

# Request for Proposals



## Roofing Consultant Services

**RFP#: 1415-04**

City of Urbana, Illinois  
Public Works Department  
706 S. Glover Avenue  
Urbana, Illinois  
(217) 384-2342

# CONTENTS

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NOTICE TO PROPOSERS

E.E.O WORKFORCE STATISTICS FORM

PURCHASING CERTIFICATION FORM

## **Notice to Proposers- Roofing Consultant Services**

### **I. GENERAL INFORMATION**

The City of Urbana is seeking proposals from a qualified Consultant Service to assist Facilities Management staff in the evaluation of the condition of roofs at various municipal facilities and to prepare and administer project management services during any approved replacement program. Proposals will be accepted at the Public Works Department, 706 South Glover Avenue, Urbana, Illinois, Monday through Friday, 8:00 a.m. to 5:00 p.m. Proposals will be accepted up to and no later than 3:00 p.m., Thursday, November 6<sup>th</sup>, 2014.

#### **A. Project Goal**

The successful firm will provide consultant services for City of Urbana Municipal Facilities as outlined in Section II. Scope of Work. The proposer shall demonstrate substantial experience in undertaking and completing the type of work required. Questions about this project and requests to visit the site should be directed to:

Mr. Vince Gustafson, Public Facilities Supervisor  
(217) 384-2342  
[vhgustafson@urbanailinois.us](mailto:vhgustafson@urbanailinois.us)

### **II. SCOPE OF WORK**

- A. The following scope of services is included as a guide for the proposer It is designed to identify the minimum service level expected from the successful consultant and as such should be modified and augmented, based upon the experience of the firm, as necessary to complete the project:
- a. Phase 1: Design and Project Management - Main Fire Station Roof, 400 South Vine Street, Urbana Illinois
    - i. Assess existing roof conditions, identify problem areas, interpret defects and provide recommended solutions with analytical commentary.
    - ii. Review roof replacement options with Facilities Management staff.
    - iii. Provide cost effective options and replacement budget estimates.
    - iv. Provide concise bid documents including, but not limited to, designed/engineered drawings, material data/specifications, and roofing details based on the preferred option. Specifications should allow for competitive bidding from multiple contractors.
    - v. Assist the City of Urbana in bid solicitation, including reviewing proposals and contract negotiation.
  - b. Phase 2: Roof Replacement and Project Management - Main Fire Station Roof, 400 South Vine Street, Urbana Illinois

- i. Carry-out site inspections with a fully knowledgeable technical advisor and provide regular progress reports for all work being carried out throughout completion of specified project.
  - ii. Prepare necessary clarifications and site instruction in written and graphic form.
  - iii. Verify the Contractor has obtained all permits and licenses necessary for completion of the project. Building permits will be supplied to the contractor at no charge.
  - iv. Communicate with Contractor to provide quality control while meeting project deadlines and budget.
  - v. Communicate with Mechanical Contractors to coordinate any necessary work on mechanical systems.
  - vi. Take immediate actions to instruct Contractors to stop work and take corrective action at discovery of any workmanship or safety issues that fail to meet recognized industry standards.
  - vii. Assist with completion of a punch list and final inspections.
  - viii. Assist with final documentation for enacting manufacturer's warranty
  - ix. Estimated construction completion in spring 2015.
- c. **Phase 3: Roof System Evaluation, Capital Planning, and Maintenance Services - City of Urbana Municipal Facilities**
- i. Assess existing roof conditions; identify problem areas; interpret defects and provide recommended repair, restoration, or replacement solutions with analytical commentary for all Municipal Facilities. See Appendix A.
  - ii. Assist with development and implementation of a long term roof replacement/restoration plan based on priority and funding availability, as outlined in Phase 1 and Phase 2.
  - iii. Assist with development and implementation of an annual roof repair/maintenance program with the option for roof leak repair services.

**B. Agreements**

The City's intent is to retain a consulting firm with qualifications and staff resources necessary to both perform the comprehensive inspections and assessments and develop a long term replacement/restoration program and annual repair/maintenance programs. The initial agreement will cover the services as outlined in Phase 1 and Phase 2. At successful project completion, the City will have the option to enter into an agreement for the services outlined in Phase 3. The Phase 3 agreement will have an initial term of three (3) years with a provision for seven (7) yearly renewals for a maximum of ten (10) years.

### **III. GENERAL REQUIREMENTS**

- A. The consultant's firm, including principals, project managers, and key personnel shall have relevant experience with similar work and shall be competent to perform the services required under this RFP.
- B. The work contemplated is professional in nature. It is understood that the consultant, acting as an individual, corporation, or other legal entity, is of professional status, and is licensed, as appropriate, to perform in the State of Illinois, and shall be governed by the professional ethics of said professions in its relationship to the City of Urbana.

- C. It is understood that all reports, information, or data prepared or assembled by the consultant shall be confidential in nature and shall not be made available to any individual or organization, except the City of Urbana, without the prior written approval of the City of Urbana.
- D. The consultant shall be financially solvent. The City reserves the right to request information to determine solvency.
- E. The consultant shall be responsible for complying with local, state, and federal codes, legislation procedures, and regulations affecting work in their professional area.

## **IV. BID SUBMISSIONS**

Proposals will be evaluated on the basis of all information provided. To evaluate capability for completing the work as outlined in this RFP, each proposal should provide detailed responses to each of the following requirements as listed here:

### **A. Company Overview**

- a. Provide a detailed overview of your company and your understanding of this project.
- b. Proposals shall include a thorough description of your company's ability to provide a multitude of roofing repair and replacement options and the warranties that accompany them.
- c. Proposals shall include a thorough description of your company's ability to provide the service level as outlined in Section II- Scope of work.
- d. Proposal shall include your company's experience with sustainable roofing solutions.

### **B. Experience and Qualifications**

- a. Detail the experience of your firm, including references and similar projects that have been overseen and that are within a 150 mile radius of Urbana, Illinois.
- b. Outline qualifications of all proposed project team members.

### **C. Equal Employment Opportunity and Drug Free Workplace Act**

- a. The City of Urbana will require that each respondent provide certain statistical data concerning employee composition on race, color, job description, and compensation. This information will be reviewed by the City Human Relations Commission to determine compliance with the City's Equal Employment Opportunity ordinance. The respondents shall also comply with the Drug Free Workplace Act. The required forms are included as part of the RFP and must be completed and returned with the proposal.

**Four (4) copies of the submission must be delivered to the address below by 3:00 p.m. on  
Thursday, November 6th, 2014:**

Vince Gustafson, Public Facilities Supervisor  
City of Urbana Department of Public Works  
706 S. Glover Avenue  
Urbana, IL 61802

## **V. SELECTION PROCESS**

City staff will select a consultant utilizing a Quality Based Selection (QBS) process. Critical factors in this selection will include responsiveness of the proposal to this Request for Proposal (RFP); description of approach to the services, relevant project experience, qualifications of the responding firms and principal assigned staff; readiness to undertake the required services; ability to execute an acceptable written contract; and client references. The City reserves the right to reject any or all proposals, and to request written clarification of proposals and supporting materials. The City reserves the right to accept the proposal most favorable to the project after all proposals have been examined and evaluated.

Interviews may be conducted in-person with one or more responsible entities that have submitted proposals in order to clarify certain elements if such information cannot be satisfactorily obtained by phone or via e-mail.

**Questions regarding this RFP should be directed to:**

Vince Gustafson, Public Facilities Supervisor  
Public Works Department  
(217) 384-2342  
[vhgustafson@urbanillinois.us](mailto:vhgustafson@urbanillinois.us)

## Appendix A

Address	Facility Name
400 S. Vine Street	Urbana City Complex
108 E. Water Street	Urbana Civic Center
111 W. Main Street	Urbana Parking Deck
706 S. Glover Avenue	Urbana Public Works
704 S. Glover Avenue	Urbana Storage Facility
1210 E. University Avenue	Arbor Division Facilities
1407 N. Lincoln Avenue	Firestation #3
2103 S. Philo Road	Firestation #2
212 W. Green Street	Reismann Law Office

<p align="center"> <b>CITY OF URBANA</b>  <b>HUMAN RELATIONS DIVISION</b>  <b>400 SOUTH VINE ST.</b>  <b>URBANA, ILLINOIS 61801</b>  <b>(217) 384-2466 (phone); 384-2426 (fax)</b>  <b>terent@city.urbana.il.us</b> </p>	<b>Office Use Only (05/13)</b>	
	<b>Requested by:</b>	<b>Date:</b>
	<b>Approved by:</b>	<b>Date:</b>
	<b>Certification Date:</b>	
	<b>Certificate Expiration Date:</b>	

  

**EQUAL EMPLOYMENT OPPORTUNITY (E.E.O.) WORKFORCE STATISTICS FORM**

**Please complete the sections below as instructed. Failure to properly complete this form may result in a delay or denial of eligibility to bid or do business with the City of Urbana.**

**Section I. Identification**

**1. Company Name and Address:**

Name: \_\_\_\_\_

d/b/a: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone Number(s) include area code: \_\_\_\_\_

Check one of the following

Corporation	<input type="checkbox"/>	Partnership	<input type="checkbox"/>	Individual Proprietorship	<input type="checkbox"/>	Limited Liability Corp.	<input type="checkbox"/>
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FEI Number: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

**2. Name and Address of the Company's Principal Office *(answer only if not the same as above)***

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

**3. Major activity of your company (product or service):** \_\_\_\_\_

**4. Project on which your company is bidding:** \_\_\_\_\_

**5. City of Urbana contact staff assigned to contract:** \_\_\_\_\_



## SECTION II. Policies and Practices

Description of EEO Policies and Practices		YES	NO
A.	Is it the Company's policy to recruit, hire, train, upgrade, promote and discipline persons without regard to race, color, creed, class, national origin, religion, sex, age, marital status, mental and/or physical disability, personal appearance, sexual preference, family responsibilities, matriculation, political affiliation, prior arrest, conviction record, or source of income ?		
B.	Has someone been assigned to develop procedures, which will assure that the EEO policy is implemented and enforced by managerial, administrative, and supervisory personnel? If so, please indicate the name and title of the official charged with this responsibility. Name: _____ Title: _____ Telephone: _____ Email: _____		
C.	Does the company have a written Equal Employment Opportunity plan or statement? Note: If no, a copy of an E.E.O statement is enclosed. <b>You must attach an EEO Statement in order to be considered eligible to do business with the City of Urbana. Questions? (217) 384-2466 or terent@city.urbana.il.us.</b>		
D.	Has the company developed a written policy statement prohibiting Sexual Harassment? <b>You must attach a copy of your company's Sexual Harassment Policy in order to be considered eligible to do business with the City of Urbana.</b>		
E.	Have all recruitment sources been notified that the company will consider all qualified applicants without regard to race, color, creed, class, national origin, religion, sex, age, marital status, mental and/or physical disability, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, prior arrest, conviction record, or source of income?		
F.	If advertising is used, does it specify that all qualified applicants will be considered for employment without regard to race, color, creed, class, national origin, religion, sex, age, marital status, mental and/or physical disability, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, prior arrest, conviction record, or source of income?		
G.	Has the contractor notified all of its sub-contractors of their obligations to comply with the Equal Opportunity requirements either in writing, by inclusion in subcontracts or purchase orders?		
H.	Is the company a state certified minority/women owned business? If yes, please attach a copy of state certification.		
I.	Does the company have collective bargaining agreements with labor organizations?		
J.	Have the labor organizations been notified of the company's responsibility to comply with the Equal Employment Opportunity requirements in all contracts with the City of Urbana?		
K.	Does your company perform construction, rehabilitation, alteration, conversion, demolition or repair of buildings, highways or other improvements to real property? <b>(If yes, please complete Table B.)</b>		
L.	Are you currently seeking to renew an existing or expired Urbana EEO certification? <b>(If yes, you need to complete Table C.)</b>		

### SECTION III. Employment Information

Please complete the company work force analysis on the bottom of this page. Use the number of employees as of the most recent payroll period. **You must complete this form in its entirety, as instructed and submit your organization's (1) EEO Statement and (2) Sexual Harassment Policy in order to be eligible to do business with the City of Urbana. For detailed descriptions of the Job Classifications see attached descriptions.** If minorities and females are currently underrepresented in your workforce, please attach a copy of an explanation of your plan to recruit and hire qualified minorities and females.

**TABLE A – TOTAL CONTRACTOR/VENDOR WORKFORCE**

Job Categories	Overall Totals		White (Not of Hispanic Origin)		Black or African-American (Not of Hispanic Origin)		Hispanic or Latino		Asian or Pacific Islander		American Indian or Alaskan Native	
	M	F	M	F	M	F	M	F	M	F	M	F
Officials & Mgrs												
Professionals												
Technicians												
Sales Workers												
Office & Clerical												
Craft Workers (Skilled)												
Operatives (Semi-Skilled)												
Laborers (Unskilled)												
Service Workers												
<b>TOTAL</b>												
M = MALE, Column B is sum of Rows D, F, H, J and L.												
F = FEMALE, Column C is sum of Rows E, G, I, K and M.												
Date of above Data: _____												

**TABLE B\* – EMPLOYEES TO BE ASSIGNED TO CITY OF URBANA CONTRACT**

Job Categories	TOTAL EMPLOYEES		BLACK EMPLOYEES		HISPANIC EMPLOYEES		OTHER MINORITY EMPLOYEES	
	M	F	M	F	M	F	M	F
Officials & Mgrs								
Professionals								
Technicians								
Sales Workers								
Office & Clerical								
Craft Workers (Skilled)								
Operatives (Semi-Skilled)								
Laborers (Unskilled)								
Service Workers								
<b>TOTAL</b>								

\*Totals included under Table B should be a projection of numbers of persons to be employed in the performance of the City contract.

**For Contractors:**

**Data provided in Table B will be verified by worksite inspections.**

**TABLE C\*\* WORKFORCE TURNOVER SINCE PREVIOUS EEO REPORT**

Job Categories	TOTAL EMPLOYEES SEPARATED		MINORITY EMPLOYEES SEPARATED		TOTAL EMPLOYEES HIRED		MINORITY EMPLOYEES HIRED	
	M	F	M	F	M	F	M	F
Officials & Mgrs								
Professionals								
Technicians								
Sales Workers								
Office & Clerical								
Craft Workers (Skilled)								
Operatives (Semi-Skilled)								
Laborers (Unskilled)								
Service Workers								
<b>TOTAL</b>								

**SECTION IV. Certification**

By signing below, the company certifies that it has answered all of the foregoing questions truthfully to the best of its knowledge and belief and agrees that it/he/she will comply and abide by the City of Urbana's Code of Ordinances (Section 2-119).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Typed Name and Title

\_\_\_\_\_  
Date

**SECTION V. Verification**

**Prior to submitting this form, please check the answers to the following questions to verify your completion of this form:**

1. Did you fill in all of the appropriate boxes in the table in Section III, including the "TOTAL" row?

YES \_\_\_\_\_

NO \_\_\_\_\_

2. Have you enclosed your company's EEO statement?

YES \_\_\_\_\_

NO \_\_\_\_\_

3. Have you enclosed your company's Sexual Harassment policy?

YES \_\_\_\_\_

NO \_\_\_\_\_

# DEFINITIONS OF TERMS LISTED ON THE WORKFORCE STATISTICS FORM

(See previous Page)

## DESCRIPTION OF RACE/ETHNIC CATEGORIES

Race /ethnic designations as used by the Department do not denote scientific definitions of anthropological origins. For the purposes of this report, an employee may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. However, no person should be counted in more than *one* race/ethnic group. The race/ethnic categories for this report are:

**White (Not of Hispanic origin).** All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.

**Black of African-American (Not of Hispanic origin).** All persons having origins in any of the Black racial groups of Africa.

**Hispanic or Latino.** All persons of Mexican, Puerto Rican, Cuban, Central of South American, or other Spanish culture or origin, regardless of race.

**Asian or Pacific Islander.** All persons having origins any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands and Samoa.

**American Indian or Alaskan Native.** All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

## DESCRIPTION OF JOB CATEGORIES

Each employee should be counted in only one job category. Select the category containing the jobs most similar to that performed by the employee. The jobs listed in each category are intended to provide an example, not a complete list, of all job titles falling into that category.

**Officials and managers.** Occupations requiring administrative and managerial personnel who set broad policies, exercise overall responsibility for execution of these policies, and direct individual departments or special phases of firm's operations. Includes: officials, executives, middle management, plant managers, department managers, and superintendents, salaried supervisors who are members of management, purchasing agents and buyers, railroad conductors and yard masters, ship captains, mates and other officers farm operators and managers, and kindred workers.

**Professionals.** Occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background. Includes: accountants and auditors, airplane pilots and navigators, architects, artists, chemists, designers, dietitians, editors, engineers, layers, librarians, mathematicians, natural scientist, registered professional nurses, personnel and labor relations specialist, physical scientist, physicians, social scientist, teachers, surveyors and kindred workers.

**Technicians.** Occupations requiring a combination of basic scientific knowledge and manual skill which can be obtained through 2 years of post high school education, such as is offered in many technical institutes and union colleges, or through equivalent on-the-job training. Include: computer programmers, drafters, engineering aides, junior engineers, mathematical aides, licensed, practical or vocational nurses, photographers, radio operators, scientific assistants, technical illustrators, technicians (medical, dental, electronic, physical science), and kindred workers.

**Sales.** Occupations engaging wholly or primarily in direct selling. Includes: advertising agents and sales workers, insurance agents and brokers, real estate agents, and brokers, stock and bond sales workers, demonstrators, sales workers and sales clerks, grocery clerks, and cashiers/checkers, and kindred workers.

**Office and clerical.** Includes all clerical-type work regardless of level of difficulty, where the activities are predominantly non manual though some manual work not directly involved with altering or transporting the products is included. Includes: bookkeepers, collectors (bills and accounts), messengers and office helpers, office machine operators (including computer), shipping and receiving clerks, stenographers, typists and secretaries, telegraph and telephone operators, legal assistants, and kindred workers.

**Craft workers (skilled).** Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work. Exercise considerable independent judgment and usually receive an extensive period of training. Includes: the building trades, hourly paid supervisors and lead operators who are not members of occupations, compositors and typesetters, electricians, engravers, painters (construction and maintenance), motion picture projectionists, pattern and model makers, stationary hand painters, coaters, bakers, decorating occupations, and kindred workers.

**Operatives (semiskilled).** Workers who operate machine or processing equipment or perform other factory-type duties of intermediate skill level which can be mastered in a few weeks and require only limited training. Includes: apprentices (auto service and stitchers, dryers, furnace workers, heaters, laundry and dry cleaning operatives, milliners, mine operatives and laborers, motor operators, oilers and greasers (except auto), painters (manufactured articles), photographic process workers, truck and tractor drivers, knitting, looping, taping and weaving machine operators, welders and flame cutters, electrical and electronic equipment assemblers, butchers and meatcutters, inspectors, testers and graders, handpackers and packagers, and kindred workers.

**Laborers (unskilled).** Workers in manual occupations which generally require no special training who perform elementary duties that may be learned in a few days and require the application of little or no independent judgment. Includes: garage laborers, car washers and greasers, groundskeepers and gardeners, farmworkers, stevedores, wood choppers, laborers performing lifting, digging, mixing, loading and pulling operation and kindred workers.

**Service workers.** Workers in both protective and nonprotective service occupations. Includes: Attendants (hospital and other institutions, professional and personal service, including nurses aides, and orderlies), barbers, charworkers and cleaners, cooks, counter and fountain workers, elevator operators, firefighters and fire protection, guards, doorkeepers, stewards, janitors, police officers and detectives, porters, waiters and waitresses, amusement and recreation facilities attendants, guides, ushers, public transportation attendants, and kindred workers.

**CITY OF URBANA, ILLINOIS**  
**PURCHASING CERTIFICATION FORM (Rev. 4/06)**

The City of Urbana requires all vendors doing business at the above levels with the City to comply with certain local, state and federal requirements. By signing below, the vendor certifies, that they are familiar with and are in compliance with all of the legislative acts summarized below. False certification on this form, or the failure to fully comply with all of the requirements of these acts, may result in the termination of any contract, debarment from future contacts from either the City of Urbana, State of Illinois or any other governmental agency, and may subject the vendor to other legal actions.

**DRUG FREE WORKPLACE ACT:** An act to create a drug free workplace and prevent the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance by anyone while involved in the performance of a contract for the City of Urbana. (30 ILCS 580/1 et. seq.)

**CERTIFICATION OF COMPLIANCE:** An act to insure that all contracts for goods, services or construction are obtained only through an independent noncollusive submission of offers, the vendor must certify that it is not barred from contracting with any unit of the State of Illinois or any Illinois local governmental agency as a result of any bid-rigging or bid-rotating. (720 ILCS 5/33E 1 et. seq.)

**DELINQUENT TAXPAYERS:** An act to certify that any vendors doing business with the City of Urbana are not delinquent in the payment of any tax administered by the Illinois Department of Revenue. (65 ILCS 5/11-42.1-1)

**SIGNATURES (COMPLETE APPROPRIATE SECTION)**

**INDIVIDUAL** ☐ **PARTNERSHIP** ☐ **CORPORATION** ☐ (check one)

Name of the Business \_\_\_\_\_

Signed By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Phone Number: \_\_\_\_\_

Date \_\_\_\_\_