

**Charter Township of Canton**



**Request for Proposal (RFP)**

**for**

**ROOFING CONSULTING SERVICES**

**Contact: Gregg King**

**Phone: 734 394-5314**

**E-mail: [gregg.king@canton-mi.org](mailto:gregg.king@canton-mi.org)**

**Date Issued: 3/9/2017**

**Due Date & Time: 3:00 p.m., Thursday, March 23, 2017**

The deadline established for the receipt of your sealed proposal is **3/23/2017** at 3:00 p.m. The proposal is to be submitted to the Clerk's Office, 1150 S. Canton Center Road, Canton, Michigan 48188. Address the proposal to:

Canton - Clerk's Office  
**ROOFING CONSULTING SERVICES**  
**DUE 3/23/2017 at 3:00 P.M.**  
1150 Canton Center S  
Canton MI 48188

## **GENERAL REQUIREMENTS & INSTRUCTIONS**

- 1. SUBMISSION OF OFFERS:** All offers should be submitted in a sealed envelope or package. The invitation title, opening date and time, company name, address and telephone number shall be clearly displayed on the outside of the sealed envelope or package. The delivery of responses to the Clerk's Office prior to the specified date and time is solely and strictly the responsibility of the offeror. Any submittal received in the Clerk's Office after the specified date and time will not be considered. Responses shall be submitted on the forms provided by Canton. Additional information may be attached to the submittal. Facsimile submissions are NOT acceptable. No offer may be modified after acceptance. No offer may be withdrawn after opening for a period of sixty days unless otherwise specified. Proposal must include all costs. **All offers must include the original and at least two (2) copies.**
- 2. EXECUTION OF OFFER:** Offer shall contain a manual signature in the space(s) provided of a representative authorized to legally bind the offeror to the provisions therein.
- 3. EXECUTION OF ACCEPTANCE:** Canton Township legally recognizes acceptance of formal offer when a written contract is signed by both parties. Offerer is not to assume that the Canton Board of Trustees resolution approving the bid or proposal is a binding contract.
- 4. OPENING & RECORDING:** Opening shall be public in the Clerk's Office immediately following the advertised deadline date and time for receipt of submittals.
- 5. INTEGRITY:** Canton Township does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.
- 6. TABULATION:** Bid results will be posted on the Township's website at [www.canton-mi.org](http://www.canton-mi.org) Please click on Doing Business, Bids & Proposals and then click on Bid Results.
- 7. BOARD AWARDS:** As the best interest of Canton may require, Canton reserves the right to make award(s) by an individual item, group of items, all or none, or a combination thereof; on a geographical basis and/or on a countrywide basis with one or more supplier(s) or provider(s); to reject any and all offers or waive any irregularity or technicality in offers received. Offerors are cautioned to make no assumptions. Any or all awards made as a result of this invitation shall conform to applicable ordinances and policies of Canton Township. Bid awards will be posted on the Township's website at [www.canton-mi.org](http://www.canton-mi.org).

8. **BRAND NAME OR EQUAL:** If items requested by this invitation have been identified in the specifications by a brand name “OR EQUAL” description, such identification is intended to be descriptive and not restrictive and is to indicate the quality and characteristics of products that will be acceptable. Offers proposing “equal” products will be considered for award if such products are clearly identified in the offer and are determined by Canton to meet fully the salient characteristic requirements listed in the specifications.
9. **PRICING:** Unless otherwise specified prices offered shall remain firm for a period of at least sixty (60) days; all pricing of goods shall include FOB Canton Township, all packing, handling, shipping charges and delivery to any point(s) within Canton to a secure area or inside delivery.
10. **PAYMENT TERMS:** Canton Township will remit full payment on all undisputed invoices within thirty (30) days from receipt by the appropriate person(s) of the invoice or receipt of all products or services ordered.
11. **INCURRED EXPENSE:** This invitation does not commit Canton to make an award nor shall Canton be responsible for any cost or expense which may be incurred by any respondent in preparing and submitting a reply, or any cost or expense incurred by any respondent prior to the execution of a purchase order or contract agreement.
12. **QUESTIONS/ ADDENDA:** Any questions concerning the conditions or specifications shall be directed to the designated contact person. Addenda items will be posted on the township website, on the Purchasing Division page under Requests for Bids, Proposals and Qualifications. It is the bidder’s responsibility to check and verify that addenda have been issued. Failure to acknowledge addenda may result in the offer not being considered.
13. **CLARIFICATION/CORRECTION OF ENTRY:** Canton reserves the right to allow for the clarification of questionable entries and the correction of OBVIOUS MISTAKES.
14. **INSURANCE:** The successful bidder is required to furnish evidence of the following insurance requirements in accordance with Canton’s Risk Management Policy O:02. Work may not commence until the Certificates of Insurance have been received. The coverage requirements are as follows:

**Workers’ Compensation Insurance:** The Contractor shall procure and maintain during the life of this contract, Workers’ Compensation Insurance, including Employers’ Liability Coverage, in accordance with all applicable statutes of the State of Michigan.

**Commercial General Liability Insurance:** The Contractor shall procure and maintain during the life of this contract, Commercial General Liability Insurance on an “Occurrence Basis” with limits of liability not less than \$1,000,000 per occurrence and aggregate combined single limit, Personal Injury, Bodily Injury, and Property Damage. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent.

**Motor Vehicle Liability:** The Contractor, or its subcontractors, shall procure and maintain during the life of this contract Motor Vehicle Liability Insurance, including Michigan No-Fault

Coverage, with limits of liability not less than \$1,000,000 per occurrence combined single limit, Bodily Injury, and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.

**Additional Insured:** Commercial General Liability Insurance as described above, shall include an endorsement stating that the following shall be ***Additional Insured:*** The Charter Township of Canton, all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof.

**Cancellation Notice:** The Insurance coverage described above, shall include an endorsement stating the following: “It is understood and agreed that Thirty (30) days Advance Written Notice of Cancellation, Non-Renewal, Reduction, and/or Material Change shall be sent to: Gregg King, 1150 Canton Center S., Canton MI, 48188.

**Indemnification:** To the fullest extent permitted by law, the (name of contractor) agrees to defend, pay on behalf of, indemnify, and hold harmless the Charter Township of Canton, its elected and appointed officials, employees and volunteers, and others working on behalf of the Charter Township of Canton against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from the Charter Township of by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this agreement.

**15. PUBLIC ACT 517 OF 2012:** In accordance with Public Act 517 of the Public Acts of 2012, any Iran linked business is not eligible to submit a bid on a request for proposal with a public entity in Michigan. An “Iran linked business” includes the following:

- (1) A person engaging in investment activities in the energy sector of Iran, including a person that provides oil or liquefied natural gas tanker or products used to construct or maintain pipelines used to transport oil or liquefied gas for the energy section of Iran; and
- (2) A financial institution that extends credit to another person, if that person will use the credit to engage in investment activities in the energy sector of Iran.

For purposes of this prohibition, “person” includes an individual, corporation, company, limited liability company, business association, partnership, society, trust, or any other non-governmental entity, organization or group. It also includes a governmental entity or instrumentality of a governmental entity, or any successor, subunit, parent company or subsidiary of, or company under common ownership or control with and of the foregoing.

## Roofing Consulting Services

### 1.0 INTRODUCTION

Canton Township currently has over 350,000 square feet of roof area throughout its 35 facilities. The roof types include shingles, cedar, EPDM, PVC, built up, standing seam metal, copper and others.

These roof areas need standard maintenance, repair and testing as well as replacement when necessary.

The Township has chosen to issue this Request for Proposal to seek a company to provide the services necessary to inspect, test and design roofing repairs and replacements at Township facilities.

### 2.0 SCOPE OF WORK

#### 2.1 Project Overview

- a. The Township is seeking the services of qualified Contractor(s) to provide the following:

1. Roof condition surveys
2. Nondestructive roof moisture surveys
3. Contract document preparation including plans and specifications
4. Quality control monitoring
5. Development of roof management/maintenance programs and various other related services.
6. Budget development will be required for recommended remedial work for an as-yet-undetermined time period

The Township will evaluate each service separately but reserves the right to use one contractor to perform all or multiple services, if it is deemed in the best interest of the Township. The Township also reserves the right to negotiate a contract for services at only a portion of the service identified in this document if it is deemed in the best interest of the Township.

- b. The intent of the RFP is to award contract(s) for service to the successful respondents.
- c. As part of the Work, the Contractor shall furnish and assume full responsibility for everything required for the orderly progress and proper execution and completion of the Work, whether temporary or permanent and whether or not incorporated into the Work including, but not limited to, materials, equipment, labor including subcontractor, transportation,

construction equipment and machinery, tools, and other facilities and incidentals.

- d. The Contractor shall perform and complete assigned work including all supervision, administration services, coordination of all Subcontractors, tests, inspections, and other items that are necessary to and appropriate for the finishing, equipping and functioning of the facilities and structures, together with all additional, collateral and incidental work and services required for completion of the provision of the Work.
- e. Contractor shall not have any public or private interest and shall not acquire directly or indirectly any such interest which conflicts in any manner with the performance of its services under this Contract.
- f. Contractor shall employ only persons duly licensed by the State of Michigan to perform the Work required under this Contract for which applicable Michigan Law requires a license.
- g. The Township provides no guarantee of work. Award of a contract does not prevent the Township from obtaining the services of another Contractor for any other project if the Township so desires and/or is in the public interest to do so.

## 2.2 General Scope

- a. The general scope of work for this project will include:
  - 1. Review of Owner's Records and Warranties
    - a) Interview owner's staff/obtain roof history information
  - 2. Roof Condition Surveys
    - a) Visual inspection of roof system(s)
    - b) Data collection of existing roof conditions.
    - c) Perform roof test cuts to identify existing roof system elements and roof deck type(s).
    - d) Perform nondestructive moisture surveys and verify thermal anomalies. Delineate findings on roof surface(s).
    - e) Verify roof drainage conditions, including review of roof drain locations, types and sizes, along with building edge types and heights to accommodate proper drainage.
  - 3. Roof Condition Survey Reports

- a) Present survey findings including nondestructive roof moisture results. Include test cut information and other findings.
  - b) Develop and present analysis and conclusions of roof condition survey(s).
  - c) Develop roof area plans designating individual roof areas and graphically showing moisture survey findings.
  - d) Include photographic documentation of existing roofing conditions.
  - e) Establish and indicate roof rating system parameters. Identify ratings for each roof surveyed.
  - f) Estimate serviceable life expectancies of roof(s)
  - g) Recommend remedial work for repairs/roof replacement including timelines to accomplish remedial work.
  - h) Formulate a prioritization of recommended remedial work.
  - i) Establish and present a budget of recommended remedial roof work.
4. Present a remedial roofing design approach for structures surveyed.
- a) Develop plans, specifications and details for the recommended remedial work.
  - b) Assist the Owner with bidding of individual projects.
5. Provide a roof quality assurance program which would provide/include construction contract administration, support services and quality control procedures and methods.
6. Implement a roof maintenance program for individual structures included in the project.
7. Plan to assist Owner with leak resolution activities on an as-needed basis.

### 2.3 Experience Requirements:

Organizations submitting their RFP shall regularly provide roof consulting services to organizations, municipalities and other facility Owners and to the construction community. Firms shall have a history of providing roof consulting services for no less than 5 years

The Project manager assigned to direct and manage projects within this contract shall be a current member in good standing of RCI, Inc. and be a Registered Roof Consultant (RRC) as recognized by RCI. Organizations submitting their RFP must be independent and not representatives of a particular roofing material manufacturer. Furthermore, submitting firms shall not be roofing contractors,

provide any contracting or repair services nor be affiliated with any roofing contracting firm.

The submitted RFP must address the following:

- a. Your knowledge and understanding of the project and how you intend to approach the project.
- b. Proposed project staff including Project Manager. This should include resumes showing qualifications, registrations, capabilities including years of experience with similar representative projects.
- c. Proposed subconsultants (if any) and qualifications.
- d. List representative projects demonstrating experience with similar types of services. List the number of years your firm has provided roof consulting services.
- e. Qualifications demonstrating the ability to identify and account for the remediation of distress in masonry, curtain walls and other ancillary building systems that may have an adverse impact on the roofing, including potential structural concerns.
- f. List and describe types of roofing systems you have evaluated, and for which you have developed a comprehensive report and project documents. Include a list of roof deck types with which you are familiar.
- g. References for similar projects, including contact names, e-mail addresses and phone numbers.
- h. Within the last 5 years has your company had any claims or lawsuits made against it relating to Roofing Consulting services? If so, please provide a brief description of the claim and current status.
- i. Submit a copy of Firm's Fee Schedule, however, inclusion of a fee is not required. Project fees will be negotiated with the select consultant as the scope of work is defined.

## 2.4 Insurance Requirements

- a. Finalists will be required to show proof of insurance. Errors and Omissions Professional Liabilities Insurance will be required. Insurance in the form of General Liability, and Workman's Compensation and Employer's Liability will be required.

## 3.0 SUBMITTALS

### 3.1 Format

- a. All proposals should include the following:



- i. Transmittal Letter: Include a brief introduction to your firm and your interest in this contract; give main contract name, phone number, fax number and email address, if available.
- ii. Proposal: Include complete details of extent of service offered, frequency of service, and extent of service coverage and maintenance turn around time. Please list all equipment covered as well as any not covered.
- iii. Pricing: Include a detailed price list by labor rates, material costs, management/consulting fees and any relevant cost items. Also, any suggested options, or improvements that may save the Township money in short or long term. Pricing should reflect a typical cost for recommended periodic maintenance, testing and labor rates for required repair and maintenance. Repairs, replacements or upgrades will require a cost estimate and prior approval.
- iv. References: List at least three firms that you are currently providing this service.

#### 4.0 EVALUATION CRITERIA

All proposals shall be evaluated by a committee comprised of appropriate Canton Township personnel using a standard evaluation scoring as follows:

<b>Criteria</b>	<b>Maximum Score</b>
Contractor's proposed fee schedules and response times.	20
Contractor's proposed means and methods to perform work.	20
Contractor's proven work experience and history.	20
Contractor's references (minimum of 3).	20
Quality of contractor's proposal	<u>20</u>
Total maximum score:	100

#### 5.0 QUESTIONS

Should you have any questions regarding the material contained in the RFP, please contact Gregg King at 734-394-5314 or [gregg.king@canton-mi.org](mailto:gregg.king@canton-mi.org). Amendments will be issued for clarification on the Township website should the Township deem it necessary to do so.

6.0 TERMS & CONDITIONS

- 6.1 Submittal Instructions: All submittals must be delivered to:  
Canton Township Clerk's Office  
Roofing Consulting Services  
1150 Canton Center Rd. S.  
Canton, MI 48188-1699
- 6.2 Copies: Submit 1 original plus 2 copies of your proposal.
- 6.3 Proprietary Information: If you are submitting any information you consider to be proprietary, you must clearly mark in "Proprietary Information." If the Canton Facility Services Manager concurs, this information will not be considered public information. Pricing information cannot be considered proprietary.
- 6.4 Signature Block: All proposals must be signed by an authorized agent of your firm. Any firm or individual submitting a signed proposal shall be deemed to have read and understood all the terms, conditions and requirements of this Request for Qualifications.
- 6.5 Refusal: Canton Township reserves the right to refuse and and/or all proposals, or any part thereof.
- 6.6 Withdraw Proposal: You may withdraw your proposal at any time prior to the date and time set for closing.
- 6.7 Discussions/Negotiations: Canton Township reserves the right to conduct discussions with proposers, to accept revisions of proposals and to negotiate price changes at the sole discretion of the Facility Services Manager. During this discussion period, Canton Township will not disclose any information regarding proposal submittals. Up the execution of a contract, the proposals will become public record and the contents will be disclosed upon request.
- 6.8 Awards: The award shall be made to the responsible proposer(s) whose proposal is determined to be the most advantageous to Canton Township based on the evaluation factors described in the Request for Qualification. Price, although a consideration, may not be the sole determining factor. Canton Township reserves the right to ask for the "Best and Final Offer".
- 6.9 Pre-award Presentations: Canton Township reserves the right to require presentation from the highest-ranking proposer(s), in which they may be asked to provide additional information.

- 6.10 Contract: The successful proposer(s) is expected to enter into a standard contract with Canton Township for a period of three years. A three year extension may be granted upon mutual agreement between the Township and the proposer(s).
- 6.11 Indemnification: The successful bidder shall indemnify and save the Township harmless, to the extent permitted by law, from any and all claims, demands, suits and actions which may arise from errors or omissions caused by the bidder in conjunction with its contractual obligations including, but not limited to, obligations for preparation of any and all documents required by the Township in conjunction therewith, and shall defend all suits, in the name of Canton Township when applicable, and shall pay all costs and judgments which may issue hereon.
- 6.12 Limitation of Multiple-Fiscal Year Obligations: All financial obligations of the Township under this contract subsequent to the fiscal year in which signed is contingent upon funds for this purpose being appropriated, budgeted and otherwise made available by the Canton Township Board of Trustees. This contract shall not be deemed to create any multiple-fiscal year direct or indirect debt or other financial obligation whatsoever.



Charter Township of Canton  
Request for Proposal

For

Roofing Consulting Services

COMAPANY NAME

---

ADDRESS

---

---

TELEPHONE

---

FAX

---

E-MAIL

---

DATE

---

PROPOSER'S NAME

---

(Please print or type)

SIGNATURE

---

Fee Schedules should include:

Hourly rates for services provided including normal business hours as well as nights, weekends and holidays.

Response times for emergency repairs should include normal business hours as well as nights, weekends and holidays.

**THE FOREGOING IS A TRUE STATEMENT OF FACTS:**

**I/we hereby certify under penalty of law that we are not an Iran linked business as defined in PA 517 of 2012.**

Signature of Authorized Company Representative: \_\_\_\_\_

Company \_\_\_\_\_

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

\_\_\_\_\_

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

Representative's Name \_\_\_\_\_

*(Please Print)*