

**REQUEST FOR PROPOSALS**

The City of Sedalia is requesting proposals from interested and qualified contractors for the following project:

**REPLACEMENT OF Vehicle Maintenance Building Roof  
Located at 200 South Kentucky**

The City of Sedalia will consider all methods of replacement and it is the applicant's responsibility to propose their preferred roofing system. Tear-off is required in the scope of work.

Copies of the Request-for-Proposal (RFP) are available on the City of Sedalia website at [www.cityofsedalia.com](http://www.cityofsedalia.com). Questions concerning the RFP should be directed to John Simmons at (660) 827-3000 Ext. 127

Sealed proposals marked on the outside with "Replacement of Vehicle Maintenance Building Roof" shall be submitted to the City of Sedalia, City Clerk's Office, 200 S Osage and must be received by Friday, September 9, 2016, 2:00 PM CST. **NO DUE DATE EXTENSIONS SHALL BE GRANTED.**

## **PUBLIC NOTICE FOR REQUEST-FOR-PROPOSALS**

The City of Sedalia hereby gives public notice that it is requesting proposals from interested and qualified contractors for the following project:

### **REPLACEMENT OF Vehicle Maintenance Building Roof Located at 200 South Kentucky (formerly Bryant Motors)**

The City plans to select the most qualified contractor for the purpose of negotiating a final contract.

The City of Sedalia will consider all methods of replacement and it is the applicant's responsibility to propose their preferred roofing system. Tear-off is required in the scope of work.

Copies of the Request-for-Proposal (RFP) are available on the City of Sedalia website and from:

Attn: City Clerk  
City of Sedalia  
Municipal Building  
200 S. Osage  
Sedalia, MO 65301

Proposal must be received by Friday, September 9, 2016, 2:00 PM CST, after which time and date they will no longer be accepted. A public opening of all proposals received shall follow immediately.

**NO DUE DATE EXTENSIONS SHALL BE GRANTED.**

# REQUEST FOR PROPOSALS

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## SECTION I – BACKGROUND AND PROCESS OVERVIEW

### A. TYPE OF PROCUREMENT

These specifications are structured as a Request-For-Proposal (RFP) type procurement to allow the City of Sedalia Missouri (“City”) to select a firm (“Qualified Provider”) which, in the sole judgement of the City, offers the greatest value to the City.

### B. SCOPE OF SERVICES

The scope of services is specific to the repair and/or replacement of the Vehicle Maintenance Building Roof located at 200 South Kentucky.

### C. PROJECT TIMETABLE

| <u>Date</u>          | <u>Selection Process Step</u>                                      |
|----------------------|--|
| August 29, 2016      | Advertise RFP to interested Firms                                  |
| September 9, 2016    | Proposal Due Date  |
| September 9-13, 2016 | Proposals reviewed by City<br>Contractor Interviews (if necessary) |
| September 19, 2016   | Recommendation and Council Approval of Contract                    |
| Fall 2016            | Mobilize Construction  |

### D. PROJECT ADVISOR(S)

The City reserves the right to have an Architect/Engineer representative advise and consult with the City during project development and/or the installation of facility improvements.

## SECTION II – RFP PROCEDURES

### A. POINT OF CONTACT

Questions concerning this RFP and the procedures for responding to the RFP should be directed to John Simmons, Community Development Director at 660-827-3000.

### B. SUBMISSION OF PROPOSALS

Respondent should submit **three (3) copies** of its proposal by the proposal due date noted on the first page to the following address:

**Municipal Building  
Vehicle Maintenance Roof  
Community Development Office  
200 S. Osage  
Sedalia, MO 65301**

The City will disqualify from consideration proposals received after the time and date specified above.

**C. BID AND PAYMENT & PERFORMANCE BONDS**

A Payment & Performance bond will be required by the successful Qualified Provider prior to implementation to provide the City with adequate protection in the event of default by and/or dispute with the chosen Qualified Provider.

Qualified Provider shall provide a Bid Bond along with their final proposal in the amount of 10% of the proposed installation contract amount. Withdrawal of a proposal within (60) days of the proposal due date shall constitute default on the part of the Qualified Provider and will result in forfeiture of the Bid Bond to the City.

The selected Qualified Provider shall furnish the City with a Payment & Performance Bond for the faithful installation of the proposed/accepted facility improvement included in the final Agreement. The Installation Performance Bond shall be for 100% of the present value of the installation/renovation. The Qualified Provider shall also furnish evidence of bonding ability with the response.

**D. PROPRIETARY INFORMATION**

If a proposal includes any proprietary data or information that the respondent does not want disclosed to the public, such data or information must be specifically identified as such on every page on which it is found. Data or information so identified will be used by the City solely for the purposes of evaluating proposals and conducting contract negotiations and will not be disclosed to the public.

**E. MODIFICATION OR WITHDRAWAL OF PROPOSAL**

Any proposal may be withdrawn or modified by written request of the respondent, provided such request is received by the City at the above address prior to the date and time set for receipt of proposals.

**F. RIGHT TO REJECT**

In submitting this proposal, it is understood by the respondent that the right is reserved by City to accept any proposal, to reject any and all proposals as non-responsive and to waive any irregularities or informalities when to do so is in the best interest of the City.

**G. COST OF PROPOSAL PREPARATION**

The cost of preparing a response to this RFP will not be reimbursed by the City.

**H. TECHNICAL REQUIREMENTS**

All direct engineering and design work related to the installation or modification of facilities, and all installation and construction work, shall be performed by engineers and contractors respectively licensed in the State of Missouri.

### **SECTION III – EVALUATION/SELECTION CRITERIA**

All proposals shall be evaluated by a team comprised of Facilities, Administrative and Code Enforcement representatives from the City. The evaluation team may conduct interviews with finalists to clarify information provided in the proposals. Following this evaluation, the committee will recommend a Qualified Provider to City Council at the next regularly scheduled meeting.

Proposals will be evaluated and scored on the basis of the following criteria, which will be accorded the relative weight indicated in parentheses:

- A. Overall Quality of Proposal (5%)
- B. Experience and Qualifications (20%)
- C. Scope of Work and Adherence to Insurance Requirements (20%)
- D. Financial Terms (25%)
- E. Project Management/Schedule (15%)
- F. Post-Installation Services (15%)

## SECTION IV - PROPOSAL PREPARATION INSTRUCTIONS

The proposal shall set forth, in sufficient detail, the technical and financial plan by which he intends to meet each requirement contained herein. The proposal shall also provide sufficient information for the City to evaluate its experience and its qualifications to perform this project.

Proposal must be submitted in the format outlined in this section, with each of the described forms and sections completed in full. Each proposal will be reviewed to determine if it is complete prior to actual evaluation. Proposals not containing the information requested in the following format will be considered unacceptable by the City. Proposals will be evaluated in light of the material and the substantiating evidence presented in the proposal, and not on the basis of what is inferred.

The cost of preparing a response to this RFP, including site visits and preliminary engineering analyses, will not be reimbursed in any way by the City.

### FORMAT FOR RESPONSE:

- A. Executive Summary
- B. Background and Qualifications

Section B of the proposal should contain the following information about the respondent and any subcontractors with which the respondent intends to work on the project:

1. Information about the overall makeup of the project team (the identity of the prime contractor and a description of their respective responsibilities).
2. Prior relevant work experience of the prime contractor.
3. All contractors must provide proof of insurance showing the coverage and limits in place at the time of this RFP.
4. Evidence of bonding ability in accordance with requirements in Section II-RFP Procedures.

### C. Scope of Work Proposal

Section B of the proposal should contain the following information about the respondent's technical approach to meeting the City's energy efficiency objectives:

1. A description of the respondent's approach to the project
2. A twenty year manufacturer's warranty and on workmanship shall be provided. The warranty period shall begin on the completion date of the project. The mechanical system design, installation practices, and operation and maintenance practices shall not void the manufacturer's warranty. In the event that any

warranty is voided during the warranty period, except for those acts demonstrated to be caused by negligence or willful misconduct by the owner or owner's staff, complete repair or replacement will be provided at no additional cost to the owner.

3. The Scope of Work must include the following minimum specifications for roof materials:
  1. Preferred roofing system to be specified by applicant.
  2. Remove existing roofing to deck.
  3. Repair deck as necessary.
  4. Replace flashing as necessary.
  5. Prevailing wage, tax-exempt job.

D. Financial Aspects of the Proposal

1. An outline of the purchase options available to the City and the costs of exercising such options.
1. A description of the respondent's source(s) of financing for this project (including, for example, any contingencies that must be met in order to obtain such financing).
2. A sample contract must be included.

E. Schedule for Completion of the Project

1. Description of Project Management process.
2. The respondent's projected schedule for completion of the tasks and responsibilities outlined in the proposal.

F. Certification

1. The text of the following certification must be included in the Proposal:

I certify that I am authorized to represent the company named below and that the answers to the foregoing questions and all statements contained in this Proposal are true and correct.

Dated this \_\_\_ day of \_\_\_\_\_ 2013

By: \_\_\_\_\_

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

Title / Position: \_\_\_\_\_

## **SECTION V – GENERAL CONDITIONS**

### **A. STANDARDS OF SERVICE**

The standards of service provided for the roofing of the facility shall be in accordance with the requirements of local codes (IBC 2015).

### **B. LIABILITY**

The Qualified Provider shall provide comprehensive general liability, comprehensive automobile liability and worker's compensation insurance coverage, according to the requirements for design and construction work in the City.

Required minimum levels of insurance coverage for Commercial General Liability are as follow:

- General Aggregate - \$1 Million
- Products Comp/Ops Aggregate - \$1 Million
- Personal & Advertising - \$1 Million
- Each Occurrence - \$1 Million
- Fire Damage - \$50,000
- Medical Expense - \$500,000
- Employer's Liability and Workmen's Comp - \$500,000

### **C. DESIGN WORK**

All design work related to the installation or modification of facilities shall be performed and sealed by architects/engineers licensed in the State of Missouri, as required. All installation and construction work, shall be performed by contractors licensed in the State of Missouri. All project construction work shall be in accordance with all applicable codes, standards and regulations.

### **D. PREVAILING WAGES**

The Qualified Provider shall pay the rate of wages for workmen required for any proposed work or construction to comply with the Department of Labor and Industrial Relations, acting through the Industrial Commission of Missouri, (Section 290.210-340 RSMO. 1959 as amended 1969). These statutes must be strictly complied with under penalty of law. The winning applicant will be required to provide proof of compliance with State of Missouri Annual Wage Order No. 23.

### **E. PERMITS, LICENSES, INSPECTIONS AND TAXES**

The Qualified Provider shall obtain and pay for all permits and licenses, and shall give all notices, pay all taxes and comply with all laws, ordinances, rules and regulations bearing on the work. If the specifications are at variance herewith, the work shall be installed in accordance with local laws, rules and regulations and ordinances.

**F. SALES TAX**

The Qualified Provider shall not include Missouri sales tax on all materials furnished in connection with this contract.

The City shall provide Qualified Provider with an exemption certificate giving the City's tax-exempt status number after selection.

**G. CODE COMPLIANCE**

All work performed shall comply with the requirements of current City of Sedalia building codes and IBC 2015.