



NOTICE OF REQUEST FOR PROPOSALS

FOR

ROOF REPAIRS AT THREE (3) CITY OWNED BUILDINGS

All proposals must be submitted in a sealed envelope and received at San Fernando City Hall- City Clerk's Office on or before January 30, 2018 by 4:00 PM with the following notation:

**Proposal for Roof Repairs
City of San Fernando**

Please direct all comments or questions to Rodrigo Mora, Public Works Superintendent, City of San Fernando, 120 Macneil Street, San Fernando, California 91340 in written letter format or via email at rmora@sfcity.org.

SECTION ONE- GENERAL INFORMATION

INTRODUCTION

The City is interested in receiving responsive and competitive proposals from experienced and qualified contractors to perform roof repairs at three (3) City owned buildings. The required services and performance conditions are described in the Scope of Work.

BACKGROUND

The City of San Fernando was incorporated in 1911 and is currently organized according to the City Council/City Manager form of government with six departments, including a Police Department, Public Works Department, and Recreation and Community Services Department. The City employs approximately 127 full-time employees from a total Adopted Budget for fiscal year 2017-2018 of \$41.6 million, which includes a General Fund budget of \$19 million. The City is a cost conscious provider of outstanding public services to its citizens and local businesses.

The City believes that the open competition for services and products provides the City with the best results for its public dollars.

Mandatory Pre-Bid Meeting

Proposers must attend a pre-bid meeting on Tuesday, **January 16, 2018 @ 1:30 PM** to receive specific information about the project, bid requirements and process, and to discuss particular questions that may arise after a review of this RFP. The pre-bid meeting will be held at the Public Works Operations Center, 120 Macneil Street, San Fernando, CA 91340 and will include a walk of each building.

Procurement Process Timeline

Listed below are the important dates and times by which the actions noted must be completed. All dates are subject to change. If the Public Works Department finds it necessary to change any of these dates or times prior to the proposal due date, the change will be accomplished by addendum.

Date	Activity
January 9, 2018	Issue Request for Proposals
January 16, 2018	Mandatory Pre-bid Meeting
January 23, 2018	Deadline for Submittal of Questions
January 25, 2018	City's Response to Questions
January 30, 2018	Proposals Due to the City
February 20, 2018	Award Contract

SECTION TWO- SCOPE OF WORK

The primary scope of work for this Request for Proposals is for **Roof Repairs at Three City Buildings** which includes, but is not limited to:

120 Macneil building (Public Works)

Over Existing / Torch Down System Flat / Title 24

Approximately -60 Squares

1. Remove existing coping metal and prepare for a torch down roof application system.
2. Remove and cut wrinkles on existing cap sheet.
3. Apply one smooth cap sheet over all removed damaged pieces of cap sheet as necessary.
4. Apply and torch weld one Title 24 rubber modified bitumen white granule glass cap sheet over the existing roof material and asphalt primer as specified by the manufacturer.
5. Torch an additional fiberglass granule cap fastened over the parapet walls as necessary per specifications.
6. Re-install coping metal.
7. Seal all joints and miscellaneous penetrations with plastic roofing cement as necessary.
8. Install 2 new attic vents.
9. Clean jobsite and haul away roofing debris only.

117 Macneil Building (City Hall)

Roof Repair / Maintenance

Approximately -200 Squares

1. Clean and prepare deck for roof repairs and maintenance.
2. Apply primer as necessary on existing damaged roof deck per specifications.
3. Apply caulking on cracks, blisters and miscellaneous openings and nail as necessary.
4. Apply caulking on all coping metal joints.

5. Seal all plumbing penetrations per specifications.
6. Apply white mastic as necessary on all visible damaged cap sheets and seems as necessary.
7. Seal miscellaneous penetrations with plastic roofing cement as necessary.
8. Clean jobsite and haul away roofing debris only.

910 First Street Building (Police)

Roof Repair / Maintenance

Approximately -200 Squares

1. Clean and prepare deck for roof repairs and maintenance.
2. Apply primer as necessary on existing damaged roof deck per specifications.
3. Apply caulking on cracks, blisters and miscellaneous openings.
4. Apply white mastic as necessary on all visible damaged cap sheets and seems as necessary.
5. Seal miscellaneous penetrations with plastic roofing cement as necessary.
6. Address and repair if necessary, roof area approximately 900 SQFT above the shooting range, surrounding two air conditioning units.
7. Clean jobsite and haul away roofing debris only.

SECTION THREE- INSTRUCTIONS

Any contract resulting from this RFP will be awarded to that firm whose proposal is deemed by the City to be most qualified considering the evaluation criteria stated in SECTION 3.5, and provides the City with the best value among those proposals deemed acceptable.

“Best Value” will be determined solely by the City.

The City reserves the right to meet or communicate with any PROPOSER to clarify the responsiveness of its proposal and the responsibility of the proposer’s organization and its sub-proposers, in order to ascertain technical acceptability.

3.1 Proposal Submittal

Each prospective firm must submit one (1) original signed copy and two (2) duplicate copies of the complete proposal in a sealed envelope marked "Proposal for Roof Repairs: City of San Fernando." Proposal submissions must contain page numbers and are limited to a total of twenty-five (25) pages (including appendices) using letter sized paper and not less than 12 point font.

To be considered, all proposals shall be completely responsive to the Request for Proposal (RFP) document. "Completely responsive" is hereby defined as meeting all requirements as outlined in Section 2.2, Proposal Requirements. Proposals must be received by the City by Tuesday, January 30, 2018 no later than 4:00 PM. If mailing, proposals shall be sent to:

City of San Fernando
Attn: Elena Chávez, City Clerk
117 Macneil Street
San Fernando, CA 91340

The City does not recognize the US Postal Service, or any other organization, as its agent for purposes of accepting proposals. All proposals received after the deadline will be rejected and returned unopened. No extensions will be granted. All proposals will become the property of the City of San Fernando and will be made available for public inspection after an award is made or all proposals are rejected.

3.2 Proposal Requirements

The proposal shall include the following:

1. Understanding of the Scope of Work.
Describe your understanding of the work to be performed.
2. Experience and Qualifications of Firm.
List similar projects successfully completed within the last five (5) years.
3. Key Personnel.
Please provide the names and qualifications of the key personnel assigned to this contract.
4. References.
Provide a list of references from the past and current clients within the last five (5) years.
5. Schedule.
Contractor shall submit a timeline as to when each task will be completed
6. Fee Proposal.
The fee proposal will be reviewed, but is not the sole factor in the selection process. Submit documentation associated with the pricing of each task.

3.3 Bid Rejection

All proposals will be reviewed to determine conformance with the RFP requirements. Any proposal that the City deems incomplete, conditional, or non-responsive to the RFP requirements may be rejected. The City reserves the right to reject any and all proposals.

3.4 Screening, Selection and Award

Screening and selection will take place through the process described below. An award of contract may be made to the firm that meets the proposal requirements specified in this RFP and whom submits the proposal that is considered most advantageous to the City. Negotiations may or may not be conducted with any prospective firms, therefore, each proposal should include the firm's most favorable terms and conditions since selection may be made without discussion with any firm.

The screening and selection process shall be as follows:

1. Sealed proposals will be opened and evaluated to determine compliance with Section Five, Required Qualifications of Contractor. Proposals meeting specified requirements will be considered responsive and will be included in the next phase of review.
2. Responsive proposals will be evaluated by City staff members. Following this review, a decision will be made whether to recommend award a contract for Roof Repairs to the firm that best meets the needs of the City.

The City reserves the right to withdraw this RFP at any time without prior notice. Further, the City reserves the right to modify the RFP evaluation criteria described below. The City also makes no representations that any contract will be awarded to any firm responding to this RFP. The City expressly reserves the right to reject any and all proposals without indicating any reasons for such rejection(s), to waive any irregularity or informality in any proposal or in the RFP procedure and to be the sole judge of responsiveness to this RFP.

3.5 Evaluation Criteria

After review for compliance to required qualifications, the City will evaluate proposals based on the following criteria. Cost will not be the sole criteria for which an award of contract is made.

Qualifications and Experience of Firm and Key Personnel- 45%

- Qualification and experience of key personnel;
- Experience and past performance for similar scope of work; and
- Verification of references

General Quality and Responsiveness of the Proposal- 30%

- Presentation, completeness, and thoroughness of the proposal;
- Responsiveness to the terms, conditions, and items of performance; and
- Grasp of the scope and services to be performed

Fee Proposal- 25%

- Costs will be evaluated should a firm meet all other criteria. Each firm should provide a current schedule of fees for related services.

SECTION FOUR- CONTRACT TERMS

Professional Services Agreement.

No agreement shall be binding upon the City until a Professional Services Agreement is completely executed by the Firm and the City. A sample agreement has been attached as a reference.

Minimum Insurance Requirements.

The Firm shall, at its own expense, procure and maintain for the duration of the agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the agreement by the firm, its agents, representatives, employees, or subcontractors.

Conflict of Interest.

It shall be the duty of the Contractor to comply with all applicable State and Federal laws relating to prohibited conflicts of interest. As part of its response to this RFP, the Contractor shall disclose in writing, any financial, business, employment, or other relationships with the City or with any of its officers, employees, or agents that are or were in existence during the twelve (12) calendar months immediately preceding, and including, the date the Contractor's response to this RFP is filed. In addition, the Contractor shall disclose in writing any financial, business, employment or other relationships with any contractor who may have a financial benefit in securing design and/or construction contracts for a City project. The Contractor shall have a continuing obligation to keep the foregoing disclosures current and up-to-day during the term of this contract, and the Contractor's failure to timely disclose the existence of such a relationship shall be grounds for immediate termination of the contract.

Permits/Licenses.

The Contractor shall obtain and pay for a business license as necessitated for doing work within the City of San Fernando. Valid licensure shall be in place for the life of the contract as stipulated in the executed Professional Services Agreement.

SECTION FIVE- REQUIRED QUALIFICATIONS OF CONTRACTOR

Proposals to perform Roof Repairs for the City of San Fernando will be evaluated by city Staff to determine whether or not they meet the following required qualifications. Proposals which fail to provide documentation responding to all of the required items set forth below may be considered non-responsive and will be rejected.

1. Experience.

In order to be considered eligible and qualified under this RFP, the Contractor must have a minimum of five (5) years of experience conducting roof repairs to buildings similar in size to the ones stated in this RFP. A statement of qualification demonstrating the foregoing and listing the firm's experience in providing stated services, together with the names, addresses and telephone numbers of other clients for whom similar services have been provided shall be furnished with the proposal. Client references should be located within California, if possible.

2. Organization.

The Contractor should submit a description of its organizational structure, history, legal status (i.e. partnership, corporation, etc.), list of owners and officers, capabilities, and experience.

3. Staffing.

Contractor shall include the resumes of the proposed key personnel showing relevant education, training and experience. Please specifically address any technical resources and staff that will be available to assist the City.

4. Insurance requirements.

- a. Ability to obtain insurance with coverage values that meet minimum requirements evidenced by a letter from an underwriter confirming that the PROPOSER can be insured for the amount required by the City.
- b. PROPOSER agrees to obtain, maintain and pay the premiums for the following types and amounts of insurance coverage for the entire term of the contract to insure against liabilities, claims, losses, or damages resulting from work required by the contract documents:
 - a. Workers' Compensation Insurance as required by the State of California and endorsed to include Broad Form All States Coverage, which shall cover all proposer employees engaged in the performance of the work; and Employer's Liability with limits of not less than \$1,000,000 each accident; \$1,000,000 each employee by disease and \$1,000,000 policy limit by disease;
 - b. Business Automobile Liability Insurance covering claims for Bodily Injury or Property Damage, including onsite and off-site operations, and including owned, non-owned and hired vehicles with at least a \$1,000,000 combined single limit of liability;
 - c. Commercial General Liability Insurance covering claims that the PROPOSER or any of its employees, agents or sub-proposers become legally obligated to pay as damages due to Bodily Injury or Property Damage with limits of \$1,000,000 each occurrence and \$2,000,000 general aggregate. The policy shall include Products/Completed Operations; Contractual Liability; Personal Injury Liability and Broad Form Property Damage. If insurance is written on a claims-made form, coverage shall continue for a period of not less than 3 years following termination of this contract. Coverage shall also provide for a retroactive date of placement prior to the effective date of the contract.

Umbrella Liability Insurance for an amount of not less than \$5,000,000 per occurrence and in the aggregate that follows form and applies excess of the primary coverage stated in a, b & c above.

1. The PROPOSER shall require its sub-proposers, if any, to obtain an amount of insurance coverage which is deemed adequate by the PROPOSER. The sub-proposers, prior to commencing any of the work, shall submit certificates evidencing such insurance coverage to the PROPOSER.
2. The certificates of insurance will specify that the insurer will endeavor to provide a 30 day written notice to the City of cancellation of such insurance. Coverage provided is primary and is not in excess of or contributing with any insurance or self-insurance maintained by the City.
3. The policies listed in (a) and (b) above will name the City as an Additional Insured. Proposer will supply proper certificates of insurance to the City prior to the commencement of the agreement and will furnish to the City certificates of insurance annually thereafter for the term of the agreement.
4. All such insurance as indicated above shall be provided by insurance companies having a Best's rating of not less than AVIII.

5. Debarred, Suspended or Ineligible Contractors.

Firm certifies by submission of a response to the RFP that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from