

# Request for Proposals, Roofing Repair and Overlay Project, Port of St. Helens McNulty Business Park

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*Columbia City, Oregon*

*May 2013*

## **Purpose**

The Port of St. Helens, a municipal corporation and port district of Oregon, requires roofing repair and overlay for one of its commercial buildings, and is requesting proposals, complete with cost quotes, from interested firms. Such firms need to be experienced and knowledgeable in roofing systems, repair, and replacement.

## **Submittal Procedures**

Your proposal may be submitted by e-mail, surface mail, or hand-carried to the appropriate address below (fax submittals will not be accepted):

By e-mail: to [allison@portsh.org](mailto:allison@portsh.org)

By mail:  
Port of St. Helens  
ATTN: Craig Allison  
P.O. Box 190  
Columbia City, OR 97018

For personal delivery:  
Port of St. Helens  
ATTN: Craig Allison  
100 E Street  
Columbia City, OR

***Deadline for submission: June 14, 2013 at 5:00 PM***

## **Inspection Procedure**

Visitors may view the exterior of the building unescorted; those wishing to get up on the roof must be escorted (see below for the address). Please contact Randy Barnes (503-369-0856), between 7:00 and 3:30, Mon.-Fri. for escort or other information and directions for visiting the site. The sites may be inspected between 8:00 and 3:00, Mon.-Fri. Visitors are not to interfere with the tenant's activities in any way. Potential bidders inspecting the property do so at their own risk.

## **Submittal Requirements**

Contractor should address the criteria stated below, provide a summary of their experience and qualifications, and include at least three business references including

visitable site information. References for jobs most closely related to the scope of work specified in this RFP will be weighted most heavily. **Contractor to include earliest anticipated start date and expected project duration.**

## **Selection Procedure**

Responses to this RFP will be accepted from all qualified firms or joint ventures, and will be considered equally. Port staff will evaluate the proposals and determine the most qualified bidder, based on factors including (but not limited to) cost, quality, service and support, product or system reliability, and proposer qualification and experience. Upon completion of that process, the preferred bidder will be recommended for approval to the Port Commission, which will make the final selection. All applicants will be notified of that decision.

This RFP may be modified or Addenda issued at any time during the process. Additionally, the Port reserves the right to reject any and all submittals. Incomplete submittals will not be considered.

## **Tasks**

**Required Services – General:** Working with Port staff, the firm will be responsible for permitting, cleaning, loose fastener repair, substrate installation, roof overlay processes, additional repair work, and disposal/cleanup as required for the roof of the following structure:

**35863 Industrial Way, St. Helens, OR 97051:** Metal building with shallow pitch metal shed roof and adjacent lower sloped roof; total of 6,800 sq. ft.

**Desired Method:** Thermoplastic (PVC) Membrane system

**Warranty:** 20 years

## **Specific Tasks and Project Scope:**

**As a required part of the submittal, mark each box signifying that you have read the service and will be able to provide it. Contractor will:**

Project Preparation:

- a) ☐ Perform a pre-job meeting to determine jobsite logistics, establish safety requirements, coordinate staging areas, and minimize impact on tenant.
- b) ☐ Furnish a proposed construction schedule.
- c) ☐ Furnish and install proper safety equipment, protective devices, and ground warning lines.

- d) ☐ Supply the necessary permits for the project.
- e) ☐ Make provisions for any material removal and disposal as needed.

Surface Preparation:

- a) ☐ Clean the surface; scrape and remove any loose debris, old coatings, or previous repairs in the proposed areas, as needed.
- b) ☐ Inspect existing structural deck, and repair or replace as needed to provide suitable substrate.
- c) ☐ Remove and recycle (as able) existing drip edging and other sheet metal.

Insulation/Underlayment Installation:

- a) ☐ Furnish and install suitable insulation/ matting/ fluting on existing substrate.
- b) ☐ Provide option of fiberglass/gypsum ("Dens-Deck" type) roof board substrate.

Membrane System Installation:

- a) ☐ Furnish and install membrane over prepared substrate using mechanical attachment as specified by manufacturer.
- b) ☐ Provide option if able, and where applicable, of full adhesion of membrane to substrate.
- c) ☐ Furnish and install proper reinforcement materials for any stacks or other surface penetrations, HVAC, curbing, rooftop access points, etc.

Accessory Installation:

- a) ☐ Furnish and install new coated metal drip edging.

Cleanup and Acceptance:

- a) ☐ All work premises will be cleaned daily during the construction process and at the completion of the project.
- b) ☐ Accomplish final inspection with building department as required.
- c) ☐ Conduct a post-job walk through for final sign-off of job completion.

Additional Specifications:

- a) ☐ Contractor will furnish all labor, materials, equipment and supplies necessary to do the job.
- b) ☐ Contractor to post a performance bond prior to contract signing.
- c) ☐ Contractor to procure and continuously maintain general public liability and property damage insurance with combined single limits, or their equivalent, of not less than \$1,500,000 for each occurrence and a \$2,000,000 aggregate for bodily injury and/or property damage.

- d) Contractor to also provide:
- a. ☐ a copy of the proposed warranty
  - b. ☐ information on installation procedures, including membrane terminations and penetrations, where able/applicable
  - c. ☐ details on fire ratings of materials used
- e) ☐ Contractor to specify anticipated change order procedures / cost calculation.

## Costs and Certification

Please provide your pricing, including for any options specified. The overall fee arrangement, and the services it covers, will be the basis for any contract; after that, any fees for subsequent services not contemplated in the contract will be separately negotiated. **Proposals must be certified below.**

## Quote Form:

<b>Name (Business or Individual)</b>	<b>Street Address</b>	<b>City, State, and Zip</b>
<b>Email Address</b>	<b>Telephone Number</b>	<b>Name of Primary Contact</b>
<b>Oregon CCB Registration No.</b>		<b>Properties Inspected?</b>
  		<input type="checkbox"/> No <input type="checkbox"/> Yes, when:
<b>Qualifications Attached</b>	<b>References Attached</b>	<b>Comprehensive Quote</b>
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$

I, \_\_\_\_\_, certify that the information provided herein is true and correct to the best of my knowledge. I understand that it will be grounds for my submittal to be disqualified if any of the information is found to be untrue or inaccurate.

Signed, this day, the \_\_\_\_\_ of \_\_\_\_\_, \_\_\_\_\_:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

## **Questions/Changes/Limitations on Liability**

The Port may alter the provisions of this RFP in any of its terms. No part of this solicitation is to be considered part of a contract, nor is any provision contained herein to be binding on the Port unless expressly included by reference or adoption in a subsequent written agreement executed by the Port.

If there are any changes in the RFP, additional information will be transmitted to every prospective consultant who submitted a proposal under this RFP.

**Protests:** Protests may be submitted only from those proposers who would receive the contract if their protest were successful. Protests must be received by the Port in writing within seven (7) calendar days following the date the Port's Notice of Intent to Award was issued. The protest must specifically state the reason for the protest and show how its proposal or the winning proposal was miss-scored or show how the selection process deviated from that described in the solicitation document. The contract award process will be put on hold until the protest has been resolved. Timely protests must include all legal and factual information regarding its protest, and a statement of the form of relief requested. Protests received later than specified or from other than the respondent who would receive the contract if the protest was successful will not be considered. The exercise of judgment used by the evaluators in scoring the proposals is not grounds for appeal, unless the protester can show a clear inconsistency in the way proposals were evaluated.

The Port Commission may waive any procedural irregularities that had no material effect on the selection of the proposed contract, invalidate the proposed award, amend the award decision, request that Port staff re-evaluate any proposal or require Port staff to cancel the solicitation and begin again to solicit new proposals. In the event the matter is returned to Port staff, Port staff shall issue a notice canceling the Notice of Intent to Award.

Decisions of the Port Commission are final and conclude the administrative appeals process.

If there are any questions with respect to this RFP, please contact Craig Allison, Property & Operations Manager, at 503-397-2888 or e-mail: [allison@portsh.org](mailto:allison@portsh.org).