

Public Health – Dayton & Montgomery County Request for Proposal (RFP)

Roof Replacement Vogel Health Center

Section 1 General Information

Public Health – Dayton & Montgomery County (Public Health) is requesting sealed bid proposals from qualified and duly licensed to furnish all materials and necessary equipment and perform all work necessary to remove and replace an existing combination asphalt shingle and flat membrane roof at Vogel Health Center, 6175 West Third Street, Dayton, Ohio 45427. Vogel Health Center is a one-story building with a 95' footprint along each wall with four (4) cupolas approximately 34' x 34' at each corner of the roof. The entire roof is walkable with limited obstructions.

Proposal should include replacement of up to 1800 sq ft of sheathing material.

Vogel Health Center is primarily a storage facility; however, Public Health does conduct prevention activities each Tuesday from 12:00pm through 6:00pm. Contractor is not allowed on the property during this timeframe.

Vogel Health Center is in an above average crime area. Contractor must take all necessary steps to protect all materials, equipment, and vehicles utilized in the completion of this project; this includes all personal vehicles parked on the property during work hours. All items should be safely secured when they are not in direct view of the work crew. All installed materials must be fastened securely to the building. Public Health will not be responsible for any items stolen or damaged during the term of the project.

Additional specifics will be addressed in Attachment "A", Scope of Work.

Section 2 Required Elements of Proposal

In responding to this Request for Proposal, it is extremely critical that all elements of the following criteria are fully addressed; Proposals should provide straightforward, concise information that satisfies all requirements.

I. Technical Evaluation Criteria

- Documented ability to work with a local governmental entity
- Provide a description of completed projects that clearly demonstrate the firm's ability to complete projects of similar scope, size, and purpose, and in a timely manner, while staying within budget requirements.
- Ability to listen to and take direction from Public Health personnel to provide clarity for the plan.

- Technical specifications for the roof system and replacement sheeting included in the proposal. These details are to include the following information:
 - Type of roofing system proposed for both the shingles and flat roof sections; any and all flashing material; and gutter and downspout.
 - Application technique(s) to be utilized on the materials
 - Material Safety Data Sheet (MSDS) for all products to be utilized in both removal and installation of roofing materials.
- Relevant past work of any proposed sub-contractors and compatibility with this type of project; this will include identification of sub-contractors and their staff that are assigned to the plan, certifications and professional registrations, memberships, or any other appropriate industry credentials
- Qualifications and experience of Contractor's internal staff directly involved with this project; this will include identification of sub-contractors and their staff that are assigned to the plan, certifications and professional registrations, memberships, or any other appropriate industry credentials.
- Proximity of Contractor and potential sub-contractors to Montgomery County, Ohio
- Contractor's apparent resources and capacity to meet the needs of this project including plan end date

II. Cost Proposal.

Cost proposals shall be accurate, complete, and well documented. The cost proposal shall include all elements of cost such as, but not limited to, direct labor, labor overhead, material, other direct costs including travel, sales general & administrative, and profit incorporated into a fully costed rate. This is a Prevailing Wage project and Contractor will be responsible for applicable forms and reporting as required by federal, state, and local requirements. All appropriate categories of labor that would be required for completion of Section 1 and the Scope of Work with proposed rates remaining constant throughout the contract performance period must be included.

Cost proposals should specify Milestones and Deliverables that gauge progress to the completed roof replacement project. Milestones and Deliverables must be specific, measurable, achievable, realistic, and timely. If invoicing includes labor payment, copies of all properly documented and certified Prevailing Wage paperwork must be included with the invoice

For purposes of estimating, the expected start date of this effort is July 1, 2019 with a performance period extending through November 31, 2019.

Proposals must be addressed as follows:

Public Health – Dayton & Montgomery County

Attn: Paul Clark

117 South Main Street

Dayton, Ohio 45433

RE: RFPpc041419 1 Vogel Roof Replacement Response

Proposals are due and must be received to the office cited above no later than **1:00 p.m. Eastern Saving Time, June 7, 2019**. Bidders may submit proposals by electronic mail addressed to: pclark@phdmc.org, in the Subject line please enter RFPpc041419 1 Vogel Roof Replacement Response.

All potential bidders are requested to acknowledge receipt of this Request for Proposal along with their positive or negative intent to submit a proposal within seven (7) days after receiving this Request for Proposal.

A mandatory pre –bid meeting will be held at Vogel Health Center on May 14, 2019 at 10:00am to answer questions regarding this RFP.

Any communications regarding this request for proposal must be directed only to Paul Clark. Failure to comply with this restriction on communications may be cause for elimination of any bidder from consideration for award.

Section 3 Compliance

Bidder must comply with all applicable federal, state and local laws, rules and regulations, and applicable program certification and/or accreditation standards.

Section 4 Audits

The books, records, documents, and accounting procedures and practices of the bidder relevant to this contract shall be subject to examination by appropriate local and state agencies.

Section 5 Subcontractors

As previously indicated, Subcontractors used to fulfill any portion of the responsibilities outlined in this RFP are required to be identified by the bidder, along with their qualifications and licenses. Describe in detail the exact role the subcontractor is to play within this agreement. Public Health reserves the sole right to approve or reject any/all proposed subcontractors.

Section 6 Employees

Public Health will reserve the right to request the removal of any bidder(s) employees from the performance of this contract if in the judgment of Public Health, such removal shall be necessary in order to protect the interests of Public Health.

Section 7 Amendments

The Contract shall not be varied except by an instrument in writing properly executed subsequently to the execution of the Contract by both parties.

Section 8 Contract Term

The contract term will be from the date of the contract commencement until contract completion or December 31, 2019. Bidder will work diligently to complete entire project and specifications as quickly as possible.

Section 9 Contract Assignment

The bidder will not, during the terms of this contract, or any renewal or extensions thereof, sell, assign, transfer, or subcontract any part thereof without prior written consent of Public Health; and should the bidder become insolvent, or if proceedings in bankruptcy shall be instituted by or against the bidder, the remaining or unexpired portion of the contract shall, at the election of Public Health, be terminated.

Section 10 Contract Termination

Public Health may terminate with or without cause the Contract by giving the bidder (or subcontractor) not less than fourteen (14) calendar days written notice of the intention to terminate as of the specified date. If the contract is terminated by Public Health for any reason, it is the obligation of the bidder that the bidder must continue operation of the service until the date specified. In the event of such a cancellation, the bidder shall be entitled to payment, determined on a pro-rated basis, for work or services satisfactorily performed.

Section 11 Contract Specifications

Bidder must fully complete requirements as listed in RFP and Statement of Work documents. If bidder takes exception to any provision of this RFP, these exceptions must be clearly identified by Section in the bidder's response to this RFP and bidder's proposed alternative must also be provided in the response. Bidder may not take a "blanket exemption" to this entire RFP. If any bidder takes a "blanket exemption" to this RFP or does not provide any alternative language, then the bidder's proposal may be disqualified from further consideration. Public Health reserves the right to disallow any exceptions to this RFP.

Section 12 Compensation and Fees

Bidder will provide an invoice for the project work as approved project milestones are completed.

Section 13 Additional Bidder Qualifications and Evaluation Criteria

Bidder will provide information regarding its organization or self and experience in delivering similar professional consultation and services as outlined in these bid requirements. Bidder must be able to document prior focus group facilitation; familiarity with Public Health and public agencies associated operations; and any previous experience working with public agencies.

Section 14 MBE/WBE/DBE/Hub Zone/Veteran Owned/8(a)

Public Health- Dayton & Montgomery County is committed to ensuring that certified minority owned business enterprises (MBE); women-owned business enterprises (WBE); disadvantaged business enterprises (DBE); Hub Zone businesses; Veteran Owned Businesses; and U.S. Small Business Administration 8(a) certified businesses are afforded equal opportunities to compete for and participate in doing business with Public Health-Dayton & Montgomery County. Please send copies of all current certifications as part of your response for this RFP.

Section 15 Bid Evaluation

All bid proposals will be evaluated against two factors in descending order of importance:

- (I) Technical
- (II) Cost

Final selection of successful offers will be made upon the basis of an integrated assessment of the technical and cost areas, compliance with Section 1 and the Scope of Work, and the overall benefit and cost to Public Health.

Section 16 RFP is Not an Offer

Neither this RFP document nor any subsequent discussions between bidder and Public Health-Dayton & Montgomery County shall give rise to any commitment on the part of Public Health-Dayton & Montgomery County or confer any rights on the proposer unless and until a contract is fully executed by all parties. The contract and subsequent purchasing documentation will represent the entire agreement between the parties and will supersede all prior negotiations, representations, or agreements, alleged or made between the parties. Public Health-Dayton & Montgomery County shall assume no liability for any costs incurred by the proposer or for payment of any services under the terms of the contract until the successful proposer is notified that the contract and subsequent purchasing documentation has been accepted and approved by Public Health-Dayton & Montgomery County, and Montgomery County, Ohio auditors.

Attachment "A"

Scope of Work

The contractor shall perform the following services in accordance with the requirements as defined and noted herein:

1. The proposed work to be performed includes the replacement of the existing flat roof system and the 3-tab shingles on the 4 cupola sections on Vogel Health center. Proposal shall also include replacement of any existing defective underlayment. Specifically, this project will include the following tasks:
 - a. Prior to the commencement of any construction activities, the Contractor will provide design drawings of sufficient detail to obtain a Building Permit from the City of Trotwood, Ohio Building, Planning, and Zoning Departments.
 - b. Removal of existing roof membrane system and underlayment materials.
 - c. Removal of 3-tab shingles and underlayment materials.
 - d. Removal of existing flashing materials.
 - e. Removal of existing gutters and downspouts.
 - f. Installation of a new flat roof system and 3-tab shingle system as required, including new installation material(s), new decking (as required), new membrane material(s), new 3-tab material(s), ice and water shield, and any necessary flashings, perimeter edging, valley material, and gutters and downspouts.
 - i. The Contractor shall replace the existing perimeter edging, valleys, and counter flashing material, using at least a 24-gauge metal in the new installation. It is highly desirable by Public Health that all metal materials have limited scrap value to limit theft both during and after installation.
 1. All flashing, valleys, and perimeter edging shall be mechanically attached to surfaces following industry installation specifications and shall have counter flashing as required. All projections and penetration areas shall have reinforced flashings installed.
 2. Color will match existing materials. Any proposed alternative color(s) shall be approved by Public Health prior to any installation.
 - ii. The Contractor shall install the materials in a continuous fashion, free of any gaps and voids.
 - iii. Installation of ice and water shield, insulation and roof membrane materials shall be completed in a manner which promotes proper drainage to keep the roof free from standing water and the formation of ice.
 - iv. All materials shall be installed according to manufacturer's specifications.
 - v. In case of inclement weather, the Contractor will properly protect the roof with tarps and other mechanical means to insure no damage to Vogel Health Center.
 - g. The Contractor will be required to hold a pre-construction meeting with Public Health; at this meeting the Contractor will be required to provide Public Health with a copy of the Building Permit. Additional meetings may be requested by Public Health or the Contractor in order to discuss progress of the project.

2. The Contractor will be responsible for acquiring a Building Permit and calling for all required inspections from the City of Trotwood, Ohio Building, Planning and Zoning Department at no additional cost to Public Health. The Contractor will be responsible, at no additional cost to Public Health, for completing any changes necessary for the plans to be approved and permits issued to the Contractor by the City of Trotwood, Ohio Building, Zoning, and Planning Department.
3. The work must be performed during regular business hours, with the exception noted in Section 1, or on a Saturday with prior notification and approval by Public Health.
4. The Contractor will be required to install and maintain portable restroom facilities for use during the project duration, the Contractor must have portable restroom removed immediately upon the completion of the project.
5. The Contractor will provide and maintain in full force during this project, general and professional liability insurance for Contractor and all Contractor personnel with limits of at least \$1,000,000.00 per occurrence and \$3,000,000.00 aggregate. The Contractor shall provide verification of the same upon request by Public Health. Any sub-contractors utilized by Contractor will be subject to the same terms.
6. The Contractor shall be responsible for the disposal of all material in an environmentally safe and legal manner.
7. Contractor will clear the parking area of all nails, screws, mechanical fasteners, cuttings, or any other materials that could cause injuries or vehicle damage before leaving the job site each evening.
8. The contractor shall operate in a safe manner and will observe all OSHA guidelines and post any required notices on jobsite.
9. The Contractor shall perform these construction activities in a manner which minimizes the damage to existing grass and landscaping and parking areas around Vogel Health Center. The contractor shall be solely responsible for the cost of any grass, landscaping or parking lot repairs resulting from damages occurring to existing grass, landscaping or parking lot as a result of the work performed by the contractor and/or any subcontractor(s).
10. The Contractor shall provide any and all manuals and/or warranty information related to this project to Public Health upon completion of the project.
 - a. The Contractor shall provide a minimum three (3) year warranty on labor and installation materials and a minimum fifteen (15) year manufacturer's warranty for all 3-tab shingle, ice and water shield, insulation and membrane materials