

To: All BEP Recipients
From: Department of Asset Preservation
Date: March 22, 2018
Re: Bidding, Demolition, & Sample Demolition Observation Procedures

On January 12, 2015, IHCDA released BEP Notice 14-34: Blight Elimination Program – Sample Set. The Sample Demolition allows IHCDA & Beam, Longest, & Neff (BLN) to observe the Recipient’s demolition and greening processes. Previously, Recipients were required to complete a Sample Demolition for the first demolition activity in each Award, or by request of IHCDA.

Amended Pre-Bid & Sample Demolition Procedures

Effective April 16, 2018, all Recipients must complete a Sample Demolition of at least one (1) property contained in **each and every awarded bid package**. IHCDA reserves the right to require a Sample Demolition Observation of additional structures in all bid packages.

The Sample Demolition allows IHCDA to ensure proper oversight of demolition & greening activities, and also serves as a tool for Recipients to continue such oversight functions post-Sample Demolition. Per Section 5 of the BEP Recipient & Program Partner Agreement (“Agreement”), Recipients are obligated to oversee and monitor demolition and greening activities for each and every property demolished in the BEP.

Recipients are strongly encouraged to hold a pre-bid meeting with BLN and/or IHCDA staff prior to accepting bids for demolition in order to review the bid requirements and BEP Technical Specifications with potential bidders. Recipients are also **required** to hold a pre-demolition meeting with the winning Contractor(s), IHCDA, and BLN to review the BEP Technical Specifications in depth and schedule the Sample Demolition.

Pre-Bid Meetings, Pre-Demolition Meetings, and Sample Demolitions must be scheduled in conjunction with IHCDA and BLN. Recipients must give IHCDA and BLN at least two (2) weeks’ notice to ensure that a staff member from each agency is able to attend (see BEP Notice 17-94). All Recipients are required to submit their bid package for review to IHCDA and BLN. Bid packages may be emailed to Guy Della Valle at BLN (gdellavalle@b-l-n.com) and Rayanna Binder (rbinder@ihcda.in.gov). Recipients may not release a bid package without written confirmation of review and approval of the package (see BEP Notice 17-82).

IHCDA and/or BLN must be present for each Sample Demolition. BLN will issue a report to IHCDA concerning the Recipient’s demolition process and any observed deficiencies. The demolition of other BEP structures within the respective bid package is not permitted during the Sample Demolition Observation without approval from BLN and/or IHCDA. Upon issuance of the Final Sample Demolition Report from BLN and written permission to proceed from IHCDA, the Recipient may issue Notice to Proceed on any remaining structure(s) **in the Bid Package**.

It is the responsibility of the Recipient to ensure that Contractor(s) adhere to the BEP Technical Specifications throughout the entirety of their BEP Project. A Recipient’s failure to properly monitor Contractor activities may result in a breach of the BEP Program Agreement. A breach of the Agreement may result in the termination of the Recipient’s BEP Award(s). IHCDA further reserves the right to utilize any/all additional remedies available under the terms of the Agreement.

