

**REQUEST FOR PROPOSAL (RFP)**  
**STANDING SEAM METAL ROOF FOR PECKHAM PARK**  
**PAVILION**  
**LOCATION: 161 STRICKLAND ROAD**

**CONTACT PERSON**

**PARK AND RECREATION DIRECTOR**  
**HANNAH MALCOLM**  
**(860-349-7122)**  
**[PARKREC@MIDDLEFIELDCT.ORG](mailto:PARKREC@MIDDLEFIELDCT.ORG)**

**MUNICIPALITY ADDRESS**

**TOWN OF MIDDLEFIELD**  
**393 JACKSON HILL ROAD**  
**MIDDLEFIELD, CT 06455**

**8/23/2018**

## **1. SUMMARY AND BACKGROUND**

The purpose of this project is to replace a 20 year old cedar shake roof and create design, and build a new metal roof. There roof covers an existing pavilion that was built approximately 20 years ago. The roof that is on the pavilion is made of cedar shakes that are starting to leak and fall off. This is an unpleasant issue in the maintenance of our park. In an effort to prevent this from happening in the future, Middlefield Park and Recreation has determined that a new metal roof with more durability and a higher life expectancy, will be the solution to the pavilion run off problem.

The purpose of this Request for Proposal (RFP) is to solicit proposals from various candidate organizations, conduct a fair and extensive evaluation based on criteria listed herein, and select the candidate who best represents the direction Middlefield Park and Recreation wishes to go.

Middlefield Park and Recreation is an existing department of the Town of Middlefield's government. The mission of Middlefield Park and Recreation is to improve the quality of life for our citizens through the creation and maintenance of high quality programs, facilities and community special events.

Major decisions for the maintenance of the programs, facilities and community events are made by a commission comprised of five full time seats and three alternate seats. The day to day business and overseeing of projects is handled by Hannah Malcolm, Director of Middlefield Park and Recreation. Middlefield Park and Recreation utilizes a small office, rented space at the community schools and buildings, Peckham Park, Lake Beseck Town Beach, and other small parks around town.

## **2. PROPOSAL GUIDELINES**

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 3pm EST, September 5th, 2018. Any proposals received after this date and time will be returned to the sender. All proposals must be signed by an official agent or representative of the company submitting the proposal.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

All costs must be itemized to include an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by The Town of Middlefield's legal department and will include scope, budget, schedule, and other necessary items pertaining to the project.

### 3. PROJECT PURPOSE AND DESCRIPTION

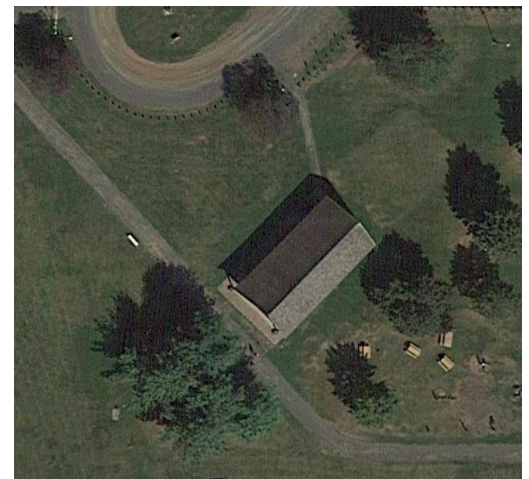
**The purpose of this project is as follows:**

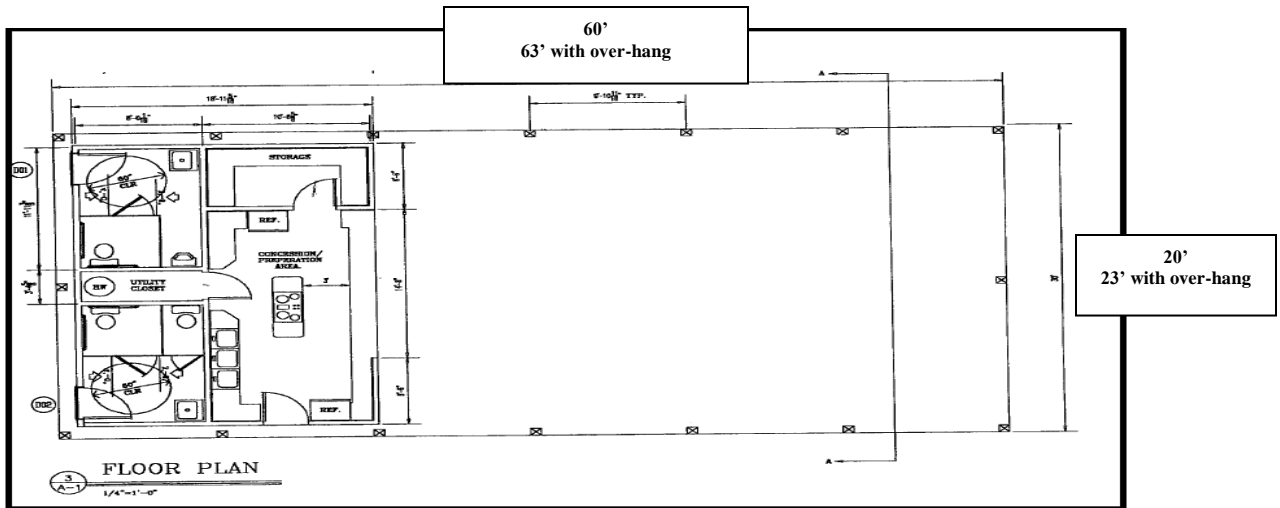
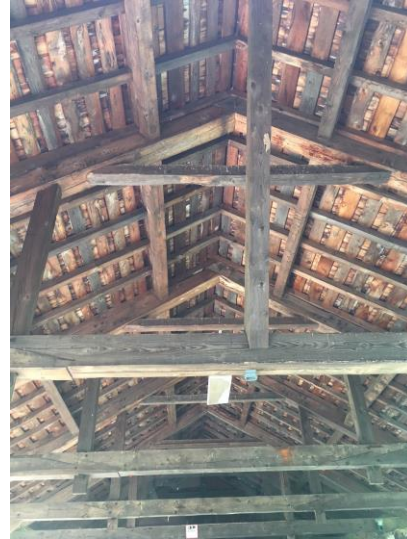
The purpose of this project is to replace a 20 year old cedar shake roof and create design, and build a new metal roof. The Middlefield Park and Recreation Commission Members have determined that our current cedar shake roof, which was installed by volunteers approximately 20 years ago, is no longer effective. There are obvious holes in the roof and the shakes are weathered. Rather than repair the current roof, the commission has decided that the best alternative for the town of Middlefield, would be to install a metal roof as its replacement.

**Project Description:**

Middlefield Park and Recreation is seeking a provider to utilize the latest knowledge of roofing removal and Metal roof installation, to build a roof that is functional as well as attractive to the citizens who use the park. The current roof is one layer of wood shake and approximately 25 square. Following the removal, the roofing installation should use current standards to install a standing seam metal roofing (preferred style would be 1-1/2" Mechanical metal panels at 16" wide) in a color that is decided by the Middlefield Park and Recreation Commission.

Below is a picture of the current roof and a diagram that indicates the current dimensions.





Middlefield Park and Recreation recommends using the company, Harvey Building Products as a source for your Standing Seam Metal roofing materials. Our preferred style would be 1-1/2" Mechanical metal panels at 16" wide. The preferred color would be the forest green, Hartford green, or charcoal gray. The appropriate specifications and installation guides are provided by Harvey Standing Building Products. Follow this link for more information on their product: <https://www.harveybp.com/wp-content/uploads/2016/09/harvey-standing-seam-metal-roofing-vt.pdf> If the bidder is planning to use another company as their source for metal roofing supplies, the bidder should follow Middlefield Park and Receptions request to use a similar style and color to install the roof.

Additionally, proper permitting is required through the Town of Middlefield Land Use Office. Because this will be a municipality project, the fee will be waived by the Land Use Office.

The site of the project should have minimal disturbance to the pavilion structure and surround grounds. If the area is overly disturbed, we ask that the repairs be completed.

#### 4. PROJECT SCOPE

The scope of this project includes all design, development, creation, and management of the new Standing Seam Metal Roofing on the Peckham Park Pavilion. Information can be provided to the selected bidder by the Director of Middlefield Park and Recreation's Director, Hannah Malcolm

The selected bidder will be responsible for maintaining a conversation of the projects timeline and process with Middlefield Park and Recreation.

The following criteria must be met to achieve a successful project:

- Timeline followed and adjusted as needed.
- Assess site and get precise measurements.
- Apply for permitting through the Town of Middlefield Land Use Office (fee will be waived for this municipality project).
- Removal and disposal of current roof. One layer of wood shake approximately 25 square.
- Standing Seam Metal Roofing, flashings, trims, fasteners, and other accessories provided by Harvey Building Products or other reliable source.
- Metal Color, Forest Green, Hartford Green or similar color provided by distributor.
- Seam Profile: 1-1/2" Mechanical, at least 16" Length.
- Full Insurance provided by the company bidding.
- Roofing installed to manufacturer specifications as to satisfy a warranty for the product.
- Approval of project site check-ins by the Director of Middlefield Park and Recreation
- Ability to work closely with Director of Middlefield Park and Recreation on coordination of project tasks and resources.

All proposals in response to this RFP must be sealed and received no later than 3:00pm EST on Wednesday, September 5<sup>th</sup> 2018 and delivered to Middlefield Town Hall, Office of the First Selectman, 393 Jackson Hill Road, Middlefield, CT 06455 at which time the said bids will be opened and read.

Evaluation of proposals will be conducted from Wednesday September 5<sup>th</sup>, 2018 until Wednesday, September 12<sup>th</sup>, 2018. If additional information or discussions are needed with any bidders during this one week window, the bidder(s) will be notified.

The selection decision for the winning bidder will be made no later than Thursday September 13<sup>th</sup>, 2018.

Upon notification, the contract negotiation with the winning bidder will begin immediately. Contract negotiations will be completed by Wednesday, September 19<sup>th</sup>, 2018.

Notifications to bidders who were not selected will be completed by Thursday September 13<sup>th</sup>, 2018.

**Project Timeline:**

Project planning phase must be completed by October 1<sup>st</sup>,2018. Project planning phase will determine the timeline/schedule for the remaining phases of the project.

Project finishing date should be no later than November 30<sup>th</sup>.

Project is weather dependent and can be adjusted as seen fit. If weather is a factor in the installation of the roof, notification will be given and a decision to adjust or stall the project until spring will be decided by the Park and Recreation Director.

**5. BUDGET**

All proposals must include proposed costs to complete the tasks described in the project scope. Costs should be stated as one-time or non-recurring costs (NRC). Pricing should be listed for each of the following items in accordance with the format below:

Project Initiation and Planning	NRC
Market Research	NRC
Project Material Cost	NRC
Project Labor Cost	NRC
Other Costs to be described by bidder if requested	NRC

NOTE: All costs and fees must be clearly described in each proposal.

**6. BIDDER QUALIFICATIONS**

Bidders may provide the following items as part of their proposal for consideration:

- Description of experience in removal, repairs, and instillation of roofs.
- Examples of 3 or more roofs designed and implemented by your organization.
- Testimonials from past clients.
- Anticipated resources you will assign to this project (total number, role, title, experience).
- Timeframe for completion of the project.
- Project management methodology.
- Fully Insured for the project specifications requested of your company.

**7. PROPOSAL EVALUATION CRITERIA**

Middlefield Park and Recreation will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and include all of the following criteria:

- Overall proposal suitability: proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner.

- **Organizational Experience:** Bidders will be evaluated on their experience as it pertains to the scope of this project.
- **Previous work:** Bidders will be evaluated on examples of their work pertaining to roofs as well as client testimonials and references.
- **Value and cost:** Bidders will be evaluated on the cost of their solution(s) based on the work to be performed in accordance with the scope of this project.
- **Technical expertise and experience:** Bidders must provide descriptions and documentation of staff technical expertise and experience.
- **Insurance:** Bidders must attest to insurance coverage.

Each bidder must submit their proposal to the address below by Wednesday Sept 5<sup>th</sup>, 2018 at 3pm EST:

Hand Delivered to:

The Office of The First Selectman  
393 Jackson Hill Road  
Middlefield, CT 06455