

**REQUEST FOR PROPOSALS**

**Roofing Consultant Services**

**RFP # 11-24**

**Karen S. Conard, City Manager  
City of Portsmouth, New Hampshire**

**Department of Public Works**

**City of Portsmouth, NH  
Department of Public Works**

**RFP# 11-24 Roofing Consultant Services**

**INVITATION**

**REQUEST FOR PROPOSALS”**

**Sealed Proposals plainly marked “RFP #11-24 Roofing Consultant Services” on the outside of the mailing envelope,** addressed to the Finance/Purchasing Department, 3rd floor City Hall, 1 Junkins Avenue, Portsmouth, NH 03801 will be accepted until 2:00 p.m. on November 7, 2024.

**SCOPE OF WORK:**

The City of Portsmouth (City) is requesting proposals from qualified roofing consultants for a term service contract. Services will include roofing inspections, development of work scope documents, material suggestions, submittal approval and final inspections for conformance. The consultant will have thorough knowledge of roofing systems for repairs to and installation of all types of roofing, including but not limited to EPDM, Metal Roofing, Slate, Built-Up Roofing (BUR) Membrane, TPO, and asphalt shingles, on over 40 City owned facilities.

In addition, the Consultant will develop an inventory of existing City owned facility roofs that will include roofing type, age and remaining life span, and estimated cost for immediate corrective repairs and maintenance, as well as replacement cost. The inventory will be used by the City to determine budgeting for a long-term preventative maintenance repair and replacement schedule.

**TERM CONTRACT**

The City seeks a three-year contract with potential for two (2) one-year extensions.

Specifications may be obtained by visiting the Finance/Purchasing Department section of the City of Portsmouth website: [www.cityofportsmouth.com/finance/purchasing.htm](http://www.cityofportsmouth.com/finance/purchasing.htm) or by contacting the Finance/Purchasing Department at [purchasing@cityofportsmouth.com](mailto:purchasing@cityofportsmouth.com). Questions will be accepted no later than 4:00 pm on October 30, 2024. Addenda to this RFP, if any, including written answers to questions, will be posted on the City of Portsmouth website at <http://www.cityofportsmouth.com/finance/purchasing.htm> under the project heading. Addenda and updates will NOT be sent directly to vendors.

The City of Portsmouth reserves the right to reject any or all proposals, to waive technical or legal deficiencies, to accept any proposal and to negotiate such terms and conditions of any proposal that may be in the best interest of the Owner.

**RFP # 11-24**

**REQUEST FOR PROPOSAL**

**ROOFING CONSULTANT SERVICES**

**PURPOSE**

The purpose of this RFP is to contract with multiple roofing systems management firms that will provide an inventory of existing roofing conditions and project long-term costs for maintaining City roofing. In addition, duties will include providing timely, predictable and reliable service for roofing needs as they occur in facilities Citywide.

**SCOPE OF WORK**

The roofing consultant or consultants will provide project management, site visits, estimates, supervision, labor, materials, and quality control for roofing work specified by the City under a term service contract agreement.

**SPECIFICATIONS**

The Roofing Consultant will develop an active roof management plan to include but not to be limited to repair, design, inspection services and asset management. All work designed will conform to the following standard specifications of the industry as appropriate:

- 2018 International Building Code (IBC)
- 2018 International Existing Building Code (IEBC)
- NRCA Roofing Manual latest edition
- National Slate Association Standards
- EPDM Roofing Association Standards

Tasks required for this proposal include but are not limited to:

1. Inspect City roofing for any potential problems and provide proactive maintenance recommendations to protect the integrity of the existing roof assembly. Photographs and a detailed inspection report will be submitted. CAD roof plan will also be marked up showing any deficiencies. For non-code compliant and deficient items, a suggested remedy and a cost estimate.
2. Provide all test cuts to verify roof assemblies as well as allow for sampling by a material testing agency.
3. Thoroughly inspect each property and provide a condition report that includes the following components: Roof Assemblies, Insulation, Flashing, Seams, Curbs, Drainage System, Gutters.
4. The estimated life span of each roof will be described, along with estimated replacement costs.

5. Make extensive effort to meet with building personnel, previous property managers or existing roofing contractors to review leak history or other roof related problems, if possible (if applicable, understand confidentiality issue).
6. Identify whether roofs are candidates for repair or replacement and provide budget estimate for both remedial maintenance and replacement.
7. Outline recommended maintenance required to extend the service life. Provide estimated repairs cost.
8. Provide various options for roof replacement and provide budget numbers.
9. Create AutoCAD or Google Earth Roof Plan showing roof areas and defect areas.
10. A spreadsheet synopsis will be presented, summarizing the data for all roofs inspected.
11. A five-year bar graph plan outlining roof replacement expenditure will be generated.
12. Provide design repair solutions for roofing repairs.

#### **GENERAL INFORMATION**

1. The City does not guarantee a minimum commitment.
2. The City reserves the right to award to multiple entities.
3. Selected firms will provide the requested services in a prompt and timely fashion.
4. The City does not accept travel costs for execution of the work.
5. The City does not accept fuel surcharges.
6. Invoices must be submitted to [dpwinvoices@cityofportsmouth.com](mailto:dpwinvoices@cityofportsmouth.com)

#### **PROJECT SCHEDULE**

Contract signing is anticipated to take place within two (2) weeks following the selection of successful firms. The selected firm shall be expected to begin work within two (2) weeks of contract signing.

#### **SUBMITTAL REQUIREMENTS**

Proposals shall include the following and shall be organized using each of the elements listed below as section headings:

**A. Firm Description:** Provide a brief description of the firm including firm size and area of specialization, location of corporate headquarters, and location of office proposed to handle this project.

**B. Project Team:** Provide names, resumes, and office locations of key staff who will be assigned to the project. Each team member's qualifications shall be listed. Describe the role of each team member and their contribution to the development of assessments of and solutions to existing roofing issues. The project manager shall be clearly identified.

**C. Project Understanding:** Provide a statement summarizing how the contractor and/or project team is particularly qualified for this project and plan for off-hour work.

**D. Scope of Services:** Describe the firm's approach and technical plan for accomplishing the work listed herein. The Roofing firm is encouraged to elaborate and improve on the tasks listed in the RFP; however,

the roofing firm shall not delete any requested scope tasks. Ascertain the variety of roofing the proposed firm has experience with, and exclusions.

**E. Comparable Projects:** Description of related project experience and role of key staff in each project.

**F. References:** Three (3) references, including current contact name and phone number for similar projects.

**G. Cost:** Provide a fee schedule (**EXHIBIT A**) for all personnel intended to be employed in this proposal. In addition, provide a markup cost for subcontractors as a percentage of subcontractors' invoice.

### **EVALUATION CRITERIA**

A. Proposals will be evaluated according to the following:

1. Responsiveness to submission requirements. 20 points
2. Qualifications of firm and project team members. 30 points
3. Previous related work and references. 10 points
4. Strength of proposed scope of services. 10 points
5. Costs listed in **EXHIBIT A** 30 points

B. The City, at its discretion, may select a firm outright or select one or more finalist(s) for in- person and/or virtual interviews.

### **EVALUATION RIGHTS / RULES OF CONDUCT**

A. The City expressly reserves the right to:

1. Reject any and all proposals without penalty.
2. Waive all technicalities, irregularities and deviations of bids from this RFP.
3. To decide whether a proposal does or does not substantially comply with the requirements of the RFP.
4. To reject any or all proposals, to waive technical or legal deficiencies, to accept any proposal and to negotiate such terms and conditions of any proposal that may be in the best interest of the City.

B. The City reserves the right to cancel the award at any time before final notification of the successful bidder without any liability against the City. The City of Portsmouth reserves the right to reject any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that it may deem to be in the best interest of the City.

C. If the awarded Consulting firm refuses to enter into a contract, their proposal will be rejected.

D. The City will evaluate all proposals against the evaluation criteria listed in this RFP and determine which firm will best meet the needs of the City.

E. If a contract acceptable to the City cannot be executed with the top firm, the City may eliminate that firm from further consideration. The City may then proceed to conduct negotiations and planning sessions with the firm next preferred among the firms who have not been eliminated. Such processes will be continued until either an acceptable contract is executed, or all proposals have been eliminated.

F. The City reserves the right to negotiate simultaneously with more than one firm.

### **EXECUTION OF A CONTRACT**

**A. Contract**

1. The City will work with the selected roofing Consultant's representative to develop a mutually agreeable contract.
2. All terms and conditions will be taken into consideration when developing the contract as will the specific tasks and deliverables outlined in Scope of Work/Technical Specifications.

**B. Contract Terms and Conditions**

1. Price Guarantee
  - a. Firms shall guarantee their pricing structure for a specific period. If the pricing changes, the firm must request increase in writing, and increase must be approved by the City, in writing, with a minimum of thirty (30) days' notice.
  - b. Firm will indicate first contract year pricing in **EXHIBIT A** Proposal page for all services and activities to be included and submit with their proposal.
2. Extensions
  - a. The intent to renew or not to renew the contract by either party shall be filed in writing with the City by May 1, 2027, for the succeeding contract year. The City is to be advised if that is not possible.
  - b. It is City's intent that the required negotiation and approvals for any extension will be completed by June 1st of the Contract year for the succeeding contract year.

**INSURANCE REQUIREMENTS**

- A. Within ten (10) business days after the City sends an email, a Notice of Acceptance, Agreement or Purchase Order, or prior to beginning work onsite, whichever is sooner, the successful firm shall deliver to the City the Certificate of Insurance as specified below.
- B. Insurance shall be in such form as will protect the firm from all claims and liabilities for damages for bodily injury, including accidental death, and for property damage, which may arise from operations under this contract whether such operation by himself or by anyone directly or indirectly employed by the firm.

**AMOUNT OF INSURANCE**

1. Commercial General Liability: Bodily injury or Property Damage - \$2,000,000 Per occurrence and general aggregate
2. Automobile and Truck Liability: Bodily Injury or Property Damage - \$2,000,000 Per occurrence and general aggregate
3. Coverage requirements can be met with excess policies

Additionally, the Contractor shall purchase and maintain the following types of insurance:

1. Workers' Comprehensive Insurance coverage for all people employed by the Contractor to perform work on this project. This insurance shall at a minimum meet the requirements of the most current laws of the State of New Hampshire.
2. Contractual Liability Insurance coverage in the amounts specified above under Comprehensive General Liability.
3. Product and Completed Operations coverage to be included in the amounts specified above under Comprehensive General Liability.

### **ADDITIONAL INSURED**

All liability policies (including any excess policies used to meet coverage requirements) shall include the City of Portsmouth, New Hampshire as named Additional Insured.

1. The firm's insurance shall be primary in the event of a loss.
2. The Additional Insured endorsement must include language specifically stating that the entity is to be covered for all activities performed by, or on behalf of, the contractor, including the City's general supervision of the firm.
3. The City of Portsmouth shall be listed as a Certificate Holder. The City shall be identified as follows:

City of Portsmouth  
Attn: Legal Department  
1 Junkins Avenue Portsmouth, NH 03801

### **INDEMNIFICATION OF CITY**

Firm shall defend, indemnify, and hold harmless the City of Portsmouth, its agents, officials, and employees from and against any and all claims, actions, damages, and losses incurred by Portsmouth arising out of or relating to Contractor's negligence or breach of its obligations or warranties set forth in this Agreement, except to the extent such claims, actions, damages, or losses are caused by the negligent acts or omissions of Portsmouth.

### **NONDISCRIMINATION**

Any entity that enters a contact for goods or services with the City of Portsmouth or any of its boards, agencies and departments and any recipient of City funds shall:

1. Implement an employment nondiscrimination policy prohibiting discrimination in hiring, discharging, promoting, or demoting, matters of compensation, or any other employment-related decision or benefit on account of actual or perceived race, ethnicity, color, religion, national origin, gender, disability, age, military status, sexual orientation, gender identity, gender expression, or marital or familial status.
2. Not discriminate in the performance of the contract on account of actual or perceived race, ethnicity, color, religion, national origin, gender, disability, age, military status, sexual orientation, gender identity, gender expression, or marital or familial status.

**EXHIBIT A  
Price Proposal**

RFP 11-24 Roofing Consultant Services

List Consultant hourly rates for first contract term ending June 30, 2027. If the City and Consultant agree to an extension, hourly rates will be negotiated by June 1, 2027 for the subsequent term.

Hourly Rates

Principal in Charge	\$ _____	Other (List)	
Senior Project Manager	\$ _____	_____	\$ _____
Project Manager	\$ _____	_____	\$ _____
Senior Engineer	\$ _____	_____	\$ _____
Engineer	\$ _____	_____	\$ _____
Senior Designer	\$ _____		
Designer	\$ _____		
Field Engineer	\$ _____		
CAD/BIM Operator	\$ _____		
Sub-Contractor (markup)	% _____		

By signing below, I agree that:

- I have reviewed the Specifications and Execution of Contract and understand that these will form the agreement between the City and the firm.
- Subsequent Contract years pricing will be negotiated between the firm and the City of Portsmouth.
- I represent that I am an authorized representative of the firm and have the authority to enter into agreements.

Submitted By:

Print Name & Title \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Company: \_\_\_\_\_

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

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

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_