

REQUEST FOR PROPOSALS
For
Demolition Services
For
The City of Windsor Heights
September 21st 2026

The City of Windsor Heights, Iowa is seeking professional services for a firm to remove and/or demolish a primary structure, an outbuilding and complete tree removal. The project is approved under Windsor Heights Consolidated Urban Renewal Area.

I. REQUEST FOR BIDS RESPONSE REQUIREMENTS

Submittal Deadline & Bid Opening: 1:00 p.m. on October 19th, 2026

Proposals may be submitted in person, by mail, or electronically. Late proposals will not be opened or considered. It is the submitter's responsibility to confirm the city received their submittal by the deadline. Bids will be opened at Windsor Heights City Hall. The City may, in its sole discretion, waive minor informalities or irregularities.

Submittal Location: City of Windsor Heights, Iowa
1145 66th St. Suite 1
Windsor Heights, IA 50324
E-Mail: aplagge@windsorheights.org

Submittal Contact: Adam Plagge, City Administrator
Telephone: (515) 645-6808
E-mail: aplagge@windsorheights.org

II. STATEMENT OF QUALIFICATIONS CONTENT

All firms must provide the following items with their proposal:

- A. A cover letter including the name of the firm, their principal location, the contact information of the primary person responsible for the project and express the firm's level of understanding of the project.
- B. An indication of the estimated timeline in completing the services for this project, including estimated start date, major milestones, and completion date.

- C. A list of three references, including contact information, for projects the firm has completed that are of similar scope and nature.
- D. Identification of any subcontractors.
- E. Proof of ability to obtain the insurance and bond requirements in Section VII.
- F. Proposed means and methods for demolition, debris handling, erosion/sediment control, and site safety.
- G. Confirmation of site visit or statement that bidder waives site visit at its own risk.
- H. Cost to perform services.

III. SCOPE OF SERVICES

- A. The contractor will be responsible for IOWA ONE CALL coordination with utility companies and for repair costs to any damaged cables and wires. Contractor shall comply with Iowa Code Chapter 480 and all One Call requirements.
- B. Removal and disposal of the buildings, foundations, basement walls, footings and any and all other debris/material/items regardless of material.
- C. Removal of all vegetation and trees including stump grinding on the property to the west wooden fence including post/footings within the backyard unless otherwise noted in Attachment A.
- D. Removal and disposal of any concrete/asphalt driveways and concrete pads on the property unless otherwise noted.
- E. Import clean fill dirt to backfill the footing trenches, basement excavations and all other holes associated with project including compaction.
- F. Rough grading of the lot during and after demolition to provide drainage and avoid standing water. Final grade shall be smooth, stable, and suitable for seeding.
- G. Removal and abandonment of the existing sanitary sewer service lateral in compliance with Chapter 95.10 of the Windsor Heights City Code.
- H. Removal and abandonment of the existing water service to the property in compliance with Section 504.5 of the current edition of the Des Moines Water Works Rules and Regulations.
- I. Temporary safety fencing around any area that may be dangerous when demolition activity is being completed.
- J. Seeding of turf grass. 4 lbs. per 1000 sq. ft. and 7 lbs. of starter fertilizer per 1000 sq. ft. and 75 lbs. of dry cereal straw (weed free) per 1000 sq ft. consolidated into the soil with a mulch stabilizer.
- K. Contractor shall obtain and pay for all permits required for the work, except as otherwise approved by the City in writing.
- L. Contractor shall protect sidewalks, streets, utilities, and adjacent properties; repair any damage at Contractor's expense.

The property is described based on the Polk County Assessor's Information:

A. 1122 65th St.

1. 1923 656 sq. ft. ranch house with concrete foundation. Small shed, chainlink fence and trees as noted. Parcel number: 29200484000000

IV. TIMELINES:

- A. Completion of entire project scope within 2 months of contract award.
- B. Contractor shall commence work within 10 calendar days of Notice to Proceed.

V. BID FORMAT

- A. Bids shall include a lump-sum proposal price inclusive of the entire scope of work.
- B. Include proposed payment schedule tied to milestones: (e.g. mobilization, demolition complete, backfill/grade complete, seeding complete, final acceptance.)

VI. GENERAL INFORMATION

- A. Responsibilities. The selected firm will be required to assume sole responsibility for the complete effort as required by this request. The selected firm will be considered the sole point of contact by the City regarding contractual matters. It is the responsibility of the firm to conduct a site visit prior to submitting a bid proposal so the firm is familiar with the condition of the properties.
- B. Rejection of Proposals. The City reserves the right to waive any informality in the bids received and to accept or reject any or all statements of qualifications. The City shall have the authority to award contract(s) to the firm(s) that best meet the conditions and criteria established in this request for bids.
- C. Government Regulations. The successful firm shall strictly comply with all federal, state, county laws and city ordinances and regulations in any manner affecting the demolition, removal, filling and grading of the property(s).
- D. The firm will be responsible for assuring the natural gas, electric, water and sewer service is disconnected and capped per the requirements of the utility.
- E. The City has procured asbestos evaluations and conducted any necessary removal.
- F. The Windsor Heights Fire Department and Police Department may conduct training in the structures resulting in deterioration of the structures.

G. Properties are available for walk-thru upon request.

H. Selected contractor is asked to coordinate donation of any salvageable materials with interested non-profit groups.

I. The awarded contractor will be required to enter into a written contract in a form acceptable to the City.

VII. INSURANCE & BOND REQUIREMENTS:

The selected firm shall be responsible for and indemnify and hold the City harmless against all damages to persons or property that arise from the performance of the work hereunder by the firm, firm's agents, subcontractors or employees. The firm hereby waives all rights and claims against the City, its agents and employees with respect to loss of firm's owned or rented tools or equipment.

Contractor's insurance shall be primary and noncontributory to any insurance maintained by the City.

<u>Insurance Coverage</u>	<u>Minimum Limit</u>
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(1) Workers Compensation and Occupational Diseases	Statutory Limits
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Employer's Liability (Coverage B):	\$100,000
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(2) Comprehensive General Liability

Bodily Injury	\$300,000/person \$1,000,000/occurrence
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Property Damage (Broad Form)	\$100,000/occurrence \$1,000,000/occurrence
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The following shall be included in the Comprehensive General Liability coverage:

- (a) Owner's Protective Public Liability
- (b) Completed Operations
- (c) Explosion, collapse and damage to underground utilities

The Comprehensive General Liability shall include all contractual obligations assumed by the Vendor.

(3) Comprehensive Automobile Liability: Bodily Injury	\$100,000/person
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\$500,000/occurrence

Property Damage

\$1,000,000/aggregate

The Comprehensive Automobile Liability insurance shall cover owned, non-owned and hired automobiles.

(4) Certificates of insurance evidencing compliance with the foregoing insurance requirements shall be filed with the City immediately upon acceptance of firm's proposal or contract execution and, excepting only the workers compensation coverage, shall provide that the insurance contracts will not be cancelled nor materially altered prior to 30 days after receipt of written notice by the Owner of such cancellation or alteration.

(5) Performance Bond in the amount of 100% of the contract price, with surety, conditioned for faithful performance of the contract and for fulfillment of other requirements as provided by law.

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Windsor Heights, Iowa, 50324
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Telephone: 515-645-6808

Property walk-thrus are available upon request.

The City reserves the right to reject any and all proposals.

Adam Plagge
City Administrator

Exhibit A

All trees within the staked property boundaries of 1122 65th St. shall be removed at part of this project except the marked walnut tree near the southwest corner of the property. Additionally, trees located between 1122 65th St. and the wooden fence to the west of the property on 1133 65th St. Windsor Heights Public Safety Property, shall be removed. Questions on tree removal can be addressed to Adam Plagge 515-645-6808.

