REQUEST FOR PROPOSALS

Aquatic and Fitness Center Roof Replacement
101 Centerway, Greenbelt, MD

May 1, 2015

Proposal Deadline: Friday, June 26, 2015, 2:00pm

Overview

The City of Greenbelt, Maryland, is seeking proposals for a contractor who has demonstrated abilities to perform the attached Scope of Work. All applicable Federal, State, and local laws, ordinances and regulations must be adhered to.

Contractors submitting a proposal should review the procurement requirements listed. Specifically, the contractor selected will be required to:

- Execute a contract with the City of Greenbelt;
- Attend a pre-construction meeting where City staff will review regulations and other City requirements;
- Complete certain forms and certifications;
- Maintain General Liability Insurance ($1,000,000 minimum), Workers Compensation Insurance ($500,000), business automobile liability ($1,000,000) and furnish proof of such insurance;
- Post a performance and payment bond for 100% of the contract amount to cover faithful performance of and/or payment of the contract.

Any contractor who is the recipient of City funds, or who proposes to perform any work or furnish any goods under this agreement, shall not discriminate against any worker, employee, applicant, or any member of the public because of race, color, sex, gender, sexual orientation, religion, age, marital status, national origin, veteran status, physical or mental disability or perceived disability, or other criteria protected by law. Discriminatory practices based on the foregoing are declared to be contrary to the public policy of the City. The City of Greenbelt complies with all Equal Employment Opportunity requirements.

The City of Greenbelt does not discriminate on the basis of disability in the admission of, or employment in, its programs, activities or services. Minority and women owned businesses, as well as contractors located in Greenbelt or Prince George's County, are encouraged to submit proposals.

Unless otherwise provided in the contract, the contractor shall secure and pay for all permits and governmental fees, licenses and inspections necessary for proper execution and completion of the contract.

Proposal Submittal

Proposal responses shall be submitted on the Proposal Submission Form (pages 12 & 13). Proposal must include the manufacturer's cut sheets. ***All costs are to be final, including all time, materials and contingencies.***

Proposal must include a minimum of three professional references. These references should be attached to the Proposal Submittal Form and include current contact information including name, address, telephone number and email address.

Please direct any questions regarding proposal submission to the Project Manager listed on Page 11.

Completed proposals must be received no later than 2:00pm June 26, 2015, and delivered to: City of Greenbelt, Finance Office, 25 Crescent Road, Greenbelt, MD 20770, clearly marked **"Aquatic and Fitness Center Roof Replacement".**

NOTE: Proposals received after this deadline may be refused and deemed ineligible for consideration at the City's sole discretion.

Selection of Contractor

The City will review all proposal submittals, and if deemed to be in the best interest of the City of Greenbelt, a contractor will be chosen. The City reserves the right to reject any and all proposals at its sole discretion. The City will determine final scope and project components, based on funding availability.

The contractor selected will be required to submit a Certificate of Insurance naming the City of Greenbelt as an additional insured, which will be reviewed by the City Manager's Office. The contractor will also be required to post a performance and payment bond for 100% of the contract amount to cover faithful performance and/or payment of the contract.

A contract will then be negotiated between the contractor and the City of Greenbelt, with each agreeing to the terms of the contract and affixing authorized signatures. The contractor will be required to complete all forms and certifications required by the City, State and Federal governments.

Living Wage Requirement

Concern has grown across the nation that the compensation provided to workers is sometimes not sufficient to provide for a minimal standard of living; and this situation has given rise to support for a Living Wage by organizations and governments across the nation. Prince George's County approved a Living Wage rule in 2003 and the State of Maryland and the City of Greenbelt approved one in 2007. All contractors are encouraged to pay a living wage.

Any vendor that has a contract(s) valued at $50,000 or more with the City shall also be required to pay a Living Wage in accord with State law. The contractor is responsible to check with the State Division of Labor and Industry, or other appropriate agency, to determine the appropriate wage rate.

Contractors and Subcontractors subject to the Living Wage Law shall pay each covered employee at least the minimum amount set by law for the applicable Tier Area.

Proposal Requirements and Examination of Specifications

The contractor is required to thoroughly examine the proposal requirements and specifications for the work contemplated, and it will be assumed that the contractor has investigated and is satisfied as to the requirements of the specifications and special provisions. It is mutually agreed that submission of a bid shall be considered prima facie evidence that the bidder has made such examination.

Before submitting the proposal, the contractor shall study all the specifications and visit the site of the work to become familiar with the working conditions and the exact nature and extent of the work, taking into account any special or unusual features peculiar to this project.

There will be a pre-proposal meeting on **June 15, 2015** at 10 am at the Aquatic and Fitness Center, 101 Centerway, Greenbelt, MD 20770 to discuss the RFP, including viewing existing conditions, specifications, proposal requirements and to answer questions. Proposals received from contractors who do not attend this meeting may not be considered.

Aquatic and Fitness Center Roof Replacement
101 Centerway, Greenbelt, MD 20770
Technical Specifications

PART I DESCRIPTION

A. The project consists of removing the existing flat roof system down to structural decking and installing Carlisle's Sure-Weld (white) fully adhered Roofing System as outlined below, or approved equal or better. Installed Membrane Roofing System must have a Solar Reflectance Index (SRI) equal to or greater than 78.

B. The project requires that the contractor coordinate and work with Structures Unlimited Inc. when they are replacing the Kalwall roof that is over top of the Indoor Pool portion of the building. The Kalwall roof is scheduled to be begin September 8, 2015.

C. The project includes replacement of two flat roofs, drains, scupper, metal coping, drip edge and flashing that were part of the original construction of the Aquatic and Fitness Center, which was built in 1991. Roof sizes and structural details are shown on plans prepared by Sullivan and Almy dated 6/19/1990. Electronic copies of these plans are available at www.greenbeltmd.gov. These plans are for estimating purposes only. All field conditions including drain locations and HVAC equipment shall be verified by the contractor.

D. The scope of work on this project does not include the flat roofs that are over top of the fitness part of the building. See attached sketch A which shows the proposed roof replacements in this RFP.

E. Contractor will have to take special precautions when tying flat roof into Kalwall roof and existing metal roofs. Structure Unlimited Inc. (SUI) drawing, "Greenbelt Swim Center-Reroof dated 11/2/2013, will be used to detail transitions and flashing details. Electronic copies of these plans are available at www.greenbeltmd.gov.

F. Contractor will be responsible for the following details shown on SUI's drawing:
   1. Detail 1 on page 1
   2. Detail 2 on page 1
   3. Detail 6 on page 2
   4. Detail 7 on page 2

   The Contractor will be responsible for all the labor to complete the details listed above. The Contractor will also be responsible for the material to complete details 6 and 7 on page 2 that are listed as by others. Details 1 and 2 on page 1 call for the contractor to remove existing flashing and reinstall. Contractor is to provide pricing as an add alternative (#4) for installing new flashing.

PART II EXTENT OF WORK

A. The work involved under this contract shall be done to the Department of General Services "Standards for New Construction, Re-roofing Construction , and Roofing Guarantee Requirements" dated June 2003, as well as the latest version

of the Sheet Metal and Air Conditioning Contractors National Association (SMACNA) Standards.

B. Provide all labor, material, tools, equipment and supervision necessary to remove existing flat roofs to decking then complete the installation of a Sure-Weld .060 inch thick reinforced thermoplastic polyolefin membrane (TPO) fully adhered roofing system including flashings and insulation as specified herein and as indicated on the drawings in accordance with the manufacturer's most current specifications and details. Contractor is required to install all flashing and transition details that are shown in Structures Unlimited Inc. (SUI) drawings of the Kalwall roof replacement that are referenced later in the RFP. Contractor will also be required to be available as the Kalwall roof replacement is being completed to install flashing details as shown on SUI's drawings.

C. The roofing contractor shall be fully knowledgeable of the contract documents and make themselves aware of all job site conditions that will affect their work.

D. The roofing contractor shall confirm all given information and advise the building owner, prior to bid, of any conflicts that will affect their cost proposal or the proper installation and warranty of the roofing system.

E. The roofing contractor will comply with the manufacturer's published instructions for the installation of the membrane roofing system including proper substrate preparation, jobsite considerations and weather restrictions.

PART III SCOPE OF WORK

A. Existing roof system shall be replaced as base bid except where noted.

1. Remove existing flat roof system down to structural decking.
2. Replace any deteriorated decking at a square foot price. (Add Alternative #1)
3. Replacement of drains. Provide separate price to replacing existing drains (7) in kind with an equal quality drain. (Add Alternative #2)
4. A two and a half inch (2 ½ ") base ISO roof insulation shall be installed. Two roof plug samples were done and showed an existing 2 ½" base layer of ISO insulation and a 1/8" sloped Perlite on top of the base insulation. A 1/8" per foot slope ISO roof insulation shall be installed over the base ISO insulation. Insulation at drains or scuppers and crickets shall be installed at a ¼" per foot minimum slope. Slopes greater than the minimum should always try to be achieved. All slopes will be approved by the City of Greenbelt prior to installation. No ponding water will be accepted.
5. Flash all wall and roof curbs with .060 TPO membrane up and over top of the walls.
6. Install new vent pipe boots on all pipes.
7. Furnish and install pitch pockets and fill with pourable sealer.
8. There is a screen wall on the roof that the City of Greenbelt is considering moving over four feet five inches (4'-5") and straightening out. Contractor is to use all existing wall material to complete this task if possible, see drawing sketch B. (Add Alternative #3)
9. Install new fully adhered .060 white TPO roof system with a 20 year no dollar limit (NDL) warrantee.
10. Fabricate and install Kynar 500 finish or equal .032 aluminum for all flashing, drip edge, counter flashing and coping. (color to be determined by owner)

11. Coping shall consist of locking strip on front with ¾" tapered EPS insulation for positive slope on coping, no penetrations at top of coping, use neoprene gasket screws on back of coping to attach. Reuse existing "Z" clips to attach new coping where applicable.
12. Provide labor and material to complete Details 6 and 7 on Page 2 of SUI's drawings.
13. Provide labor to complete Details 1 and 2 on Page 1 of SUI's drawings.
14. Provide material cost to install new flashing for Details 1 and 2 on Page 1 of SUI's drawings. (Add Alternative #4)
15. Remove two (2) old condenser curbs (approx. 32"x90" each) and two old pitch pockets approximately 15 feet from the roof hatch, then repair roof as needed, before installing new TPO roof system.

B. General Requirements
1. The contractor shall follow good trade practices, supply all labor, tools, transportation, services, equipment, new materials, etc., to accomplish all work specified in a first class professional manner.
2. The contractor shall submit a scope of work, describing materials, suppliers, sub-contractor, equipment, and personnel they intend to use on this project and also the proposed work sequence and schedule to complete replacement.
3. The contractor will perform daily clean up to collect all wrappings, empty containers, paper, and other debris from the project site. A dumpster shall be provided by the contractor for disposal of all trash and debris.
4. The contractor shall coordinate with the Facilities Maintenance Manager on the loading, unloading, storage, removal and security of all materials, equipment, etc. Interior ladders may not be used, except if authorized by the Facilities Maintenance Manager.

C. The measurements stated herein are believed accurate; however, the City assumes no responsibility for accuracy of such measurements for the purpose of figuring labor, ordering material and equipment to accomplish the work. The contractor shall visit the site, take their own measurements, and examine the conditions under which the work must be performed.

D. If discrepancies are discovered between the existing conditions and those noted on the drawings, immediately notify the owner's representative and solicit the manufacturer's approval prior to commencing with the work. Necessary steps shall be taken to make the building watertight until the discrepancies are resolved.

PART IV ALTERNATIVES AND/OR UNIT PRICES

Unit pricing is sought for the following Alternatives.

Add Alternative #1
Replace any deteriorated decking: Estimated 50 square feet of decking

Add Alternative #2
Replace existing seven (7) drains

Add Alternative #3
Labor and material to remove existing screen wall. Move wall over four feet five inches (4'-5") and re-install existing screen wall per drawing sketch B.

Add Alternative #4

Material cost to replace flashing as shown on SUI's drawing for Details 1 and 2 on Page 1.

PART V SUBMITTALS

A. Pre-installation Requirements: No portion of the work requiring submission of a shop drawing, installation drawing, product data, sample, work description, subcontractor qualifications, government agency approvals, or City of Greenbelt approvals will be allowed to commence until a copy is submitted to the City and the City's Representative has confirmed in writing that the submittal is accepted.

B. Prior to starting work, the roofing contractor must submit the following:
   1. Shop drawings showing layout, details of construction and identification of materials.
   2. Sample of manufacturer's 20 year NDL membrane system warranty.
   3. Submit a letter of certification from the manufacturer which certifies the roofing contractor is authorized to install the manufacturer's roofing system and lists foremen who have received training from the manufacturer along with the dates training was received.
   4. Certification of the manufacturers warranty reserve.

C. Upon completion of the work, submit copies of the manufacturer's final inspection to the City of Greenbelt prior to the issuance of the manufacturer's warranty.

PART VI PRODUCT DELIVERY, STORAGE AND HANDLING

A. Deliver materials to job site in the manufacturer's original, unopened containers or wrappings with the manufacturer's name, brand name and installation instructions intact and legible.

B. Comply with the manufacturer's written instructions for proper material storage.

C. Insulation must be on pallets, off the ground and tightly cover with waterproof materials.

D. Any materials which are found to be damaged shall be removed and replaced at the contractors expense.

PART VII JOB CONDITIONS AND SITE PROTECTION

A. The roofing contractor shall adequately protect the building, paved areas, service drives, lawn, shrubs, trees, etc. from damage while performing the required work. Provide canvas, boards and sheet metal (properly secured) as necessary for protection. The contractor shall repair or be responsible for costs to repair all property damaged during the roofing application.

B. During the roofing contractor's performance of the work, the building owner will continue to occupy the existing building. The contractor shall take precautions to prevent the disruption or any inconveniences to the occupants.

C. Do not overload any portion of the building, either by use of or placement of equipment, storage of debris, or storage of materials.

D. Protect against fire and flame spread. Maintain proper and adequate fire extinguishers.

E. Take precautions to prevent drains from clogging during the roofing application. Remove debris at the completion of each day's work and clean drains, if required. At completion, test drains to ensure the system is free running and drains are watertight. Remove strainers and plug drains in areas where work is in progress. Install flags or other telltales on plugs. Remove plugs each night and screen drain.
F. On phased roofing, when the completion of flashings and terminations is not achieved by the end of the work day, a daily seal must be performed to temporarily close the membrane to prevent water infiltration.
G. Store moisture susceptible materials above ground and protect with waterproof coverings.
H. Proceed with roofing work only when weather conditions are in compliance with the manufacturer's recommended limitations, and when conditions will permit the work to proceed in accordance with the manufacturer's requirements and recommendations.
I. The surface on which the insulation or roofing membrane is to be applied shall be clean, smooth, dry, and free of projections or contaminants that would prevent proper application of or be incompatible with the new installation, such as fins, sharp edges, foreign materials, oil and grease.
J. New roofing shall be complete and weathertight at the end of the work day.

PART VIII SAFETY

A. The roofing contractor shall be responsible for all means and methods as they relate to safety and shall comply with all applicable local, state and federal requirements including OSHA and MOSHA that are safety related. Safety shall be the responsibility of the roofing contractor. There shall be a supervisor on the job site at all times while work is in progress. All related personnel shall be instructed daily to be mindful of the full time requirements to maintain a safe environment for the facility's occupants including staff, visitors, customers and occurrence of the general public on or near the site.

PART IX QUALITY ASSURANCE

A. Unless otherwise noted in this specification, the roofing contractor must strictly comply with the manufacturer's current specifications and details. If there is a conflict that would void the 20 year NDL warranty, the manufacturer's recommendation will be used to ensure that the 20 year NDL warranty will be in force.
B. The roofing system must be installed by a contractor authorized and trained by the manufacturer in compliance with shop drawings as approved by the manufacturer. The roofing contractor shall be thoroughly experienced and upon request be able to provide evidence of having at least ten (10) years successful experience installing single-ply TPO roofing systems and having installed one (1) roofing application or several similar systems of equal or greater size within one year.
C. There shall be no deviations made from this specification or the approved shop drawings without the prior written approval of the City. Any deviation from the manufacturer's installation procedures must be supported by a written certification on the manufacturer's letterhead and presented to the City for consideration.

D. Prior to the manufacturer's inspection for warranty, the contractor must perform a pre-inspection to review all work and to verify all flashing has been completed as well as the application of all caulking.
E. Upon completion of the installation, the contractor shall arrange for an inspection to be made by a non-sales technical representative of the membrane in order to determine whether or not corrective work will be required before the warranty will be issued. The Manufacturer's Representative must be present at the warranty inspection. The Facilities Maintenance Manager must be notified seventy-two (72) hours prior to the manufacturer's final inspection.

PART X PRODUCT INFORMATION

A. General
    1. All components of the specified roofing system shall be products of Carlisle Syn Tec Incorporated or accepted by Carlisle as compatible or an approved equal in order to meet warranty requirements.
    2. Unless otherwise approved by the City and accepted by the membrane manufacturer, all products (including insulation, fasteners, fastening plates and edgings) must be manufactured and supplied by the roofing system manufacturer and covered by the warranty.
B. Membrane
    1. Furnish White Sure-Weld .060 inch thick reinforced TPO conforming to the minimum physical properties of ASTM D4637. The membrane shall be manufactured in a single panel with no factory splices to reduce splice intersections.
C. Insulation/ Underlayment
    1. When applicable, insulation shall be installed in multiple layers. The first and second layer of insulation shall be fastened to the substrate in accordance with the manufacturer's published specifications.
    2. Insulation shall be 2 ½" polyisocyanurate. The R-value shall be the maximum R value available in a 2 ½" polyisocyanurate insulation that is approved by the manufacturer.
D. Adhesives and Cleaners
    1. All products shall be furnished by the manufacturer and specifically formulated for the intended purpose.
E. Fasteners and Plates
    1. Fasteners and plates shall be installed in accordance with manufacturer's specifications.
F. Metal Edging
    1. All metal flashing to be .032 Kynar 500 finish aluminum metal or equal.
G. Walkways
    1. Protective surfacing for roof traffic shall be Sure-Flex TPO Walkway Pads.

PART XI EXECUTION

A. General
    1. Comply with the manufacturer's published instruction of the membrane roofing system including proper substrate preparation, job considerations and all other factors that go into proper installation of a fully warranted roof system.

2. Position sheets to accommodate contours of the roof deck and shingle splices to avoid bucking water.

B. Insulation Placement
   1. Install insulation or membrane underlayment over the substrate with boards butted tightly together with no joints or gaps greater than ¼ inch. Stagger joints both horizontally and vertically if multiple layers are provided.
   2. Secure insulation to the substrate in accordance with the manufacturer's specifications.

C. Membrane Placement and Attachment
   1. Unroll and position membrane without stretching. Allow the membrane to relax for approximately ½ hour prior to attachment. Provide and secure both perimeter and field membrane sheets in accordance with the manufacturer's most current specifications and details.
   2. Install adjoining membrane sheets in the same manner in accordance with the manufacturer's specifications.

D. Membrane Splicing
   1. When using Pre-Kleened Reinforced TPO Membrane, cleaning the splice area is not required unless contaminated with field dirt, adhesive or other residue. To remove accumulated dirt, footprints, etc., scrub the membrane sheets with Splice Cleaner or Primer.
   2. Follow manufacturer's recommendations for all splicing requirements.

E. Flashing
   1. Follow manufacturer's typical flashing procedures for all wall, curb, and penetration, flashing, including metal edging/coping and roof drain applications.

F. Walkways
   1. Install walkways at all traffic concentration points. (such as roof hatches, access doors, and HVAC equipment)
   2. Adhere walkways to the TPO membrane in accordance with the manufacturer's specifications. See sketch B for specifics.

PART XII WARRANTY

A. Provide manufacturer's 20 year Total System Warranty covering both labor and material with no dollar limitation. The maximum wind speed coverage shall be peak gust of 80 mph measured at 10 meters above ground level. Certification is required with bid submittal indicating the manufacturer has reviewed and agreed to such wind coverage.

B. Pro-rated System Warranties shall not be accepted.

C. Evidence of the manufacturer's warranty reserve shall be included as part of the project submittals for the City's approval.

Contact Information

Project Manager:
Jim Sterling

Acting Director of Public Works
City of Greenbelt
555 Crescent Road
Greenbelt, MD 20770

Office: 301-474-8004
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Fax: 301-474-8149
E-mail: jsterling@greenbeltmd.gov

Facilities Maintenance Manager:
Timothy Houchens

Facilities Maintenance Manager
City of Greenbelt
555 Crescent Road
Greenbelt, MD 20770

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Fax: 301-474-8149

E-mail: thouchens@greenbeltmd.gov

City of Greenbelt
Proposal Submission Form

Aquatic and Fitness Center Roof Replacement
101 Crescent Road, Greenbelt, MD 20770

Price for removal and installation of roofing system per specifications identified in the Request for Proposal dated May 1, 2015.

Description	Name of Roofing Manufacturer	Lump Sum Cost
Price to remove existing roof system and replace with new specified roofing system. Price includes all labor and materials indentified in the specifications.		

Add Alternative #1

Description	Unit Cost to replace 50 square feet of decking per square foot.
Replace any deteriorated decking: Estimated 50 square feet of decking	

Add Alternative #2

Quantity	Description	Unit Price per drain	Total Amount	Manufacture, Make and Model of drain
(7)	Replace existing drains:			

Add Alternative #3

Description	Lump Sum Cost
Labor and material to remove existing screen wall. Move wall over 4'-5" and re-install existing screen wall so wall is straight. Sketch B shows screen wall location.	

Add Alternative #4

Description	**Lump Sum Cost**
Material cost to replace flashing as shown on SUI's drawing for Details 1 and 2 on Page 1.	

Signature is required for a successful bid. Please remember to attach a minimum of three professional references.

The undersigned hereby agrees, if this Proposal is accepted by the City, to provide the services and/or items in accordance with this Request for Proposal and to execute a contract for such services and/or items.

_____
Name of Firm or Company

_____
Address of Firm or Company

_____
Legal Name of Bidder

_____
Phone Number

_____
Authorized Signature

_____
Date

_____
Print or Type Name and Title

_____
Email Address