



REQUEST FOR PROPOSALS

RFP # 2020-001

GOVERNOR CHARLEY E. JOHNS CONFERENCE CENTER ROOF REPLACEMENT

Issue Date:	August 6, 2020
Mandatory Pre-Proposal Tour:	August 11, 2020
Proposals Due:	August 13, 2020 (2:00 PM, EST)

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BRADFORD COUNTY BOARD OF COUNTY COMMISSIONERS
REQUEST FOR PROPOSALS

Governor Charley E. Johns Conference Center Roof Replacement

Section I – Information Regarding Proposal

INTRODUCTION

The Bradford County Board of County Commissioners is seeking to hire a qualified contractor to retro-fit the existing roof system at the Governor Charley E. Johns Conference Center located at 1610 North Temple Avenue, Starke, Florida 32091. This is needed to mitigate leakage issues.

Important Notice

It will be the responsibility of the potential proposers to refer daily to the Bradford County website www.bradfordcountyfl.gov to check for any available addenda, response to clarifying questions, cancellations or other information pertaining to this Request for Proposals (“RFP”).

Mandatory Pre-Proposal Tour of Facility:

The mandatory pre-proposal tour is scheduled Tuesday, August 11, 2020 at 10:00 A.M. – 11:00 A.M.

Attendance and sign-in is required in order to be eligible to submit a Proposal.

SCHEDULE OF EVENTS

Issue Date:	August 6, 2020
Mandatory Pre-Proposal Tour:	August 11, 2020
Requests for Clarifications Due:	August 12, 2020 (before 5:00 PM ET)
Proposals Due:	August 13, 2020 (2:00 PM, ET)
Award Proposal:	August 20, 2020
Deadline for Protest of Award:	August 27, 2020 (4:00 PM, ET)
Anticipated Contract Begin Date:	September 7, 2020
Anticipated Contract End Date:	November 9, 2020

INSTRUCTIONS TO RESPONDENTS

- A. Responses to this *Request for Proposal* must be delivered to the Office of the Clerk of Court, Bradford County Courthouse, 945 North Temple Avenue, Starke, Florida, according to the schedule set forth above.
- B. Late responses will not be accepted and will not be considered for award recommendation.
- C. The complete original proposal, and one (1) copy, must be submitted in a sealed package marked “Response to Request for Proposals – Gov. Charley E. Johns Conference Center – Reroofing Project”.
- D. Inquiries and questions should be directed to the Public Works Department by telephone at 904.966.6243 or by electronic mail at dale_hayes@bradfordcountyfl.gov.

- E. Prior to the final selection, Respondents may be required to submit additional information which Bradford County deems necessary to further evaluate the Respondent's proposal.
- F. Award recommendation will be made to the Board of County Commissioners of Bradford County, Florida according to the schedule set forth above. Said recommendation shall be made at the regularly-scheduled Board of County Commissioners meeting on Thursday, August 20, 2020 at 6:30 P.M.

OTHER GENERAL PROVISIONS

- 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 Bradford County prior to the Closing date. The withdrawal of a Proposal will not prejudice the right of a Proposer to submit a new Proposal.
- 2) **Requests for Clarification and Requests for Change:** Proposers may submit questions regarding the specifications of the RFP. Questions must be received in writing on or before 5:00 p.m. (EST), on the date indicated in Schedule of Events. Requests for changes must include the reason for the change and any proposed changes to the requirements.
- 3) The purpose of this requirement is to permit Bradford County to correct, prior to the opening of Proposals, RFP terms or technical requirements that may be unlawful, improvident or which unjustifiably restrict competition.
- 4) Bradford County will consider all requested changes and, if appropriate, amend the RFP. Notice will be posted on the website for the RFP.
- 5) **Protests of the RFP/Specifications:** Protests of Specifications must be received in writing on or before 4:00 p.m. (Eastern Time), on the date indicated in the Schedule of Events. Protests may not be faxed. Protests of the RFP specifications must include the reason for the protest and any proposed changes to the requirements.
- 6) **Addenda:** If any part of this RFP is amended, addendum will be provided on the Bradford County Website at www.bradfordcountyfl.gov.
- 7) **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 Bradford County

- 8) **RFP Proposal Preparation Costs and Other Costs:** Proposer costs of developing the Proposal, cost of attendance at an interview (if requested by Bradford County) or any other costs are entirely the responsibility of the Proposer, and will not be reimbursed in any manner by Bradford County.
- 9) **Clarification and Clarity:** Bradford County 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.
- 10) **Right to Reject Proposals:** Bradford County reserves the right to reject any or all Proposals, if such rejection would be in the public interest, as determined by Bradford County.
- 11) **Cancellation:** Bradford County reserves the right to cancel or postpone this RFP at any time or to award no contract.
- 12) **Proposal Terms:** All Proposals, including any price quotations, will be valid and firm through a period of 60 calendar days following the Closing date. Bradford County 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.
- 13) **Usage:** It is the intention of Bradford County to utilize the services of the successful Proposer to provide services as outlined in the below Scope of Work.
- 14) **Sample Contract:** Submission of a Proposal in response to this RFP indicates Proposer's willingness to enter into a contract containing substantially the same terms listed in *Exhibit A – Bradford County Public Improvement Contract*, attached hereto and made a part hereof. No action or response to the sample contract is required under this RFP. Any objections to the sample contract terms should be raised in accordance with "General Provisions" of this RFP, pertaining to requests for clarification or change or protest of the RFP/specifications, and as otherwise provided for in this RFP.
- 15) **Rejections and Withdrawals.** Bradford County reserves the right to reject any or all Proposals and/or to withdraw any item from the award, with or without notice, and for any reason whatsoever.
- 16) **RFP Incorporated into Contract.** This RFP will become part of the Contract between Bradford County and the selected contractor(s). The contractor(s) will be bound to perform according to the terms of this RFP, their Proposal(s), and the terms of Exhibit A.
- 17) **Clerical Errors in Awards.** Bradford County reserves the right to correct inaccurate awards resulting from its clerical errors.
- 18) **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 or the Bradford County Sample Contract.
- 19) **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.

- 20) Evaluation Committee:** Proposals will be evaluated by a committee consisting of representatives from the Public Works Department. The Committee's recommendation will be forwarded to Board of County Commissions for final approval.
- 21) Commencement of Work:** The contractor shall commence no work until all insurance requirements have been met, the Protest of Awards deadline has been passed, any protest have been decided, a contract has been fully executed, and a Notice to Proceed has been issued by Bradford County.
- 22) Best and Final Offer:** Bradford County may request best and final offers from those Proposers determined by Bradford County to be reasonably viable for contract award. However, Bradford County 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, Bradford County may select for final contract negotiations/execution the offers that are most advantageous to Bradford County, considering cost and the evaluation criteria in this RFP.

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BACKGROUND

The existing roof of the Governor Charley E. Johns Conference Center located at 1610 North Temple Avenue, Starke, Florida 32091 is constructed of metal roofing panels. The seams of those panels have begun leaking through the roofing joints likely due to temperature related expansion and contraction. This project is an overlay rather than a replacement of the existing roof structure.

SCOPE OF WORK

The successful Contractor will:

- Prepare existing roof to receive retrofit roof system;
- Delete abandon vents in roof and patch substrate with suitable material;
- Loose lay custom sized pan filler in between the panel seems to provide a smooth surface for the rest of the roof covering installation;
- Install wood blocking at eaves and rake and mechanically attach the structure;
- Cut back metal panel that overhangs into the cutter to allow for proper water flow;
- Mechanically attach 1/4" gypsum fire retardant underlayment boards over the pan filler;
- Mechanically attach 60mil Thermoplastic Polyolefin (TPO) single ply membrane (white);
- Custom Fabricate and install TPO clad metal eave and rake perimeter edge flashings (standard color);
- Heat weld the TPO to form monolithic assembly to cover entire roof,
- Flash all roof penetrations in general compliance with manufacturer's recommendations;
- Clean up and properly dispose of all roofing related debris;
- Manufacturer's inspection and grading upon completion;
- Provide 20-year no dollar limit warranty for materials and labor;
- Make sure steps are taken to remove moisture from direct contact with metal roofing before new roofing installation occurs, and provide protection from condensation build up between metal roofing and new roofing surface installation; and
- Contractor is responsible for filing appropriate permits.
- Provide and install 8" gutters on all eaves that have an existing gutter together with a 5"x6" downspout no greater than 30 feet.

Warranties Should Include:

Manufacturer:	GAF 20 yr. Diamond Pledge Certified NDL Warranty.
Workmanship:	GAF 20 yr. Diamond Pledge Certified NDL Warranty.

Section II – Information Required from Proposers

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 written on standard size (8½” x 11”) paper.
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.

REQUIRED PROPOSAL CONTENT

1. The Proposal must 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.

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. Reference 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

Pricing and fee schedules should be on an hourly rate and sufficiently descriptive to facilitate acceptance of a proposal. List the not-to-exceed (NTE) amount you propose for consulting services. Pricing should outline all estimated expenses, such as travel, lodging, printing and mailing, and miscellaneous expenses, which are separately reimbursable

4. References Review

Provide three references from clients your firm has served in the past three years, including one client that has newly engaged the firm in the past 36 months and one long-term client. Provide the name, address, and phone number of the references.

Section IV – Contract Terms and Required Documents

Documents to follow Section IV:

- Public Improvement Contract..... Pg. 12-13
- Exhibit A – Scope of Work (to be completed by Contractor)..... Pg. 14
- Exhibit B – Fee Schedule (to be completed by Contractor)..... Pg. 15

BRADFORD COUNTY
PUBLIC IMPROVEMENT CONTRACT

This Public Improvement Contract (“Contract”) is entered into by and between the Bradford County Board of County Commissioners, hereinafter called “Owner” and _____ hereinafter called “Contractor” (collectively the “Parties”).

Project Name: Governor Charley E. Johns Conference Center – Reroofing Project

1. **Effective Date.** This Contract shall become effective on the date this Contract has been signed by all the Parties and all required Owner and governmental approvals have been obtained, whichever is later.
2. **Contract Documents.** This Contract shall consist of the following documents, hereby incorporated by reference, and are listed in descending order of precedence.
 - A. This Public Improvement Contract
 - B. Exhibit A - Scope of Work
 - C. Exhibit B – Fee Schedule
3. **Contract Price.** The Owner will compensate the Contractor for Work in the fixed-price amount of \$ _____; in accordance with the requirements of the Bradford County General Conditions for the performance of all Work described and reasonably inferred from the Contract Documents. If the Project is done on a time and materials basis, the Contractor’s listing of wage rates, material unit costs and overhead charges for the Work is attached to this Contract.
4. **Scope of Work.** This Project consists of the Scope of Work (“Work”) as described in Exhibit A, attached and hereby incorporated by reference.
5. **Contract Dates.** The following critical dates are hereby set for this Project. Time is of the essence.
 - A. Commencement Date: Within _____ Days of the Notice to Proceed.
 - B. Substantial Completion Date:
 - C. Final Completion Date:
6. **Execution and Counterparts.** This Contract may be executed in several counterparts, each of which shall be an original, all of which shall constitute one and the same instrument.

7. **Integration.** The Contract Documents constitute the entire agreement between the Parties. There are no other understandings, agreements or representations, oral or written, not specified herein regarding this Contract. Contractor, by the signature below of its authorized representative, hereby acknowledges that it has read this Contract, understands it, and agrees to be bound by its terms and conditions.

8. **Invoicing.** Bradford County pays vendors twice a month after a scheduled County Commission meeting. Contractor will need to submit invoices to the Public Works Department approximately two (2) weeks prior to a scheduled County Commission meeting.

By signature below, the Parties agree to this Contract.

Bradford County Board of County Commissioners

Chairman Joseph C. Dougherty

Date

Print Name of Contractor

Signature of Contractor

Date

EXHIBIT A – SCOPE OF WORK

EXHIBIT B – FEE SCHEDULE