



**REQUEST FOR PROPOSALS**

**RFP # 2021-02**

**11-15 Frederick Douglass Ave ROOF REPLACEMENT**

**ISSUE DATE: August 30, 2021**

**CLOSING DATE: October 8, 2021**

**CLOSING TIME: 3:00 PM**

## **REQUEST FOR PROPOSALS**

Brockton Redevelopment Authority Roof Replacement

Section I - Information Regarding Proposal

### **INTRODUCTION**

The Brockton Redevelopment Authority (BRA) is issuing this Request for Proposal (RFP) to pre-qualify contractors for the rubber roof installation and repair of a commercial property. The property is located at 11-15 Frederick Douglas Avenue Brockton, MA 02301.

### **IMPORTANT NOTICE**

Mandatory Pre-Proposal Tour:

Tuesday, September 28, 2021; 10:00 AM – 11:00 AM.

A mandatory bidder's site visit will be held on September 28, 2021, at 10:00 AM. There will be no other site tour opportunities for Proposers and their team members. Attendance and sign-in is required in order to be eligible to submit a Proposal.

Please RSVP to Patricia Jackson, Housing Development Manager at [pjackson@brocktonredevelopmentauthority.com](mailto:pjackson@brocktonredevelopmentauthority.com) if you plan to attend the Mandatory Pre-Proposal Tour, so BRA may arrange logistics and information packages.

### **GENERAL INFORMATION**

RFP Process Questions:

Robert Jenkins, Executive Director

Telephone: (508) 586-3887 ext. 1

Email: [rjenkins@brocktonredevelopmentauthority.com](mailto:rjenkins@brocktonredevelopmentauthority.com)

Patricia Jackson, Housing Development Manager

Telephone: (508) 586-3887 ext. 4

Email: [pjackson@brocktonredevelopmentauthority.com](mailto:pjackson@brocktonredevelopmentauthority.com)

## SCHEDULE OF EVENTS

The timing and sequence of events resulting from this RFP will be ultimately determined by the BRA

RFP Issue Date.....	August 30, 2021
Mandatory Bid Walkthrough.....	September 28, 2021 (10:00 am)
Closing Date (Proposals Due).....	October 8, 2021 (3:00 pm)
Anticipated Contract Begin Date .....	TBD

## GENERAL PROVISIONS

BRA reserves the right to reject any and all Proposals received as a result of this RFP.

1. Modification or Withdrawal of Proposal: Any Proposal may be modified or withdrawn at any time prior to the closing deadline, provided that a written request is received by BRA's Executive Director, prior to the Closing date. The withdrawal of a Proposal will not prejudice the right of a Proposer to submit a new Proposal.
2. Addenda: If any part of this RFP is amended, addendum we will be provided on the Brockton Redevelopment Authority Website with a copy to all parties who submit a Proposal.
3. Post-Selection Review: BRA will name the apparent successful Proposer in a "Notice of Intent to Award" letter. Identification of the apparent successful Proposer is procedural only and creates no right in the named Proposer to award of the contract.
4. Acceptance of Contractual Requirements: Failure of the selected Proposer to execute a contract and deliver required insurance certificates within ten (10) calendar days after notification of an award may result in cancellation of the award. This time period may be extended at the option of BRA.
5. Public Records: Proposals are deemed confidential until the "Notice of Intent to Award" letter is issued. This RFP and one copy of each original Proposal received in response to it, together with copies of all documents pertaining to the award of a contract, will be kept and made a part of a file or record which will be open to public inspection. If a Proposal contains any information that is considered a **TRADE SECRET, SUCH INFORMATION MUST BE LISTED ON A SEPARATE SHEET CAPABLE OF SEPARATION FROM THE REMAINING PROPOSAL AND MUST BE CLEARLY MARKED WITH THE FOLLOWING LEGEND:**

"This information constitutes a trade secret and shall not be disclosed except in accordance with the Massachusetts Public Records Law, under Mass. Gen. Laws. Ch. 266, § 30." Massachusetts law defines a trade secret as anything tangible or intangible or electronically kept or stored, which constitutes, represents, evidences or records a secret scientific, technical, merchandising, production or management information, design, process, procedure, formula, invention or

improvement. Therefore, non-disclosure of documents or any portion of a document submitted as part of a Proposal may depend upon official or judicial determinations made pursuant to the Public Records Law.”

6. Investigation of References: BRA reserves the right to investigate all references in addition to those supplied references and investigate past performance of any Proposer with respect to its successful performance of similar services, its compliance with specifications and contractual obligations, its completion or delivery of a project on schedule, its lawful payment of subcontractors and workers and any other factor relevant to this RFP. BRA may postpone the award or the execution of the contract after the announcement of the apparent successful Proposer in order to complete its investigation.

7. RFP Proposal Preparation Costs and Other Costs: Proposer costs of developing the Proposal, cost of attendance at an interview (if requested by BRA) or any other costs are entirely the responsibility of the Proposer and will not be reimbursed in any manner by BRA.

8. Clarification and Clarity: BRA reserves the right to seek clarification of each Proposal, or to make an award without further discussion of Proposals received. Therefore, it is important that each Proposal be submitted initially in the most complete, clear and favorable manner possible.

9. Right to Reject Proposals: BRA reserves the right to reject any or all Proposals, if such rejection would be in the public interest, as determined by BRA.

10. Cancellation: BRA reserves the right to cancel or postpone this RFP at any time or to award no contract.

11. Proposal Terms: All Proposals, including any price quotations, will be valid and firm through a period of 60 calendar days following the Closing date. BRA may require an extension of this firm offer period. Proposers will be required to agree to the longer time frame in order to be further considered in the procurement process.

12. Oral Presentations: At BRA’s sole option, Proposers may be required to give an oral presentation of their Proposals to BRA, a process which would provide an opportunity for the Proposer to clarify or elaborate on the Proposal but will in no material way change Proposer’s original Proposal. If the evaluating committee requests presentations, the BRA will schedule the time and location for said presentation. Any costs of participating in such presentations will be borne solely by Proposer and will not be reimbursed by BRA. Note: Oral presentations are at the discretion of the evaluating committee and may not be conducted; therefore, written Proposals should be complete.

13. Usage: It is the intention of BRA to utilize the services of the successful Proposer(s) to provide services as outlined in the below Scope of Work.

14. Review for Responsiveness: Upon receipt of all Proposals, the Executive Director or designee will determine the responsiveness of all Proposals before submitting them to the evaluation committee. If a Proposal is incomplete or non-responsive in significant part or in whole, it will be rejected and will not be submitted to the evaluation committee. BRA reserves

the right to determine if an inadvertent error is solely clerical or is a minor informality which may be waived, and then to determine if an error is grounds for disqualifying a Proposal. The Proposer's contact person identified on the Proposal will be notified, identifying the reason(s) the Proposal is non-responsive. One copy of the Proposal will be archived and all others discarded.

15. Rejections and Withdrawals. BRA reserves the right to reject any or all Proposals or to withdraw any item from the award.

16. RFP Incorporated into Contract. This RFP will become part of the Contract between BRA and the selected contractor(s). The contractor(s) will be bound to perform according to the terms of this RFP and their Proposal(s).

17. Communication Blackout Period. Except as called for in this RFP, Proposers may not communicate with members of the Evaluation Committee about the RFP until the apparent successful Proposer is selected.

18. Prohibition on Commissions. BRA will contract directly with persons/entities capable of performing the requirements of this RFP. Contractors must be represented directly. Participation by brokers or commissioned agents will not be allowed during the proposal process.

19. Ownership of Proposals. All proposals in response to this RFP are the sole property of BRA, and subject to the provisions of Massachusetts Statute Mass. Gen. Laws. Ch. 266, § 30 (Public Records Act).

20. Clerical Errors in Awards. BRA reserves the right to correct inaccurate awards resulting from its clerical errors.

21. Rejection of Qualified Proposals. Proposals may be rejected in whole or in part if they attempt to limit or modify any of the terms, conditions or specifications of the RFP.

22. Collusion. By responding, the Proposer states that the proposal is not made in connection with any competing Proposer submitting a separate response to the RFP, and is in all aspects fair and without collusion or fraud. Proposer also certifies that no officer, agent, or employee of BRA has a pecuniary interest in this Proposal.

23. Evaluation Committee: Proposals will be evaluated by a committee consisting of representatives from BRA. BRA reserves the right to modify the Evaluation Committee make-up in its sole discretion. The committee's recommendations will be forwarded to the Executive Director, or designee, for final approval.

24. Commencement of Work: The contractor shall commence no work until all insurance requirements have been met, a contract has been fully executed, and a Notice to Proceed has been issued by BRA.

25. Best and Final Offer: BRA may request best and final offers from those Proposers determined by BRA to be reasonably viable for contract award. However, BRA reserves the right to award a contract on the basis of initial proposal received. Therefore, each proposal should contain the Proposer's best terms from a price and technical standpoint. Following evaluation of

the best and final offers, BRA may select for final contract negotiations/execution the offers that are most advantageous to BRA, considering cost and the evaluation criteria in this RFP.

## **DELIVERY OF PROPOSALS**

Proposals may be submitted via two methods.

Method #1: An original copy of the Proposal, must be **received** via mail on or before September 28, 2021 (3:00 pm). The envelope/package containing the response must be clearly marked "Response to RFP #2021-02." The original copy of the Proposal must be postmarked no later than September 24, 2021.

Method #2: Complete proposals (including all attachments) may be emailed and must be electronically received by September 28, 2021 (3:00 pm). Email subject line must be "Response to RFP#2021-02. Proposer must telephone and confirm electronic receipt of the complete emailed document(s) before the above time and date deadline. Proposals delayed or lost by email system filtering or failures may be considered at BRA' sole discretion.

It is the responsibility of the Proposer to ensure that Proposals arrive by the closing date and time. **NO LATE PROPOSALS WILL BE ACCEPTED.** Proposals may not be submitted by telephone or fax.

Proposals may be hand delivered, mailed, or e-mailed to:

Brockton Redevelopment Authority  
50 School Street, 2<sup>nd</sup> Floor  
Brockton, MA 02301  
Email: [pjackson@brocktonredevelopmentauthority.com](mailto:pjackson@brocktonredevelopmentauthority.com)

## **SCOPE OF WORK**

### Part I General

1.01 Scope of Work: The general scope of work consists of removal of existing rubber roofing and replacement of a rubber membrane roofing system including but not limited to wood roof sheathing goods, insulation board, aluminum drip edge, and other sheet metal flashings, nails and other fasteners, and plastic cement and other items required for a complete watertight installation. Work area to consist of the entire roofing structure of the commercial building. The area is roughly 7,000 square feet. Existing roofing system to be removed completely and existing wood to be examined for structural integrity. Allowance of 15% of roof substrate repair must be included in bid. Hazardous material report is attached to the bid. Contractor is responsible for all hazardous material removal requirements and procedures. All skylights and roof hatches to be replaced in existing locations.

1.02 System description A. Sheet Membrane Roofing System: Provide a waterproof roof system, capable of withstanding uplift forces as specified. B. Membrane attachment will fully adhere at

all locations. C. Base Flashing: Provide a waterproof, fully adhered base flashing system at all penetrations, plane transitions, and terminations where work has affected the existing and remaining membrane assembly.

1.03 Submittals A. Product information: 1. Samples of each primary component to be used in the roof system and the manufacturer's current literature for each component. 2. A sample copy of Manufacturer's warranty. 3. Certification from the Applicator that the system specified meets all identified code and insurance requirements as required by the Specification.

1.04 Regulatory Requirements A. Conform to applicable local and State codes for roof assembly fire hazard requirements.

1.05 Delivery, Storage and Protection A. Deliver materials in manufacturer's unopened, labeled bundles, rolls or containers. B. Store products in weather protected the environment, clear of ground and moisture. C. Store materials, except membrane, between 50 degrees F and 80 degrees F. If exposed to lower temperatures, restore to proper temperatures before using.

1.06 Environmental Requirements A. Substrate: Proceed with work only after all substrate work has been completed. B. Do not apply the roofing membrane during inclement weather. Installation to occur within the temperature range as required by the manufacturer. C. Do not apply the roofing membrane to damp or frozen deck surface. D. Do not expose materials vulnerable to water or sun damage in quantities greater than can be weatherproofed during the same day. E. Use compatible roof cement. F. Do not allow waste products (petroleum, grease, oil, solvents, vegetable or mineral oil, animal fat) or direct steam venting to come in contact with a single ply roofing system. G. Splicing and bonding surfaces shall be dry and clean. H. Roof surface shall be free of ponded water, ice or snow.

1.07 Warranty A. Section 01 77 00 - Contract Closeout for closeout requirements pertaining to warranty information. B. Contractor's Warranty: This Contractor shall furnish a written warranty stating that all Work executed under this Section will be free from defects of material and workmanship for a period of one (1) year from the date of final acceptance by the Owner, except as stated above. This Contractor further states that he will, at his own expense, repair and replace all such defective materials or workmanship and all other Work damaged thereby which is so damaged during the one (1) year warranty period. C. At project closeout, the Contractor shall provide an executed copy of the manufacturer's warranty or guarantee, outlining its terms, conditions, and exclusions from coverage. D. Manufacturers' Warranty: from the roofing manufacturer on the membrane and its installation.

## Part II Products

2.01 Membrane Material A. Acceptable Manufacturers: 1. Carlisle Syntec Systems; EPDM membrane "Mule-Hide" Adhered Roofing System; [www.carlisesyntec.com](http://www.carlisesyntec.com). 2. Firestone Building Products; Rubberguard EPDM; <http://firestonebpco.com/roofing/epdm-roofing-systems/> 3. Johns Manville; EPDM membrane; Provide complete system and all components from one manufacturer. EPDM, reinforced, 60 mil thick, 10-foot-wide roll; color: black;

conforming to the following criteria: 1. Tensile Strength: ASTM D412 1305 psi, minimum 2. Elongation: ASTM D412 350 3. Tear Strength ASTM D624 175 4. Water Absorption ASTM D471 4% Change in Mass (max.) 5. Moisture Vapor Perms ASTM E96 2.0 6. Exposure ASTM D822 7. Low-Temperature Brittleness ASTM D746 -75 D. Seaming Materials: As recommended by the membrane manufacturer for the chosen system. E. Washer Disc: Material membrane with adhesive backing. F. Battens: Installed and specified based on the membrane manufacturer's recommendations for the system and conditions.

2.02 Adhesive Material A. Surface Conditioner: As recommended by the membrane manufacturer. B. Membrane Adhesives: Provide low-VOC adhesive as recommended by the membrane manufacturer. C. Insulation Adhesive: As recommended by insulation manufacturer. D. Thinner and Cleaner: As recommended by adhesive manufacturer, compatible with sheet membrane.

2.04 Flashings A. Flexible flashings: Provided by the chosen membrane manufacturer. B. Drip Edge: Minimum .024" aluminum sheet style-D drip edge, brake-formed to provide a minimum 1¼" inch flange with 3/8" drip at lower edge by minimum 6 1/2" roof deck flange. Furnish in 8' or 10' lengths. Do NOT install drip edge in pieces shorter than 24". Pre-Finished Aluminum Sheet: ASTM B209, 5005-H14 alloy shop pre-coated with modified silicone coating; NO MILL FINISH ALUMINUM ALLOWED.

2.05 Accessories A. Roofing Nails: Galvanized hot dipped or non-ferrous type, size as required to suit the application. B. Fasteners for blocking and insulation shall be of the type suggested and required by the roof membrane manufacturer in order to fulfill all requirements to obtain all manufacturers' guarantees. C. Sealants, pourable sealer: As recommended by membrane manufacturer. D. Stack Boots: Flexible boot and collar for pipe stacks through the membrane. E. Seam Flashing, joint cover, pre-molded corners, roof edge flashings and assemblies as approved and/or provided by the manufacturer.

2.06 Insulation A. Provide tapered 3" polyiso roof board insulation, HCFC free, by Firestone, Carlisle Mule Hide, Atlas Roofing or equal. FM 1-90 wind uplift classification; compressive strength minimum 20 psi.

### Part III Execution

3.01 Inspection A. Once the existing roof is completely removed, the contractor must examine substrate and conditions under which roofing work is to be performed and notify the Brockton Redevelopment Authority in writing of unsatisfactory conditions. Do not proceed with roofing work until unsatisfactory conditions have been corrected. B. Preparation of Substrate 1. The clean substrate of any projections and substances detrimental to roof work. Sweep substrate clean before application of insulation board and membrane. 2. Coordinate installation of the membrane with flashing and other adjoining work to ensure proper sequencing. Do not install membrane until all vent stacks and other penetrations through roofing have been installed and flashed and are securely fastened against movement. C. The contractor is responsible for the cost of the replacement of plywood membranes that are in unsatisfactory condition.



3.02 Polyiso Board Application A. Mechanically attach protection board to the structural roof structure. B. Select, locate and space fasteners to meet performance and warranty requirements. C. Ensure fasteners cannot lift or damage the roof membrane.

3.03 Membrane Application and Splicing A. The single-ply direct-adhered membrane roofing system shall be installed directly over the protection board. B. All installation work shall be in strict accordance with the manufacturer's instructions, which will be available on site at all times while the roof work is underway. C. All seams in the membrane are to be in strict accordance with the manufacturer's recommendations.

3.04 Edge Strips A. Deck membrane shall be installed over the perimeter edge strip to the outside fascia of the building in accord with manufacturer's instructions. B. Edge strip shall be installed and secured according to an installation detail accepted by the membrane manufacturer. Securement provided by the Contractor shall prevent buckling and prohibit metal gravel stop from pulling free. C. Flashing of the edge strip deck flange must extend 3 inches minimum past the point of securement in all directions. D. Flashing of the edge strip deck flange must provide complete coverage to the flange and provide a minimum 6-inch-wide splice to the adjoining deck membrane. Use the same splice cement for sealing flashing to the membrane and to the edge strip.

3.05 Penetrations A. Flash all penetrations passing through the membrane.

3.06 Flashings and Accessories A. Apply flexible flashings to seal membrane to vertical elements. B. Secure to nailing strips at 4 inches (100 mm) oc. C. Install prefabricated roofing expansion joints to isolate roof into areas in accordance with the manufacturer's instructions. D. Fabricate roofing and expansion joints to isolate roof into areas as indicated. E. Coordinate installation of roof drains and related flashings. F. Seal flashings and flanges of items penetrating membrane.

3.07 Field Quality Control A. Correct identified defects or irregularities. B. Provide site attendance of roofing and insulation materials manufacturer's representative during installation of the Work if required for warranty processing or if issues arise in the field.

3.08 Cleaning A. Section 01 77 00 - Contract Closeout: Cleaning installed work. B. In areas where finished surfaces are soiled by Work of this section, consult the manufacturer of surfaces for cleaning advice and conform to their documented instructions. C. Repair or replace defaced or disfigured finishes caused by Work of this section.

3.09 Protection of Finished Work A. Protect remaining and adjacent building surfaces against damage from roofing work. B. Where traffic must continue over finished roof membrane, protect surfaces.

#### Part IV:

4.01 Asbestos-containing materials (ACMs) should be properly removed and disposed of by a Massachusetts-licensed Asbestos Contractor in accordance with Massachusetts Department of Environmental Protection (MassDEP) and MassDLS asbestos regulations prior to the start of

planned renovation activities. ACMs report is available, contractor is responsible for all measurement of ACMs in roof replacement.

In addition to roof replacement services, the Contractor will complete the removal of asbestos containing materials (ACM) identified in the roofing materials (roof ACM). The roof ACM consists of 1) tar/paper under metal parapet cap and grey parapet caulk (estimated quantity 1,500 square feet) and 2) grey stink pipe caulk (estimated quantity 15 linear feet). The work to be performed consists of the removal, cleanup and disposal of all roof ACM and asbestos/waste contaminated elements for roof materials.

The Contractor will be a licensed Massachusetts asbestos abatement contractor and their current, active license should be provided with their bid. The Contractor will furnish all labor, materials, equipment, and supplies, and perform all operations necessary to complete the removal and off-site disposal of the roof ACM. The Contractor will be responsible for the timely submission of all appropriate federal and state notifications and associated fees. The roof ACM will be abated prior to roof replacement. The roof ACM abatement will be performed by competent persons trained, knowledgeable and qualified in the techniques of asbestos abatement, handling and disposal of ACM and asbestos contaminated materials and the subsequent cleaning of contaminated areas. The work will be performed in compliance with all applicable federal, state, and local regulations. The Contractor will be responsible for all disposal and transportation fees and for preparation of waste profile(s), manifests, and other shipping documents for disposal facility approval and acceptance.

The Contractor is not responsible for providing an independent air monitor for all visual evaluations and air clearances, as BRA will contract this directly.

At project closeout, Contractor is responsible to provide an abatement report to BRA detailing the actual quantities of roof ACM removed and disposed. The abatement report will include the waste disposal slips and associated documentation.

The Contractor will provide a Lump Sum, Not to Exceed Cost for roof ACM abatement and disposal that will include all of their costs without limitations including taxes, fees, surcharges, etc.

#### Roof/Exterior

- • Tar/paper under parapet
- • Grey stink pipe tar
- • Grey caulk on roof parapet
- • Black seam caulk on window ledge – exterior new style front windows
- New style window caulk – front windows

The Contractor is responsible for measuring and bidding the exact square footage of the roofing project.

All bids must include all material, labor, rubbish removal and permit cost.

## **Reference Bid 2021-02**

### **PROPOSAL FORM AND CONTENT**

Proposals that do not contain all the information requested in this and other sections may be rejected as non-responsive.

#### **Submission Format**

1. The Proposal should be submitted on standard size (8½” x 11”) paper, using generally accessible word processing and document formats conducive to cut-and-paste transfer of information to contracts or other summary documents. Microsoft Word and Adobe Acrobat documents are preferred. Proposers should also attach the Cost Proposal Excel Spreadsheet (Attachment A) along with the Technical Proposal.
2. Proposers should structure responses as outlined in this RFP. Proposals should be prepared so that responses are specifically addressed in the same order as the requested information identified below and on the Questionnaire. Pages should be numbered consecutively, and tabs inserted between sections.

### **REQUIRED PROPOSAL CONTENT**

1. The Proposal must also include the following:
  - a. Title Page or Cover Letter. The title page or cover letter should indicate the date, subject, name of the Proposer, address, telephone number, e-mail address, name and title of the Proposer’s contact person as well as a signature of an authorized official with the authority to negotiate and contractually bind the Proposer.
  - b. Questionnaire. Complete and specific answers to the Questionnaire for Proposers. Please respond by restating each question and thereafter providing your answer in order beginning with question 1.
3. Summary Statement. The Proposer may, but is not required to, provide a summary statement as to its qualifications, as well as briefly describe (no more than 500 words) any special considerations the BRA should consider.
4. Attachment A-Cost Proposal

### **EVALUATION CRITERIA**

Proposals will be evaluated for completeness and compliance with this RFP. Proposals considered complete will be evaluated to determine if they comply with the administrative, contractual, and technical requirements of the RFP. If the Proposal is unclear, Proposers may be

asked to provide written clarification. Proposals that do not specifically address the scope of work or do not include the complete Proposal Content may be rejected.

Proposals will be evaluated based on the following criteria and questions outlined in the Questionnaire for

Proposers:

1. Background Information 10 points
2. Scope of Work 35 points
3. Cost Summary 35 points
4. Quality of Proposal 10 points
5. References Review 10 points

Total possible: 100 points

### **Section III – Questionnaire for Proposers**

Please submit your responses in order beginning with question #1 by restating the question, then providing your answer. Use additional sheets as necessary. Be specific with names and numbers.

1. Background Information Description of past experience in the successful completion of similar services. Firms should provide evidence of the successful completion of at least three such projects. Please provide name, address, and telephone numbers of contact person for such projects. Identify specific person(s) who would be responsible for the proposed work and include a brief summary of relevant experience for each. Please list references for each person identified including name, address and phone number of an appropriate reference contact person.

#### 2. Scope of Work

Using the Scope of Work as a guide, outline a work plan, with target dates for beginning and completion of essential steps necessary to meet the deadlines.

#### 3. Cost Summary

List the not-to-exceed (NTE) amount you propose for the completion of the entire project. Pricing should outline all estimated expenses, such labor, materials, and cost assumptions.

#### 4. References Review

Provide three references from clients your firm has served in the past three years. Provide the name, address, and phone number of the references.