

Bay-Arenac ISD
4155 Monitor Road
Bay City, MI 48706
(989) 667-3270

Request for Proposal
Roofing Construction Manager

January 10, 2019

GENERAL CONDITIONS

The Bay-Arenac ISD is soliciting proposals for a qualified roofing Construction Manager. See specification included in this document.

The following Request for Proposal (RFP) is being provided to you for your consideration. To be considered, your Company must meet the qualifications and satisfy the requirements set forth in this RFP.

Mike Legner
Bay-Arenac ISD
4155 Monitor Road
Bay City, MI 48706
989-667-3270
legnerm@baisd.net

Completed proposals must be received at the address noted above by **1:00 PM on Wednesday January 30, 2019**. Proposals must be submitted in a sealed envelope that is clearly marked "BID OR PROPOSAL – Roofing Construction Manager" with return address. Proposals submitted by facsimile or email will not be accepted. All proposals will be opened at the specified time and will be read aloud. The public is welcome to attend this bid opening. All proposals received after the date and time specified will be returned to the proposer unopened.

Although cost will be an important factor in awarding the contract, the school district is not obligated by any statute or regulation to award the professional services of a qualified roofing consultant solely on the basis of cost. Accordingly, the school district reserves the right to evaluate all proposals objectively and subjectively and to accept or reject any or all proposals or portion thereof. Additionally, the district reserves the right to negotiate changes in services with the firm determined to have submitted the proposal that is in the best interest of the district.

It is to be understood that this RFP constitutes specifications only for the purpose of receiving proposals for product/services and does not constitute an agreement for that product/services. It is further expected that each bidder will read these specifications with care. Failure to provide requested information or meet certain specified conditions may invalidate the proposal(s). Each proposer by its submission of its proposal releases BAISD, its Board of Education, employees and agents from any claims arising out of, or in any way related to, the RFP process and the selection of the provider. An alternative may be offered, if deviations from the specifications are minor and provided that deviations are clearly specified. Failure to outline such deviations may be grounds for rejection of the proposal. BAISD will retain sole authority for determining what constitutes as an acceptable deviation from the specifications/requirements.

The proposer is responsible for any and all costs incurred by it or others acting on its behalf in preparing or submitting a proposal or otherwise responding to the RFP, or any negotiations incidental to its proposal for the RFP.

The information contained herein is believed to be accurate, but is not to be considered in any way as a warranty. Any errors, omissions, or discrepancies in the specifications discovered by a proposing entity must be brought to the attention of BAISD immediately. Such errors shall be promptly corrected for proposing entities and no proposing entity shall be permitted to take advantage of or suffer harm from these errors.

Any decision made by BAISD, including the selection of a provider, shall be final. Protests regarding the bid award must be submitted in writing and received by Mrs. Deborah Kadish, Superintendent not more than fourteen (14) days after the bid award notification is issued.

All questions and correspondence should be directed to Mike Legner via email to legnerm@baisd.net or by telephone. In order to assure consistency of information provided regarding this RFP, contact with Bay-Arenac ISD personnel other than Mr. Mike Legner is discouraged and may be grounds for elimination from the selection process.

WITHDRAWAL OF PROPOSALS:

Proposals shall remain valid for a period of sixty (60) days after submission. Modifications to proposals will not be accepted by the district, except as may be mutually agreed upon following the acceptance of the proposal.

TIME TABLE:

1. Release of RFP on or about Wednesday, January 10, 2019.
2. Proposals due at 1:00 p.m. on Wednesday, January 30, 2019.
3. Sealed Proposals will be opened at 1:15 p.m. on Wednesday January 30, 2019.
4. Presented to the Board of Education for approval on Monday February 18, 2019.
5. Notification to all Companies as soon as possible after Monday February 18, 2019.
6. Commence work upon approval by Board of Education notification.

REQUIREMENTS:

All proposals shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner and/or any employee of the proposer or any member of the Board of Education or Superintendent of BAISD or any Bay & Arenac County Public School, a copy of which Familial Disclosure Affidavit is attached to this RFP. Bid proposals that do not include this sworn and notarized Familial Disclosure Affidavit will not be considered or accepted by the Board of Education.

Liability Insurance: Provide proof of worker's compensation, general liability, and professional liability insurance in the amount of \$1,000,000.

The Construction Manager shall report directly to Mike Legner, Building Operations.

Provide:

- Letter of Introduction: Describe the qualifications for the firm and the manner in which the audits will be completed.
- Statement of Qualifications and Experience: The Construction Manager shall have at least five (5) years experience.
- References: Provide a list of recent projects and references, for similar projects your firm provided, with contact names and phone numbers.
- Work shall be overseen and conducted by a professional Construction Manager. Provide resumes of the individuals who will be working on this project including their names, titles, certifications and previous experience on similar projects.
- Provide a time line for project milestones, include a list of steps/approach and standards used to conduct audit, with completion date of services.
- Provide a sample roof drawing of a previous school job that is representative of what will be provided for on this project.
- Provide a lump sum fee to complete the entire specified scope of work including a break down schedule of the lump sum fee.
- Construction Manager is responsible for total square footage measurement of buildings when submitting proposal. Appointments can be made in advance to view buildings.
- Construction Manager will coordinate and schedule execution and completion of the field work.

SCOPE OF SERVICES

- Construction Manager will provide and work with Bay-Arenac ISD with developing RFP for Roof Replacement: Areas including A11 (Child Care) approximately 1,410 sq. ft. – A12-A13-A14 (Agriculture/Diesel Machine/vehicle storage & Custodial Storage areas) approximately 8,388 sq. ft. and Boiler House approximately 2,589 sq. ft. Handle all permits, performance bonds, and insurance qualifications. Manage safe practice procedures, technical compliance.
- Development of Contract Documents including:
 - Summary Scope of Work which include, detailed description of existing roof system, identification of deck material, detail description of proposed roofing system, outline any demolition requirements and providing pdf file for the reproduction at the local site.
- Roofing materials should remain consistent with the Firestone 60 mil EPDM Roof.
 - Any changes or amendments in roofing specifications must be approved by Bay-Arenac ISD.
- Providing CADD drawings and As-Built Drawings.
- Manage Pre-bid meeting including site safety, site survey, & site environmental requirements. Review of Bid form, technical specifications, drawings and details. Work schedule, Key personnel and contacts, subcontractor requirements, invoicing procedures and all due dates. On-site tours and providing detailed minutes.
- Construction Manager will evaluate the Bids received and review with Bay-Arenac ISD. Providing a minimum of three (3) qualified roofing contractors.
- Anticipated timeframe of construction project should be between June 1, 2019 and July 30, 2019
- Technical information of Shop Drawings, list of suppliers, color samples (Color to be chosen by Bay-Arenac ISD)
- Pre-Construction submittals of: waste management plan, lift plan, staging plan, security forms, SDS sheets and site safety plan.
- Quality Assurances: Roofing contractor pre-qualification statement, roofing manufacturer's acknowledgement, materials list and descriptions and quality controller appointment.
- Construction Management phases listed and identified, a minimum of three (3) on-site construction meetings: Pre-Construction, Construction and Post-Construction with detailed minutes provided.
 - Including timelines of project.
 - Providing Periodic Site Audits
 - Cost control
 - Construction issues
 - Punchlist Audit
 - Final Audit
 - Close out documentations including:
 - Date of installation
 - Installing Contractor
 - Duration of Contractor Warranty
 - Duration of Manufacturer's Warranty
 - Type of Membrane
 - Type of Insulation
 - Type of roof Surfacing
 - Type of Counterflashing

METHOD OF EVALUATING PROPOSALS

Proposals will be evaluated with a strict emphasis on quality of service and delivery of product. After the technical qualities have been evaluated, cost and other considerations will be evaluated. Once all factors have been evaluated, the vendor(s) that is/are most qualified and reasonable in cost will be selected for recommendation to the Board of Education.

NOTICE OF NONDISCRIMINATION

The Bay-Arenac ISD does not discriminate on the basis of race, color, national origin, sex, age, religion, height, weight, marital status r disability in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Deborah Kadish, Superintendent
Bay-Arenac ISD
4228 Two Mile Road
Bay City, MI 48706
(989) 686-4410

PROPOSAL FORM
Bay-Arenac ISD Roof Audits, Inspections and Inventories

Please complete and return this proposal form with any additional information you feel is necessary to help us evaluate your firm. Proposal form should be the first page of the submitted vendor documentation. **Proposals are due by 1:00 PM on Wednesday, January 30, 2019.**

Lump Sum Fee to Provide Specified Services: _____

BAISD Career Center Roof Sections A12 – A13 – A14
4155 Monitor Rd.
Bay City, MI 48706 _____

BAISD Career Center Roof Sections A11 Child Care & Boiler House
4155 Monitor
Bay City, MI 48706 _____

Name of Company: _____

Address: _____

Telephone: _____

Email Address: _____

(Please Type or Print) Name

Title

Signature

Date

FAMILIAL RELATIONSHIP DISCLOSURE (Construction, Additions and Renovations)

(MUST return completed and notarized with bid)

Pursuant to MCL 380.1267, a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of The Intermediate School District of the Bay-Arenac ISD or Superintendent must be accompanied with the bid. *Failure to return this notarized statement/signature with the bid will result in bid disqualification.* The members of The Bay-Arenac ISD School District Board are: **Richard Klender, Douglas Furtah, Charles Rochow, Penny Pynnonen, William Karbowski, Douglas Newcombe, and Richard Kowalski**, and The Bay-Arenac ISD School District Superintendent **Deborah Kadish**.

The following are the familial relationship(s):

<u>Owner/Employee Name</u>	<u>Related to:</u>	<u>Relationship</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

Attach additional pages if necessary to disclose all familial relationships.

There is no familial relationship that exists between the owner or any employee of the bidder and any member of The Bay-Arenac ISD Board of Education or Superintendent.

The undersigned, the owner or authorized representative of bidder (insert name) _____ does hereby Represent and warrant that the disclosure statements herein contained are true.

Print Name

Signature of Bidder Representative

Title

STATE OF MICHIGAN)
) ss
COUNTY OF _____)

This instrument was acknowledged before me on the ____ day of _____, _____,

By _____.

Notary Public

_____ County, Michigan

My commission expires: ____/____/____

Acting in the County of: _____