

NOTICE
(RFQ # 2024-016)

The City of Mercedes is requesting sealed Requests for Proposals (RFP) from qualified individuals/firms to provide **ROOF REPAIR, REPLACEMENT AND RELATED SERVICES**. Qualified applicants are invited to submit qualifications and proposals for the provision of these services. In order to be considered, proposals must address each of the requests for information included in this document.

All addenda, notices, additional information, etc. will be posted on the City of Mercedes website at www.cityofmercedes.com.

One (1) original copy of the proposal and one (1) electronic copy must be sealed and returned to the City of Mercedes, City Hall, no later than **3:00 p.m. CST on Wednesday, July 3, 2024**, to the attention of:

City Manager
Mercedes City Hall
400 S. Ohio Ave.
Mercedes, TX 78570

All proposals must be clearly marked with "RFQ 2024-016 – Roof Repair, Replacement & Related Services." Proposer is responsible for delivery of response by the date and time set for the closing of the proposal acceptance. Responses received after the date and time set for the closing will not be considered.

The City of Mercedes reserves the right to reject any and all proposals and waive informalities in proposals received.

All inquiries concerning the RFQ must be made in writing and addressed to the address or email address listed below, with e-mail being the preferred method.

City of Mercedes
Joselynn Castillo
City Secretary
400 S. Ohio Ave.
Mercedes, TX 78570
Phone: 956-565-3114
Email: jcastillo@cityofmercedes.com

Joselynn Castillo
City Secretary

CITY OF MERCEDES REQUEST FOR QUALIFICATIONS

RFP NUMBER # 2024-016

RFP TITLE: Roof Replacement, Repairs & Related Services

DATE DUE: JULY 3, 2024

DUE NO LATER THAN 3:00 P.M.

RFQs will be opened at the CITY OF MERCEDES CITY HALL, 400 S. Ohio Ave. Mercedes, Texas. on July 3, 2024 at 3:00 p.m. (as per City Secretary's time clock) on deadline due date.

RFQs received later than the date and time above will not be considered.

Please return RFQ **ORIGINAL (marked "ORIGINAL")** and an **electronic (PDF format file only)** of your proposal for review by evaluation committee in a sealed envelope. Be sure that return envelope shows the RFP Number, Description and is marked "RFQ 2024-016 – Roof Replacement, Repair & Related Services".

RETURN RFP TO:
by U.S. mail or delivered to the office of the City Manager.,
Mercedes City Hall
400 S. Ohio Ave.,
Mercedes, Texas 78570.

For additional information, clarifications and/or questions or to request addendum please contact: Joselynn Castillo at jcastillo@cityofmercedes.com.

YOU MUST SIGN BELOW IN INK. FAILURE TO SIGN WILL DISQUALIFY THE OFFER. All prices must be typewritten or written in ink.

Company Name: _____

Company Address: _____

City, State, Zip Code: _____

Telephone No. _____ Fax No. _____ e-mail _____

Historically Underutilized Business (State of Texas) Certification VID Number:

Print Name: _____ Signature: _____

How did you find out about this RFQ? _____ (ex: Newspaper, Web, Mail)

Is Proposer's principal place of Business within CITY OF MERCEDES? Yes - No

(Your signature attests to your offer to provide the goods and/or services in this RFQ according to the published provision of this bid. When an award letter is issued, this RFQ becomes the contract. If an RFQ required specific Contract is to be utilized in addition to this RFQ, this signed RFQ will become part of that contract. When an additional Contract is required, an RFQ award does not constitute a contract award and RFQ / Contract is not valid until contract is awarded by City Commission (when applicable), signed by City Manager and purchase order is issued.)

City of Mercedes
Request for Proposals
Roof Replacement, Repairs and Related Services
Instructions to Interested Respondent

1. GENERAL SCOPE OF SERVICES

- a. The City of Mercedes seeks to contract with a library of qualified Vendors to perform roof replacement, repairs, and related services throughout the City on an as needed basis.
- b. Work may include but is not limited to the following
 - Roof Replacement;
 - Roof Repair: Patching, Flashing, gutters, downspouts, gravel stops, coping, pipe collars, dormers, vents, horizontal panels, nailers, insulation, decking, roof hatches etc.;
 - Cleaning;
 - Coating/Sealing/Waterproofing;
 - Removal and reinstallation of appurtenances;
 - Any other work associated with roofing services; and
 - Emergency Services

2. DETAILED SCOPE OF WORK

- a. Vendor shall furnish all necessary permits, labor, equipment, materials, supervision, tools, services and all related incidentals required to perform all work necessary; including but not limited to replacement, maintenance, repair, and/or emergency repair services of a wide range of projects throughout the City. The requirements outlined herein are intended as an aid to acquaint the Vendor with what could be required to execute the work on this Agreement.
- b. All new roofing materials shall be installed per manufacturer's specifications in order to maintain all warranties.
- c. All work shall be done in accordance with all State and Local law, requirements, and codes.
- d. All work (including repair work) shall have a five (5) year workmanship guarantee by the Vendor starting on the date of completion.
- e. Vendor shall be able to respond within twenty-four (24) hours to regular work/project requests, and provide quotes within five (5) business days.
- f. Vendor shall be responsible for removing, reinstalling and/or protecting smoke/duct detectors, if equipped.
- g. Vendor shall take all necessary precautions to ensure that no damage is done to the existing structure during the work, including any steps needed to protect the structure should inclement weather develop before work is complete.
- h. All work shall include the removal and disposal of all materials in connection with a specific project.

- i. Vendor shall thoroughly clean the work area daily and upon completion of a project, including sweeping the area with a magnet to remove any nails/hardware that may have been dropped during the work.
- j. Vendor shall be responsible for all incidentals necessary to complete the work.

3. ROOFING SYSTEM CRITERIA

- a. The types of Roofing Systems included in this Agreement shall consist of, but are not limited to the following:
 - Metal/Metal 5V/Metal Standing Seam,
 - Insulated Aluminum Panel,
 - Aluminum Pan,
 - Smooth Modified/ Granular Modified,
 - Bituminous single ply
 - Shingle 3 tab/ Shingle Dimensional ,
 - Coating,
 - Concrete/ Lightweight Concrete,
 - Phenolic Insulated,
 - Polysol IPO,
 - Tapered Foam,
 - Perlite Insulated,
 - Wood/Metal/Concrete Deck,
 - Built up/Multi Layer (BUR),
 - Single Ply membranes, and
 - Thermoplastics.

SUBMITTAL REQUIREMENTS & EVALUATION CRITERIA

1. SUBMITTAL REQUIREMENTS & EVALUATION CRITERIA

- 1.1 Interested firms shall include the following information in their submittal responses to this solicitation. The following format and sequence should be followed in order to provide consistency in the firm's responses and to ensure each proposal receives full consideration. Use 8 ½ x 11 sheet pages only with minimum font size of 10 points and with tabs or section dividers to separate sections as defined below. More than one section is permitted on one page unless otherwise indicated below. Undesignated information shall be inserted at the rear of each package. Place page numbers at the bottom of every page, excluding dividers. Proposal documents should not contain links to other web pages; such links will not be reviewed for evaluation purposes.
- 1.2 Submittal package may not exceed **10 pages** printed single-sided; **page restriction excludes required forms found herein and dividers. PLEASE INCLUDE PAGE TABS/SECTION DIVIDERS** so that those evaluating your submittal can easily compare each section with others that are submitted. If any of the information provided by the Proposer is found to be, in the sole opinion of the Evaluation Committee and Procurement Management Director, substantially unreliable their proposal may be rejected.
- 1.3 Proposers shall submit one (1) original hard copy (clearly marked as such) and one (1) electronic version(s) on a USB flash drive set(s) containing the proposal submittal in an unlocked PDF format. The City may request specific files be submitted in specialty format (IE: Provide a Project Timeline in Excel format.) Vendor shall accommodate such specialty requests as stated within the submittal requirements describe herein. Should files not be provided in the format or quantity as requested Vendor may be deemed Non-Responsive and therefore ineligible for award. In case of any discrepancies, the original will be considered by the City in evaluating the Proposal, and the electronic version is provided for the City's administrative convenience only. Limit the color and number of images to avoid unmanageable file sizes.

COVER PAGE: Introduction

- Project RFP Number & Name
- Firm's Name & Address
- Firm's Contact Person & Information (phone, fax and email address)
- How many years has Proposer been in business under present name?
- Under what other former names has your organization operated?

Cover Page: Introduction does NOT count towards page restriction requested herein.

TAB 1: Qualifications of Firm

- Provide a description of your firm, your firm's experience, and underlying philosophy in providing the services as described and requested herein. Description should include details such as: abilities, capacity, skill, strengths, number of years, location of office(s), as well as MBE, WBE, DBE, VBE or similar status, and recent, current, and/or projected workload, etc.
- Provide a list of all roofing system/products for which the firm is currently a qualified manufacturer approved installer.

- In a concise statement describe the firm's experience, expertise, ability to perform the required tasks while maintaining costs and scheduling, as well as how long the firm has been in the commercial roofing industry.

TAB 2: Company Relevant Experience & Reference

- Provide details of a maximum of three (3) projects showing experience in permitting and construction of commercial roofing systems. Details for each project example provided should include:
 - Project Name
 - Project Address
 - Customer Name
 - Customer Contact Information
 - Point of contact Name, Phone, and Email
 - Brief description of work provided.
 - Initial costs of work
 - Final costs of work
 - Number of change orders
 - Total completion time (From Notice to Proceed to Final Invoice payment)
- Provide at least one project where the firm has permitted and constructed at least one of the following roof systems: ○ Metal/Metal 5V/Metal Standing Seam, Insulated Aluminum Panel, Aluminum Pan, Smooth Modified, Granular Modified, FiberTite or other single ply kee-roof systems, Concrete, Lightweight Concrete, Phenolic Insulated, Polyisolsns, Tapered Foam, Perlite Insulated, Wood Deck, Metal Deck and Concrete Deck.
- Provide a statement of understanding that your firm recognizes the City reserves the right to evaluate the proposing Firm on their past performance and prior dealings with the City of Mercedes (i.e., failure to meet specifications, poor workmanship, late delivery, etc.) as part of their experience criteria.

TAB 3: Firm Plan of Approach

- Provide a detailed Plan of Approach that explains how your firm intends to comply with and meet the anticipated deliverables as detailed within this solicitation.

TAB 4: Personnel

- Provide a detailed description of the firm's **specific** project management team, inclusive of sub-Consultants anticipated to be utilized, that will be assigned to the City of Mercedes contract. Identify the roles and responsibilities of the primary team members as they pertain/apply to the Project Approach and include details that demonstrate individual's knowledge and understanding of the types of services to be performed as well as previous experience in similar or related work.
- Firm must identify staff member that will serve as Project Director that shall be authorized and responsible to act on behalf of the Consultant with respect to directing, coordinating and administering all aspects of the services to be provided and performed.
- Provide a statement acknowledging your firm's understanding that the project management team/key team members assigned to the City of Mercedes contract, as described above, shall not be substituted without the expressed permission of the City of Mercedes.

- Provide resumes, licensure, and certifications of proposed **specific** project management team, inclusive of sub-Consultants anticipated to be utilized, to be assigned to the City of Mercedes contract.

Resumes are not included within page restrictions, but should be limited to one (1) page per person.

**Firms are encouraged to submit valid copies of MBE, WBE, DBE, VBE or similar certifications for adequate committee consideration."*

TAB 5: Required Forms

- Forms 1- 9
- Letter of Bondability