

# New Boston School District - Request for Proposal - Roofing Replacement

## **New Boston School District Request for Proposal Roofing Replacement**

### **REQUEST FOR PROPOSAL**

The New Boston School District (the District) seeks proposals for the replacement of a portion of the existing roofing system at the New Boston Central School located at 15 Central School Road, New Boston, NH 03070.

The District reserves the right to request additional information or clarification of any submitted proposals. Proposals and proposal pricing must remain open for sixty (60) days. This solicitation will become an addendum to any resultant contract. Proposals may be withdrawn or modified by the submitting firm at any time prior to the closing date and time for receipt of proposals.

Copies of the RFP are available at the SAU 19 Business Office, located at 11 School Street, Goffstown, NH 03045 and also from the SAU 19 website, [www.goffstown.k12.nh.us](http://www.goffstown.k12.nh.us). The Business Office is open to the public Monday through Friday from 8:00 AM to 4:30 PM. The District is an EOE employer and encourages proposals from minority, women-owned, and Disabled Veteran Business Enterprise (DVBE) businesses.

The RFP is not a low-bid price competition. Instead, proposals will be reviewed in accordance with the Evaluation Criteria stated within this RFP. This RFP supersedes all other proposals, oral and written, and all negotiations, conversations or discussions between the parties related to the subject matter. Contract award will be based upon best perceived value to the New Boston School District.

Sealed proposals will be received by either mail or personal delivery until **3:30PM, Friday April 21, 2017 EDT**. Proposals received after the specified time will not be considered. Proposals shall be sealed and plainly marked on the outside of the envelope/box with **NBCS Roofing Replacement** with name of firm submitting proposal. It is the sole responsibility of the proposer to assure that their proposal is received by the District prior to the time specified. One (1) original and two (2) identical copies should be submitted to the following address:

New Boston School District  
Attn: Facilities Director  
11 School St.  
Goffstown, NH 03045

### **Current Status:**

There are three different roof elevations to be replaced. Two roof systems are similar construction. Lower section is approximately 25 years old, consists of a tectum roof deck overlaid with 2" of polyiso insulation with a .60 EPDM membrane covered with a loose laid stone ballast. The Upper section is approximately 20 years old with a metal roof deck covered with 4" of polyiso insulation with a .60 EPDM membrane covered with a loose laid stone ballast. The third is located at the front entrance of the New Boston School it is a pitch roof with asphalt shingles to be removed and replaced as part of the project.

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## **Scope of Services:**

### **Flat Roof Systems:**

- Removal/disposal of roof ballast from both high and low roof sections
- Removal/disposal of installation materials on both high and low roof sections
- Install insulation to R-30 rating across both high and low roof sections. With a backer protection board installed on top of insulation for protection of outer roof membrane
- A 6-inch seam overlay for all connecting membrane sections.
- Metal cap on roof fascia
- To install a permanent metal guard rail at the opening of the roof hatch to ensure safety while entering or exiting the roof top

### **Pitched Asphalt Shingle Roof:**

- Removal and disposal of existing roof materials
- To install Ice & Water shield material at least 4' up from drip edge of roof (Bituthene or equivalent)
- To install 30 lb. asphalt roofing felt type II on wood roof deck for backing
- To install an Asphalt roof cap at the peak of roof line to ensure integrity of roof system
- To install new 20-year asphalt architectural roof shingle per manufactures standards

The District desires the following work to be completed:

1. Complete replacement on the systems described above
2. During the course of the replacement work, note any other problem areas that are found and provide recommendations for repair action and cost to the District for evaluation. The District will provide an authorization to proceed after evaluation and acceptance of the firm's recommendations.
3. Prepare bid specifications, complete bid documents, contract forms, and bid estimate for any portion of the work that will be subcontracted by the firm.
4. Provide construction management services as required during the project.
5. Provide close out and warranty documents (if any) and project punch list.
6. The District desires all work to be completed on a non-interference basis with regular school schedules. This may mean summer, second shift and / or week-end work. The District will work with the firm to determine the appropriate timing and schedule for the work.

## **MANDATORY SUBMITTING FIRM REQUIREMENTS**

The submitting firm will be required to assume responsibility for all services offered within the firm's proposal regardless of whether they are produced "in-house" or performed through a sub contractual arrangement. The respondent will provide the name of a project manager who will serve as the sole point of contact with regard to contractual matters, including payment of any and all contract costs / fees.

## **PROPOSAL FORMAT / EVALUATION CRITERIA**

In order to ensure a uniform review process and obtain the maximum degree of compatibility, it is required that the proposals be organized in the manner specified below.

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1. **Title Page:** The submitting firm should identify the RFP subject, the name of the contractor, local address, telephone number, name and title of contact person and date of submission.
2. **Table of Contents:** Provide clear identification of the material by section and by page number to include the following topics.
  - The manufacture of roofing membrane and mil thickness to be used with warranties
  - Clearly identify all components for removal and disposal /installation materials covered in proposal
  - Provide a cut sheet showing all flashing details for roof drains, rooftop units, all termination points, perimeter flashing.
  - Provide cut sheets showing all fastening methods.
  - Provide method of outer membrane joint seams or connection/overlap points.
  - Provide inspection procedures to ensure proper installation of materials/ final inspection for manufacture warranties compliances.
  - Provide a detailed list of Preventive Maintenance procedures that will ensure compliance with the manufactures warranties
3. **Company History:** Information related to the contractor's qualifications and resources.
  - a. Briefly describe your company's history, number of employees and years in existence.
  - b. Provide details of your company's financial status and stability.
4. **Qualifications and Experience of Staff**
5. **References:** List at least three (3) client references for whom like work has been completed (see attached reference sheet).
6. **Costs:** Describe the costs for the services, equipment, materials and installation. Describe the payment structure for the project, required deposits, progress payments, etc. that you propose for the project work requested within this RFP.
  - Provide a schedule of cost for work outside of scope of work.
7. **Warranty:** Provide terms, conditions and length for all proposed warranties on labor and materials.

## **GENERAL INFORMATION**

1. **Interview:** The submitting firm may be required to make a presentation of their proposal. This will provide an opportunity to clarify or elaborate on the proposal, but will not, in any way provide an opportunity to change any cost or fee amount originally proposed. Should the District choose to schedule presentations, respondent(s) will be notified of time and location.
2. **Modifications:** The District will allow both submittal modifications and withdrawals up to the solicitation's closing time.
3. **Request for Additional Information:** The submitting firm will furnish clarifying information if requested by the District.
4. **Acceptance/Rejection/Modification to Proposals:** The District reserves the right to negotiate modifications to proposals that it deems acceptable, reject any and all proposals, and waive minor irregularities in the procedures.

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5. **Mandatory Informational Meeting:** A mandatory informational meeting will be held on Tuesday, April 11, 2017, beginning at 3:30 PM for Carlisle approved installers at the New Boston Central School, located at 15 Central School Rd, in New Boston, NH. Thursday, April 13, 2017, beginning at 3:30 PM for Tremco approved installers at the New Boston Central School, located at 15 Central School Rd, in New Boston, NH. The District will briefly review the Request for Proposals, provide a tour of the work site and answer questions from bidders.

## **OTHER DEFINITIONS, CONTRACT TERMS AND CONDITIONS:**

**Contract Documents** – The contract documents shall consist of the “New Boston School District Request for Proposal Roofing Replacement” all documents submitted by the firm in satisfying this request, and a signed contractual agreement executed in a form approved by the District.

**Default** – The District shall have the right to declare the firm in default if (a) the firm becomes insolvent; (b) the firm makes an assignment for the benefit of creditors; (c) a voluntary or involuntary petition of bankruptcy is filed by or against the firm or (d) the firm is unable to provide evidence of required insurance coverage as set forth below. If the firm is declared in default, or in the event the firm forecloses for any reason, the District shall have the right to exercise termination options.

**Firm** – Any combination Companies and their respective sub-contractors that are required to provide the services requested.

**Indemnification** – The firm must agree to defend, hold harmless, and indemnify the District, their officers, agents and employees against any and all claims, or injuries to any person or firm, arising out of the actions of the firm, its officers, agents, or employees in fulfilling the terms of its contract with the District.

**Liability Coverage** – The successful Firm will be required to provide certificate(s) of insurance as follows:  
General Liability in the amount of \$1,000,000 per occurrence; \$3,000,000 aggregate  
Automobile Liability in the amount of \$1,000,000 combined single limit  
Workers’ Compensation per State of NH Statutes  
Professional Liability in the amount of \$1,000,000.

**The New Boston School District is to be named as an additional insured.**

Certificates of insurance naming the New Boston School District as an additionally insured entity must be filed with the SAU 19 Business Office within two weeks of the award for services. The firm shall provide no less than thirty (30) days prior notice of insurance cancellation or material change in coverage.

**Non-Appropriation** – Any resultant contract shall include a non-appropriation clause which states, “In the event that sufficient funds are not appropriated for project completion and other requested services during the ensuing fiscal year, the New Boston School District may terminate this agreement by written notice within thirty (30) days of adoption of the budget for the fiscal year in question, and the agreement shall be terminated effective immediately.”

**Non-Transferable** – The firm shall not have the right to transfer or assign the contract to any other person, company or corporation.

**Payment Terms** – To be determined. If, in the opinion of the District, the quality of service is unsatisfactory or if any other non-performance or sub-standard issues arise, payment may be withheld. The amount and withholding period are at the discretion of the District.

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**Termination for Performance** – The contract may be terminated at any time by the District for unsatisfactory performance. In such case, the District will provide written notice to the firm citing the unsatisfactory performance, giving the firm ten (10) working days to improve its performance to the satisfaction of the District. In the event that the firm’s performance does not improve to the satisfaction of the District, the contract for services may be immediately terminated.

**Termination Options** – In the event of a contractual termination, the District reserves the right to employ another firm to complete the term of this agreement. The original firm shall be responsible for any extra or additional expense or damages suffered by the District. In that event, the firm shall be required to indemnify the New Boston School District for any loss that may be sustained.

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## New Boston School District Request for Proposal Roofing Replacement

### LIST OF REFERENCES

*IMPORTANT: This form must be returned with the bid proposal form.*

1. Name of Company

Address

Contact Person/Title

Telephone Number

2. Name of Company

Address

Contact Person/Title

Telephone Number

3. Name of Company

Address

Contact Person/Title

Telephone Number

\_\_\_\_\_  
Authorized Signature                      Date

\_\_\_\_\_  
Printed Name and Title

# New Boston School District - Request for Proposal - Roofing Replacement

## **New Boston School District Request for Proposal Roofing Repairs**

### **RFP Receipt Acknowledgement**

Contractor Name:

Contractor Address:

Contact Person:

Phone Number:

Contact person's E-mail Address:

Date RFP Acquired:

Signature:

Printed Name:

Title:

(This sheet must be returned to the SAU 19 Business Office by Wednesday, March 22, 2017)