

Ballard School District - Request for Proposal - Roofing Replacement

Ballard School District Request for Proposal Roofing Replacement

REQUEST FOR PROPOSAL

The Ballard School District (the District) seeks proposals for the replacement of an existing roofing system on the historic Red School House at Ballard School located at 2425 School St., Solvang, CA 93463

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 Proposals may be withdrawn or modified by the submitting firm at any time prior to the closing date and time for receipt of proposals.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 Ballard School or on the school website at www.ballardschool.org. The office is open to the public Monday through Friday from 8:30 AM to 4:00 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 Ballard School District.

Sealed proposals will be received by either mail or personal delivery until **3:30PM, Friday May 3, 2024 PST**. 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 **Ballard 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:

Ballard School District
Attn: Pam Rennick
2425 School St.
Solvang, CA 93463

Current Status:

There are two buildings needing roof replacement. One building is the Red School House and the other is the small water tower just adjacent. The current roof system is approximately 25 years old, consists of a wood shingles to be removed as part of the project.

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Scope of Services:

Pitched Shingle Roof:

- o Removal and disposal of existing roof materials
- o To install Ce-Dur shake roofing system.
- o To install S/A base and cap on low pitch areas.

The District desires the following work to be completed:

1. Obtain the necessary permits for the roof replacement, including the necessary historic permit.
2. Complete replacement on the roof system described above
3. 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.
4. Prepare bid specifications, complete bid documents, contract forms, and bid estimate for any portion of the work that will be subcontracted by the firm.
5. Provide construction management services as required during the project.
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. **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.
 - c. Provide details of your company's work on other local historic buildings.
3. **Qualifications and Experience of Staff**
4. **References:** List at least three (3) client references for whom like 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.
 - Provide a schedule of cost for work outside of scope of work.
6. **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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OTHER: & DEFINITIONS,, CONTRACT TERMS AND CONDITIONS:

Contract Documents -The contract documents shall consist of the "Ballard 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
Workers' Compensation per State of NH Statutes
Professional Liability in the amount of \$1,000,000.

The Ballard School District is to be named as an additional insured.

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 Ballard 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.

EVALUATION CRITERIA

The District will review all the requested and any additional provided materials and may select the most qualified firm based solely on the information provided. If presentations are determined to be necessary the District will notify those finalists under consideration and schedule the presentation.

This bid will be awarded based on the responses utilizing the evaluation percentages as noted.

Price	50%
Question 1	50%
TOTAL	100%

Questions

Please provide on separate page or pages the following information.

- 1) Please provide us with a history of your firm and examples of other historic building projects completed.

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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

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**Ballard 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: