

**REQUEST FOR PROPOSALS (RFP)**  
**2017 Airport Re-roofing Project – West**  
**August 18, 2017**

**I. SUMMARY**

Montrose County is seeking proposals from qualified firms or individuals to re-roof the West sections of the flat roof at Montrose Regional Airport located at 2100 Airport Road, Montrose, Colorado. This project is anticipated for the fall of 2017. The deadline to submit a proposal is Thursday, September 21, 2017 at 2:00 PM, Mountain Daylight Time (MDT).

**II. RFP PACKAGE CONTENTS**

This RFP package contains the following Exhibits:

- Exhibit A – Aerial View of the Airport Roof
- Exhibit B – Sample Contract (representative sample only)

If a proposer discovers any ambiguity, conflict, discrepancy, omission, or other error in this RFP, the proposer must immediately notify the County of such error and request modification or clarification.

**III. COUNTY CONTACTS**

Questions on this RFP must be submitted in writing as indicated below no later than 2:00 PM, MDT, on Tuesday, September 12, 2017.

Questions should be emailed to:

Technical questions: Ken Norris, P.E. at [knorris@montrosecounty.net](mailto:knorris@montrosecounty.net)

Administrative questions: Jennifer DelTonto at [jdeltonto@montrosecounty.net](mailto:jdeltonto@montrosecounty.net)

**IV. CONSIDERATION FOR AWARD**

To be considered for award proposers must:

- A. Guarantee proposal through project completion and warranty period.
- B. Proposer must be in good standing with the Colorado Secretary of State.
- C. Include completed pages 9 and 10 of this RFP document. Any modification to the RFP will be issued as an Addendum with an Acknowledgment; all Acknowledgments must be signed and returned with the proposal.
- D. Comply with all RFP requirements. Failure to do so may result in disqualification.

- E. Submit one (1) original (marked "Original") and three (3) copies (each marked "Copy") of the proposal package, for a total of four (4).
- F. Seal and label the proposal package: **2017 Airport Re-roofing Project - West Proposal.**
- G. Submit the sealed proposal package to Montrose County, Attention: Ken Norris, 1001 North 2nd Street, Montrose, CO 81401 no later than Thursday, September 21, 2017 at 2:00 PM, our clock. **Late proposals shall not be considered.**
- H. Understand and agree that all proposal material submitted shall become the property of Montrose County and shall not be returned.
- I. Understand, agree, and clearly identify for non-disclosure purposes, any information contained within the proposal that is proprietary in nature or protected by copyright, trademark, or other intellectual property law. Montrose County agrees to maintain confidentiality of such materials to the extent permitted by law, but advises all proposers that the County is subject to the provisions of the Colorado Open Records Act (CORA), C.R.S. 24-72-201, et seq., and cannot therefor guarantee that any materials provided will not be produced in response to a CORA request.

**V. PROPOSAL RECORDING, BASIS OF AWARD & NOTIFICATION**

Proposals will be recorded, but not publicly opened on Thursday, September 21, 2017 at 2:15 PM at Montrose County Facilities Division offices located at 1001 North 2<sup>nd</sup> Street, Montrose, CO 81401.

Contract award will be made on the determination of overall best value, including best roofing solution and the best interests of Montrose County, based on evaluation criteria outlined below, as the County determines in its sole discretion. In reviewing the proposals it receives, the County reserves the right to reject, for any reason whatsoever, any and all proposals, and to waive any informality or irregularity in a proposal. The action to award a contract, in whole or in part is subject to approval by the Board of County Commissioners (BOCC). The submission of a proposal does not in any way obligate the County to enter into an agreement with that proposer.

Award will be made according to the highest vendor score, as recommended by an evaluation committee, with final approval by the BOCC, in its sole discretion. Vendor scores will be based on a maximum of 100 points, using the following criteria:

Cost	50% (50 maximum points)
Qualifications, experience, and overall value	25% (25 maximum points)
Roofing Replacement Warranty	25% (25 maximum points)

Finalists may be selected for interviews, via telephone or in person at Montrose County Facilities Division, 1001 North 2<sup>nd</sup> Street, Montrose, CO 81401. The County reserves the right to

negotiate any aspect of the proposal with finalists to maximize the value of the proposal to the County. Any and all travel costs incurred for interview purposes will be the sole responsibility of the finalists.

It is anticipated that an award will be made within one (1) month of the proposal deadline, or if interviews are conducted, within one (1) month of completion of the interviews. The award will take place during a published meeting of the BOCC. BOCC meetings are open to the public and are advertised on the Montrose County website at [www.montrosecounty.net](http://www.montrosecounty.net). All proposers will be notified of the award decision by e-mail.

Upon award, contract documents will be issued to the successful proposer. If, for any reason, contract negotiations do not result in a final contract with the successful proposer, the County reserves the right to enter into contract negotiations with any other proposer, in its discretion. All contract documents, including insurance certificates and bonds, must be approved by Montrose County prior to the start of the project. **After review and acceptance of the contract documents, a separate Notice to Proceed will be issued after insurance and bonds are approved by Montrose County.**

## **VI. MANDATORY PRE-PROPOSAL MEETING**

Montrose County Representatives will be available to clarify information and answer questions at a MANDATORY Pre-Proposal meeting/roof tour on Thursday, September 7, 2017 at 3:00 PM at the Montrose County Airport, 2100 Airport Road, Montrose, Colorado.

All participants are responsible for their own safety during the roof tour. Questions of general interest will be recorded and written answers will be provided no later than 2:00 PM on Thursday, September 14, 2017 to all who register and attend the mandatory pre-proposal meeting. Failure to attend this mandatory meeting shall result in disqualification from the proposal process.

Questions not asked at the mandatory Pre-Proposal Meeting must be submitted in writing via email to the contacts identified in Section III of the RFP no later than Tuesday, September 12, 2017 at 2:00 PM.

## **VII. PROJECT TIMELINE**

Dates provided are best estimates and subject to change as required.

RFP Documents Available	Friday, August 18, 2017
<b>MANDATORY</b> Pre-Proposal Meeting	Thursday, September 7, 2017 at 3:00 PM
Written Questions Deadline	Tuesday, September 12, 2017 at 2:00 PM
Written Answers Provided	Thursday, September 14, 2017 at 2:00 PM
<b>PROPOSALS DUE</b>	Thursday, September 21, 2017 at 2:00 PM
Interviews, if necessary	TBD
BOCC Meeting – Contract Award	TBD
Project Begins	When Notice to Proceed is given
Project Ends	60 days from date Notice to Proceed is given

## VIII. BACKGROUND INFORMATION

Original construction of the Montrose Regional Airport was completed in 1988. The roof is deteriorating rapidly, resulting in multiple leaks. The East side of the Airport flat roof was replaced in 2016 by Hurst Roofing & Construction 703 Nugget Dr. Fruita, CO using fully adhered 60 mil TPO membrane by Mule Hide Products Co., Inc. with an underlayment of EPS tapered insulation with high density cover board and improved ¼"/ft. positive drainage with drain sumps.

## IX. SCOPE

The scope of work for the Montrose Regional Airport is to re-roof the area outlined on Exhibit A on a **turn-key basis**. The existing membrane and underlayment materials are to be **fully removed** and replaced with a roof having at least a 20-year guarantee. Contractor shall propose a roofing replacement using a TPO system suitable for a flat roof. The roof shall be built up and sloped such that all areas easily drain to fully functioning roof drains. Roof drains, parts of roof drains and drain piping shall be replaced to ensure complete functionality and shall be covered by warranty. **Bids for sprayed foam roofing systems are not acceptable and shall not be considered.** Access to current roof mounted HVAC equipment shall be ensured not to compromise the integrity of the new roof material.

### General

The awarded Contractor shall furnish all labor, equipment, supplies, and materials necessary to complete the scope of work.

This scope of work is for a complete job with all appurtenances fully installed and operable on a "turn-key" basis. The Contractor shall provide and install any other necessary material, equipment, or appurtenances of any kind necessary for a complete, functional, re-roofing job as specified herein.

All work performed under this agreement shall be in accordance with generally accepted, building reroofing practices, and to the satisfaction of Montrose County, the State of Colorado, the Federal Government, and any other agencies or approval authorities having jurisdiction. All applicable codes shall be complied with as well as health and safety laws, rules and regulations.

The Contractor shall become familiar with the Airport roof, and all readily available information about the building, and shall make as many site inspections as necessary to thoroughly understand the re-roofing project. Any additional site visits, beyond the mandatory pre-bid meeting, shall be pre-arranged and scheduled through the individuals specified in Section III and are to take place during normal business hours (Monday - Friday from 7AM-5PM) without disrupting daily business operations.

The Contractor shall arrange any necessary inspections for the work, including any required by governmental agencies or other agencies having jurisdiction.

The Contractor understands that he/she is an independent contractor, not a Montrose County employee, and assumes full responsibility for payment of required sales or use tax, permits, royalties or license fees. The Contractor is responsible for the work and conduct of his/her employees and subcontractors and agrees to comply with Colorado Revised Statutes (CRS) 8-

17.5-101, which prohibits the use of illegal alien labor on public contracts, and shall comply with the provisions of CRS 8-17-101 and 102 providing for use of Colorado labor in the project.

Prior to commencing work, the Contractor must provide evidence of insurance (see Section XII, Indemnification and Insurance.)

Prior to commencing work, the Contractor must provide a bond in the amount of the awarded bid to the benefit of the County.

Permitting

All permits for the re-roofing, if required, shall be acquired and paid for by the Contractor.

**ADDITIONAL REQUIREMENTS**

**All** employees working on the air side of operations shall have a Montrose Regional Airport **Security Identification Display Area (SIDA)** identification badge or be escorted by a SIDA badge holder at all times during the work. Escorts must remain in close proximity to un-badged personnel at all times. SIDA badges cost \$60 each and take approximately 7-10 business days to secure. For complete badging information, please see <http://www.montrosecounty.net/692/SIDA-and-AOA-Badge-Identification-Require>.

The Contractor must comply with all applicable city, county, state and federal regulations, and perform the work in a professional, workmanlike manner.

**X. SPECIFICATIONS**

General requirements for the Airport West Side Re-roofing Project shall include, but not be limited to, the following:

- A. The re-roofing material and procedure shall be subject to County approval prior to starting any work.
- B. All demolition and new construction shall be done by the Contractor.
- C. The Contractor shall be responsible for trimming or removing any trees, shrubs, or other vegetation that block Contractor's access to roof sections.
- D. If the Contractor proposes any roof design changes and/or cost reduction measures, the Contractor shall call them out in the proposal as an "Alternate" with a detailed explanation.
- E. All roof drains shall be cleaned, operable and sealed (leak free) during the re-roofing process. Drains shall be replaced by the Contractor and included in the proposal. Any defective fascia shall be replaced and included in the proposal.
- F. The roof shall be sealed between the roofing and flashing.
- G. If new crickets are needed, they shall be identified in the proposal and included in the proposal price.

- H. Contractor shall be responsible for keeping the jobsite clean and free of trash at all times, since foreign material on the airfield is extremely hazardous to aircraft. Contractor shall use a chute from the roof to the trash receptacle to avoid debris from escaping onto parking areas and the airfield.
- I. Contractor shall keep the site clean during demolition and construction and shall leave a clean site after completion of re-roofing. Dumpsters and/or trash removal services shall be provided by the Contractor, at Contractors expense, for refuse and shall be included in the proposal.
- J. Contractor shall provide portable restrooms, at Contractors expense, for the construction workers.
- K. Contractor shall perform the work between the hours of 7:00 AM and 5:00 PM, Monday through Friday. Other times are subject to the approval of the County and must be scheduled through the County contacts identified in Section III of the RFP prior to any deviation of the work hours outlined in this section.
- L. The workforce and subcontractors, to the extent practicable, are preferred to be from Montrose County. Subcontractors and workforce personnel in key roles must be approved by the County. Any changes in workforce personnel or subcontractors must be reported to the County and approved in advance. Contractor shall comply with the requirements of Colorado Revised Statutes 8-17-101 and 8-17-102 for employment of Colorado labor for all work performed on this project.
- M. The conditions of service for this re-roofing shall be the ambient weather at the Airport Building. This includes, but is not limited to, temperatures, rain intensity, snowfall, ice buildup, and wind conditions. The Re-roofing project shall be designed and installed to accommodate these local conditions on a long-term basis.
- N. HVAC access shall be provided for and the design and/or materials used shall be warranted to include HVAC access.

## **XI. DELIVERABLES AT COMPLETION OF CONSTRUCTION**

The Contractor shall provide three (3) copies of the manufacturer's information, including warranty information, on all re-roofing materials.

The Contractor shall have the completed roof inspected by a manufacturers' representative and obtain a certificate of warranty for no less than 20 years. Contractor shall notify the Owners Representative of the date and time of the inspection so they can be on-site during the inspection process.

## **XII. INDEMNIFICATION AND INSURANCE**

Indemnification: The Contractor must agree to hold harmless Montrose County, its elected officials, officers, and employees from any claims as a result of the Contractor's negligence.

Insurance: The Contractor and subcontractors must purchase and maintain, at their own cost, primary insurance(s) with the minimum coverage limits described below. The insurance(s) must be with insurers and formats acceptable to Montrose County, covering all premises (to include an all-risk Builder's Risk policy) and operations, and in force from the beginning of the project through the warranty period. The Contractor will be responsible for any deductible losses required in its insurance(s).

### Professional Liability

- one million dollars (\$1,000,000) each occurrence
- one million dollars (\$1,000,000) aggregate

### Commercial General Liability

- combined single limits of one million dollars (\$1,000,000) each occurrence
- one million dollars (\$1,000,000) aggregate

Coverage must include bodily injury, broad form property damage (including completed operations), personal injury (including coverage for contractual and employee acts), blanket contractual, independent contractors, products, and completed operations. The policy must also contain a provision for severability of interests.

### Contractor Liability

- one million dollars (\$1,000,000) each occurrence
- one million dollars (\$1,000,000) aggregate

### Employer's Liability Insurance

- six hundred thousand dollars (\$600,000) each accident
- six hundred thousand dollars (\$600,000) disease - policy limit
- six hundred thousand dollars (\$600,000) disease

Worker's Compensation (evidence of qualified self-insured status may be substituted)

- in an amount according to applicable laws for Contractor's employees

### Comprehensive Automobile Liability – bodily injury and property damage

- combined single limits of six hundred thousand dollars (\$600,000) each occurrence
- six hundred thousand dollars (\$600,000) aggregate

Coverage shall be for each owned, non-owned or hired Contractor vehicle (including employee-owned vehicles) used for the project and shall also contain a provision for severability of interests. Montrose County, its elected officials, officers and employees must be named on the certificate as additional insured.

Certificates of insurance must be received and approved by Montrose County prior to the beginning of Contractor services. Certificate(s) must identify the project and indicate that cancellation, termination or material change to the policy will not occur without 30 days prior written notice to the County. If asked, the Contractor must provide a certified copy of any policy and/or endorsement. Should the Contractor fail to purchase or maintain insurance(s) as required,

the County may either terminate the contract or purchase the required insurance and recover the cost from the Contractor.

The County reserves the right to approve variations in the above insurance coverage's.

### **XIII. WARRANTIES**

The Contractor shall warrant that the work will be performed in a professional manner and that the work and materials shall be guaranteed for a minimum of 20 years, commencing at project completion. If the Contractor is notified to perform warranty work after project completion, the Contractor shall acknowledge notification and contact the County representative within twenty-four (24) hours to schedule the work. Warranty work shall be performed at no additional cost to the County. The Contractor shall have the completed roof inspected by a manufacturers' representative and obtain a certificate of warranty for no less than 20 years.

### **XIV. COMPENSATION**

Payment will be issued to the Contractor within forty-five (45) days of completion and receipt of an acceptable invoice. The invoice must reference the Re-roofing project and provide a breakdown by task, materials, equipment, and hours. Payment is contingent upon inspection and acceptance of the work by Montrose County.

### **XVI. PROPOSAL REQUIREMENTS**

All proposals shall include the following:

- A Statement of Qualifications for the Contractor, including, but not limited to:
  - Number of years in the roofing industry
  - Description of the Contractor's commercial re-roofing projects in Colorado of similar size, scope and function, performed within the past 5 years, to include:
    - Name of owner of installation, telephone number, and contact person for the above item
    - Name and experience of Superintendent for project
- Detailed description of materials proposed and re-roofing process. Proposal shall include brand names, cut sheets, brochures, and Material Safety Data Sheets (MSDS) as applicable.
- Completed/signed forms provided on RFP pages 9 AND 10
- Signed acknowledgement forms/addendums if any were issued during the RFP process
- A SEALED proposal for the scope of work outlined above including one (1) original and three (3) copies.

**2017 Airport Re-roofing Project – West**

**XVII. PROPOSER SUPPLIED INFORMATION**

**Proposer Name** \_\_\_\_\_

**Proposer Address** \_\_\_\_\_ **Phone #** \_\_\_\_\_

**Proposer Email Address** \_\_\_\_\_

Flat Roof Material Manufacturer \_\_\_\_\_

Flat Roof Material Type / Description \_\_\_\_\_

Warranty Period Supplied by Manufacturer \_\_\_\_\_

Underlayment Type \_\_\_\_\_

Other General Comments \_\_\_\_\_

**XVIII. PRICING AND SCHEDULE SUMMARY**

**Proposer Name** \_\_\_\_\_

Pricing shall be firm and shall include all expenses, charges, fees, price escalation, and any other costs, and shall be on a turn-key basis.

**MONTROSE REGIONAL AIRPORT**

	<b><u>Price</u></b>	<b><u>Time to Complete From Notice to Proceed</u></b>
<b>Bid</b>	\$ _____	_____ Months

**XIX. ACKNOWLEDGMENT**

The undersigned, having carefully read and considered the Request for Proposals for the 2017 Montrose County Airport Re-roofing- West Project, does hereby offer to perform such services on behalf of the County of Montrose, in the manner described and subject to the terms and conditions set forth in the Request for Proposals.

The undersigned gives permission for Montrose County to contact business references provided in this proposal, and any others for whom the undersigned has performed work.

The undersigned further states that this proposal is made in good faith and is not founded on, or in consequence of, any collusion, anti-competitive agreement or other type of anti-competitive activities between themselves and any other interested party, in restraint of free competition.

Contractor Business Name/Address \_\_\_\_\_

Authorized Representative's Signature \_\_\_\_\_

Authorized Representative's Title \_\_\_\_\_

Date \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

**PAGES 9 – 10 MUST BE COMPLETED AND RETURNED WITH PROPOSAL**