



The Aurora Housing Authority™

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1449 Jericho Circle

Aurora, IL 60506

REQUEST FOR PROPOSALS (RFP)

MAPLE TERRACE

RE-ROOF COMMERCIAL ROOF SYSTEM

Maple Terrace

Tuesday, March 17, 2020

Proposals must be submitted to the Aurora Housing Authority no later than

3:00 pm, on Tuesday, April 7, 2020 at

1449 Jericho Cr Aurora, IL 60506



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**REQUEST FOR PROPOSAL
MAPLE TERRACE
RE-ROOF COMMERCIAL ROOF SYSTEM**

The Aurora Housing Authority, is seeking proposals from qualified contractors for a Thermoplastic Polyolefin, (TPO) heat-reflective and energy efficient Roof System white color, located at, 904 North Ave, Aurora, IL 60505. Aurora Housing Authority desires to have the Reroof System installed and commissioned before summer 2020. This document outlines project requirements.

The selected contractor will be responsible for all aspects of the installation and associated design. This outline specification is intended to provide initial guidance on project requirements and highlight critical performance details. In no event shall the lack of details in this document be construed to undermine the requirements for a quality installation of a Reroof Commercial Roof System that meet all state and local codes and regulations.

INSTRUCTIONS FOR CONTRACTORS:

All proposals must be submitted with one (1) original and two (2) copies of the same pages, in a sealed envelope or package clearly marked “REROOF COMMERCIAL ROOF SYSTEM – ATTN: Ralph Jordan”. Please note, because the award will not be based on pricing alone, no Modifications, if any, will be provided at the pre-bid meeting.

There will be a pre-bid meeting, at 904 North Ave, Aurora, IL 60505 at 10:00 am on Tuesday, March 24, 2020. You or your representative(s) are required to attend this meeting if you intend to submit a proposal. The meeting is an opportunity for the Aurora Housing Authority to overview the project and objectives, and participants to request additional information directly from Aurora Housing Authority staff managing or participating in the project. A brief tour of the roof and site will be included.

Proposals must be submitted no later than 3:00 pm, on Tuesday, April 7, 2020 at 1449 Jericho Cr Aurora, IL 60506 in a sealed envelope clearly marked “REROOF COMMERCIAL ROOF SYSTEM – ATTN: Ralph Jordan”. Proposals must be submitted in the format provided and address the items specified in the proposal specifications. Bids will not be accepted after this time. This work will be performed as soon as possible.

Postmarks or other timestamps will not be accepted in lieu of actual delivery. The firm can use whatever delivery mechanism it chooses as long as it remains clear that the firm is responsible for submissions prior to the date and time.



All proposals are binding for sixty (60) days following the deadline for proposals, or until the effective date of any resulting contract, whichever is later.

The Aurora Housing Authority may reject any or all proposals on any basis and without disclosure of a reason. The failure to make such a disclosure shall not result in accrual of any right, claim of cause of action by any unsuccessful participant against the Aurora Housing Authority.

The Aurora Housing Authority assumes no liability for the payment of cost and expenses incurred by any bidder in responding to this request for proposals. All proposals become the sole property of the Aurora Housing Authority. This request for proposal is not a contract and alone shall not be interpreted as such but rather serves as an instrument through which proposals are solicited.

While it is the expectation of the Aurora Housing Authority to award this contract in whole to a single successful contractor, the Aurora Housing Authority reserves the right, at its sole discretion, to award service engagement contracts to separate independent vendors as it deems appropriate based on qualifications, proposal, pricing, and other relevant criteria, or to elect not to award to any bidder.

The Aurora Housing Authority reserves the right to revise the scope and deliverables of one or more project segments (or segment tasks or activities) at its sole discretion prior to awarding any contract for that particular segment. In such a case these revisions shall be negotiated between the Aurora Housing Authority and the contractor to reconcile any changes on pricing and performance. Changes after awarding a contract shall be governed by the terms of that agreement.

A site plan will be provided by contractor request. Final terms and conditions will be negotiated between the Aurora Housing Authority and the selected finalist prior to the time of award.

The following is the solicitation schedule for the procurement:

| | Date | Time |
|-------------------|-------------------------------|---|
| Pre-bid Meeting | Tuesday, March 24, 2020 | 10:00 am @ 905 Second Ave Aurora, IL 60505 |
| Proposal Due | Tuesday, April 7, 2020 | 3:00 pm @ 1449 Jericho Cr Aurora, IL 60506 |
| How to obtain RFP | AHA Web page: auroraha.com | After Tuesday March 17, 2020 |

All inquiries concerning this RFP, including but not limited to, request for clarifications, questions, and any change to the RFP, shall be submitted in writing, citing the RFP title, Page, Section, and Paragraph and submitted to the following RFP Soliciting Coordinator:



Carlos Guillen
carlosguillen@auroraha.org
1449 Jericho Cr
Aurora, IL 60506

Contractors are encouraged to submit questions via email; however, the Aurora Housing Authority assumes no liability for assuring accurate/complete email transmission/receipt and is not responsible to acknowledge receipt. Inquiries must be received by the Aurora Housing Authority's RFP Solicitation Coordinator (see above) no later than Tuesday, March 31, 2020 at 4:00 pm. Inquiries submitted later than this date shall not be considered properly submitted. The Aurora Housing Authority will consider all timely-received questions and requests for change and, if reasonable and appropriate, will issue an addendum to clarify or modify this RFP.

Contractors are required to submit the following documents with their proposals: Non-collusive Affidavit, HUD Form 5369 B, HUD Form 5369 C, and HUD Form 5370 C.

INSURANCE REQUIREMENTS:

Prior to commencement with the project, the selected contractor will be required to provide proof of liability insurance as follows:

- General Liability \$1,000,000 per occurrence; \$2,000,000 aggregate
- Automobile Liability: \$1,000,000 Combined Single Limit
- Professional Liability: \$2,000,000
- Worker's Compensation: Per State of Illinois Statute

The Aurora Housing Authority must be named as an additional insured for the stated project.

BID BOND:

After Each bid must be accompanied by a Bid Bond payable to the Owner for five percent (5%) of the total amount of the Bid. As soon as the Bid prices have been compared, the Owner will return the Bonds of all except the three lowest responsible Bidders. When the Agreement is executed the bonds of the two remaining unsuccessful Bidders will be returned. The Bid Bond of the successful Bidder will be retained until the payment Bond and performance Bond have been executed and approved, after which it will be returned.

After proposals are received, they will be evaluated and marked according to applicable criteria. Interviews may be schedule to meet and discuss proposed plans for the design and installation of new Shingled Roof.



After all proposals are reviewed, evaluated and ranked, the Aurora Housing Authority will use the contract negotiation process to obtain the most highly qualified firm at a fair and reasonable price. The proposed agreement will include the final detailed scope of work to be provided and all required responsibilities of the qualified, licensed contractor.

Each firm submitting a bid is affirming his/her commitment to comply with the laws of the State of Illinois Fair Employment Practices and with all rules and regulations of the U.S. Department of Housing and Urban Development for Equal Opportunity and Non-Discrimination Practices.

The contract will be awarded to the lowest responsive, responsible bidder not on HUD's list of ineligible contractor or the AHA Suspended and Debarred List.

WAGE RATE REQUIREMENTS:

In the employment and use of labor, the General Contractor and his Subcontractors shall conform to the Illinois Statutory requirements regarding labor and wages.

Prevailing Rate of Wages: All contractors for the work herein are subject to the provisions of the Illinois Prevailing Wages Act (820 ILCS 130/et seq.) providing for the payment of prevailing rate of wages to all Laborers, Workmen, and Mechanics engaged on the work, which such provisions shall be applicable to all Subcontractors and material men as well as the General Contractor. The Owner may at any time inquire of the Contractor as to rates of wages being paid, and such information shall be promptly provided to the owner.

Future increases to wage rates and materials cost over the course of the contract time will not be born by the Owner.

The Aurora Housing Authority reserves the right to accept or reject any or all proposals or to waive any informality in bids when it is the best interest of the Aurora Housing Authority. No proposal shall be withdrawn for a period of sixty (60) calendar days subsequent to the opening of proposals without the consent of the Aurora Housing Authority.

For Aurora Housing Authority

Ralph Jordan
Executive Director

Date



PROPOSAL REQUIREMENTS

Proposals shall provide sufficient information to allow the Aurora Housing Authority to evaluate your firm's experience and specific approach to the project and organize proposals in the following format:

Section 1 – A letter of interest: With design philosophy to fully complete all specific work in a timely manner. Include professional license and any special qualifications your firm may possess to execute this project;

Section 2 – Project Approach: Provide a detailed description of specific approach to this project. Identify those parts of the existing roof system and equipment that are suitable for use with the roof system;

Section 3 – Relevant Experience: List at least three (3) similar services have been performed in the past five years. Provide name and size of project and Owner and contact who approved Bidders work;

Section 4 – Design Solution: Briefly describe basic components and materials.

Section 5 – Description of knowledge of all local, State and Federal regulation related to the performance of specified work;

Section 6 - Cost Proposal: Provide a Lump Sum Fixed Fee Proposal for re-roofing services including all engineering, construction and incidental cost for supervision, travel, etc. No separate expense reimbursements will be allowed. Include all-inclusive hourly billing rates for personnel who might be involved on the project for additional services;

Section 7 – Furnish to the Owner two (2) copies of the Manufacturer's Twenty Year Roofing System Warranty in compliance with these specification;

Section 8 – MBE/WBE status/Section 3 status (Minority Business Enterprise/Women's Business Enterprise/Section 3 qualified).

Evaluation Criteria

- | | |
|--|-----------|
| 1. Proposed approach to the Project | 10 Points |
| 2. Contractor qualifications and current work load | 10Points |
| 3. Past experience in performing similar projects | 20Points |
| 4. Cost | 45 Points |
| 5. Interview | 10 Points |
| 6. MBE/WBE/Section 3/Affirmative Action Plan Status/Compliance | 5Points |



The selected short-listed firm will be invited to an interview to present their proposal, shortly after which a final selection will be made and a contract awarded.

PROJECT OVERVIEW

The Aurora Housing Authority is seeking the design and installation services of a Reroof Commercial Roof System for approximately 15,800 Sq. Ft. with TPO (Thermoplastic Polyolefin) membrane .060 mil. A Heat-Reflective and Energy Efficient Roof System for 904 North Ave bldg.

Bidder should be responsible for the following scope of services and shall be the Single Point of responsibility for the entire period of warranty.

SCOPE OF WORK

- The contractor will furnish a proposal and price for design, removal of existing roofing and installation of a new .060 TPO membrane. Price will include all design plans if applicable for permit, submittals and all related materials including insulation/recover board, membrane, flashing, and debris removal for a turnkey installation.
- The contractor must familiarize himself with the site, all details of work required, and existing conditions. The contractor must be a state licensed firm as a going entity for at least five (5) years, and produce a valid certificate of liability insurance, which must be on hand before work begins. All work will be permitted and inspected through the Aurora Housing Authority and roofing manufacturing shall inspect the completed roof to verify that the installation is in accordance with the roofing manufacturer's current specifications and details.

Work Included:

- Work is limited to 904 North Ave building at Maple Terrace.
- Acceptable membrane thickness shall be .060 mil. Membrane shall be TPO (Thermoplastic Polyolefin) Heat-reflective and energy efficient roof system. Finished roofing should be factory market as .060 mil.
- Sweep off all loose debris and cut any bubbles and blisters to release any trapped moisture, reseal cuts, to prep roof for new application.
- All counter flashing metals shall be replaced according specifications.
- Recover board/Insulation and TPO membrane should be mechanically fastened according to specifications.
- Pipes, parapets walls, roof fans, A/C units, and all other protrusions are to be primed and counter flashed according specifications.
- Install new gutter apron.



- Install new metal coping cap. Fasting the coping cap in accordance with manufacturer's specifications.
- Install TPO pitch pockets in all required areas.
- Seal and caulk to ensure a watertight application according to manufacturer's specifications.

PROJECT REQUIREMENTS

Part 1- General Requirements

All work shall be in compliance with all applicable codes and regulations local and state. Manufacturer's Certification should ensure that said Roofing System is appropriate for this particular installation. The contractor is responsible for obtaining any require city permits.

Part 2 – Submittals

Contractors will be required to submit product data from proposed recover board/insulation and membrane manufacturers. Submit data for gutter apron, flashing and counterflashing metal, coping metal, adhesive, sealer/caulk, mechanical fasteners, and any other material recommended by manufacturer for the installation of roof system.

Quality Assurance

- All materials used shall be manufactured, supplied and approved by the roofer manufacturer,
- Roofing contractor should be licensed by the roofing manufacturer to install the specified roofing system,
- All materials shall be installed in accordance with the roofing manufacturer's current written specifications and details. Deviations shall not be made without prior written approval from the roofing manufacturer,
- A representative of the roofing manufacturer shall inspect the roof surface prior to installation to verify the existing condition prior to the installation. A representative of the roofing manufacturer shall inspect the completed roof to verify that the installation is in accordance with the roofing manufacturer's current specifications and details. All inspections required to be by the manufacturer shall be performed by a fully qualified Technical representative, duly authorized by the Manufacturer. A report of these inspections shall be submitted by the contractor to the Aurora Housing Authority,
- Contractor should have not less than five (5) years of successful experience in installing of roofing systems similar to the one required for this project.

Job conditions

- Contractor Responsibility – The Contractor shall be responsible for providing proper surfaces to receive roofing and flashing materials. The entire area to be reroofed shall be inspected by the Contractor to determine that it is free from debris and other gross irregularities.
- Environmental Conditions – In no event more of the old membrane shall be removed to be reroofed than what can be covered with new membrane prior to the onset of inclement weather or termination of the day's work. Not roofing shall be occur in adverse weather conditions. At the end of each workday all work shall be entirely covered with new membrane roofing.

Warranty

- Furnish to Aurora Housing Authority two (2) copies of the Manufacturer's Twenty Year Roofing System Warranty in compliance with these specifications. These Warranties shall cover both labor and materials necessary to affect water tightness, including that required to repair conditions caused by structural movement or standing water on roof membrane.
- Contractor to be responsible for warranty problems for two (2) years after manufacturer's warranty inspection date. Contractor shall provide the Aurora Housing Authority with an agreement to perform any and all necessary repairs needed within 48 hours of being notified.
- Repairs that are needed by Aurora Housing Authority, which are not repaired within 48 hours of notifications may be temporarily repaired by the Owner without affecting the Warrantee in any way. An emergency kit shall be provided to the Owner, which they can use for any emergency. This should not negate the Roofer's responsibility to repair defects (within 48 hours' notice).

Acceptable Roofing System Manufacturers – The total roofing system shall be manufactured by one of the following or equal:

- Carlisle
- Firestone
- Pre-approved equal
- Upon completion of the works and before issue of certificate of completion, the bidder shall provide inbuilt documents including manuals and warranties as per scope of work, etc.



Reserved Rights

- Award of contract shall be made to the submitter whose bid is determined to be the most responsible and advantageous to the Aurora Housing Authority, considering pricing, materials, and the evaluation factors set forth in the RFP. The RFP is not considered a commitment of any kind, for payment of cost incurred in the submission of this RFP or for any cost incurred prior to the execution of a formal contract with the Aurora Housing Authority. Aurora Housing Authority reserves the right to accept or reject any or all proposals.

END OF RFP

