



Request for Proposals Roof Replacement

INTRODUCTION

Through this Request for Proposals (“RFP”), Rhode Island Housing and Mortgage Finance Corporation (“RIHousing”) seeks proposals from qualified roofing firms to complete roofing projects at RIHousing’s main office located at 44 Washington Street, Providence, Rhode Island (the “Property”). The Property consists of 3 attached buildings of varying heights. The main project consists of a roof overlay on 2 of the Property’s buildings located at 44 Washington Street, and 55 Eddy Street which are 5 stories and 6 stories respectively. This RFP also requests, in the alternate, a roof overlay pricing for our third building, a 4-story office building located at 56-70 Washington Street.

INSTRUCTIONS

There will be a mandatory walk-through at 10:00AM, Friday, March 8, 2019 at the offices of RIHousing, 44 Washington St., Providence, RI. All Proposals must be received no later than 3:00 PM on Friday, March 29, 2019 at RIHousing offices.

Respondent should submit an original and four (4) copies of the proposal to RIHousing, 44 Washington Street, Providence, Rhode Island 02903-1721, Attn: **Guy V. Pirolli, Manager Facilities Operations**. Please also direct a courtesy copy by email to: **gpirolli@rihousing.com**. Proposals should be concise and include all attachments and work samples. Proposals should be presented on business letterhead.

Respondents are advised that all submissions (including those not selected for engagement) may be made available to the public on request upon completion of the process and award of a contract(s).

SCOPE OF WORK

Please see the Scope of Work provided at Attachment A including associated links for plans and specifications and project manual.

ITEMS TO BE INCLUDED WITH YOUR PROPOSAL

It is important that any statements of information or letters, that are requested within this RFP, be made part of your submitted documentation. Please note that failure to provide all information requested in this RFP shall cause your submission not to be scored. USE THE SUBMISSION CHECK LIST BAR TO THE LEFT TO ENSURE YOU INCLUDE ALL THE REQUESTED INFORMATION.

Submission
Check List

CHECKLIST BAR PAGES MUST BE INCLUDED AS PART OF YOUR RFP RESPONSE, OR PRIOR TO AWARD OF BID.

A. General Firm Information

1. Provide a brief description of your firm, including but not limited to the following:
 - a. Name of the principal(s) of the firm.
 - b. Name, telephone number and email address of a representative of the firm authorized to discuss your proposal.
 - c. Address of all offices of the firm.
 - d. Number of employees of the firm.

B. Experience and Resources

1. Describe your firm and its capabilities. In particular, support your capacity to perform the Scope of Work.

2. Indicate which principals and associates from your firm would be involved in providing services to RIHousing. Provide appropriate background information for each such person and identify his or her responsibilities.

3. Provide a detailed list of references, including a contact name and telephone number for organizations or businesses for whom you have performed similar work.

4. Identify any conflict of interest that may arise as a result of business activities or ventures by your firm and associates of your firm, employees, or subcontractors as a result of any individual's status as a member of the board of directors of any organization likely to interact with RIHousing. **If none, please provide a statement to such effect.**

5. Identify any material litigation, administrative proceedings or investigations in which your firm is currently involved. Identify any material litigation, administrative proceedings or investigations, to which your firm or any of its principals, partners, associates, subcontractors or support staff was a party, that has been settled within the past two (2) years. **If none, please provide a statement to such effect.**

6. Describe how your firm will handle actual and or potential conflicts of interest.

C. Fee Structure

The cost of services is one of the factors that will be considered in awarding this contract. The information requested in this section is required to support the reasonableness of your fees.

The successful respondent will be expected to comply with the requirements of R.I.G.L. §37-13-1 *et seq.* and pay prevailing wage rates to its employees. Information on general prevailing wage rates can be found at: <http://www.dlt.ri.gov/pw/>

1. Please provide cost proposals as follows:
 - a. Bid Form provided as Attachment A1, utilizing plans and specifications by Vision 3 Architects, entitled “Roof Renovations” dated January 11, 2019 (see Attachment A)

2. Provide an itemized breakdown of billing rates and hourly costs, list of key personnel and their hourly rates, reimbursable expenses, etc. for any services that may be requested in addition to the services previously described.

3. Please provide any other fee information applicable to the engagement that has not been previously covered that you wish to bring to the attention of RIHousing.

D. General Terms and Conditions

1. The terms of this RFP shall be incorporated into a contract with the successful respondent.
2. Proposals are irrevocable for thirty (30) days after the deadline for submission and may not be withdrawn except with the express permission of RIHousing. All pricing will be considered firm and fixed unless otherwise indicated.
3. After an award has been made, failure to meet all requirements of this RFP may result in a determination of default and a withdrawal of the award.
4. The respondent warrants, by submission of a proposal in response to this RFP, that he or she (or his or her firm) has not, directly or indirectly, entered into any agreement, or participated in any act of collusion, or taken any other action or type of action so as to restrain full competitive bidding.
5. The successful respondent will be required to indemnify and hold RIHousing harmless against any and all losses, damages, costs and/or claims arising from work performed pursuant to this RFP. Additionally, the successful respondent will be required to present proof of insurance coverage with a company or companies



licensed to provide business insurance in Rhode Island, with minimum coverage as follows:

Comprehensive General Liability Insurance:

Bodily Injury	\$1,000,000 each occurrence
	\$1,000,000 annual aggregate
Property Damage	\$500,000 each occurrence
	\$500,000 annual aggregate

Workers' Compensation Insurance:

Coverage B	\$100,000
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In the alternative, the successful respondent may provide proof of self-insurance or make other representations of financial responsibility satisfactory to RIHousing, in its sole discretion. Evidence of coverage must be provided by the selected respondent prior to award.

E. Miscellaneous

1. RIHousing encourages the participation of persons of color, women, persons with disabilities and members of other federally and State-protected classes. Describe your firm’s affirmative action program and activities. Include the number and percentage of members of federally and State-protected classes who are either principals or senior managers in your firm, the number and percentage of members of federally and State-protected classes in your firm who will work on RIHousing’s engagement and, if applicable, a copy of your Minority- or Women-Owned Business Enterprise state certification.

2. Discuss any topics not covered in this Request for Proposals that you would like to bring to RIHousing’s attention.

F. Certifications

1. RIHousing insists upon full compliance with Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State Vendors. This law requires State Vendors entering into contracts to provide services to an agency such as RIHousing, for the aggregate sum of \$5,000 or more, to file an affidavit with the State Board of Elections concerning reportable political contributions. The affidavit must state whether the State Vendor (and any related parties as defined in the law) has, within 24 months preceding the date of the contract, contributed an aggregate amount in excess of \$250 within

a calendar year to any general officer, any candidate for general office, or any political party. Please acknowledge your understanding of this in your RFP response.

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2. Does any Rhode Island “Major State Decision-maker,” as defined below, or the spouse or dependent child of such person, hold (i) a ten percent or greater equity interest, or (ii) a Five Thousand Dollar or greater cash interest in this business?

For purposes of this question, “Major State Decision-maker” means:

(i) All general officers; and all executive or administrative head or heads of any state executive agency enumerated in § 42-6-1 as well as the executive or administrative head or heads of state quasi-public corporations, whether appointed or serving as an employee. The phrase “executive or administrative head or heads” shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel or chief of staff;

(ii) All members of the general assembly and the executive or administrative head or heads of a state legislative agency, whether appointed or serving as an employee. The phrase “executive or administrative head or heads” shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel or chief of staff;

(iii) All members of the state judiciary and all state magistrates and the executive or administrative head or heads of a state judicial agency, whether appointed or serving as an employee. The phrase “executive or administrative head or heads” shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel, chief of staff or state court administrator.

If your answer is “Yes,” please identify the Major State Decision-maker, specify the nature of their ownership interest, and provide a copy of the annual financial disclosure required to be filed with the Rhode Island Ethics Commission pursuant to R.I.G.L. §§36-14-16, 17 and 18. **If your answer is “No,” please provide a statement to such effect.**

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3. In the course of providing goods or services to RIHousing, the selected respondent may receive certain personal information specific to RIHousing customer(s) including, without limitation, customer names and addresses, telephone numbers, email addresses, dates of birth, loan numbers, account numbers, social security numbers, driver’s license or identification card numbers, employment and income information, photographic likenesses, tax

returns, or other personal or financial information (hereinafter collectively referred to as the “Personal Information”). The maintenance of the Personal Information in strict confidence and the confinement of its use to RIHousing are of vital importance to RIHousing. **Please include a letter from your president, chairman or CEO certifying that, in the event your firm is selected:**

(i) any Personal Information disclosed to your firm by RIHousing or which your firm acquires as a result of its services hereunder will be regarded by your firm as confidential, and shall not be copied or disclosed to any third party, unless RIHousing has given its prior written consent thereto; and

(ii) your firm agrees to take all reasonable measures to (a) ensure the security and confidentiality of the Personal Information, (b) protect against any anticipated threats or hazards to the security or integrity of the Personal Information, and (c) maintain reasonable security procedures and practices appropriate to your firm’s size, the nature of the Personal Information, and the purpose for which the Personal Information was collected in order to protect the Personal Information from unauthorized access, use, modification, destruction or disclosure; and

(iii) when discarding the Personal Information, destroying it in a commercially reasonable manner such that no third party can view or recreate the information, electronically or otherwise.

These provisions, which implement the requirements of the Rhode Island Identity Theft Protection Act, R.I.G.L. § 11-49.2 et seq., will also be incorporated into the final contract with the selected respondent(s).



4. Please include a letter from your president, chairman or CEO certifying that (i) no member of your firm has made inquiries or contacts with respect to this Request for Proposals other than in an email or written communication to **Guy V. Pirolli, gpirolli@rihousing.com** seeking clarification on the Scope of Work set forth in this proposal, from the date of this RFP through the date of your proposal, (ii) no member of your firm will make any such inquiry or contact until after **Friday, March 22, 2019**, (iii) all information in your proposal is true and correct to the best of her/his knowledge, (iv) no member of your firm gave anything of monetary value or promise of future employment to a RIHousing employee or Commissioner, or a relative of the same, based on any understanding that such person’s action or judgment will be influenced and (v) your firm is in full compliance with Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State Vendors.



EVALUATION AND SELECTION

A selection committee consisting of RIHousing employees (the “Committee”) will review all proposals and make a determination based on the following factors:

- Professional capacity to undertake the Scope of Work
- Proposed fee structure for base project
- Previous work experience and performance with RIHousing and/or similar organizations
- Recommendations by references
- Firm minority status and affirmative action program or activities

RIHousing may invite one or more finalists to make presentations.

In its sole discretion, RIHousing may negotiate with one or more firms who have submitted qualifications to submit more detailed proposals on specific projects as they arise.

By this Request for Proposals, RIHousing has not committed itself to undertake the work set forth. RIHousing reserves the right to reject any and all proposals, to rebid the original or amended scope of services and to enter into negotiations with one or more respondents for each project individually. RIHousing reserves the right to make those decisions after receipt of responses. RIHousing’s decision on these matters is final.

For additional information contact: Guy V. Pirolli, gpirolli@rihousing.com.

Revised: January 2019



Attachment A Roof Renovations

[Project Manual](#)
[Plans & Specs](#)

Scope of Work

Rhode Island Housing and Mortgage Finance Corporation (“RIHousing”) seeks proposals from qualified firms to complete roof renovations at 44 Washington Street for approximately 13,000 square feet of existing roofing atop 2 connected buildings, known as the Slade/Garr Buildings, which are 5 and 6 stories respectively. In addition, this Scope of Work includes a request for alternate roof pricing for the 4-story adjacent Earle Building, located 56-70 Washington St., as well as a small 1 story roof adjacent to 44 Washington St.

See Attachments B and C for Plans and Specs and Construction Documents provided by Vision 3 Architects entitled “Roof Renovations” dated January 11, 2019 detailing required work to be performed, including alternates.

Part 1 – Additional General Provisions

The contractor engaged by RIHousing to perform this Scope of Work (the “Contractor”) shall:

- A. Furnish all labor, supervision, materials, and equipment to satisfactorily perform the roof overlay renovations described in this Scope of Work during at the times and at the frequency specified herein (the “Work”).
- B. Furnish all coordination, management, training, technical personnel, and special projects personnel as may be required during the term of the contract. These personnel shall be the direct agents and employees of the Contractor, and may include, if required, a non-working resident supervisor who shall be the Contractor's chief manager and agent in the performance of the services to be rendered hereunder.
- C. Prohibit its employees from smoking and drinking alcoholic beverages in or on the Buildings. Either activity will result in the employee’s immediate dismissal and termination from working in the Building.
- D. Instruct its personnel to work in a quiet, professional manner, respectful of the rights of RIHousing and its employees to an orderly workplace free from disturbances. Cell phones must be on vibrate or mute at all times. Profanity and obscenity will not be permitted.
- E. Require all personnel to wear a name tag, shirt, pullover or other identification with



the company's name and employee's name (supplied by the Contractor) during the performance of their duties.

- E. Furnish and maintain all necessary equipment, supplies, and materials needed to adequately perform the required services.
- G. Secure all necessary state permits.
- H. Ensure that its employees and those of all sub-contractors are contained to the designated work areas while working on this project with the exception of approved travel to designated bathrooms and storage areas for equipment and product. No file cabinets, storage cabinets or desks are allowed to be accessed during time in the building unless accompanied by RIH staff.

Please note the following.

A. Bid must include:

- 1) Shipping and delivery costs and any other charges that may apply (RIHousing is sales tax exempt).
- 2) An installation sequence and schedule for all work.
- 3) A full detailed list of any work not included that may be required by other trades.
- 4) RIHousing requests that your payment terms and that the warranty of labor and the warranty of any installed equipment under this proposal be set for a minimum of 1 year. All roof warranties must be set for a minimum of 20 years.
- 5) Provide a time schedule to include a proposed start date and estimated schedule of weeks to complete this project
- 6) Checklist of items required as part of this RFP
- 7) All Bid Form pages



ATTACHMENT A-1

Roof Renovations

BID FORM (Page 1)

To: RIHousing

Respondent Firm Name: _____

Project: Roof Renovations at 44 and 56-70 Washington Street, Providence,
Rhode Island

The undersigned, having become thoroughly familiar with: (i) the Scope of Work (the “Work”) and Specifications set forth in Attachment A to the Request for Proposals (“RFP”); and (ii) with local conditions affecting the performance and costs of the Work at the place where the Work is to be completed, and having fully inspected the site in all particulars, hereby proposes to perform the Work, including furnishing any and all labor and materials, and to do all of the Work in accordance with the terms of this RFP and any contract entered into by the undersigned and RIHousing for the following sum of money:

Base bid shall include: All labor, materials, services and equipment necessary for roof renovations to 5 story 44 Washington St., and 6 story Slade/Garr buildings:

Base Bid for Project: \$ _____
(Inclusive of all costs)

Alternate 1: Earle Bldg. Roof: \$ _____ (*Deduct*)

Alternate 2: Roof Drains: \$ _____ (*Add*)

Alternate 3: Skylights: \$ _____ (*Add*)

Alternate 4: Chimney Work: \$ _____ (*Add*)

Alternate 5: Replace Fresh Air Unit: \$ _____ (*Add*)

Alternate 6: Slade/Garr Lower Roof: \$ _____ (*Deduct*)

Alternate 7: Gas Line Demolition: \$ _____ (*Add*)



Alternate 8: Conduct Ductwork Leakage Test: \$ _____ (Add)

BID FORM (Page 2)

Unit Pricing Per Linear Foot Damage/Rotted Wood:

\$ _____

Unit Pricing Per Square Foot Masonry Repointing/Parging:

\$ _____

Additional Information:

1. Please list all proposed subcontractors/supplies with contract amounts in excess of \$10,000 in the table below. Include the subcontract/supplier name, contract amount, and type of work to be performed or supply to be furnished. The list will be made part of the contract with RIHousing. Additional pages may be attached as necessary.

Subcontractor/Supplier Name	Work Performed /Supply Furnished	Contract Amount

- 2) RIHousing reserves the right to disqualify individual subcontractors. RIHousing understands that this may result in an adjustment to the Bid amount.
- 3) Please attach A letter from the bonding company assuring issuance of both 100% Performance & Labor and Material Payment bonds to this Bid Form.
- 4) RIHousing is tax exempt and will provide a tax-exempt file number to the successful respondent.



BID FORM (Page 3)

Note: If bidder is a corporation, set forth the legal name of the corporation together with the signature of the officer and officers authorized to sign contracts on behalf of the corporation. If bidder is a partnership, set forth the name of the firm together with the signature of the partner or partners authorized to sign contracts on behalf of the partnership.

Business Name: _____

Business Address: _____

Telephone Number: _____

Date of Proposal: _____

Signature(s): _____



Attachment B

Plans / Specifications



Attachment C

Vision 3 Architects Project Manual