City of Ottawa, Kansas
Community Development
101 S. Hickory St., PO Box 60
Ottawa, KS 66067
785-229-3620

Request for Proposals
City of Ottawa, Kansas
Building Demolition Services: 1017 S. Ash Street

The City of Ottawa is requesting proposals from qualified contractors for demolition and removal of a structure(s) located at 1017 S. Ash St., in Ottawa, Franklin County, Kansas. Proposals will be received by the City Clerk at the City of Ottawa, Kansas, until 1:00 P.M. on Tuesday, December 15, 2026. Late proposals will not be accepted. The contractor will be responsible for the demolition, removal, and proper disposal of the structures and debris. Keith Hodges, Property Improvement Partner, is the point of contact for the City on this project.

The site and buildings are illustrated on the aerial map attached to this document. It is the intent of the City of Ottawa to select a contractor for the site that will, in the City's sole determination, provide the best demolition proposal at the least cost.

The City of Ottawa reserves the right to reject any and all proposals. Any incomplete proposals may be rejected.

IMPORTANT BID INFORMATION

- Contractors are strongly encouraged to inspect the property before submitting a proposal.
- The successful Contractor shall obtain all required permits and licenses and coordinate required utility disconnections.
- The work is intended as a complete demolition, removal, disposal, cleanup, and site restoration project.
- All proposals are subject to the requirements of this RFP, applicable City ordinances, and the final contract.

1. REQUEST FOR PROPOSALS (RFP)

The City of Ottawa, Kansas ("City") is requesting sealed proposals from qualified and properly licensed demolition contractors for the complete demolition, removal, disposal, and site restoration of the structures located at 1017 S. Ash Street, Ottawa, Kansas 66067.

The project includes demolition of the existing duplex and/or apartment structures, associated foundations and improvements designated for removal, utility coordination, required permits and inspections, lawful disposal of debris and regulated materials, and final site restoration.

This RFP seeks two separate proposals: the first will include the costs associated with the north duplex and associated costs, and the second will include the costs associated with both structures and associated costs. Unless expressly identified as a City responsibility, the Contractor shall provide all labor, supervision, equipment, materials, transportation, permits, licenses, testing, disposal, and incidental work necessary to complete the project.

2. PROJECT BACKGROUND AND EXISTING STRUCTURES

The property is located at Lot 1, Willow Court Estates, a Subdivision in the City of Ottawa, Franklin County, Kansas, commonly known as 1017 S. Ash Street. The property contains two multifamily structures: a north duplex and a south apartment structure. The structures have been subject to City unsafe-structure proceedings.

Contractors shall independently inspect the property and evaluate site conditions before submitting separate proposals for the north duplex building and both structures combined. The City makes no representation that all concealed conditions, materials, utilities, or structural conditions are visible or known.

Reference: City of Ottawa, Resolution No. 2018-26, 1017 S. Ash – Condemnation.

3. SCOPE OF WORK

The Contractor shall furnish all labor, equipment, tools, supervision, permits, hauling, disposal, and incidental work necessary to:

- Completely demolish the existing duplex.
- Completely demolish the existing apartment structure.
- Remove above-grade structures and building components designated for demolition.
- Remove foundations, footings, slabs, basement walls, steps, porches, patios, walks, and other improvements unless the City directs otherwise.
- Remove remaining fixtures, appliances, cabinets, plumbing fixtures, mechanical/electrical components, and debris, except items specifically identified for City salvage.
- Control dust, noise, debris, and public access.
- Protect public and private property.
- Load, haul, and lawfully dispose of demolition debris.
- Perform final cleanup, grading, filling, and restoration.

4. CONTRACTOR RESPONSIBILITIES

- Provide qualified and experienced demolition personnel and a competent site supervisor.
- Maintain safe working conditions and comply with applicable OSHA requirements.
- Obtain and maintain required permits, City of Ottawa contractor licenses, insurance, and regulatory approvals.
- Coordinate utility disconnects and provide required documentation.
- Maintain site security, fencing, barricades, warning signs, and public protection.
- Repair damage caused by Contractor operations.
- Provide disposal receipts, weight tickets, manifests, and other documentation requested by the City.
- Notify the City promptly of concealed conditions, hazardous materials, utility conflicts, or conditions affecting cost or schedule.

5. SITE UTILITY DISCONNECTS

Before demolition begins, the contractor will request disconnection of utility services by submitting a permit through the City of Ottawa, Community Development Department. The Community Development Department will verify that all utilities are properly disconnected, capped, or otherwise secured for demolition.

6. PERMITS AND LICENSES

- Obtain the City of Ottawa demolition permit before commencing demolition.
- Maintain any City contractor license required for the work.
- Obtain all other permits, licenses, registrations, notifications, and approvals required by applicable governmental agencies.
- Obtain a Land Disturbance Permit when required by Chapter 14, Article III of the Ottawa Municipal Code.
- Comply with KDHE, EPA, OSHA, and other applicable federal and state requirements.

7. SITE RESTORATION

- Remove all demolition debris and remaining hazardous or protruding materials.
- Fill excavations and voids with suitable clean material.
- Compact fill to prevent unsafe settlement.
- Rough grade the site to provide positive drainage.
- Restore disturbed areas caused by Contractor operations.
- Remove temporary fencing, equipment, and materials upon completion.
- Leave the property clean, safe, stable, and acceptable to the City.
- Grass seed shall be provided.

8. DISPOSAL OF MATERIALS

- Lawfully transport and dispose of all demolition debris.
- Use authorized disposal or recycling facilities.
- Do not burn demolition debris on site.
- Provide landfill receipts, weight tickets, recycling receipts, hazardous-material manifests, asbestos disposal documentation, and other records upon request.

9. INSPECTIONS

- The Contractor shall coordinate all required City inspections and provide at least 24 hours' advance notice as required by the City's demolition permit process.
- Pre-demolition/site inspection.
- Required hazardous-material/asbestos documentation review.
- Prefill inspection.
- Final site inspection.
- The Contractor shall not conceal any work requiring inspection until the City has approved it.

10. ASBESTOS, ENVIRONMENTAL DANGERS, AND HAZARDOUS MATERIALS

The Contractor shall comply with all applicable federal, state, and local requirements concerning asbestos and other regulated or hazardous materials. Potential materials include asbestos-containing materials, lead-based paint, mold, mercury, PCB-containing materials, petroleum products, refrigerants, chemicals, and contaminated soil. The Contractor shall not disturb, remove, transport, or dispose of regulated materials except through appropriately qualified personnel and authorized facilities where required.

11. SITE SAFETY AND PUBLIC PROTECTION

- Maintain temporary fencing and controlled access.
- Provide warning signs and barricades.
- Prevent unauthorized entry.
- Control falling debris and dust.
- Protect pedestrians, motorists, workers, and neighboring properties.
- Maintain safe access around the work area.
- Immediately address conditions presenting imminent danger.

12. PROTECTION OF ADJACENT PROPERTY

- Protect adjacent buildings, sidewalks, streets, alleys, curbs, utilities, drainage facilities, fences, trees designated to remain, and other improvements.
- Repair, at the Contractor's expense, damage caused by Contractor operations.
- Do not occupy or block public rights-of-way without required authorization.

13. SALVAGE

Unless the City identifies an item for salvage in writing, materials remaining on the property following award shall be treated as part of the demolition scope. The Contractor shall not assume ownership of City-designated salvage.

14. PROPOSAL REQUIREMENTS

- Each proposal shall include:
- Legal company name, address, contact information, and applicable license information.
- Total lump-sum bid.
- Itemized pricing, if provided by bidder.
- Proposed start date and completion duration.
- Description of comparable demolition experience.
- At least three references.
- Certificate of insurance or evidence of ability to provide required insurance.
- List of all exceptions to this RFP.
- Confirmation that the bidder inspected, or had an opportunity to inspect, the property.

15. CONTRACT PERIOD

The successful Contractor shall commence work within ten (10) calendar days after receiving a written Notice to Proceed, unless otherwise approved by the City. Unless modified by the executed contract, all demolition, removal, disposal, and site restoration shall be completed within thirty (30) calendar days after authorized commencement.

The City may approve written schedule extensions for circumstances beyond the Contractor's reasonable control, including weather, utility delays, regulatory requirements, hazardous-material abatement, or other approved conditions.

16. PAYMENT TERMS

Payment shall be based on satisfactory completion of the work. The Contractor may submit a progress payment request after substantial demolition/removal work, subject to City approval. The City shall make final payment after complete demolition, debris removal, utility work, inspections, restoration, final acceptance, and receipt of required documentation, including disposal records and lien waivers/releases.

The City may retain amounts reasonably necessary to address incomplete work, damage, disputed charges, or other contractual obligations. Payment does not constitute acceptance of defective or incomplete work.

17. CHANGE ORDERS

No additional work or additional compensation shall be authorized without prior written approval by the City. Unforeseen conditions shall be reported immediately with an itemized cost proposal before proceeding with additional-cost work, except emergency measures reasonably necessary to protect life or property.

18. CITY RIGHTS

- Reject any or all proposals.
- Waive minor informalities or irregularities.
- Request clarification of proposals.
- Cancel, modify, or re-advertise the RFP.
- Require additional information from bidders.
- Award the contract in accordance with applicable City purchasing requirements and the final procurement documents.
- The City is not obligated to accept the lowest proposal.

19. SITE VISIT

A site visit is strongly encouraged. Bidders should evaluate building condition, access, utility locations, adjacent properties, street/alley access, equipment access, debris removal, drainage, foundations, and potential hazardous materials. This property is not owned by the City of Ottawa and is considered private property. The owner may not allow individuals direct access to the property.

20. QUESTIONS AND CLARIFICATIONS

Questions shall be directed to:
City of Ottawa – Community Development Department 101 S. Hickory Street, 2nd Floor
Ottawa, KS 66067
Phone:(785)229-3620
Email: communitydevelopment@ottawaks.gov

Questions must be received by noon on December 8, 2026. Answers will be posted online to the bid posting at https://www.ottawaks.gov Bids and Proposals. Written addenda may be issued when the City determines that a response affects the RFP requirements.

21. PROPOSAL SUBMISSION
Submit proposals in a sealed envelope marked: “RFP – DEMOLITION OF 1017 S. ASH STREET.”
Deliver to:
City of Ottawa
Attn: City Clerk
101 S. Hickory Street
P.O. Box 60
Ottawa, Kansas 66067

Proposal Deadline: December 15, 2026, at 1:00 P.M. Late proposals will be rejected.

22. GOVERNING REQUIREMENTS

All work shall comply with applicable provisions of the Ottawa Municipal Code, including the City's provisions concerning unsafe or dangerous structures and applicable land-disturbance requirements. The City's adopted codes include the 2018 International Residential Code, International Existing Building Code, International Fire Code, International Property Maintenance Code, and other listed codes, as applicable to the work.

The Contractor shall also comply with applicable federal and Kansas requirements, including KDHE, EPA, OSHA, and other agencies having jurisdiction.

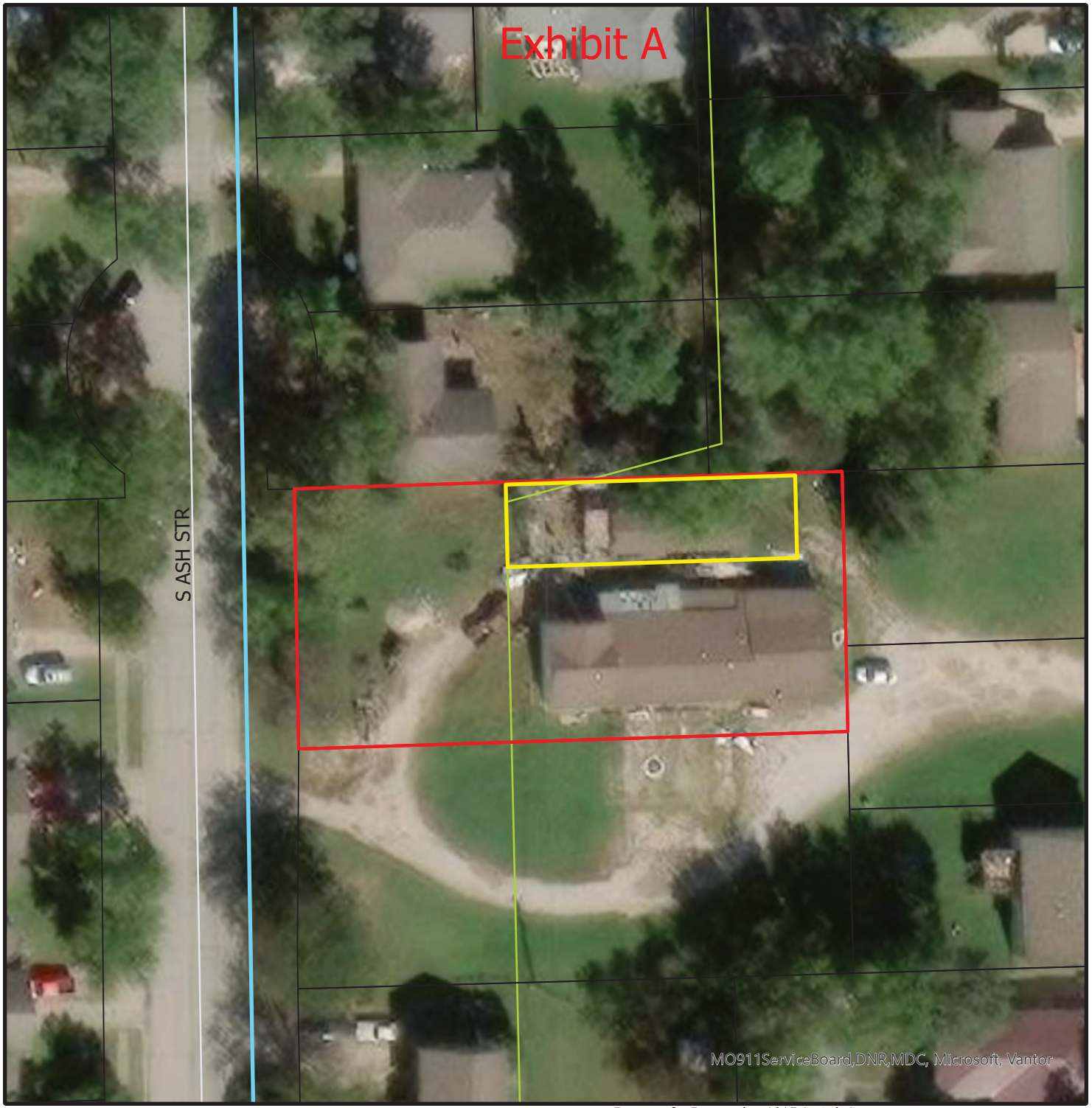
EXHIBIT A – SITE / PROPERTY INFORMATION

Project Address: 1017 S. Ash Street, Ottawa, Kansas 66067
Structures: North duplex and south apartment structure.
Water – City of Ottawa
Electric – City of Ottawa
Sewer – City of Ottawa
Gas – Kansas Gas

REFERENCE DOCUMENTS

- Resolution No. 2018-26 – 1017 S. Ash – Condemnation
- City of Ottawa Community Development – Building Codes and Permits:
  - www.ottawaks.gov Municipal Code Chapter 6

[Rest of page intentionally left blank; proposal and contractor certification to follow]

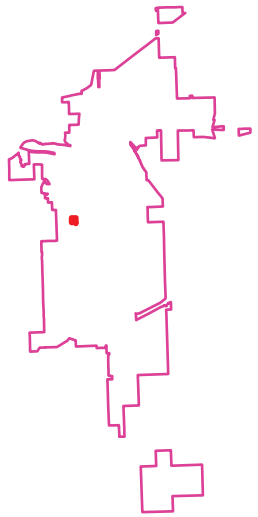


1017 S Ash Building Demolition Request for Proposals

PRIMARY ROAD
Ownership
Water
Sanitary Sewer
Ottawa City Boundary
COGO_Poly

Scope of Work

North Duplex
Both Structures



This map was created by the Ottawa Community Development Department for reference purpose only.

Date: 9/29/2026

N

0 0.01 0.01 0.03 0.04 0.06 Miles

RESOLUTION NO. 2018-26

A RESOLUTION TO CONDEMN UNSAFE AND DANGEROUS MULTIFAMILY STRUCTURES LOCATED AT **1017 S ASH STREET** IN THE CITY OF OTTAWA, KANSAS.

WHEREAS, Article XIV, Chapter 6, §§ 6-1401 et seq., of the City of Ottawa, Kansas, authorizes the Governing Body of said city, upon a finding, to declare the above mentioned structure(s) as unsafe or dangerous, and to direct that such structure(s) be demolished or repaired and made safe and secure; and

WHEREAS, on or about the 23rd day of February, 2026, the City's Inspection Division, inspected the structures located at **1017 S ASH STREET**, Ottawa, Kansas, legally described as:

LOT 1, WILLOW COURT ESTATES, A SUBDIVISION IN THE CITY OF OTTAWA, FRANKLIN COUNTY, KANSAS, ACCORDING TO THE RECORDED PLAT THEREOF.

and observed certain conditions that caused the division to file with the Governing Body an inspection report describing how the structure(s) is/are unsafe or dangerous; and

WHEREAS, the Governing Body, by Resolution No. 2014-26, adopted June 3, 2026, fixed the time and place at which the owner and other interested parties may appear and show cause why such structure(s) should not be condemned and ordered repaired or demolished; and

WHEREAS, the City's Inspection Division fully complied with all notice requirements for said opportunity to be heard; and

WHEREAS, the owner and other interested parties were given an opportunity to be heard during the public hearing held on July 22, 2026.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF OTTAWA, KANSAS, that:

Section 1. Due to the conditions described in said inspection report, the above described property is hereby found to be unsafe or dangerous.

Section 2. The City Clerk of the City of Ottawa, Kansas, shall mail a copy of this resolution to the owners, occupants, and lienholders of record, and shall publish a copy of this resolution once in the official city newspaper. The unsafe structure(s) shall be removed or repaired and made safe and secure by the owner with work commencing within thirty (30) days after the publication of this resolution and all work shall be completed within ninety (90) days thereafter.

Section 3. The Governing Body will cause the structure(s) to be razed and removed if the owner of said structure(s) fails to commence the repair or removal of such structure(s) within the time stated or fails to diligently prosecute the same until work is completed and the owner will be charged for the cost of razing and removing the structure(s).

Section 4. This resolution shall be in full force and effect after its passage and approval.

ADOPTED this 22nd day of July, 2026.

/s/ Zachary Clayton
Zachary Clayton, Mayor

ATTEST:

/s/ Melissa Scherman
Melissa Scherman, City Clerk

Building Demolition Services: 1017 S. Ash Street

PROPOSAL FORM

CONTRACTOR INFORMATION	
Legal Company Name	_____
Address	_____
City/State/Zip	_____
Contact Person	_____
Phone	_____
Email	_____
Contractor License No.	_____

CONTRACTOR CHECKLIST

Requirement	**Included?**	**Notes**
Signed proposal form	☐	
North Duplex Lump-sum bid	☐	
Both Structures Lump-sum bid	☐	
North Duplex Itemized bid	☐	
Both Structures Itemized bid	☐	
Schedule/start and completion	☐	
Comparable project experience	☐	
Three references	☐	
License information	☐	
Insurance information	☐	
Exceptions identified	☐	
Site inspection completed/offered	☐	
Utility-disconnect plan	☐	
Hazardous-material approach	☐	

CONTRACTOR CERTIFICATION

The undersigned certifies that the Contractor has reviewed this RFP, understands the scope, has had an opportunity to inspect the property, has included all costs necessary for completion, will obtain required permits/licenses, will comply with applicable requirements, and will properly dispose of demolition and regulated materials.

_____ _____

Applicant Signature Date

Proposal shall remain valid for sixty (60) calendar days following the proposal deadline.