



TOWN OF PITTSFIELD

REQUEST FOR PROPOSAL

FOR

Municipal Building Roof Replacement

July 25, 2019

TOWN OF PITTSFIELD
REQUEST FOR PROPOSAL

NOTICE TO INTERESTED PARTIES

July 25, 2019

1. Quotations will be received at the Pittsfield Town Office, 112 Somerset Avenue, Pittsfield, Maine 04967 until **11:00 AM, Tuesday, September 10, 2019**. All quotations shall be submitted in sealed envelopes and be plainly marked "**Municipal Building Roof Replacement Proposal.**" No quotations will be accepted by facsimile (FAX) or e-mail transmission.
2. Quotations will be opened publicly by the Town Manager or her designated representative at 11:00 AM, Tuesday, September 10, 2019.
3. The successful individual or firm must provide proof with their proposal that he/she/it is adequately covered by insurance as follows:
 - a. The individual or firm will serve in the capacity of an independent contractor and will maintain insurance to protect it and the Town from any and all claims for personal injury and property damage, and for claims under the Workers' Compensation Acts for the term of the contract.
 - b. Comprehensive General Liability insurance policy with the following limits of coverage:

Bodily Injury:	\$1,000,000
Property Damage:	\$400,000
Aggregate:	\$1,000,000 of all claims per occurrence
 - c. Comprehensive Automobile insurance policy with the following limits:

Bodily Injury:	\$1,000,000
Property Damage	\$400,000 per occurrence
 - d. All insurances must be issued by an insured licensed, authorized and maintaining an office to do business in the State of Maine.
4. The Town of Pittsfield assumes no liability for any costs incurred by respondents or in responding to requests for additional information or interviews prior to the issuance of a contract.
5. All proposals for Municipal Building Roof Replacement for the Town of Pittsfield must include the following:
 - a. Detailed Work History;
 - b. Three (3) or more Contract Work References;

- c. Qualifications and experience with providing requested equipment and services in other towns;
 - d. Proof of insurance; and
 - e. A completed bid form detailing the cost to provide services.
6. The Town of Pittsfield reserves the right to reject any or all quotations, to waive any formality or technicality in the quotations, and to accept the quotation which is deemed to be in the best interest of the Town.
7. The successful bidder will be required to sign the Town's Standard Services Contract.
8. Questions regarding this RFP can be sent to: adminassistant@pittsfield.org. Answers will be shared with those who have sent previous questions to this email address.

TOWN OF PITTSFIELD

1. SCOPE OF SERVICES

The Town is seeking quotations from qualified individuals or firms to provide Roof Replacement for the Municipal Building and the adjoining Fire Station Building. Each building's roof shall be quoted separately. The Municipal Building Roof shall be quoted as **Municipal Building Roof (Option 1)** and the Fire Station Roof shall be quoted as **Fire Station Roof (Option 2)**. Each Roof Replacement must include the following:

Municipal Building Roof (Option 1) Quotation

- ❑ Removal and replacement of the existing roofing membrane and insulation to the deck.
- ❑ Proper disposal/recycling of all roofing materials and waste generated during the execution of this project is required. It is in the public's interest to aggressively promote waste reduction, reuse and recycling as the preferred methods of waste management. Therefore it is a required part of this project that a plan is included in the quote provided.
- ❑ Provide a separate unit cost to replace or repair any damaged roof decking that is identified by the Town of Pittsfield's independent third party inspector/engineering firm upon removal of the existing roofing membrane and insulation.
- ❑ Install two layers of 2" Polyisocyanurate insulation, mechanically fastened as per roofing manufacturers specifications.
- ❑ Fully adhere a .060" EPDM membrane, manufactured by either Carlisle SynTec or Firestone Building Products, to the new insulation as per roofing manufacturer's specifications.
- ❑ Install new (color) 24 gauge steel edge detail along perimeter (color to be selected by owner).
- ❑ Install new flashings at walls, roof penetrations and curbing as per manufacturer's specifications.
- ❑ Install new Retrofit roof drains with 4' x 4' sump to replace existing drains as per manufacturer's specifications.
- ❑ This work to include a minimum 15-year limited membrane system warranty from the manufacturer.

Fire Station Roof (Option 2).

- Removal and replacement of the existing roofing membrane and insulation to the deck.
- Proper disposal/recycling of all roofing materials and waste generated during the execution of this project is required. It is in the public's interest to aggressively promote waste reduction, reuse and recycling as the preferred methods of waste management. Therefore it is a required part of this project that a plan is included in the quote provided.
- Provide a separate unit cost to replace or repair any damaged roof decking that is identified by the Town of Pittsfield's independent third party inspector/engineering firm upon removal of the existing roofing membrane and insulation.
- Install 1 layer of 1" Polyisocyanurate insulation, mechanically fastened as per roofing manufacturers specifications.

Note: Only 1" of Polyisocyanurate insulation is allowed to be installed on the roof over the Fire Station as this roof has been determined by the Town of Pittsfield's third party inspector/engineering firm.

- Fully adhere a .060" EPDM membrane, manufactured by either Carlisle SynTec or Firestone Building Products, to the new insulation as per roofing manufacturer's specifications.
- Install new (color) 24 gauge steel edge detail along perimeter (color to be selected by owner).
- Install new flashings at walls, roof penetrations and curbing as per manufacturer's specifications.
- Install new Retrofit roof drains with 4' x 4' sump to replace existing drains as per manufacturer's specifications.
- This work to include a minimum 15-year limited membrane system warranty from the manufacturer.

Note: Site visits are encouraged before submitting proposals. To setup a site visit contact Michael Feole at 207-487-3136 or adminassistant@pittsfield.org.

3. PROCEDURE FOR SUBMITTING PROJECT PROPOSALS

A. Time, Place and Format

Proposals must be received by the Town at the Town Office no later than 11:00 AM on September 10, 2019. Proposals received in the mail or in-person after 11:00 AM on that date, regardless of their postmarks, will be rejected. Proposals must:

- Show page numbers for all pages in the proposal
- Be on 8-1/2"x11", white paper
- Be submitted in envelopes, which clearly states "**Municipal Building Roof Replacement Proposal.**" and identifies the proposer
- The envelope must be addressed as follows:
Town of Pittsfield
Attn: Town Clerk
112 Somerset Ave.
Pittsfield, ME 04967
- If hand-delivered, the envelope must be delivered to the Clerk desk in the Town Office.

B. Opening of Responses

All proposals will be opened on September 10, 2019 at 11:00 AM.

3. Data to be submitted with project proposals

The content and sequence of the information contained in the proposal shall be as follows:

A. Letter of Transmittal

Include your firm's understanding of the work to be performed. In addition, state why your firm believes itself to be the best qualified to perform the services requested. Also, state the Management Contact (Representative authorized to sign an agreement for your firm).

B. Table of Contents

Include clear identification of the material by section and by page number.

C. Summary Sheet

- Provide name, title, experience and qualifications of the personnel who will be assigned to the project.
- Provide the resume of the Management Contact with the town.

D. Allocation of Resources

Indicate how the resources of your firm (e.g., number and type of personnel allocated by hours) will be allocated for this project.

E. Scope of Work

Proposals must address all items set forth in the Scope of Services section. Additional information which, in your opinion, should be included must be clearly identified. The items must be addressed in the order in which they appear in the Scope of Services section.

F. References

Each firm must include the following references:

- List similar services performed as the prime consultant for all similar organizations/entities in the last five years and when performed. Show names of organizations, and names and telephone numbers of persons who can be contacted with regard to the services you have provided.
- List all similar public agencies for which contracts were terminated in the last three years. Show names of organizations, and names and telephone numbers of persons who can be contacted. Firms may provide a brief explanation of the reason(s) for the terminations.

G. Cost

Provide a cost breakdown for work to be performed and equipment to be delivered including financing if applicable.