amount.

NOTE: Late Bids – Closed bids must be received no later than **5:00 PM July 10th, 2020**. Bids received after that time, or without all of the required information detailed above, may be rejected and returned to the proposing bidder at the Thousand Islands Land Trust's discretion.

NOTE: Expenses – All bid participants are solely responsible for their own time and expenses in preparing a response to this RFP including any costs incurred during subsequent presentations and negotiations.

V. Evaluation and Award Process

Proposals submitted will be evaluated by a committee.

Selection Criteria

- Completeness of response to RFP;
- Competitiveness of bid proposal;
- Ability to complete scope of work within allotted timeframe;
- Ability to adhere to all Thousand Islands Land Trust compliance requirements.

Issuance of this RFP and receipt of bid proposals does not commit the Thousand Islands Land Trust to award the project. The Thousand Islands Land Trust reserves the right to postpone receipt date, or to ultimately cancel all or part of this RFP with limited notice.

Bidders submitting a proposal in response to this RFP may be required to provide additional technical or cost information which may be requested for clarification purposes, but in no way will change the original proposal.

Notification of Award

It is expected that a decision selecting the successful Firm will be made by **July 24th, 2020**.

Rejection of Bids

The Thousand Islands Land Trust reserves the right to reject any bid for any reason.

Main Cottage



Bunk House



Shed / Outbuilding #1



Shed / Outbuilding #2

