

REQUEST FOR PROPOSALS (RFP)

PROJECT: Building Demolition Services

Property Location: 103 Water St, Caribou, ME 04736

RFP Issue Date: July 14, 2026

Proposal Submission Deadline: August 7, 2026, at 12:00 PM

1. Purpose & Project Background

The City of Caribou (hereafter referred to as "the City") is seeking competitive, sealed proposals from qualified, licensed, and insured demolition contractors to perform the complete structural demolition and site clearance of the building located at **103 Water St, Caribou, Maine**.

The selected contractor will act as the **General/Primary Contractor** for this project and will be solely responsible for all operations, safety protocols, permitting, and any subcontractors utilized to complete the work.

CRITICAL SITE CONSTRAINT: Bidders are advised that a portion of the building's foundation wall directly abuts and structurally supports an adjacent railbed. Demolition, excavation, and backfilling operations must be executed with extreme care to maintain the continuous stability of this railbed.

2. RFP Schedule & Project Timeline

Time is of the essence for this project. The following schedule outlines the critical milestones for this procurement and the subsequent work:

Milestone / Event	Date & Time
RFP Issue Date	Tuesday, July 14, 2026
Scheduled Site Visit (Session 1)	Wednesday, July 22, 2026 (8:00 AM – 10:00 AM)
Scheduled Site Visit (Session 2)	Thursday, July 23, 2026 (4:00 PM – 5:00 PM)

Site Visits by Appointment	Monday, July 27, 2026 – Thursday, July 30, 2026
Deadline for Written Questions	Friday, July 31, 2026, at 3:00 PM
City Responses to Questions Issued	Monday, August 3, 2026
Proposal Submission Deadline	Friday, August 7, 2026, at 12:00 PM
Work Commencement Date	On or before September 15, 2026
Work Completion Date	No later than September 30, 2026

3. Scope of Work

The General Contractor shall provide all labor, equipment, tools, materials, transportation, and supervision necessary to perform the following:

- **Permitting & Approvals (including Maine DOT):** Secure all necessary local, state, and federal permits required for demolition (including Caribou code enforcement permits and utility disconnects).
 - *Maine DOT Coordination:* The City of Caribou is currently working with the Maine Department of Transportation (Maine DOT) to secure the necessary permits and approvals for work adjacent to the railbed corridor. The selected Contractor must strictly adhere to all Maine DOT permit conditions, safety guidelines, and monitoring requirements.
- **Utility Disconnections:** Coordinate and verify the safe termination/capping of all utilities (water, sewer, electricity, gas, communications) prior to starting demolition.
- **Demolition:** Complete structural demolition of the building at 103 Water St down to the foundation.
- **Railbed Stabilization & Engineering Controls (Special Condition):** The Contractor is solely responsible for ensuring the continuous structural integrity and stabilization of the adjacent railbed during all phases of demolition, foundation removal, backfilling, and compaction.

- The Contractor must employ appropriate engineering controls, shoring, bracing, or sequential excavation techniques to prevent any slumping, shifting, or structural failure of the railbed.
- Any damage, settlement, or displacement of the railbed resulting from the Contractor's operations shall be repaired immediately by the Contractor at their sole expense, to the satisfaction of the City and Maine DOT.
- **Foundation & Debris Removal (On-Site Burial Option):** Excavate all foundation walls, concrete slabs, footings, and underground structures.
 - *On-Site Concrete Burial:* To minimize haulage, the Contractor is permitted to crush and bury clean, unreinforced concrete, brick, and masonry on-site within the deepest portions of the excavation hole. However, **no buried concrete or masonry of any kind is permitted within five (5) feet of the final finished grade.**
 - *Burial Requirements by Depth:*
 - **Depths between 5 feet and 10 feet below final grade:** Concrete and masonry pieces must be broken down to no larger than twelve (12) inches in any dimension to facilitate tight compaction.
 - **Depths greater than 10 feet below final grade:** Concrete and masonry pieces up to twenty-four (24) inches in any dimension may be permitted.
 - **Void Mitigation:** All buried material must be placed systematically (laid flat rather than dumped in piles) to prevent bridging. Any open voids around or between buried concrete pieces must be completely choked (filled) with clean gravel, sand, or compactable fill, and compacted thoroughly in lifts.
 - **Separation of Debris:** All reinforcement steel (rebar), wire mesh, piping, wood, trash, or non-masonry debris must be completely separated, removed from the site, and legally disposed of. On-site burial of these materials is strictly prohibited.
 - *Off-Site Disposal & Tipping Fees:* Haul away and legally dispose of all other non-buried demolition debris at a licensed disposal facility. The City of Caribou will pay all landfill tipping fees directly to the designated disposal facility. Contractors do not need to include the cost of tipping fees in their lump-sum bid, but remain responsible for all loading, hauling, and logistics.

- **Site Restoration & Backfill Requirements:** Backfill the excavation area. **The top five (5) feet of backfill must consist entirely of clean, compactable common borrow/fill**, completely free of concrete, brick, asphalt, demolition debris, or stones larger than three (3) inches.
 - *Grading & Seeding:* All fill must be compacted in lifts to prevent future settling. Grade the site to achieve a stable **2:1 slope** that transitions safely and smoothly into the surrounding topography (while ensuring the structural toe of the slope safely supports the railbed zone). Apply seed and straw (or gravel, as directed by the City) to all disturbed areas to prevent erosion.

4. Pre-Proposal Site Visit

To ensure accurate pricing and a complete understanding of the site conditions, adjacent railbed, and building layout, all interested contractors are highly encouraged to conduct a site inspection prior to submitting a proposal.

Bidders may inspect the site during the scheduled open walkthrough sessions or by scheduling an individual appointment during the designated window:

- **Open Walkthrough Session 1:** Wednesday, July 22, 2026, from 8:00 AM to 10:00 AM
- **Open Walkthrough Session 2:** Thursday, July 23, 2026, from 4:00 PM to 5:00 PM
- **By-Appointment Visits:** Monday, July 27, 2026, through Thursday, July 30, 2026 (must be scheduled at least 24 hours in advance)

Unscheduled site visits or unsupervised entry into the building outside of these times are strictly prohibited due to safety and liability concerns.

To schedule an appointment, please contact:

- **Tim St. Peter:** tstpeter@cariboumaine.org
- **Karen Gorman:** kgorman@cariboumaine.org

5. Contractor Status & Subcontracting

- **Primary Contractor Responsibility:** The selected contractor will be contracted as the General/Primary Contractor.
- **Subcontractor Management:** The General Contractor is fully responsible for the actions, safety, scheduling, quality of work, and payments of any and all subcontractors hired for this project. The City will not negotiate with or pay subcontractors directly. All subcontractors must be declared in the proposal.

6. Insurance Requirements

The selected contractor must submit proof of the following insurance coverages prior to contract signing and the commencement of work. All policies must remain active through the duration of the project:

- **Commercial General Liability (CGL):** Minimum of \$1,000,000 per occurrence / \$2,000,000 aggregate.
- **Workers' Compensation:** In compliance with Maine state statutory limits, including Employers' Liability.
- **Automobile Liability:** Minimum of \$1,000,000 combined single limit (covering all owned, non-owned, and hired vehicles).
- **Umbrella/Excess Liability:** Minimum of \$1,000,000 (recommended).
- **Proof of Insurance:** Proposals must include a current Certificate of Insurance (COI) listing the City as an additional insured.

7. Proposal Submission Requirements

Sealed bid proposals shall be submitted to the attention of the City Manager prior to the deadline. Contractors must include the following in their response:

1. **Lump Sum Price:** One total cost for all mobilization, labor, equipment, materials, haulage, on-site crushing/burial, railbed structural stabilization, and closeout documentation. (Landfill tipping fees are excluded from this price, as they are paid directly by the City).
2. **Unit Pricing for Fill Overages:** A unit cost per Cubic Yard (CY) for additional clean, compactable fill (delivered, placed, and compacted in lifts) in the event that unforeseen sub-surface/foundation conditions require more fill than estimated to achieve the required stable 2:1 slope and the clean 5-foot surface buffer.
3. **Timeline:** Estimated number of days to complete the work from the date of mobilization.
4. **Proof of Insurance:** A current Certificate of Insurance (COI) matching the requirements in Section 6.

8. Evaluation & Selection Criteria

Proposals will be evaluated based on the following criteria:

- Ability to meet the strict timeline (Sept 15 – Sept 30, 2026).

- Total project cost (Lump Sum Price) and the fairness/reasonableness of the submitted Unit Price for fill overages.
- Contractor qualifications, experience, and specific technical approach/references for structural stabilization and demolition adjacent to sensitive infrastructure (such as rail lines).
- Completeness of submission and verification of required insurance coverage.

9. Submission Instructions & Contact

Sealed bid proposals shall be submitted to the attention of the City Manager prior to the deadline. Please submit your proposal to:

Attn: Penny Thompson, City Manager

Organization: City of Caribou

Address: 25 High Street, Caribou, ME 04736

Phone: (207) 493-3324

Sealed bid proposals must be physically received in the Office of the City Manager by **August 7, 2026, at 12:00 PM (Noon)**. Bidders assume the risk of any failed or undelivered bid proposals. No electronic bid submissions will be accepted.

The City of Caribou reserves the right to accept or reject any and all bid proposals in its sole discretion. The Caribou City Council will consider bids at an upcoming City Council meeting.