

REQUEST FOR PROPOSAL
ROOFING CONSULTING SERVICES
TROY SCHOOL DISTRICT

**REQUEST FOR PROPOSAL
RFP 9811
ROOFING CONSULTING SERVICES
TROY PUBLIC SCHOOLS**

The Board of Education of Troy Schools is accepting firm, sealed proposals for Roofing Consulting Services to commence district-wide during the 2015-16 school year through June 30, 2018, which may be renewed annually each fiscal year thereafter through June 30, 2020, for the Troy School District.

Specifications and proposal forms can be obtained online at <http://www.troy.k12.mi.us>. From the main page click the “Business Services” tab listed under “Departments”, then click “Purchasing” and go into the “Current Bids” tab, scroll down to locate and access the bid document.

Your proposal and two copies marked “RPF 9811 Roofing Consulting Services” must be delivered no later than 10:00AM, Thursday, May 21, 2015, Purchasing Department, Troy School District, 1140 Rankin, Troy, Michigan 48083. Bid proposals received after this time will not be considered or accepted.

A mandatory pre-proposal conference has been scheduled for 2:00PM, Wednesday, May 13, 2015. Purchasing Department, Troy School District, 1140 Rankin, Troy, Michigan 48083. All questions regarding the services specified, or the RFP terms and conditions will be accepted in writing ONLY at the pre-proposal conference and subsequently answered through an addendum to all interested parties. This pre-proposal conference is mandatory and at no other time will questions/concerns be addressed or accepted.

All consultants submitting proposals must provide familial disclosure and attach this information to the proposal. The proposal will be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the consultant submitting a proposal and any member of the Troy Schools Board or the Troy Schools Superintendent. The District will not accept a proposal that does not include this sworn and notarized disclosure statement.

The Troy Board of Education reserves the right to accept or reject any or all bids, either in whole or in part; to award contract to other than the low bidder; to waive any irregularities and/or informalities; and in general to make awards in any manner deemed to be in the best interest of the owner.

Purchasing Department
Troy School District
Troy, MI 48083

INSTRUCTIONS TO BIDDERS

In 2013 Troy School District (TSD) passed a \$125M bond program to improve its facilities over a 9 year period. A portion of that program includes roof replacement. To best understand the condition of all of the roofs in the District, TSD is seeking professional services for a Roof Asset Management Program (RAMP). Additionally Consultant would be responsible for A/E services related to the replacement program. TSD has 24 buildings containing nearly 1.8 million square feet of school roof asset. The intent of this RFP is to solicit professional firms to assess the condition of TSD buildings, identify present and future maintenance, repair and replacement work with associated costs, generate a rating system based on facility condition, generate financially sound business case proposals for allocated and prioritized funding and maintain a comprehensive inventory and roof asset status that allows the TSD to track, prioritize, forecast and manage annual funding over the duration of the contract term. Contract will have four parts to it;

1. Roof assessment – see technical portion for detail
2. Perform architect/engineering services for the design and construction documents for roofing projects.
3. Observation during construction.
4. On-going management of the RAMP

GENERAL CONDITIONS

Familial Relationship

All bidders must provide familial disclosure in compliance with MCL 380.1267 and attach this information to the bid. The bid shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the board or the superintendent of the school district. The District shall not accept a bid that does not include this sworn and notarized disclosure statement.

Iran Economics Sanctions Act

Each bid must be accompanied by a sworn and notarized statement certifying that the Contractor is not an “Iran linked business” within the meaning of the Iran Economic Sanctions Act.

Withdrawal of Bids

Any bidder may withdraw his bid at any time prior to the scheduled time for receipt of bids. No proposals may be withdrawn for at least sixty (60) days after the scheduled closing time of the bid.

Termination by the District for Convenience

The District may, at any time, terminate the Contract for the District's convenience and without cause.

Upon receipt of written notice from the District of such termination for the District's convenience, the Contractor shall:

1. Cease operations as directed by the District in the notice;
2. Take actions necessary, or that the District may direct, for the protection and preservation of the Work; and
3. Except for Work directed to performed prior to the effective date of termination stated in the notice, terminate all existing subcontracts and purchase orders and enter into no further Subcontracts and purchase orders.

Compliance with School Safety Initiative Legislation

Meeting the requirements of the School Safety Initiative Legislation, being MCL 380.1230, 380.1230a, 380.1230c, 380.1230d and 380.1230g.

The Bidder shall indemnify, defend and hold the District, its employees, Board of Education, and each member thereof, agents and consultants, harmless from and against any and all claims, counter-claims, suits, debts, demands, actions, judgments, liens, liabilities, costs, expenses, including actual attorney's fees and actual expert witness fees, arising out of or in connection with any violation of, or the Bidder's failure to comply with the above paragraphs.

Contractor to verify that none of the personnel that will be on site have a "listed offense" as outlined in MCL 750.

Insurance & Contractual Indemnification and Defense Requirements

The Contractor shall indemnify, defend and hold harmless the School District, its Board and its Board Members in their official and individual capacities, its employees and agents from and against any and all suits, governmental claims or orders, judgments, administrative actions, fines, penalties, claims, debts, demands, actions, liens, liabilities, fees, costs and expenses of any type whatsoever which may result in expenses, loss, or injury to any person or property, death to any person, or fines, fees or costs related to any notice or assertion of violation by any governmental entity during the course of or arising from Contractors, employees, subcontractors, subcontractor's employees, agents or subcontractor's agents, representatives of any party (hereinafter, collectively "Contractor") on the School District's property, except the School District, performance of the Work pursuant to the Contract Documents and/or from Contractor's violation of any of the terms of the Contract, including, but not

limited to: (1) the negligent acts or willful misconduct of the Contractor and the environment; (2) any breach of the terms of the Contract by the Contractor; (3) any violation of applicable local, state and/or federal law, rule, ordinance, policy or regulations and/or licensing and permitting requirement applicable to providing the Work by Contractor; or (4) any breach of any representation or warranty by the Contractor under the Contract. The Contractor shall notify the District by certified mail, return receipt requested, immediately upon knowledge of any claim, suit, action, or proceeding for which it may be entitled to indemnification under the Contract.

The Contractor shall maintain, at its expense, during the term of this contract the following insurance:

- a. Worker's Compensation Insurance with statutory limits and Employer's Liability Insurance with a minimum limit of \$1,000,000 each occurrence.
- b. Comprehensive General Liability Insurance with a minimum combined single limit of \$1,000,000 per occurrence, \$1,000,000 aggregate, in the same amount made for bodily injury and property damage. The policy is to include products and completed operations, cross liability, broad form property damage, independent bidders, and contractual liability coverage. The policy shall be endorsed to provide sixty (60) days written notice to the District of any material change of coverage, cancellation, or non-renewal of coverage.
- c. If Subcontractors are likely to be used, the Comprehensive General Liability policy shall include coverage for independent contractors.
- d. Owner's Contractor's Protective Policy-comprehensive in the name of the Owner, with a minimum combined single limit of \$1,000,000 per occurrence in the same amount for bodily injury or property damage.
- e. Automobile Liability insurance covering all owned, hired, and non-owned vehicles with personal protection insurance and property insurance to comply with the provisions of the Michigan no-fault Insurance Law, including residual liability insurance with a minimum combined single limit of \$1,000,000 each occurrence of bodily injury and property damage.
- f. All insurance policies shall be issued by companies licensed to do business in the State of Michigan. The companies issuing the policies must be domestic (on-shore) companies and have an A rating by AM Best.
- g. The Contractor shall be responsible for payment of all deductibles contained in any insurance policy required in this contract.

Owner Is An Equal Opportunity Employer

The Owner is an Equal Opportunity Employer. Pursuant to the Executive Order 11246 as amended, you are advised that under the provisions of this order, Contractors and Subcontractors are obligated to take affirmative action to provide equal opportunity without regard to race, creed, color, national origin, age or sex.

Michigan Right to Know Law

Troy School District will comply with the Michigan Right to Know Law by informing Contractors of hazardous materials at the subject building, if any. Contractors will be required to ensure compliance of itself and all subcontractors with the Michigan Right to Know Law. Additionally, whether or not required by that law, Contractor shall label and provide Material Safety Data Sheets for all hazardous materials brought to or used on or at the property. The Contractor shall ensure compliance of itself and all subcontractors with all worker health and safety laws, including but not limited to applicable provisions of the Occupational Safety and Health Act for the duration of the specified work.

Asbestos Hazard Emergency Response Act

Asbestos laws, as required by the Environmental Protection Agency Asbestos Hazard Emergency Response Act, including but not limited to NESHAP, each school district is responsible for providing contractors with information regarding locations of known or assumed asbestos containing material prior to the Contractor entering a building under the school district's jurisdiction. The successful bidder will be required to include this information in all bids.

Notification of Assumed Lead-Containing Materials

The intent of this section is to formally notify all Contractor and Subcontractors applying for or bidding on work covered within this specification that, due to the age of the facilities within this District, there is the presumption that building components do contain lead-based paint pursuant to OSHA definition. The District has not conducted lead-based paint inspections. As a result, all Contractors and Subcontractors bidding must assume that building components do contain lead-based paint.

Furthermore, all awarded Contractors and Subcontractors shall be responsible to comply with all applicable Federal and Michigan State lead regulations including, but not limited to, 29 CFR Part 1926.62 of the OSHA Lead Construction Standard, (Part 603 of the Michigan State Standards). All costs associated with regulatory compliance shall be borne by the Bidder and/or Sub-Bidder. The successful bidder will be required to include this information in all bids.

General Conditions

The District reserves the right to accept or reject any or all proposals in whole or in part, to waive irregularities, and to accept a proposal which, in the District's opinion, is in the District's best interest.

The contract with Troy School District will stipulate consultant to pay for all errors – both re-design and material and labor. Re-design as it relates to omissions will be borne by the consultant. 100% of the value added construction costs related to omissions will be paid by the owner remainder by the consultant.

The District reserves the right to declare as non-responsive, and reject, any bid which is incomplete or where material information requested is not furnished, or where indirect or incomplete answers or information is provided.

In the event, the Operations Building is closed due to unforeseen circumstances on the day Proposals are due, Proposals will be due at the same time on the next day that the District and/or the Operations Building is open.

Negligence in preparation, improper preparation, errors in, or omissions from, proposal shall not relieve a bidder from fulfillment of any and all obligations and requirements of the proposed Contract Documents.

Voluntary alternates for bids are acceptable but should NOT be put in the space for the Base Bid on the Bid Response Form but on an attached sheet, clearly labeled Voluntary Alternative. Such Alternates should be described in enough detail for the District to understand the Bidder's intent.

Any exceptions to the terms and conditions contained in this RFP or any special considerations or conditions requested or required by the Contractor MUST be specifically enumerated by the Contractor and be submitted as part of its Proposal.

No responsibility shall attach to the District, or the authorized representatives of the District, for the premature opening of any proposal, which is not properly addressed and identified. The Contract Documents, as outlined in the executed Agreement, shall imply the inclusion of the entire agreement between the parties thereto, and the Bidder shall not claim any modification thereof resulting from any representation or promise made at any time by an officer, agent or employee of the District or by any other person.

Timeline

RFP Released	May 6, 2015
Pre-proposal Meeting	May 13, 2015 2:00PM
Proposals Due	May 21, 2015 10:00AM
Interviews	Week of May 24, 2015
Board Award	June 16, 2015

Opening and Awarding of Bids

Your proposal and two copies marked “RFP 9811 Roofing Consulting Services” must be delivered no later than 10:00AM, Thursday, May 21, 2015, Purchasing Department, Troy School District, 1140 Rankin, Troy, Michigan 48083, at which time all bids will be publicly opened and read aloud immediately thereafter. Bid proposals received after this time will not be considered or accepted.

The recommendation for award will be submitted to the Board of Education with the intent to award at their regularly scheduled meeting held on June 16, 2015.

Technical Specifications

The Troy School District (TSD) is soliciting Proposals from firms interested in providing a Roof Asset Management Program (RAMP) and related services. All respondents to this RFP are subject to instructions communicated in this document, and are cautioned to completely review the entire RFP and follow instructions carefully. TSD reserves the right to reject any or all statements of qualifications or proposals, and to waive technicalities and informalities at the discretion of TSD.

1. GENERAL PROJECT INFORMATION

INTRODUCTION

In 2013 Troy School District (TSD) passed a \$125M bond program to improve its facilities over a 9 year period. A portion of that program includes roof replacement. To best understand the condition of all of the roofs in the District, TSD is seeking professional services for a Roof Asset Management Program (RAMP). Additionally Consultant would be responsible for A/E services related to the replacement program. TSD has 24 buildings containing nearly 1.8 million square feet of school roof asset. The intent of this RFP is to solicit professional firms to assess the condition of TSD buildings, identify present and future maintenance, repair and replacement work with associated costs, generate a rating system based on facility condition, generate financially sound business case proposals for allocated and prioritized funding and maintain a comprehensive inventory and roof asset status that allows the TSD to track, prioritize, forecast and manage annual funding over the duration of the contract term.

TERM

The intent of TSD is to utilize the services of the selected firm for a period of up to 5 years. TSD will assess if service has been acceptable to continue the contract at the beginning of year two, three and four.

SCOPE OF WORK

The TSD is seeking comprehensive inventory, assessment and management services program of the School District buildings; engineering and consulting services in support of an ongoing RAMP and a defensible programmatic approach to prioritizing and managing the building roofs. Budget for roof replacement is estimated between \$7 and \$10M to be spent over the next 5 to 7 years. Note that this is the current budget – TSD cannot guarantee this anticipated funding.

The major characteristics of Roof Asset Management Program (RAMP) services include:

Phase 1 - Roof Inventory and Assessment

- Inventory building roof in total and by area as well as roof components
- Identify and document current roof condition deficiencies in detail

- Recommend corrections for all deficiencies i.e. repair or replacement
- Provide cost estimates for all corrections
- Plan and package correction projects (repair and capital)
- Infrared moisture analysis
- Roof core cuts to determine existing roof composition
- Forecast future roof replacement costs
- Produce management reports on web based software program – see sample report

Phase 2 – Engineering and Consulting Services

- Roof design services for roof replacement or restoration or repair.
- Thermal R-value analysis and recommendations for greatest energy conservation
- Bid assistance including all front end documents. Note: there will be NO CM for this work.
- Quality control/assurance and inspection during construction.
- Review, negotiate and approve changes, process progress and final payments for roof replacement and repair
- Technical support during construction

On-Going – Program Management

- Organization and management of all RAMP findings, data, information and documentation
- Communication with the Schools Bond Management team and participation in ongoing School Bond Management meetings as required
- Maintain an annual RAMP cost summary and forecast of anticipated future costs
- Administer annual roof replacement and repair projects

All roof inventory and assessment data must be stored in software database maintained by the RAMP manager that supports project objectives. The software and other systems and procedures must provide TSD with the capability to continually update all data, manage deferred maintenance reduction and forecast future roof maintenance, repair and replacement.

In addition, services provided must meet the following requirements:

- Provide an inventory of discrete roof sections, systems and components independent of any work required for each.
- Establish a current replacement value, remaining service life and condition index for all roof sections, systems and discrete components such as penetrations, perimeter edge metals, drainage, walkpads, etc.
- Provide a plan to strategically and efficiently reduce the current backlog of deferred maintenance, and accurately plan for Capital Renewal
- Enhance facility-planning capabilities by addressing the highest priority needs and future needs.
- Develop present and future roof maintenance, repair and replacement budgets

- Provide a user license to TSD for ongoing roof management in the event the “RAMP” contract is terminated or rebid to another management firm.

Software Requirements

The Roof Asset management software must be web/cloud based. The TSD will require an unlimited User license. The supplier is to provide all software training including training for Schools employees to conduct future assessments and/or updates to the database.

Project Schedule

TSD intends to immediately engage the successful firm in contract negotiations. TSD would like the RAMP completed 3 months from award.

List of Troy School District

See attached EXHIBIT below.

2. SELECTION PROCESS

A selection of finalists firms will be made by a Selection Committee consisting of representatives of the TSD, and possibly other representatives designated by the TSD. The Selection Committee will receive and evaluate Statements of Qualifications submitted in response to this RFP, using the following criteria:

Criteria for evaluation of Statements of Qualifications

25% Factor} Stability of the firm, including the firm’s corporate history, growth, resources, form of ownership, litigation history, financial information, and other evidence of stability.

45% Factor} Firm’s relevant project experience and qualifications, including the demonstrated ability of firm’s Roof Asset management and related software experience for facilities comparable in complexity, size, and function, for Owners such as the City of Troy and other Education organizations. This includes relevant experience and qualifications of the principal project professional(s) and lead staff performing facility assessments, experience and qualifications of the firm in such work in similar settings with multiple parcels of property, and evidence of relevant competencies for this project.

30% Factor} Firm’s apparent suitability and cost to provide services for project, including the firm’s apparent fit to the project type and/or needs of the Troy School District, any special or unique qualifications for the project, current and projected workloads, the proximity of office to project location, and services offered by the firm.

Interview

An interview may be requested of one or more finalist firms. If so, each finalist firm shall be notified in writing and informed of the place and time for the interview session. Interview instructions and requirements of the finalists will be provided. All members of the Selection Committee will be present during all of the presentations and interviews. Firms shall not address any questions, prior to the interview, to anyone other than designated contact.

Final Selection

Upon completion of the evaluation and interview process by the Selection Committee, the firms will be ranked in descending order of recommendation. Negotiations will then be initiated with the best-qualified firm to finalize the terms and conditions of the contract, including the fees to be paid. In the event a satisfactory agreement cannot be reached with the highest ranking firm, the Owner will formally terminate the negotiations in writing and enter into negotiations in turn with the second highest ranking firm, and so on until a mutual agreement is established and the TSD awards an architectural services contract. The actual Form of Contract shall be developed by TSD.

3. INSTRUCTIONS FOR PREPARING STATEMENTS OF QUALIFICATIONS

One (1) original and 2 copies of the qualifications shall be prepared, for a total of (3) sets. Each submittal shall be identical and include a transmittal letter. Submittals must be typed on standard (8 ½" x 11") paper. The pages of the qualification submittals must be numbered. A table of contents, with corresponding tabs, must be included to identify each section. Responses are limited to fifteen (15) pages or less using a minimum of an 11-point font. Any exhibits, affidavits, or other enclosure information called for may be included in an appendix and will not count toward the fifteen (15) page limit. Each Statement of Qualifications shall be prepared simply and economically, providing straightforward, concise delineation of respondent's capabilities. Fancy bindings, colored displays, and promotional materials are not desired. Emphasis must be on completeness, relevance, and clarity of content. **The content of all Statements of Qualifications must be categorized and numbered as outlined below, and responsive to all requested information:**

A. Description and Resources of Firm

A1- Provide basic company information: Company name, address, name of primary contact, telephone number, fax number, E-mail address, and company website (if available). If the firm has multiple offices, the qualification statement shall include information about the parent company and branch office separately. Identify office from which project will be managed and this office's proximity to the project site. Provide form of ownership, including state of residency or incorporation, and number of years in business. Is the offer or a sole proprietorship, partnership, corporation, Limited Liability Corporation (LLC), or other structure?

- A2- Briefly describe the history and growth of your firm(s). Provide general information about the firm's personnel resources, including disciplines and numbers of employees and locations and staffing of offices
- A3- Has the firm been involved in any litigation in the past five (5) years? Describe your last five (5) years' experience with litigation with local or national Owners and/or Contractors. List any active or pending litigation and explain.
- A4- Provide a statement of disclosure, which will allow the TSD to evaluate possible conflicts of interest. Respondents must provide, in their own format, a statement of all potential legal or otherwise significant conflicts of interests possibly created by the respondent's being considered in the selection process or by the respondent's involvement in the project. Respondents should provide information as to the nature of relationship(s) with parties in such potential conflict.
- A5- Provide name of insurance carrier, types and levels of coverage, and deductible amounts per claim.
- A6- List the firm's annual average revenue for the past 5 years.
- A7- Has the firm ever been removed from a contract or failed to complete a contract as assigned?

B. Experience and Qualifications

- B1- Provide professional qualifications (RC, RRO etc...) and description of experience for all staff and delineate their role in this project. Note: successful firm must have an architect or engineer on staff for 5 or more years registered in the State of Michigan with the ability to prepare plans and seal/stamp them for submission to government agencies for approval.
- B2- Provide information on the firm's experience on projects of similar type, size, function, and complexity. Describe no more than ten (10) and no less than five (5) projects, in order of most relevant to least relevant, which demonstrate the firm's capabilities to perform the project at hand. For each project, the following information should be provided:
- a. Project name, location and dates during which services were performed.
 - b. Brief description of project and physical description (square footage, number of stories, site area).
 - c. Exact services performed by your firm.
 - d. Owner's stated satisfaction in service of your firm.
 - e. Owner's current contact information.
 - f. Change order history
- B3- Provide a sample of a single building assessment that TSD can expect to see for each project.
- B4- Provide a pictorial example of software to be used to convey look and content of program.
- B5- Firm must demonstrate ownership of thermal/infrared scanner, camera and tools to cut cores and make repairs.

C. Statement of Suitability

C1- Provide any information that may serve to differentiate the firm from other firms in suitability for the project. Provide evidence of the firm's fit to the project and/or needs of the TSD, any special or unique qualifications for the project; Provide current and projected workloads, the proximity of office to project location, and any services offered by the firm that may be particularly suitable for this project.

D. Sample

D1 - Provide an example of the product you propose to provide to TSD based on your bid.

4. SUBMITTAL OF QUESTIONS AND REQUESTS FOR CLARIFICATION

A mandatory pre-proposal conference has been scheduled for 2:00PM, Wednesday, May 13, 2015. Purchasing Department, Troy School District, 1140 Rankin, Troy, Michigan 48083. All questions regarding the services specified, or the RFP terms and conditions will be accepted in writing ONLY at the pre-proposal conference and subsequently answered through an addendum to all interested parties. This pre-proposal conference is mandatory and at no other time will questions/concerns be addressed or accepted.

5. SUBMITTAL OF STATEMENTS OF QUALIFICATIONS

One (1) original submittal and two (2) copies (total of 3 sets) must be sealed in an opaque envelope or box, clearly marked "**RFP 9811 Roofing Consulting Services**" on the outside of all of the envelopes or boxes. Statements of Qualifications **must be physically received by the TSD** prior to the deadline indicated in the Schedule of Events (*Section 3 of RFP*) at the exact address below:

**Mr. Todd Hensley
1140 Rankin
Troy, MI 48083**

No submittals will be accepted after the time set for receipt. Statements of Qualifications submitted via facsimile or e-mail will be rejected. All expenses for preparing and submitting responses are the sole cost of the party submitting the response. The TSD is not obligated to any party to reimburse such expenses. All submittals upon receipt become the property of the M-DMB. Labeling information provided in submittals "proprietary" or "confidential", or any other designation of restricted use will not protect the information from public view. Subject to the provisions of the Open Records Act, the details of the proposal documents will remain confidential until final award.

EXHIBIT

Troy School District

Roof inventory

Building	Approximate		Year	Area B	Year
	SF of Total Roof				
Barnard	66,000	62,000	1978	4,000	2007
Bemis	66,000	62,000	1978	4,000	2007
Costello	52,500	48,000	1972	4,500	2007
Hamilton	66,000	62,000	2008	4,000	2007
Hill	60,000	39,000	?	21,000	2007/08
Leonard	60,000	37,000	?	23,000	2006
Martell	53,000	49,000	?	4,000	2007
Morse	54,000	48,500	?	5,500	2006
Schroeder	54,000	6,000	?	48,000	2006/08
Troy Union	66,000	59,200	?/08	6,800	2006
Wass	66,000	62,000	1978	4,000	2007
Wattles	60,000	56,500	?	3,500	2007
Baker	82,000	82,000	2007	-	
Boulan Park	110,000	110,000	2014	-	
Larson	110,000	110,000	2014	-	
Smith	102,000	40,000	?	62,000	?
Athens	225,000	217,000	?	8,000	2007
Troy High	252,000	238,000	1992	14,000	2007
IAE	88,000	88,000	?		
Service	31,000	22,000	2015	11,000	2000
Niles	45,000	45,000	?	-	
Administration	12,000	12,000	2015	-	
Transportation	11,500	7,200	?	4,300	2007
FOP	5,000	1,200	?	3,800	2010

1,797,000

Note: This information is approximate and is based on the best information TSD has. Roofs from 2014 and 2015 must be walked and included in overall asset listing and RAMP.



DUE: Thursday, May 21, 2015
PROPOSAL: RFP 9811 Roofing Consulting Services

BID PROPOSAL FORM

The undersigned certifies that the bid contained meets or exceeds the attached specifications:

Phase 1 - Services – Annual Assessment and on Going Maintenance of RAMP

\$ _____ / _____ hours for 2015 RAMP and Software Update Lump Sum Fee (complete assessment)

\$ _____ / _____ hours for 2016 RAMP and Software Update Lump Sum Fee

\$ _____ / _____ hours for 2017 RAMP and Software Update Lump Sum Fee

\$ _____ / _____ hours for 2018 RAMP and Software Update Lump Sum Fee (complete assessment)

\$ _____ / _____ hours for 2019 RAMP and Software Update Lump Sum Flat Fee

Phase 2 - Roof Maintenance & Repair bid Specifications through project completion

\$100,000 to \$200,000 _____ % of roofing vendor awarded contract(s)

\$200,000 to \$300,000 _____ % of roofing vendor awarded contract(s)

\$300,000 to \$400,000 _____ % of roofing vendor awarded contract(s)

\$400,000 to \$600,000 _____ % of roofing vendor awarded contract(s)

\$600,000 to \$800,000 _____ % of roofing vendor awarded contract(s)

\$800,000 to \$1,200,000 _____ % of roofing vendor awarded contract(s)

\$1,200,000 to \$1,500,000 _____ % of roofing vendor awarded contract(s)

Construction cost is based on the total amount of the bid package – not individual buildings. District reserves the right for future projects to negotiate lump sum fees in lieu of percentages with successful firm.

_____ hourly rate for Construction Administration (include resume for this position/rate)

BIDDER'S FIRM NAME & ADDRESS _____

SIGNED BY & DATE _____ TITLE _____

THREE RECENT REFERENCES, PREFERABLY SCHOOL DISTRICTS:

_____ School District/Company	_____ Person to Contact	_____ Phone Number
_____ School District/Company	_____ Person to Contact	_____ Phone Number
_____ School District/Company	_____ Person to Contact	_____ Phone Number

EXCEPTIONS TO SPECIFICATIONS:

Interested vendors will note in this space only any additional information, criteria or contingencies affecting their proposal, understanding that this additional information, criteria or contingency may be utilized in the evaluation process and subsequent award.

BID QUESTIONS

Acknowledge receipt of Addendums: _____

Do you agree to the schedule and terms of the schedule? Yes No

Bid Bond included? Yes No

Familial Disclosure Affidavit included? Yes No

Iran Linked Business Affidavit included? Yes No

Please state your warranty: _____

State any prompt payment terms: _____% _____ days.

Do you conduct background checks on your employees? Yes No

Are you on the Excluded Parties List, which excludes you from receiving Federal Contracts or certain sub contracts, pursuant to the provisions of 31 U.S.C. 6101, note E.O. 12549, E.O. 12689, 48 C.F.R. 9.404?
Yes No Unknown

Provide your DUNS number, if you have one: _____

SWORN AND NOTARIZED FAMILIAL DISCLOSURE STATEMENT

FAMILIAR DISCLOSURE AFFIDAVIT

The undersigned, the owner or authorized office of the below-named contractor (the ‘Contractor’), pursuant to the familial disclosure requirement provided in Troy Schools Request for Proposals for Roofing Consulting Services, hereby represents and warrants that, excepts as provided below, no familial relationship exists between the owner or key employee of the Contractor, and any member of the Troy School Board or the Troy School Superintendent. A list of the School District’s Board of Education Members and its Superintendent may found at <http://www.troy.k12.mi.us>.

List any Familial Relationships:

Contractor:

Print Name of Contractor

By: _____

Its: _____

Subscribed and sworn before me, this _____
day of _____, 20 ____, a Notary Public
in and for _____ County, _____

Seal:

(Signature)
NOTARY PUBLIC

My Commission expires _____

CERTIFICATION OF COMPLIANCE – IRAN ECONOMIC SANCTIONS ACT

Michigan Public Act No. 517 of 2012

The undersigned, the owner, or authorized officer of the below-named Company, pursuant to the compliance certification requirement provided in Troy School District’s Request For Proposal, the “RFP”, hereby certifies, represents, and warrants that the Company and its officers, directors and employees, is not an “Iran Linked Business” within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the “Act”), and that in the event the Company is awarded a contract by Troy School District as a result of the aforementioned RFP, the Company is not and will not become an “Iran Linked Business” at any time during the course of performing any services under the contract.

The Company further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than \$250,000.00 or two (2) times the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of Troy School District’s investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a request for proposal for three (3) years from the date the it is determined that the person has submitted the false certification.

Contractor:

Print Name of Contractor

By: _____

Its: _____

Subscribed and sworn before me, this _____
day of _____, 20 ____, a Notary Public
in and for _____ County, _____

Seal:

(Signature)
NOTARY PUBLIC

My Commission expires _____

Acceptance of Proposal

The undersigned agrees to execute a Contract for work covered by this Proposal provided that he is notified of its acceptance within thirty days after the opening of the Proposal.

The undersigned affirms that the bid was developed without any collusion, undertaking, or agreement, either directly or indirectly, with any other bidder(s) to maintain the prices of indicated work or prevent any other bidder(s) from bidding the work.

BIDDER'S FIRM NAME _____

BUSINESS ADDRESS _____

TELEPHONE NUMBER _____

FAX NUMBER _____

BY (SIGNATURE) _____

PRINTED NAME _____

TITLE _____

SIGNED THIS _____ DAY OF _____, 20 _____

E-MAIL ADDRESS _____



Addendum 1

Project: Roofing Consultant

Bid Due date: 10:00AM Thursday, May 21, 2015 (UNCHANGED)

This Addendum is issued as modifications to the RFP previously issued to provide clarifications to the scope of work. This Addendum supersedes the original RFP. This along with the RFP becomes the bid documents.

1. Consultant to understand appropriateness of existing drainage patterns including gutters.
2. Consultant to review leak reports for last three years to understand current conditions.
3. Consultant will assist TSD in applying for rebates.
4. Consultant to assess all fascia and soffit areas.
5. Provide spreadsheet outlining number of hours projected for initial assessment.
6. Based on proposed fee and hours, provide an example of ONE school assessment and one summary document.
7. See building example to be used as a reference as to type of graphic and data requested as it relates to number and size of roof areas, condition and type.
8. Annual budget will be approximately \$1,000,000 for roofing. Use this amount to calculate a proposed fee structure. Include separate sheet if appropriate. Include proposed fee structure for observation.
9. TSD has PDF's of most of the floor plans but little other information to provide. TSD does have a report in PDF format prepared by RTA and Associates in 2013 for 8 schools.

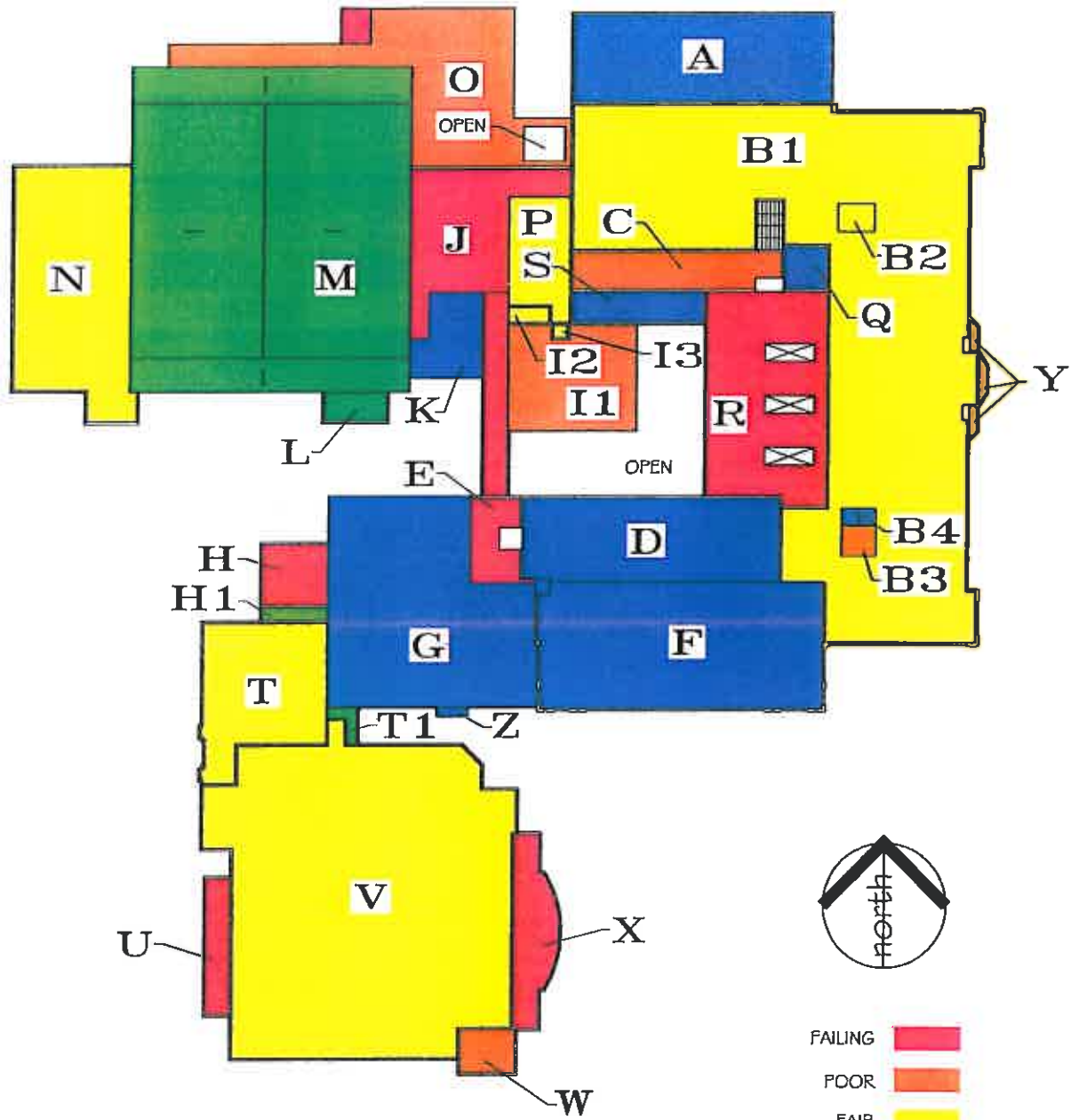
END

Installation:

Building ID, Name, Category	Sec ID	Roofing Type	Insulation Type	Deck Type	Slope	Area (SqFt)
MIDDLE SCHOOL	A	BUR: Coal Tar Pitch	PERLITE, ISOCYANURATE	GYPSUM: Precast	1/4	5240
	B1	BUR: Asphalt	PERLITE, ISOCYANURATE	CONCRETE STD: Cast-In-Place	1	22430
	B2	ROLL RFG: Glass/Min. Surface	NONE	PLYWOOD	1/4	220
	B3	ROLL RFG: Glass/Min. Surface	NONE	PLYWOOD	1/4	240
	B4	SINGLE-PLY: EPDM	ISOCYANURATE		2	136
	C	BUR: Asphalt	PERLITE, ISOCYANURATE	CONCRETE STD: Cast-In-Place	1/4	1611
	D	MOD BIT: SBS	PERLITE, ISOCYANURATE	CONCRETE STD: Cast-In-Place	1	4780
	E	BUR: Asphalt	PERLITE, ISOCYANURATE	CONCRETE STD: Cast-In-Place	LEVEL	860
	F	MOD BIT: SBS	PERLITE, ISOCYANURATE	CONCRETE STD: Cast-In-Place	1	7850
	G	BUR: Coal Tar Pitch	PERLITE, ISOCYANURATE	CONCRETE STD: Precast	LEVEL	7750
	H	BUR: Coal Tar Pitch	PERLITE, ISOCYANURATE	STEEL	1/4	990
	H1	BUR: Coal Tar Pitch	PERLITE, ISOCYANURATE	STEEL	1/4	205
	I1	BUR: Asphalt	GLASS FIBER	STEEL	LEVEL	2820
	I2	BUR: Asphalt	GLASS FIBER		1/8	160
	I3	BUR: Asphalt	GLASS FIBER	STEEL	1/8	80
	J	BUR: Coal Tar Pitch	PERLITE, ISOCYANURATE	GYPSUM: Precast	LEVEL	4350
K	BUR: Coal Tar Pitch	PERLITE, ISOCYANURATE	STEEL	1/4	1070	
L	BUR: Coal Tar Pitch	UNKNOWN		1/4	340	
M	MOD BIT: SBS	NONE	CONCRETE LWT: Precast	> 2	19800	
N	BUR: Coal Tar Pitch	PERLITE, ISOCYANURATE	CONCRETE LWT: Precast	1/8	5720	

Installation:

Roof Section					Without Repairs			With Repairs			Recommendations		
Building	Section	Age	Fac Class	Area	RCI	Repl Year	Replace Cost	RCI	Repl Year	Repair Cost	Adj Ratio	Recmnd	Repl Year
	J	16	Real	4350	27	2015	52200	87	2026	46208	1.77	Replace	2015
	R	—	Real	4960	32	2015	59520	84	2025	34734	1.37	Replace	2015
	E	—	Real	860	33	2015	10320	92	2028	9905	1.69	Replace	2015
	H	16	Real	990	34	2015	11880	80	2024	10399	2.11	Replace	2015
	X	—	Real	2000	35	2015	24000	74	2023	4759	0.70	Repair	—
	U	—	Real	900	36	2015	10800	79	2024	2235	0.66	Repair	—
	B3	—	Real	240	40	2015	2880	81	2024	993	0.97	Marginal	—
	C	9	Real	1611	44	2015	19332	100	2035	9261	0.57	Repair	—
	I1	—	Real	2820	45	2016	33840	72	2022	1494	0.35	Repair	—
	W	—	Real	575	46	2016	6900	85	2026	1029	0.50	Repair	—
	Y	—	Real	80	47	2016	960	73	2022	874	3.23	Replace	2016
	I2	—	Real	160	52	2017	1920	86	2026	747	1.06	Marginal	—
	T	—	Real	3440	57	2018	41280	85	2026	1502	0.29	Repair	—
	I3	—	Real	80	59	2018	960	88	2027	661	1.73	Replace	2018
	V	—	Real	19720	62	2019	236640	81	2024	2429	0.24	Repair	—
	O	17	Real	5320	64	2019	63840	65	2021	5846	1.09	Marginal	—
	N	9	Real	5720	65	2017	68640	86	2026	2442	0.17	Repair	—
	B1	—	Real	22430	68	2020	269160	97	2031	15964	0.31	Repair	—
	B2	—	Real	220	70	2021	2640	70	2021	0	—	Replace	2021
	H1	16	Real	205	75	2022	2460	87	2026	762	1.71	Replace	2022



ROOF PLAN
not to scale

FAILING	
POOR	
FAIR	
GOOD	
EXCELLENT	



Addendum 2

Project: Roofing Consultant

Bid Due date: 10:00AM Thursday, May 21, 2015 (UNCHANGED)

This Addendum is issued as modifications to the RFP previously issued to provide clarifications to the scope of work. This Addendum supersedes the original RFP. This along with the RFP becomes the bid documents.

1. There are no bid or performance bonds required for the Roofing Consultant bid.
2. Bids will be received but NOT read out loud on bid day.

END

**RFP 9811 Roofing Consulting Services
Tabulation**

Vendors	Total All Buildings
Arch Environmental Group	\$ 100,615.00
Environmental Testing & Consulting, Inc.	\$ 105,900.00
Fishbeck, Thompson, Carr & Huber, Inc.	\$ 178,614.00
Nova Environmental, Inc.	\$ 42,920.00
Testing Engineers & Consultants, Inc.	\$ 103,807.00