



## REQUEST FOR QUALIFICATIONS/PROPOSAL (RFQ/P) FOR A ROOF CONSULTANT

### Arriba-Flagler CSD #20

421 Julian Ave.  
Flagler, CO 80815  
Phone (719) 765-4684

**PROPOSAL DUE DATE/DELIVERY REQUIREMENTS- 4:00 p.m. November 15, 2013**

**Deliver 1 electronic copy via email + 4 Original Copies to:**

**Tom Arensdorf**

**P.O. Box 218**

421 Julian Avenue  
Flagler, CO 80815  
Phone (719) 765-4684  
tarensdorf@af20.net

All official communication with Candidates and questions regarding this RFQ/P will be via email to the Owner Contact listed above. **No inquiries will be accepted after the clarification deadline as indicated in the project schedule.**

All Candidate inquiries will be responded to at the same time which will be after the "Clarification Deadline". Responses to clarification will be made available by email to all Candidates who requested the RFQ/P.] Candidates should not rely on any other statements, either written or oral, that alter any specification or other term or condition of the RFQ/P during the open solicitation period. **Candidates should not contact any team members or any individual associated with the Owner or the Colorado Department of Education (CDE) regarding this RFQ or this project.**

### **I. PROJECT SCHEDULE**

|   |                      |
|---|----------------------|
| RFQ/P Available                                       | 10/21/2013           |
| OPTIONAL Site Visit                                   | 11/1/2013 at 10 a.m. |
| RFQ/P Clarification Deadline                          | 11/8/2013            |
| RFQ/P Clarification Responses                         | 11/12/2013           |
| <b>RFQ/P Responses due</b>                            | <b>11/15/2013</b>    |
| Interview Invitations sent to Short-Listed Candidates | 11/22/2013           |
| <b>Interviews</b>                                     | <b>12/12/2013</b>    |
| Candidates Notified of Selection                      | 12/13/2013           |

|   |                  |
|---|------------------|
| Contract Negotiations                               | 12/18/2013       |
| Decision Memorandum Sent to Unsuccessful Candidates | 12/31/2013       |
| <b>Project Estimated Substantial Completion</b>     | <b>8/15/2015</b> |

|  |           |
|--|-----------|
| (IF PURSING GRANT) Grant Application Submittal | 1/31/2014 |
|--|-----------|

## II. BACKGROUND

### Owner Background

Arriba-Flagler Consolidated School District #20 is a small rural district which operates Flagler Public Schools in Flagler, Colorado. The district is located at the eastern edge of Lincoln County and the western edge of Kit Carson County. The communities of Arriba and Flagler are served by the district. Dry-land farming and cattle ranching drive the economy in this district. Most businesses in the community are of some agriculture related nature. Continuous drought has hurt the economy in this area for the past several years.

The Pre-K school building is located in Flagler. It houses all educational classrooms and the district offices. We currently have 191 students enrolled.

### Project Description

The scope of this project would include doing an assessment on multiple sections of roof, determining the best repair solution, assisting in writing the application for a CDE BEST grant, securing a contract with a qualified roofing company, overseeing the project to completion.

There are approximately 25,500 square feet of roof that likely needs repaired or replaced. These roofs currently have rolled roofing on them sealed with tar. The last application was put on nearly twenty years ago. Many of the areas have roof top HVAC units on them or supported gas lines and other conduits. Some of the areas are flat or have very little pitch. Work from a previous project uncovered deterioration in the roofing and deck in some areas, leading to the desire to evaluate the remaining roof and consider repair and replacement options.

## III. RFQ/P OBJECTIVE

The purpose of this RFQ is to solicit a Qualified Roof Consultant (Candidate) to contract with the Owner and also work closely with the CDE to provide customary roof consulting services for the evaluation of existing conditions and preparation of recommendations, as well as overseeing the design, bidding, construction, and post-occupancy phases of the project.

## IV. SUBMITTAL REQUIREMENTS

Organize your RFQ/P response using the following outline. Please separate each section with dividers or tabs using the appropriate section labels. **No fees shall be included in the RFQ Submittal.**

### **SECTION 1 – LETTER OF INTEREST**

A maximum two page letter of interest that includes a synopsis of the firm, business principals, distinguishing characteristics, approach to completing this project, primary contact information, and signed by the principal-in-charge.

## **SECTION 2 – EXPERIENCE AND QUALIFICATIONS**

Please address each criterion listed below as it relates to your firms relevant experience and qualifications.

1. Identify the individual who will be the main point of contact and the team responsible for providing services for the duration of the project. Consultant shall not change or substitute these individuals without prior approval. The Owner reserves the right to determine the acceptability of these individuals.
2. Provide all team members experience and responsibilities, including resumes. Provide background information including relevant education, professional titles, related qualifications, specific roles in past projects.
3. Describe your firms past experience with providing Roof Consulting services, highlighting any projects with similar size and scope to the proposed project.
4. Describe your firm’s process for evaluating and recommending multiple roof solutions for Owner consideration.
5. The Owner expects the selected roof consultant to offer unbiased, independent recommendations and services in the selection and specification of roofing materials. Please disclose any ties, financial or otherwise, to any person, project, manufacturer, or the consultant’s own interests, that could affect your professional judgment, or state in writing the absence of such influences or conflicts of interest.
6. The Owner requests that specifications be based on industry standards, without prejudice toward preferred manufacturers, and open to multiple products and installers. Describe how you intend to accommodate open, competitive specification of products while ensuring quality installation and materials.
7. Describe your ability or approach to verifying structural conditions in roofing projects. The underlying roof structure may require evaluation.
8. Describe your approach to roof contractor procurement in order to optimize bid coverage, transparency, quality, and value for the district.
9. Demonstrate your ability and experience providing district-wide roof maintenance/replacement plans.
10. Show your ability/approach to organize, develop and maintain project schedules, and describe how your firm handles contractor schedule delays.
11. This project requires the Candidate to carry, at a minimum, general liability insurance and workers compensation according to State laws.
12. Demonstrate ability to manage and develop a master budget and maintain it throughout the project to ensure a quality project is delivered within budget.
13. Provide description of any lawsuits or claims including status and resolutions.
14. Identify any other unique challenges/ approaches that you have experienced that will assist the Owner with a successful project.
15. Describe your firm’s process for minimizing Owner’s risk thought a project.

## **SECTION 3 – SCOPE OF SERVICES**

The Roof Consultant is expected to act on the owner’s behalf in overseeing the project through completion and into occupancy. The candidate’s proposed scope of services should include, but is not limited to, each item listed below. Please provide a narrative of your approach to providing the services below, and explicitly identify any additions or exclusions. When appropriate include the number of meetings, site visits, etc., and any other pertinent descriptions that clearly identify services included in the proposal.

### **1. Roof Evaluation Services**

- a. Complete site visits to review roofing conditions and acquire information including photographs, core samples, etc., in order to create a detailed report.

- b. Assist the Owner in developing a district-wide roof maintenance and replacement plan. The district has 1 facility, totaling 74,607 sf
- c. Review current roofing design and underlying structure, and provide recommendations for repair or replacement in affected areas or roof decks, including multiple options with consideration for material performance, local availability, cost considerations, structural implications, etc.
- d. Develop a detailed scope and budget for roof decks where urgent repair/replacement is recommended.

**2. ADD ALTERNATE #1 – Grant Application Support Services**

In the event that roof evaluation process results in the Owner proceeding with a BEST Grant application, the Owner may request assistance with preparation of a BEST grant application. These grant assistance services may include but are not limited to:

- a. Ensuring that all cost (hard, soft and owner) and scope are included in the grant application;
- b. Reviewing BEST application requirements and familiarization with BEST grant information from CDE website;
- c. Assistance with updating the Owner’s CDE Facility Assessment through review comments;
- d. Communication and cooperation with CDE staff as needed;
- e. Preparing the BEST grant application including scope narrative for final Owner approval;
- f. Providing additional information required for CDE to complete the analysis of the grant application;
- g. Acting as a liaison for the Owner for CDE follow-up grant questions;
- h. Other duties as required.

If the candidate is interested in providing add alternate #1, please provide a narrative expressing your firms interest, ability and capacity to complete this scope as presented.

**3. ADD ALTERNATE #2 – Roof Design, Project Management, and Construction Administration Services**

In the event that roof evaluation process results in the Owner electing to proceed with a roof repair or replacement project, the Owner may request the consultant to proceed with design and installation phase services. These services may include but are not limited to:

- a. Complete preparation of plans and specifications to be used to bid this project.
  - i. Specifications must be clear and require an enforceable material and labor warranty from the manufacturer and installer.
  - ii. Specifications should allow competitive bidding between multiple installers and multiple equivalent products/manufacturers.
- b. Applicant will act as the owner’s representative for the roofing project and attend all meetings pertinent to the project.
- c. Applicant will assist the Owner with bidding the project, reviewing the proposals, qualifying and recommending a roofing contractor, and negotiating the contract between the roofing contractor and the owner.
- d. Assist the owner in obtaining all of the required permits.
- e. Observe the project installation and answer any questions that the Owner, roofing contractor, or CDE may have.
- f. During roofing installation, ensure that all plans and specification are being followed and that requirements are met to obtain warranty, including manufacturer’s inspections and manufacturer’s notifications as applicable.
- g. Ensure manufacturer is adequately notified, and coordinate manufacturer site visits during construction, requesting final and progress manufacturer’s reports as needed.

- h. Provide regular roofing progress and final reports, including detailed observations and labeled photographs throughout construction. All reports should be provided to the Owner and copied to CDE.
- i. Review and approve the contractor's pay requests and forward them to the Owner.
- j. Provide oversight and record-keeping for construction change management, potentially including requests for additional funding to cover unforeseeable conditions through grant reserve requests.
- k. Close out the project and follow-up with all pertinent documents. At project completion, provide a detailed final report with labeled photos and clear notation that all punchlist items have been completed to the consultant's satisfaction per the design drawings.
- l. Assist the Owner with any disputes, discrepancies regarding schedule, scope, delays, and/or events that cause damage to district facilities.
- m. Ensure that warranty information for the roof is clearly noted, and ensure that the Owner obtains all necessary documentation including certificate of warranty and contact information for any required follow-up. Warranty information to include the length of warranty for both the roofing contractor and the roofing manufacturer.
- n. Complete annual inspections for the first three (3) years after roofing has been installed, provide detailed reports of each inspection, and make any required follow-up coordination with contractor to address deficiencies.

If the candidate is interested in providing add alternate #2, please provide a narrative expressing your firm's interest, ability and capacity to complete this scope as presented.

#### **SECTION 4 – SCHEDULE**

It is expected that your firm has the current capabilities and capacity to complete the project by the date listed in the project schedule. Provide a detailed schedule, including milestones, from the notice to proceed date through post-occupancy services. Provide reasoning, in this section, for any modifications or alterations your firm wishes to make to the recommended project schedule

#### **SECTION 5 – REFERENCES**

Provide a comprehensive list of **ALL** school projects completed or begun within the last 5 years, with contact information, along with a project description. Identify in the reference list which projects this team has performed collectively. The Owner reserves the right to contact additional references beyond those specifically provided.

### **V. SUBMITTAL REVIEW & SELECTION PROCESS**

The selection process consists of two phases, followed by negotiations with the apparent winner.

#### **Phase 1 – RFQ Review**

The Owner's Selection Committee will evaluate and score the RFQ submittals based on the selection criteria listed below:

| <b>Selection Criteria</b>   | <b>Max Points Possible</b> |
|---|----------------------------|
| Section 1: <b>Letter of Interest.</b> How complete and concise was the letter of interest and RFQ/P response? Was the RFQ/P well organized, with complete information responding to all of the submittal criteria?        | 10 points                  |
| Section 2: <b>Experience and Qualifications</b> Provided a comprehensive and insightful experience and qualifications package which highlighted key personnel in addition to other items as stated.                       | 30 points                  |
| Section 3: <b>Scope of Services.</b> Candidate has affirmed each of the Owners requirements for this project and demonstrates a clear understanding of Owner's needs and clear direction toward completing scope of work. | 30 points                  |
| Section 4: <b>Schedule.</b> Ability to complete the tasks within the timeframe needed. Submitted complete & understandable schedule.  | 25 points                  |
| Section 5: <b>References.</b> Candidate has provided a comprehensive project list with contact information for projects completed over the last five years.   | 5 points                   |
| <b>Total Points</b>   | <b>100 points</b>          |

**Phase 2 – Interview**

An interview invitation will be sent out to the three Candidates with the highest RFQ/P submittal scores on the date noted in the project schedule. The invitation will explain the interview requirements and provide the time and location. The purpose of the interview is to ensure a full understanding of the RFQ/P responses and to introduce key members of the consulting team.

The interviews will consist of a short presentation followed by a longer period for questions and answers. During the short presentation, the lead consultant for the project should be identified along with any additional members of the team. Please note team members that will not be directly working on the project are not invited to the oral interviews.

The apparent winner will be determined based on their interview score, which is separate from their RFQ/P submittal score.

**VI. FEE PROPOSAL**

Shortlisted Candidates shall prepare a detailed fee proposal as outlined below. The fee proposal is to be submitted in a sealed envelope prior to the start of their interview. Failure to provide each of the items listed below may result in a reduction of the fee proposal score.

Detailed fee proposals shall include the following:

- ✓ Lump sum fee;
- ✓ Detailed statement of work;
- ✓ Confirmation that all scope items from the original RFQ/P will be addressed;
- ✓ Any exclusions with explanations;
- ✓ # of hours;
- ✓ # of people;
- ✓ Other resources;
- ✓ How the resources are to be used;
- ✓ Breakout of anticipated reimbursables included in the lump sum fee proposal;
- ✓ Hourly rates for all personnel involved in the project;
- ✓ Number of site visits anticipated to complete the work;
- ✓ Breakout of fees for any non-required scope proposed;
- ✓ Pricing for add alternate #1 – Grant Application Support Services\*
- ✓ Pricing for add alternate #2 – Roof Design Services (based on estimated 25,000sf of roof area)\*

\*Note: Both add alternate #1 and add alternate #2 are to be considered optional for the Owner. Provide a separate fee for each of these services independent of your base fee.

The negotiated fee is anticipated to include all costs including reimbursables for the project resulting in a lump sum " format contract.

Sealed fee proposals of shortlisted candidates will be opened and scored separately once all other qualifications-based scoring has been completed.

If the apparent winner's fee exceeds the Owners budget and if subsequent negotiations with the apparent winner are unsuccessful, the Owner reserves the right to negotiate with the next highest-scoring Candidate.

## VII. Acceptance and Rejection

After the final selection has been made, the Owner will provide a summary of scores and a decision memorandum to each of the RFQ/P Candidates.

The Owner reserves the right to select any or reject any and all proposals in their best interest. The Owner also reserves the right to pre-qualify any or all Candidates or reject any or all Candidates as unqualified, including without limitation the right to reject any or all nonconforming, nonresponsive, unbalanced, or conditional, qualifications. The Owner also reserves the right to re-solicit, waive all informalities not involving price, time, or changes in the work, and to negotiate contract terms with the apparent successful proposer.

The Owner is not responsible for cost incurred in preparation of this proposal. Proposals will not be returned and become the property of the Owner once submitted, which could be publically shared. By submitting a proposal all Candidates agree to the terms and conditions of this RFQ/P and the RFQ/P will become part of the awarded Candidates contract. The apparent winner will be responsible for submitting a draft agreement to be used for this project. The Owner and the Owner's legal council will review the agreement and negotiate terms prior to commencement of work.

## VIII. RFQ/P Supporting Material

**The following are provided for informational purposes in regard to the project:**

1. CDE Statewide Assessment Report – For background on the facility condition.