

NASHUA SCHOOL DISTRICT REQUEST FOR PROPOSALS ROOFING ASSESSMENT & CONSULTING SERVICES

General: The Plant Operations Department of the Nashua School District (NSD) is soliciting proposals from qualified firms for work related to the assessment of school roofing systems, and the subsequent preparation of design documents and roofing contract administration. The purpose of this work is to assist in the process of timely roofing system replacements. The work will begin with an assessment of the Fairgrounds Middle School Roof.

Scope: This contract is organized into three parts: Part I, School Roof Assessments; Part II, Design Drawings and Specifications; and, Part III, Contract Administration.

Part I, School Roof Assessments

1. The contractor shall visit and conduct an assessment of school roofing systems at district schools and facilities as requested by the school administration. Plant Operations records indicate the following history of roof installations:

- a. Amherst St Elementary - Majority of roofing systems installed in 1999. Older section of school was replaced in 1989.
- b. Bicentennial Elementary - Entire roof replaced in 1997
- c. Birch Hill Elementary - Entire roof replaced in 1993.
- d. Broad St. Elementary - Entire roof replaced between 2014 and 2015.
- e. Charlotte Ave. Elementary - Portions of roof replaced in 1982, 1990, 2002 and 2011.
- f. Dr. Crisp Elementary - Entire roof replaced in 2014.
- g. Fairgrounds Elementary - Portions of roof replaced in 1990, 1999 and 2011.
- h. Ledge St. Elementary - Portions of roof replaced in 1982, 1990 and 1991 and 2012
- i. Main Dunstable Elementary - Entire roof replaced in 1993.
- j. Mt. Pleasant Elementary- Entire roof replaced in 2007, except (ballasted) gym roof.
- k. New Searles Elementary - Portions of roof replaced in 1991, 1995, 2009 and 2015
- l. Sunset Heights Elementary - Entire roof replaced between 2015 and 2016.
- m. Elm St. Middle School - Sections of roof range in installation from 1982 to 2015.
- n. Fairgrounds Middle School - Portions of roof replaced in 1989, 1993, 1997 and 2015.
- o. Pennichuck Middle School - Original roof installed in 1988. Shingled areas replaced in 2001. Flat roofs above gym, café and technology wing replaced in 2005.
- p. Nashua High School North – Original roof installed in 2002.
- q. Nashua High School South – Original roof installed in 2004.

- r. Berard Masse School Administration Building - Original roof installed in 1991. Sections of shingled roof replaced since, including the entire front area in 2014.
- s. Plant Operations Complex - Roof above office, trades area and warehouse were replaced in 2015.
- t. House Carpentry Building – Entire shingled roof was replaced circa 2008.

Information on roofing system warranties and available history of roof leaks will be made available to the firm which wins the bid for this work.

2. Report and Recommendations – As requested, the contractor shall prepare a letter report, listing for each of the locations above:

- a. The history of roofing installations and warranties in place;
- b. An assessment of the roofs' condition;
- c. A recommended replacement schedule for each of the roofs;
- d. A recommended roofing replacement type for each of the roofs, and suggested length of warranty(s);
- e. A cost estimate for the recommended roofing system, to include:
 - (1) Estimate for engineering drawings and specifications;
 - (2) Estimate for roofing system installation; and
 - (3) Estimate for contract administration.

Part II, Engineering Drawings and Specifications

After reviewing the contractor's reports and recommendations, it is the intention of the NSD to implement those for which adequate funding is available. On a project-by-project basis, the NSD will direct the contractor to proceed with preparation of the engineering drawings and specifications.

Part III, Contract Administration

After award of the roofing system installation contract, the contractor shall monitor the work to ensure the installation: (a) is conducted as designed, (b) is conducted according to code, and (c) invoices are accurate and appropriate given the work completion rate.

Period of Performance: The period of performance for this contract shall be for five years.

Note: NSD has tentatively scheduled the replacement of a portion of the Fairgrounds Middle School roof for the summer of 2017. In order for this work to be conducted during summer break (June 15th to approximately August 24th), the assessment for this school should be conducted first. NSD will likely direct the contractor to develop the engineering drawings and specifications in time for a bid solicitation date of March 15th.

Qualification of the Firm: Proposals must include the following information:

1. A general profile of the firm, including location of the office from which the work will be accomplished and types of activities conducted by the firm.
2. The firm's experience in assessing existing roofing systems and components, and in designing school roofing systems.
3. Key personnel who will be working on this project and their qualifications, education and experience.
4. Names, addresses and phone numbers of clients for whom related projects have been conducted in the past five years.
5. The name, address and phone number of the firm and the contact person for this proposal.

Note: If any portion of this contract is subcontracted by the principal firm (e.g., the existing roofing assessments), the above information must be provided for the subcontractor as well.

Proposal Due Date: No later than 2pm on Friday, November 18, 2016. Proposals must be mailed or hand-delivered with original signatures. Exterior envelopes must indicate "Roofing RFP". No faxed submissions will be accepted.

Contract Award: Award of this contract shall be based on (a) qualifications of the firm and (b) price. Please fill out Appendix B (Quote Sheet) to provide costs of services.

General Terms and Conditions: See Appendix A

NSD Point of Contact: For further information or clarifications please contact Shawn Smith, Director of Plant Operations, at (603) 589-2780, or via email at smithsha@nashua.edu.

APPENDIX A

GENERAL TERMS AND CONDITIONS

Any exceptions to these general terms and conditions stated elsewhere in this Invitation to Bid shall prevail.

I. Bid Specifications

References to brand names or model numbers are intended only to establish a minimum standard of quality. Unless otherwise stated, such references shall not restrict submissions which include other brand names or model numbers.

Any inability to comply with the conditions or specifications outlined in the Invitation to Bid must be clearly stated in the bid.

Bidders who find discrepancies in the specifications or are in doubt with regard to any part of a specification shall immediately notify the District. If it is deemed necessary, an addenda to the Invitation to Bid will be issued to all bidders by mail or fax. The District will not be responsible for any oral instructions.

The City of Nashua supports the concept of purchasing products which are biodegradable, can be or have been recycled, or are environmentally sound. Due consideration will be given to the purchase of such products. If you are bidding on any such products which qualify, please so indicate in a cover sheet by item number and description.

II. Charges

No charges will be allowed for federal, state, or municipal sales and excise taxes, as the Nashua School District is tax exempt.

All charges are to be firm net prices, and are to be F.O.B. destination, including charges for delivery and placement.

The Nashua School District reserves the right to purchase additional items at the per unit price quoted by the successful bidder for a period of one year from the date of the bid opening.

III. Terms and Conditions of Bid

The Nashua School District reserves the right to waive all formalities and reject any and all bids when it is in the best interest of the District to do so.

To be eligible for an award, a bidder must be deemed "responsible". A responsible bidder 1) has the ability, capacity and skill to provide the goods or services required; 2) can provide the goods or services within the time frame specified; 3) has a satisfactory record of integrity, reputation, judgment and experience; 4) has sufficient financial resources to provide the goods or services; 5) has an ability to provide future maintenance and support as required; and 6) has developed a positive track record with the City of Nashua to the extent the bidder has previously provided goods or services.

From time to time the District may, because of critical time frames, solicit bids prior to approval of the fiscal year operating budget or formal award of special revenue funds actually funding the bid purchase. The award of a bid is always contingent upon the availability of such funding.

The submission of a bid constitutes the bidder's acceptance of and agreement to the terms and conditions of this Invitation to Bid.

All bids will be firm and binding for sixty days from the date of the bid opening.

IV. Submission and Opening of Bids

All bids receiving consideration must be submitted in sealed envelopes, clearly identified as directed by this Invitation to Bid, and delivered to the Plant Operations Office located at 38 Riverside Street, Nashua, NH 03062 by the date and time specified in this Invitation to Bid.

All bids will be opened in public, and the contents of the bid will be placed in the public domain and be open to inspection by interested parties, either at the time of bid opening or by appointment thereafter.

Samples when required shall be furnished free of charge and must be tagged with the bidder's name and bid identification. Samples not used or destroyed in testing will be returned to the bidder at his/her request and expense.

V. Compliance with Applicable Laws and Regulations

All goods or services furnished must comply with all applicable federal, state, and local laws, codes and regulations.

Material Safety Data Sheets are required for all products containing one or more toxic substances in accordance with the New Hampshire "Worker's Right to Know Act" (Chapter 277-a). Award of the bid to the successful bidder is contingent on the bidder supplying 20 copies of the Material Safety Data Sheets to allow for postings at all potential District locations.

VI. Hold Harmless Provisions

The winning bidder must agree to defend, hold harmless, and indemnify the City of Nashua, its officers, agents and employees against all claims or injuries to any person or firm arising out of the actions of the bidder, its officers, agents, or employees in providing services or goods in connection with this bid award.

VII. Default

Should any goods or services furnished by the bidder under a contract or purchase order fail to conform to the specifications contained herein or to a sample submitted by the bidder, the District may reject the goods or services. In such an event, the bidder shall be instructed to remove any goods or cease providing services at no cost to the District, and replace them with goods or services conforming to the specifications and samples.

Should the bidder default in the performance of the foregoing paragraph, the District reserves the right to purchase the goods or services from other sources, and to hold the bidder responsible for any excess costs occasioned to the District thereby.

VIII. Conflict of Interest

Any bidder who believes a conflict of interest may exist in responding to the Invitation to Bid shall so state that conflict as part of the bid submission. The District reserves the right to reject said bid based on its conclusion that a substantive conflict exists.

**APPENDIX B
QUOTE SHEET
ROOFING SYSTEMS SERVICES**

Part I, Base Bid (Assessments, Report and Recommendations):

a. Fairgrounds Middle School: \$ _____

Part II, Engineering Drawings and Installation. List your architectural/mechanical engineering services fee as a percentage of the project construction estimates (fee to include all expenses which will be charged for projects awarded). If you have a sliding scale based on the construction estimates, please provide this information on a separate page.

_____ %

Part III, Miscellaneous Consulting Services. List your hourly fee for providing consulting services on issues not covered under Part I or II. This information can be provided on a separate page.

\$ _____ /hour

Print Name of Responsible Company Official: _____

Signature of Responsible Company Official: _____

Date: _____

Phone Number: _____

Fax Number: _____

Email Address: _____