



**TOWN OF STRATHAM
DEPARTMENT OF PUBLIC WORKS**

Request for Proposal

RFP # 04-24

**Department of Public Works
Roof Repair**

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Request for Proposal

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Proposals Due by May 15th, 2024 by 3:30 PM



REQUEST FOR PROPOSAL

TOWN OF STRATHAM DEPARTMENT OF PUBLIC WORKS

DPW Roof Repair

The Town of Stratham is requesting proposals for the Department of Public Works building roof repair located at 70 Bunker Hill Avenue, Stratham, NH 03885.

The Town 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.

The RFP is available on our website at <https://www.strathamnh.gov/town-administration/pages/open-bids>.

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 Town and any other entity related to the subject matter. The award of the contract will be based upon the best perceived value to The Town of Stratham.

Interested firms should submit five (5) paper bound copies of the proposal and one (1) copy of the sealed bid price with the submission to the following address:

Town of Stratham NH
Attn: Tim Stevens, Director of Public Works Department
10 Bunker Hill Avenue
Stratham, NH 03885

They shall also submit an electronic copy of the proposal in PDF format provided via e-mail to dpwdirector@strathamnh.gov and admincoordinator@strathamnh.gov or on a USB jump drive (also known as a thumb drive). The electronic file name should contain the project name and the submitting firm. The sealed proposal shall be plainly and clearly marked with the project name and the name of the firm submitting the proposal. Interested firms are encouraged to submit succinct, well-organized proposals where the requirements of this RFP can be easily identified. Sealed proposals are due by May 15th, 2024 by 3:30 PM by either mail or personal delivery. Proposals received after that due date and time will not be considered.



PROJECT DETAILS

CURRENT STATUS:

- The roof of the Department of Public Works building was first built in 2003-2004 by Crow Construction Company.
- The current roof is a TPO membrane from GenFlex Roofing Systems.
- There are tears which are leading to major water leaks throughout the DPW building.
- An inspection date will be set and noted in the Key Dates below for any interested firm to take measurements and gather needed information in order to propose a bid to cover all scope requirements.

SCOPE OF SERVICES SOUGHT:

- Remove existing TPO membrane, TPO flashings, and roof edge material, and dispose into Stratham DPW dumpster or dump truck.
- Remove existing roof drain clamping ring and strainer and install new cast iron clamping ring and strainer.
- Remove, and dispose of, any wet insulation and dispose into supplied Stratham DPW dumpster or dump truck.
- Replace removed insulation with required insulation to meet R-30 State Code of insulation that can be found here:
https://cdn.ymaws.com/www.polyiso.org/resource/resmgr/state_energy_fact_sheets/2023/footer_updates/nh_pima_state_energy_8_2022.pdf
- Install plywood at the perimeter of the roof to match the new insulation thickness.
- Install a non-reinforced EPDM roofing system. Your price should include any manufacturer's warranty.
- Flash all vertical walls and penetrations per the EPDM manufacturer's standard details including (but not limited to): (3) roof top units, (5) exhaust fans, (2) vent pipes, (7) flues, (1) roof hatch, (3) pipes and (2) roof drains.
- Fabricate and install aluminum gravel stop.
- Install (6) 30" x 30" EPDM walk pads at the roof hatch only.
- Include the cost to purchase a building permit.

OUTLINE OF WORK TO BE COMPLETED:

1. Complete restoration of the systems as described above.
2. During the course of the work, note any other problem areas that are found and provide recommendations for repair action and the cost to the Town. The Town will evaluate the recommendation and cost and determine whether to provide an authorization to proceed after evaluation of the firm's recommendations.
3. Prepare bid specifications, complete bid documents, contract forms, and bid estimates 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 and a project punch list.
6. The Town desires all work to be completed in a way that does not interfere with regular Town Operations. This may mean second or third shift and/or week-end work. The Town will work with the firm to determine the appropriate timing and schedule for the work.



KEY DATES

Event or Requirement	Date and Time
RFP Posted to Town's Website	April 25th, 2024
Current Roof Condition Inspection	April 30th – May 2nd – 7:00 AM – 3:00 PM
Deadline for submissions of questions due via email to dpwdirector@strathamnh.gov	May 6th, 2024
Responses to comments and questions posted to Town's website and distributed to all those who made inquiries	May 8th, 2024
Proposals Due (via paper or electronically)	May 15th, 2024 by 3:30 PM
Opening of Proposals	May 16th, 2024 and presented to Select Board on May 20th, 2024
Contract Execution	May 22nd, 2024

MANDATORY SUBMITTING FIRM REQUIREMENTS

Submitting firms as are 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- contract arrangement. The submitting firm will provide the name of a project manager who will serve as the sole point of contact regarding contractual matters, including payment of any and all contract costs and fees.

PROPOSAL FORMAT / EVALUATION CRITERIA

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

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 manufacturer 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 and 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 and state code compliances.
 - Provide a detailed list of Preventative Maintenance procedures that will ensure compliance with the manufacture's warranties.
3. Company History and Qualifications: Briefly describe your company's history and any relevant experience for this project.
4. References: List at least three (3) client references for whom similar work has been completed (see attached reference sheet).



5. **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.
6. **Subcontractors:** Provide a list (including name, address, contract information and principal contract at Subcontractor) of any subcontractors you will use in performing the work for the Town.
7. **Warranty:** Provide terms, conditions and length for all warranties on labor and materials.

SELECTION CRITERIA

A selection committee will score proposals based on the following factors:

1. The proposal's responsiveness to the RFP, including the format of the proposals, capabilities of the firm, professional and technical approaches, clarity, and demonstrated ability to lead the project.
2. The ability of the firm to address the project scope and core competencies outlined in this RFP.
3. Innovation and creativity in the proposal's approach to the project.
4. A proven track record of working with clients to navigate comparable efforts, overcome impediments, and successfully complete projects on time and within budget.
5. The capabilities and experience of the Project Team.
6. Cost Proposal

RESERVATION OF RIGHTS

The Town of Stratham reserves the right to reject any or all proposals or accept the proposal the Town deems to be in its best interest. The Town of Stratham assumes no responsibility or liability for costs incurred by consultant teams in responding to this RFP or in responding to any further request for interviews, additional data or information, or clarification of any items included in the proposal. The Town reserves the right to request additional data or information or that the firm provide the Town a presentation in support of written proposals. The Town further reserves the right to:

- Not award a contract for the requested services;
- Waive any irregularities or informalities in any proposals;
- Accept the proposal deemed to be the most beneficial to the public and the Town;
- Negotiate and accept, without advertising, the proposal of any other respondent in the event a contract cannot be successfully negotiated with the selected firm; and
- Retain products submitted by respondents for its own use at its sole discretion.

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 Town choose to schedule presentations, the submitting firms will be notified of time and location.

2. Modifications: The Town will allow both submittal modifications and withdrawals up to the RFP's closing time.
3. Request for Additional Information: The submitting firm will furnish clarifying information if requested by the Town.
4. Acceptance/Rejection/Modification to Proposals: The Town reserves the right to negotiate modifications to proposals that it deems acceptable, reject any and all proposals, and waive minor irregularities in the proposals and/or Town procedures.

OTHER DEFINITIONS, CONTRACT TERMS AND CONDITIONS:

Contract Documents – The contract documents shall consist of the “Town of Stratham DPW Roof Request for Proposal”, all documents submitted by the firm in satisfying this request, and a signed contractual agreement executed in a form approved by the Town.

Default – The Town 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. Further, the Town may declare the firm in default if it fails to perform as required by the contract and such failure continues after notice is provided to the firm and it fails to cure the default. If the firm is declared in default or is in breach of the contract for any reason, the Town shall have the right to terminate the contract.

Firm – Any combination of the firm and its respective sub-contractors that will provide the services requested. All subcontractors will be required to provide evidence of insurances and name the Town as an Additional Insured in the same way as the submitting firm.

Indemnification – The firm must agree to defend, hold harmless, and indemnify the Town, their officers, agents and employees against any and all claims, or injuries to any person or entity, arising out of the actions of the firm, its officers, agents, or employees arising from or related in any way to its contract with the Town.

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 Town of Stratham is to be named as an additional insured.

Certificates of insurance naming the Town of Stratham as an additionally insured entity must be filed with the Town Administration Office within two weeks of the award of the contract. The firm shall provide no less than thirty (30) days prior notice of insurance cancellation, or any material change in coverage.

Non-Appropriation – Any 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 Town of Stratham 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 Town, the quality of service is unsatisfactory or if any other non-performance or sub-standard issues arise, payment may be withheld, and/or the contract may be terminated. The amount and withholding period are at the discretion of the Town.

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

Termination Options – In the event the Contract is terminated, the Town 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 damage suffered by the Town. In that event, the firm shall be required to indemnify the Town of Stratham for any loss that may be sustained.



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LIST OF REFERENCES

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

1. Name of Client/Company:

Address:

Contact Person/Title:

Telephone Number:

Email Address:

2. Name of Client/Company:

Address:

Contact Person/Title:

Telephone Number:

Email Address:

3. Name of Client/Company:

Address:

Contact Person/Title:

Telephone Number:

Email Address:

Authorized Signature _____ Date _____

Printed Name _____ Title _____



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RFP Receipt Acknowledgement

Contractor Name: _____

Contractor Address: _____

Contact Person: _____

Phone Number: _____

Contact person's E-mail Address: _____

Date RFP Acquired: _____

Signature: _____

Printed Name: _____

Title: _____