

2016 Flood & Harvey Buyout Program

Bidder Packet

Bids will be opened:

Thursday, September 30, 2021
2pm
(must be received by 1:30 pm)

Newton County Courthouse
3rd Floor
110 Court Street Newton, TX 75966

Documents include:

1. Cover Page (1 page)
2. Notice to Bidders (1 page)
3. Instructions to Bidders (D31E-D12) (2 pages)
4. Statement of Bidder's Qualifications (2 pages)
5. Certification against Lobbying (D31D-D24) (1 page)
6. Contractors Non-Kickback Certification (DD31D-D38M (1 page)
7. Non-Collusion Affidavit (D31E-D13M) (1 page)
8. Lead-Based Paint Certification (D31E-D14) (1 page)
9. Asbestos Certification (D31E-D42) (1 page)
10. Contractors Local Opportunity Plan (D31E-D95M) (1 page)
11. Contractors Bid Certification (1 page)
12. Protest Procedures (1 page)
13. Pre-Demolition Checklist (For Reference Only)
14. Post-Demolition Checklist (Will be completed by awarded contractor for each site)
15. Sample Demolition Work Write Up (For Reference Only)
16. Bid Proposal (7 pages)
 - Price Quote
 - Bid Calculation Sheet
 - Bid Scenario
 - Total Bid & Certification

Ad to run 9/15 and 9/22

2016 Flood & Harvey Buyout
Notice to Bidders

Newton County has received a Community Development Block Grant under the Texas General Land Office's Disaster Recovery Buyout Program. Accordingly, the County is seeking bids from qualified contractors to complete demolition of flood damaged homes and any other man-made structures on the property with the goal of restoring natural floodplain values. Bid packets for Newton County's 2016 Flood & Harvey Buyout Programs will be available for pickup beginning Wednesday, September 8, 2021.

Bids will be received for demolition and restoration services until **Thursday, September 30, 2021 at 1:30 pm**. The bids will be publicly opened and read aloud at 2:00 pm at the Newton County Courthouse, 110 Court Street, 3rd Floor, Newton, Tx 75966.

Bid Packets must be submitted to:

Sandra K. Duckworth
Newton County Clerk
115 Court Street
Newton, TX 75966

Bid Packets may be picked up between the hours of 8:30 am to 3:30 pm Monday through Friday at Newton County Annex 107 Davison, Newton, TX 75966.

All qualified contractors will receive consideration for selection without regard to race, color, creed, sex, religion, national origin, mental or physical disability, marital status, parenthood or age. Newton County is an affirmative action / equal opportunity employer and encourages participation by historically underutilized businesses.

All contractors/subcontractors that are debarred, suspended or otherwise excluded from or ineligible for participation on federal assistance programs may not undertake any activity in part or in full under this project.

Please direct any questions to Elizabeth Holloway, Newton County Grants Officer at 409-527-5050.

Instructions to Bidders

Sealed bids for the work described herein will be received until 1:30 p.m., September 30, 2021 at the Newton County Clerk's Office located at 115 Court Street Newton, Texas 75966 and will be publicly opened at 2:00 pm at the Newton County Courthouse, 110 Court Street, 3rd Floor, Newton, Texas 75966.

Bids will be accepted until **1:30 pm** on day of bid opening. Bids will be opened at **2 pm**. Bids received in response to this Notice will be reviewed by the County. All qualified bidders will receive consideration for selection without regard to race, color, creed, sex, religion, national origin, mental or physical disability, marital status, parenthood or age.

Instructions and Conditions

1. The Bid Proposal Forms shall take precedence over any instructions written or oral with respect to the subject property, and when in conflict, the materials, equipment, or workmanship called for in the Bid Proposal Form will take precedence.
2. Any work or material which are not directly noted in the specifications, but necessary for the proper carrying out of the obvious intentions thereof are to be understood as implied work and will be provided for by the demolition contractor in his/her proposal as fully as if specifically described.
3. Specific locations have not been identified at this time. Line item pricing is requested for potential types of work. Total bid will be calculated using those line items in a hypothetical scenario. Approximately, 10-15 sites are expected to be funded under 2016 Floods and there is enough funding for approximately 56 sites under Harvey funding.
4. The purpose of this demolition program is to restore the natural floodplain values of the area and it shall be of such kind and quality to assure that the site is dedicated and maintained in perpetuity for a use that is compatible with open space. In addition to demolishing man made structures such as houses and outbuildings, several safety and environmental factors must be taken into consideration (a) proper decommissioning of septic systems if applicable, (b) capping water wells if applicable, (c) seeding with native grasses, (d) stabilizing/grading the area if needed to reduce the possibility of erosion, (e) using silt fencing if applicable, (f) berming if applicable, (g) Lead Abatement if applicable, (h) Asbestos Abatement if applicable, and (i) ensuring habitation for endangered species is taken into account if applicable. Demolition, products and materials shall comply as a minimum with the applicable standards and provisions of Federal, State, and County Laws, Statutes and Ordinances. Conditions and provisions of the Buyout Contract apply.
5. No more than one payments may be submitted. The County reserves the right to retain a 10% retainage fee. Prior to receiving final payment, the demolition contractor must execute a sworn affidavit to the effect he has paid all laborers, subcontractors, and material suppliers involved in fulfilling the contract, and obtain a lien waiver from them.
6. Demolition contractor must furnish to the County Certificates of Insurance as follows:
 - a. General Liability

Bodily Injury	\$50,000/\$100,000
Property Damage	\$50,000/\$100,000
 - b. Automobile Liability Insurance \$100,000/\$300,000
7. The successful bidder will be required to obtain and pay all necessary licenses and permits for the work to be performed including Newton County Floodplain Development Permit Application.

8. Work will not be deemed as finished until accepted and authorized by the County. The demolition contractor shall call for all required inspections and prepare the post-demolition checklist before work is covered.
9. The demolition contractor shall take no action regarding items not listed in the demolition work write up contract form without approval of the BUYOUT Program coordinator.

Bidding Requirements

1. Bids shall be sealed in an envelope and clearly labeled with the words "Bid Documents", the name of the bidder, and the date and time of the bid opening. (See example, below.)

BID DOCUMENTS

Name of Bidder: _____

Date/time of
bid opening: **Thursday, September 30, 2021 at 2pm**
Bids must be received by 1:30 pm

2. Bid must be received prior to deadline. Bids received after the date and time of opening will be returned to the bidder, unopened.
3. Bid must be signed and include itemized amounts. The total amount of bid must be entered in the appropriate blank on Bid Proposal.
4. Bid must include this executed form.

I acknowledge that I have read and understand these instructions and conditions. I certify that the prices quoted in the attached bids are not tainted by any collusion, conspiracy, connivance or unlawful agreement on my part or any of my agents, representatives, owners, employees, or parties in interest, including this affiant.

Contractor's Signature

Date

STATEMENT OF BIDDER'S QUALIFICATIONS

All questions must be answered and the data given must be clear and comprehensive. **This statement must be notarized.** If necessary, questions may be answered on separate attached sheets. The Bidder may submit any additional information it desires.

Date: _____

Bidder (Legal Name of Firm): _____

Date Organized: _____

Address : _____
: _____

Date Incorporated _____

Federal ID Number: _____

Number of Years in contracting business under present name _____

List all other names under which your business has operated in the last 10 years:

Work Presently Under Contract:

Contract	Amount \$	Completion Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

Type of work performed by your company: _____

Total Staff employed by Firm (Break down by Managers and Trades on separate sheet):

Have you ever failed to complete any work awarded to you? Yes No
(If yes, please attach summary of details on a separate sheet. Include brief explanation of cause and resolution)

Have you ever defaulted on a contract? Yes No
(If yes, please attach summary of details on a separate sheet.)

Has your organization had any disbarments or suspensions that have been imposed in the past five years or that was still in effect during the five year period or is still in effect? Yes No

(If yes, list and explain; such list must include disbarments and suspensions of officers, principals, partners, members, and employees of your organization.)

List the projects most recently completed by your firm (include project of similar importance):

Project	Amount \$	Mo/Yr Completed
_____	_____	_____
_____	_____	_____
_____	_____	_____

Major equipment available for this contract: _____

Are you in compliance with all applicable EEO requirements? Yes No
(If no, please attach summary of details on a separate sheet.)

Bank References

Address: _____ Contact Name: _____

City & State: _____ Zip: _____ Phone Number: _____

Credit available: \$ _____

Has the firm or predecessor firm been involved in a bankruptcy or reorganization? Yes No
(If yes, please attach summary of details on a separate sheet.)

List on a sheet attached hereto all judgements, claims, arbitration proceedings, or suits pending or outstanding against bidder over the last five (5) years with amount of claim and brief description.

List on a sheet attached hereto all lawsuits or requested arbitration with regard to construction contracts which bidder has initiated within the last five (5) years and brief explanation of claim and outcome.

Attach resume(s) for the principal member(s) of your organization, including the officers as well as the proposed superintendent for the project.

Signed this _____ day of _____, 20____.

Signature

Printed Name and Title

Company Name

Notary Statement:

_____, being duly sworn, says that he/she is the _____ Position/Title _____ of _____ (Firm Name), and hereby swears that the answers to the foregoing questions and all statements therein contained are true and correct. He/she hereby authorizes and requests any person, firm, or corporation to furnish any information requested City/County of _____ in verification of the recitals comprising this Statement of Bidder's Qualifications.

Subscribed and sworn before me this _____ day of _____, 20____.

Notary Public

Signature

Printed Name

My Commission Expires: _____

The penalty for making false statements is prescribed in the U. S. Criminal Code, 18 U.S.C. 1001.

Certification Regarding Lobbying

(To be submitted with each bid or offer exceeding \$100,000)

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (c) The undersigned shall require that the language paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995).

The Contractor, _____, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 *et seq.*, apply to this certification and disclosure, if any.

Signature of Contractor's Authorized Official

Printed Name and Title of Contractor's Authorized Official

Date

CONTRACTOR'S NON-KICKBACK CERTIFICATION

DATE: _____

RE: 2016 Flood & Harvey Buyout Program

Contractor: _____

KNOW ALL MEN BY THESE PRESENTS:

That as a Contractor responsible for provision of goods and/or services under the above mentioned contract, I nor my company were forced or encouraged to forfeit any portion of the contract amount in order to be employed as contractors on this job.

Contractor

Date

Witness

Date

NONCOLLUSION AFFIDAVIT OF PRIME BIDDER

State of Texas)

County of _____)

_____, being first duly sworn, deposes and says that:

(1) He/She is _____ of _____, the Bidder that has submitted the attached Bid;

(2) He/She is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;

(3) Such Bid is genuine and is not a collusive or sham Bid;

(4) Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with another Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached Bid or of any other Bidder, or to fix an overhead, profit or cost element of the Bid price or the Bid price of any other Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the _____ (Local Public Agency) or any person interested in the proposed Contract; and

(5) The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

(Signed) _____

Title

Subscribed and sworn to me this _____ day of _____.

By: _____

Notary Public

My commission expires _____

DEMOLITION CONTRACTOR LEAD-BASED PAINT CERTIFICATION

If I discover any evidence of defective interior or exterior lead-based paint, the area will be abated in accordance with all Federal, State and local requirements.

It is my understanding that:

- At a minimum, defective paint must be covered or removed. Painted surfaces may be covered by adding another layer of wallboard, or some other permanent means. Painted surfaces may be covered with certain epoxy resin sealants.
- Paint may only be removed by wet scraping, heat treatment (infra-red or coil type heat guns only, open flame methods and machine sanding are prohibited), or chemicals.
- In the case of defective paint spots, scraping and repainting the defective area is considered adequate treatment. Washing and repainting without thorough removal or covering areas does not constitute adequate treatment.
- Painted surfaces may be removed entirely.

CONTRACTOR: _____

SIGNED BY: _____

DATE: _____ / _____ / _____

WARNING!

ASBESTOS WARNING & HAZARD INDEMNIFICATION AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

I AM HEREBY NOTIFIED THAT ASBESTOS-CONTAINING MATERIALS COULD BE PRESENT IN ANY STRUCTURE TO BE DEMOLISHED UNDER THE COUNTY'S HOUSING BUYOUT PROGRAM!

I UNDERSTAND THAT OVEREXPOSURE OF WORKERS TO SUCH MATERIALS IS KNOWN TO CAUSE CANCER.

I HAVE BEEN ADVISED THAT INSPECTIONS CONDUCTED UPON THIS PROPERTY BY THE COUNTY HAVE BEEN MADE SOLELY IN CONNECTION WITH ITS DEMOLITION AND DID NOT INCLUDE INSPECTION FOR THE PRESENCE OF ASBESTOS-CONTAINING MATERIALS.

I AM FURTHER ADVISED THAT IF, IN THE COURSE OF THE DEMOLITION OF ANY PROPERTY TO BE DEMOLISHED UNDER THE COUNTY'S HOUSING BUYOUT PROGRAM, ANY ASBESTOS-CONTAINING MATERIALS ARE ENCOUNTERED, BY MY SIGNATURE AFFIXED BELOW, I HEREBY ACKNOWLEDGE RECEIPT OF THIS WARNING AND AGREE TO INDEMNIFY AND DEFEND THE COUNTY AGAINST ANY CLAIMS RESULTING FROM ILLNESS OR DEATH ASSERTED BY MY EMPLOYEES OR THOSE OF MY SUBCONTACTOR(S), AND BE FULLY RESPONSIBLE FOR PROTECTING WORKERS AT THE JOB SITE FROM HEALTH HAZARDS RELATED TO WORKER CONTACT WITH SUCH MATERIALS, AND FURTHER AGREE THAT MY RESPONSIBILITY WILL CONTINUE DURING THE TRANSPORTATION OF ANY SUCH MATERIALS AWAY FROM THE JOB SITE TO A LAWFUL PLACE OF ULTIMATE DISPOSAL.

EXECUTED THIS _____ DAY OF _____, _____.

BIDDER

DATE: _____

THERE ARE NO FEDERAL REGULATIONS THAT REQUIRE BUILDING OWNERS TO INSPECT, SURVEY, TEST, OR ASSESS FOR ASBESTOS-CONTAINING MATERIALS. NEVERTHELESS, THERE ARE SOME FEDERAL REQUIREMENTS THAT REGULATE WORKER EXPOSURE TO ASBESTOS, PROCEDURES FOR ABATING ASBESTOS WHEN A BUILDING UNDERGOES RENOVATION OR DEMOLITION, AND DISPOSAL OF ASBESTOS-CONTAINING MATERIALS. IN ADDITION, THE TEXAS DEPARTMENT OF HEALTH HAS PROMULGATED A VERY ELABORATE NEW SET OF REGULATIONS CONCERNING ASBESTOS MANAGEMENT AND REMOVAL, AS WELL AS LICENSING REQUIREMENTS FOR ASBESTOS INSPECTORS.

CONTRACTOR'S LOCAL OPPORTUNITY PLAN

(name of company) agrees to implement the following specific affirmative action steps directed at increasing the utilization of lower income residents and businesses within the (City/County) of _____.

- A. To ascertain from the City/County's CDBG program official the exact boundaries of the project area and where advantageous, seek the assistance of local officials in preparing and implementing the affirmative action plan.
- B. To attempt to recruit from within the city the necessary number of lower income residents through: local advertising media, signs placed at the proposed site for the project, and community organizations and public or private institutions operating within and servicing the project area such as Service Employment and Redevelopment (SER), Opportunities Industrialization Center (OIC), Urban League, Concentrated Employment Program, Hometown Plan, or the U.S. Employment Service.
- C. To maintain a list of all lower income residents who have applied either on their own or on referral from any source, and to employ such persons, if otherwise eligible and if a vacancy exists.
- D. To insert this plan in all bid documents and to require all bidders on subcontracts to submit an affirmative action plan including utilization goals and the specific steps planned to accomplish these goals.
- E. To ensure that subcontracts (greater than \$10,000), which are typically let on a negotiated rather than a bid basis in areas other than the covered project area, are also let on a negotiated basis, whenever feasible, in a covered project area.
- F. To formally contact unions, subcontractors, and trade associations to secure their cooperation in this effort.
- G. To ensure that all appropriate project area business concerns are notified of pending sub-contractual opportunities.
- H. To maintain records, including copies of correspondence, memoranda, etc., which document that all of the above affirmative action steps have been taken.
- I. To appoint or recruit an executive official of the company or agency as Equal Opportunity Officer to coordinate the implementation of this plan.
- J. To maintain records concerning the amount and number of contracts, subcontracts, and purchases which contribute to objectives.
- K. To maintain records of all projected work force needs for all phases of the project by occupation, trade, skill level, and number of positions and to update these projections based on the extent to which hiring meets these Local Opportunity objectives.

As officers and representatives of (name of company), we the undersigned have read and fully agree to this Plan, and become a party to the full implementation of the program and its provisions.

Signature

Printed Name

Title

Date

Contractor Certification

Contractor's Name: _____

Certification Regarding Debarment, Suspension, and Other Responsibility Matters In Primary Covered Transactions

1. The prospective contractor certifies to the best of its knowledge and belief, that it and its principals:
- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction;
 - c. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - d. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission or any of the offense enumerated in paragraph (1)(b) of this certification; and
 - e. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name and Title of Authorized Representative: _____

Signature: _____ Date: _____

Bidder Protest Policy and Procedures

Bidding procedures, bidder selection, and subsequent bidder protest or appeals will be conducted in accordance with applicable local, state and federal procurement regulations and protest procedures established by **Newton County**

Any protest of the proposed award of the bid to the bidder deemed the lowest responsible bidder must be submitted in writing to **Newton County 110 Court Street Newton TX 75966** no later than ten (10) days from the award date/notice of rejection letter.

The initial protest must contain a complete statement of the basis for the protest. The protest must state the facts and refer to the specific portion of the document or the specific statute that forms the basis for the protest. The protest must include the name, address and telephone number of the person representing the protesting party.

A subcontractor of a party filing bid on this project may not submit a bid protest. A party may rely on the bid protest submitted by another bidder, but must timely pursue its own protest.

The procedure and time limits set forth in this policy are mandatory and are the bidder's sole and exclusive remedy in the event of a bid protest. The bidder's failure to fully comply with these procedures shall constitute a waiver of any right to further pursue the bid protest.

Newton County shall review all timely protests prior to awarding of a bid. **Newton County** shall not be required to hold an administrative hearing to consider a timely protest, but may do so at its option. At the time of the consideration of the award of the bid, **Newton County** shall also consider the merits of any timely protests. [Administrator] may either accept the protest and award the bid to the next lowest responsible bidder, or reject the protest and award to the lowest responsible bidder. Nothing in this policy shall be construed as a waiver of **Newton County's** right to reject all bids.

Pre-Demolition Compliance Checklist

I. Pre-Demolition:

Subrecipient Name: _____ Contract Number _____

Address: _____

Initial When Complete	Checklist Item	Description
	1	Establish Property Management File (PMF) for each parcel of property. Place checklist in the file. Indicate the CDBG national objective that will be met by each demolition.
	2a	Review Historic Preservation and Environmental review documents, enclose SHPO (State Historic Preservation Office) 106 clearance letter.
	2b	Place in file completed statutory checklist for environmental review, if applicable.
	2c	Place Letter of Agreement (LOA) in file if SHPO review triggered additional action for historic properties.
	3	Photograph site before demolition, including front, back, left, and right sides of home. Place copies of photos in file.

II. Pre-Demolition: Legal Documentations

Initial When Complete	Checklist Item	Description
	4	Obtain right of entry and hold harmless agreement (N/A if City/County owns property).
	5	Verify property description and ownership from assessor. Verify deed-restricted property. ¹ Enclose copy of the Restrictive Deed.
	6	Notify lien holder(s) of intent to demolish (N/A if City/County owns property. Enclose a copy of the final title opinion, copy of the title guarantee.)

¹ Note to CDBG-DR Grantee: Consult CDBG-DR regulation to confirm HUD's requirement on deed-restricted properties. As of appropriations under PL 112-55, there were few exceptions allowed to the requirement that all properties purchased under a buyout program be deed-restricted. Prior to that, HUD—in many of their previous appropriations—required deed restrictions if CDBG-DR funds were matched with HMGP funds to buyout a parcel in the 100-year floodplain. Regardless of appropriation, if a city or county received the CDBG-DR allocation from the State, consult the GLO Designated representative (GDR).

Newton County
CDBG-DR Buyout & Acquisition
Pre-Demolition Compliance Checklist

	7	Place temporary CDBG-DR signage and any local notification requirements on the demolition site.
--	---	---

III. Pre-Demolition: Building Official

Initial When Complete	Checklist Item	Description
	8	Conduct building inspection. If structural integrity is compromised, a building inspection shall be performed to determine if the structure is unsafe for entry. If deemed unsafe for entry, the structure will be considered a regulated asbestos containing material (RACM) and demolished accordingly.)
	9	Conduct public health inspection, as needed.
	10	Conduct fire inspection, as needed.
	11	Verify personal property removal (Will take place during abatement process. If structure deemed unsafe for entry, personal items should not be removed.)
	12	Requests Notice to Proceed (City/County Project Manager/Coordinator to authorize the demolition process to commence.)

IV. Approval to Proceed with Demolition

Initial When Complete	Checklist Item	Description
	13a	Assign approved contractor to the property. ² Execute timeline for demolition to be completed by and disseminate key documents (Notice to Proceed, inspections, SHPO issues, etc.).
	13b	Authorize Notice to Proceed. Place in file a copy of the approved notice. Highlight subject property.

² This Demolition Checklist assumes the jurisdiction has completed a procurement process, in compliance with federal and state laws, yielding a pool of "approved contractors" who have requisite skills to undertake the demolition.
 Effective 07/16/2021

V. Demolition Process: Contractor

Initial When Complete	Checklist Item	Description
	14	City/County verifies structure is unoccupied.
	15	Mark easements and underground utilities.
	16	Remove utility meters.
	17	Cap well, water, sewer, and septic lines to the mains. Disconnect electrical and gas service, propane tanks.
	18	Contractor obtains consent from City/County to proceed with abatement.
	19	Re-verify property description and ownership (N/A if City/County owns property).
	20	Identify/remove/dispose of asbestos, lead-based paints, and other hazardous materials per State environmental and EPA requirements. (See below for further explanation.) <ol style="list-style-type: none"> 1. Assessment testing performed and samples sent to the lab. 2. Remediation based on the environmental assessment and lab reports, including visual assessments. 3. Document items transferred to the landfill.
	21	Identify/remove/dispose of all HHW (Household Hazardous Waste) per State environmental agency/EPA requirements (See below for further explanation). <ol style="list-style-type: none"> 1. Visual assessment performed and documented. 2. Remove all identified HHW based on the Environmental assessment. 3. Document all HHW waste transfer to the landfill.

VI: Demolition Process: City/County Officials

Initial When Complete	Checklist Item	Description
	22	Photograph site after demolition and place photos in file.
	23	Document actual demolition and removal of debris. (Field verify that all debris from the demolition are removed and tracked to the landfill.)

Disclaimer: The Texas General Land Office has made every effort to ensure the information contained on this form is accurate and in compliance with the most up-to-date CDBG-DR and/or CDBG-MIT federal rules and regulations, as applicable. It should be noted that the Texas General Land Office assumes no liability or responsibility for any error or omission on this form that may result from the interim period between the publication of amended and/or revised federal rules and regulations and the Texas General Land Office's standard review and update schedule.

**Newton County
CDBG-DR Buyout/Acquisition Program
Post-Demolition Compliance Checklist**

Project Information						
Authorized Representative of Subrecipient/State:	Contract No. and/or WO:					
Applicant's Name:						
Physical Address:						
City:	State: Texas	Zip Code:				
<p>A residential demolition consists of the complete removal of a single-family residence or a residential accessory structure. This demolition checklist is provided to ensure that proper procedures are followed when demolishing a structure. Any actions associated with demolition must be in accordance with federal, state and local jurisdiction requirements.</p>						
<p>Select program of which demolition will apply:</p> <p><input type="checkbox"/> Acquisition/Buyout</p> <p><input type="checkbox"/> Demolition Only</p>						
Choose an item	Demolition (if pending, provide explanation in Remarks)					
<input type="checkbox"/>	Permits required for demolition, if so list permits:					
<input type="checkbox"/>	Hazards identified: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 20px; text-align: center;"><input type="checkbox"/></td> <td>Asbestos</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Other:</td> </tr> </table> <p><input type="checkbox"/> Abatement of Hazards</p>		<input type="checkbox"/>	Asbestos	<input type="checkbox"/>	Other:
<input type="checkbox"/>	Asbestos					
<input type="checkbox"/>	Other:					
<input type="checkbox"/>	Water meter removed					
<input type="checkbox"/>	Water line capped to the main					
<input type="checkbox"/>	Gas meter removed, and gas line capped at termination point					
<input type="checkbox"/>	Abandoned water well sealed and capped					
<input type="checkbox"/>	Sanitary sewer disconnected and capped					
<input type="checkbox"/>	On-Site Sewage Facilities (OSSF) disconnected and mitigated					
<input type="checkbox"/>	Termination point of the existing gas service and any service pipe to remain					
<input type="checkbox"/>	Remove liquefied petroleum gas tank and service line (propane)					
<input type="checkbox"/>	Existing electrical service and feeders terminated and disconnected					
<input type="checkbox"/>	Broken or damaged sidewalks, curbs or driveways repaired or replaced					
<input type="checkbox"/>	Backfilling & final grade					
<input type="checkbox"/>	Debris clean up					

Remarks:

Along with this checklist the Subrecipient should attach the following: (check box if included)

- Before pictures of front side, back side, left side, and right side of the home.
- After pictures of the demolished site.
- Abatement documentation if lead hazards were identified
- Disposal tag if asbestos hazards were identified

Signatures	
Under penalties of perjury, I certify that the information presented in this Document is true and accurate to the best of my knowledge and belief. I further understand that providing false representations herein constitutes an act of fraud. False, misleading or incomplete information may result in my ineligibility to participate in Programs that will accept this Document.	
WARNING: ANY PERSON WHO KNOWINGLY MAKES A FALSE CLAIM OR STATEMENT TO HUD MAY BE SUBJECT TO CIVIL OR CRIMINAL PENALTIES UNDER 18 U.S.C. 287, 1001 AND 31 U.S.C. 3729.	
Subrecipient or Authorized Representative of State Printed Name:	Date:
Subrecipient or Authorized Representative of State Signature:	
Builder's Printed Name:	Date:
Builder's Signature:	

Disclaimer: *The Texas General Land Office has made every effort to ensure the information contained on this form is accurate and in compliance with the most up-to-date CDBG-DR and/or CDBG-MIT federal rules and regulations, as applicable. It should be noted that the Texas General Land Office assumes no liability or responsibility for any error or omission on this form that may result from the interim period between the publication of amended and/or revised federal rules and regulations and the Texas General Land Office's standard review and update schedule.*

**CDBG-DR Buyout/Acquisition Program
Sample Demolition Work Write-Up**

This document is a sample, any additional information needed should be included in the write-up submitted to the GLO

Subrecipient:		GLO Contract Number:	
Program Type	<input type="checkbox"/> Buyout	<input type="checkbox"/> Acquisition	
Homeowner Name:		Home Address:	
Demolition Contractor Name (If contractor has been procured):		Demolition Contractor Address (If contractor has been procured):	

ABATEMENT

Description	Specification Detailed Description	Square Feet, Number of Items, or Linear Feet	Cost per Square Foot or per Item (including Labor)	Cost per Item	Total
Lead Paint Abatement				\$ -	
Asbestos				\$ -	
Hazardous Household Waste				\$ -	
Other				\$ -	
Sub-Total - Abatement					\$ -

DEMOLITION

Description	Specification Detailed Description	Square Feet, Number of Items, or Linear Feet	Cost per Square Foot or per Item (including Labor)	Cost per Item	Total
Demolition				\$ -	
Demolition				\$ -	
Demolition				\$ -	
Utilities capped/removed				\$ -	
Haul Off and Disposal				\$ -	
Backfilling and Re-grading				\$ -	
Other				\$ -	
Sub-Total - Demolition					\$ -

TOTAL DEMOLITON				
Abatement costs				\$ -
Demolition Costs				\$ -
TOTAL DEMOLITON				\$ -

Printed Name of Subrecipient Representative:		Title:	
Signature of Subrecipient Representative:		Date:	

Disclaimer: The Texas General Land Office has made every effort to ensure the information contained on this form is accurate and in compliance with the most up-to-date CDBG-DR and/or CDBG-MIT federal rules and regulations, as applicable. It should be noted that the Texas General Land Office assumes no liability or responsibility for any error or omission on this form that may result from the interim period between the publication of amended and/or revised federal rules and regulations and the Texas General Land Office's standard review and update schedule.

Bid Proposal

PRICE QUOTE

Newton County

Date: _____

2016 Flood & Harvey Buyout



The site shall not present hazards to the health, safety and general welfare of the occupants. Note any conditions, which may prove detrimental to occupants. This includes any abandoned wells, shafts, basements, or excavations; abandoned refrigerators and motor vehicles; any structurally unsound fences or structures; or any lumber, trash, fences, debris or vegetation which may prove a hazard.

Demolition	Remarks	Units	Cost per unit
House- Pier & Beam	Demo price based on exterior sq. footage of house & covered porches. Price includes demo & disposal.	Sq. Ft.	
House- Slab	Demo price based on exterior sq. footage of house & covered porches. Price includes demo & disposal.	Sq. Ft.	
2nd Story	In addition to 1st floor bid above Price based on exterior footage of 2nd story.	Sq. Ft.	
Outbuilding Removal	Price based on wood or no floor in outbuilding. If concrete floor is involved bid price will be increased by 100% at contract.	Sq. Ft.	
Removal of existing driveways/ sidewalks or uncovered patio/porch	Price based on 4" slab/asphalt. Price includes demo & disposal.	Sq. Ft.	
Demolition of MHU	Demo price based on exterior sq. footage of MHU. Price includes demo & disposal.	Sq. Ft.	
Demolition of ramps and porch	Demo price based on wooden, uncovered ramps and porches.	Sq. Ft.	
Capping of Water Well	Properly decommissioning abandoned water wells for safety.	Each	
Crushing & Filling of Septic System	Properly decommissioning septic system to meet all state and local health requirements.	Each	
Cap municipal water lines		Each	
Cap municipal sewer lines		Each	
Properly remove and dispose of liquified petroleum storage tank and lines (propane)		Each	
Remove Gas Meter and cap lines		Each	
Terminate electrical service	Existing electrical service and and feeders terminated and disconnected.	Each	
Brush/debris removal	Price based on clear, grub & disposal.	Cubic Yd.	
Tree removal: 2-4" diameter	Price based on cutting tree at ground level & disposal. Diameter measured 6" from ground level	Each	
Tree removal: 4-8"	Price based on cutting tree at ground level & disposal. Diameter measured 6" from ground level	Each	

Tree removal: 8-12"	Price based on cutting tree at ground level & disposal. Diameter measured 6" from ground level	Each	
Tree removal: 12-18"	Price based on cutting tree at ground level & disposal. Diameter measured 6" from ground level	Each	
Tree removal: 18-24"	Price based on cutting tree at ground level & disposal. Diameter measured 6" from ground level	Each	
Tree removal: 24-36"	Price based on cutting tree at ground level & disposal. Diameter measured 6" from ground level	Each	
Stump removal: 2-4"	Price based on digging stump & disposal. Diameter measured 6" from ground level	Each	
Stump removal: 4-8"	Price based on digging stump & disposal. Diameter measured 6" from ground level	Each	
Stump removal: 8-12"	Price based on digging stump & disposal. Diameter measured 6" from ground level	Each	
Stump removal: 12-18"	Price based on digging stump & disposal. Diameter measured 6" from ground level	Each	
Stump removal: 18-24"	Price based on digging stump & disposal. Diameter measured 6" from ground level	Each	
Stump removal: 24-36"	Price based on digging stump & disposal. Diameter measured 6" from ground level	Each	
Excavation	Price based on cut & fill. Do not figure material removal from lot.	Cubic Yd.	
Removal of fencing	Price based on removal & disposal of chainlink 4' in heighth.	Lin. Ft.	
Site Work	Remarks	Units	Cost per unit
Grading of land	Grading of land post demolition to ensure proper drainage and prevent erosion. Based on square footage of demolished structures.	sq. ft.	
Addition of select fill.	Price based on hauled in, spread and packed as needed for stabilization.	Cubic Yd.	
Top Soil	Price based on hauled in, spread and hand raked (if needed for stabilization)	Cubic Yd.	
Grass	Price based on per pallet installed.	Sq. Yd.	
Native Grass Seed	rake and seed area post demolition to prevent erosion. Should be adequate amounts of seed to properly cover area.	Sq. Ft.	
Abatement	Remarks		
Silt Fencing/berming	May be required as a mitigation measure when demolition occurs near a water way or wetland.	linear foot	
Lead based paint abatement	proper disposal of any structures containing lead based paint; based on area covered in LBP	Sq. Ft.	
Asbestos	Haul off and proper disposal of waste containing asbestos	cubic yd.	
Hazardous Household Waste	liquids that may need special disposal	gallon	
Hazardous Household Waste	solids that may need special disposal	cubic yd.	

Bid Scenario

The County is requesting bids on demolition and stabilization for residential structures purchased through the 2016 Floods and Harvey Buyout Programs. The purpose of this program is to restore the land to the floodplain. Not all sites have been identified at this time. Below is a hypothetical scenario that will be used to calculate bid total. It is not expected that actual locations will require all items. Please use the attached Bid Calculation Sheet and Price Quote Sheet to calculate your bid based on the scene below.

In calculating the low bid amount, the following units will be used:

Demolition:

1. Demolition of a pier and beam house will be calculated at 600 square feet
2. Demolition of a slab house at 600 square feet.
3. Demolition of a second story at 400 s.f.
4. Demolition of 600 s.f. MHU
5. Removal of any outbuilding that will be calculated at 170 square feet.
6. Removal of existing sidewalks/driveways will be calculated at 450 square feet.
7. Brush and debris removal will be calculated at 15 cubic yards.
8. We will calculate 1 tree at each of the following diameters: 2-4 inches, 4-8 inches, 8-12 inches, 12-18 inches, 18-24 inches, and 24 or greater inches.
9. We will calculate 1 stump removal at each of the following diameters: 2-4 inches, 4-8 inches, 8-12 inches, 12-18 inches, 18-24 inches, and 24 or greater inches.
10. Excavation will be calculated at 70 cubic yards.
11. Removal and disposal of chain-link fencing that is 4 feet in height at 50 linear feet.
12. Cap 1 existing water well.
13. Crush and fill 1 existing septic system.
14. Cap one municipal water line
15. Cap one municipal sewer line
16. Remove 1 liquified petroleum gas tank and service line (propane)
17. Remove gas meter and cap line
18. Demolition of a 150 s.f. uncovered wooden deck

Site Work

1. Grading of 1200 square feet for proper drainage and erosion prevention
2. Addition of 50 cubic yards of select fill
3. Addition of 50 cubic yards of top soil
4. Addition of 2 pallets of grass
5. Rake and plant native grass seed for 1200 s.f.

Abatement

1. 50 linear feet of silt fencing
2. Properly dispose of 2 cubic yards of asbestos containing materials

Bid Calculation Sheet

Newton County

Date 9/30/21

Contractor: _____

Please transfer price per unit from **Price Quote** Sheet below and calculate the Totals. An excel spreadsheet is available via email. Please contact Christel.Kiker@grtraylor.com for a copy.

Description	Price per Unit	Number of Units	Totals
1 House - Pier & Beam		600	
2 House - Slab		600	
3 2nd Story		400	
4 Demolition of MHU		600	
5 Outbuilding Removal		170	
6 Removal of Existing driveways or sidewalks		450	
7 Brush/Debris Removal		15	
8 Tree Removal: 2-4"		1	
8 Tree Removal: 4-8"		1	
8 Tree Removal: 8-12"		1	
8 Tree Removal: 12-18"		1	
8 Tree Removal: 18-24"		1	
8 Tree Removal: over 24"		1	
9 Stump Removal: 2-4"		1	
9 Stump Removal: 4-8"		1	
9 Stump Removal: 8-12"		1	
9 Stump Removal: 12-18"		1	
9 Stump Removal: 18-24"		1	
9 Stump Removal: over 24"		1	
10 Excavation		70	
11 Removal of Fencing		50	
12 Capping of water well		1	

13 Crush & Fill Septic System		1	
14 Diconnecting municipal water		1	
15 Disconnecting municipal sewer		1	
16 Remove liquified petroleum tank		1	
17 Remove gas meter and cap line		1	
18 Demolition of an uncovered wooden deck		150	

Site Work

1 Grading of land		1,200	
2 Addition of Select Fill		50	
3 Top Soil		50	
4 Grass		2	
5 rake and plant native grass seed		1,200	

Abatement

1 Install & Remove silt fencing		50	
2 Properly dispose of asbestos containing materials		2	

Total Bid

--

BID PROPOSAL

Newton County

2016 Flood & Harvey Buyout Program



The undersigned, as bidder, declares:

He/she will obtain permits from the County, as required, and shall notify all utilities before start of work. Once demolition has started, it shall be pursued diligently and without unreasonable interruption, with due regard to safety. All debris and accumulation of material resulting from demolition shall be removed from the premises and disposed of in a lawful manner. Landfill tickets will be provided to the County when applicable.

He/she has examined the notice to bidders, conditions, and other bid documentation and agrees that he will provide all the necessary scope of work and will furnish all the necessary materials needed to meet Buyout Program guidelines.

Liability insurance will be provided as set out in the Instructions to Bidders and County requirements within 10 days of being awarded a contract.

He/she will satisfactorily complete all work within _____ calendar days after the date of Notice to Proceed. (include Saturday, Sunday and Holidays in count)

Newton County

Date: _____

2016 Flood & Harvey Buyout
Bid Total and Certification



Note: Prices must be shown in words and figures.

In the event of a discrepancy, the words shall control.

Bid amounts include all demolition, site work stabilization, and abatement.

Total Bid as Itemized on Bid Calculation Sheet

_____ Dollars.
A \$ _____

Name of contractor

Address

signature

City State Zip

Date