

THE CITY OF SEWARD, NEBRASKA



P.O. Box 38, 537 Main Street, Seward, Nebraska 68434. Phone: 402-643-2928. Fax: 402-643-6491. www.CityofSewardNE.gov

**REQUEST FOR PROPOSALS (RFP)
FOR
ROOF REPLACEMENT OF SELECTED CITY PROPERTIES**

To All Interested Contractors:

Contractors are invited to submit a formal proposal to replace the roofs at specified City locations affected by the June 14, 2022, storms (locations included in RFP). Sealed proposals will be received until 12:00 p.m., local time, on Friday, May 12, 2023. All proposals shall be clearly marked with 'City of Seward – Roof Replacements RFP'. Immediately following the closing date of the RFP, the City of Seward will open the proposals and determine the next steps forward.

Proposals are to be submitted to:

**Seward City Hall
ATTN: City Clerk
537 Main Street
Seward, Nebraska 68434**

**Submission Deadline
Friday, May 12, 2023 at 12:00PM**

**REQUESTS FOR PROPOSALS (RFP)
ROOF REPLACEMENT OF SELECTED CITY PROPERTIES
FOR THE CITY OF SEWARD, NEBRASKA**

I. REQUEST FOR PROPOSALS

As a result of the June 14, 2022, severe storms affecting Seward County, the City of Seward (City) sustained heavy damages to various public properties. After review by the insurance adjustor, many affected properties were deemed to have significant roofing damage. As such, the City is advertising to solicit Requests for Proposals (RFP) from qualified contractors to provide roof replacement/repair services for selected properties as deemed by the City. **A qualified contractor shall be a respondent who is able to reference similar local projects; verify significant work within the City; and provides a clean cost break down per property listed.** The City desires to enter into a master agreement with the selected company with the ability to add future properties at an agreed upon rate.

The City will select the respondent whose proposal is most responsive to this RFP and is determined to be in the best interest of the City. Proposals submitted in response to the RFP must provide sufficient detail and information to complete an evaluation of their ability to perform these services.

The City reserves the right to modify this RFP at any time. The bidder is responsible to contact City Clerk Derek Bargmann (402-643-2928 x 121, derek.bargmann@cityofsewardne.gov), prior to submitting a proposal to determine if any amendments were made to the RFP. Documents, addenda, etc. will be posted to the City's website under Business Resources > Public Bids: <https://cityofsewardne.gov/public-bids/>

The City reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be based upon the factors described in this RFP.

II. GENERAL INFORMATION

A. Conditions of Work

It is understood that except as otherwise specifically stated in the contract, the contractor shall provide and pay for all materials, labor, tools, equipment, and transportation of every nature and all other services and facilities of every nature whatsoever, necessary to execute, complete and deliver the work within the specified time. Permits and licenses necessary for the execution of work shall be secured by the contractor but no fees will be charged to the contractor. All supplies and material shall be new. Any work necessary to be performed after regular working hours, such as work performed on Sundays or legal holidays shall be performed without additional expense to the City.

Any City facilities shall never be opened to the elements at any time and all openings must be covered in a manner to withstand any weather condition and must be secured to avoid anyone entering the building through roof openings. Further, all outside and inside areas of the building and grounds shall remain clean and free of construction debris as to not interrupt City operations.

B. Existing Conditions

The contractor, in undertaking the work under this contract, is assumed to have visited the premises and to have taken into consideration all conditions which might affect the work. No consideration will be given to any assertions based on lack of knowledge of existing conditions.

C. Pre-Bid Examination

Interested respondents may examine the facilities upon request and confirmation from Bob Core, Public Properties Director, 402-643-2928 x 202 or bob.core@cityofsewardne.gov.

D. Insurance

The contractor shall acquire and carry throughout the contract term any applicable insurance, including workers compensation or employee accident insurance if the respondent has employees. At a minimum the contractor shall secure liability/professional insurance if there are no employees or subcontractors. The following amounts must be under coverage:

- Liability insurance, personal injury, including death up to \$250,000.00 for each person and \$500,000.00 for each accident.
- Property Damage with limits of \$500,000.00 for each accident and \$1,000,000.00 in the aggregate.

Certificate of insurance with the City of Seward listed as additional insured must be sent to the City prior to commencement of work.

E. Indemnity

The contractor is acknowledged as an independent contractor of the City and as such will indemnify and hold harmless the City for any and all loss, expense, and/or claims associated with or arising out of such injury or damage due to the activities or from any act or omission of the contractor, its board members (if applicable), employees, representatives, family members, and volunteers.

F. Statement of Qualifications

As part of the proposal, the respondent must complete the attached "Statement of Qualification" before awarding of contract, to demonstrate to the complete satisfaction of the City, that the contractor has the necessary certifications, licenses, facilities, ability and financial resources to execute the work in a satisfactory manner within the time specified; the contractor has had experience in work of the same or similar nature; and the contractor has past history to assure the City of the contractor's qualifications for executing the work. **Please list all projects and permits issued by the City within the City in the last 24 months and indicate the three most like projects on the statement of qualifications page.**

G. Addenda

If any questions arise from the RFP, contractor may submit questions to Derek Bargmann, City Clerk, at 402-643-2928 x 121 or derek.bargmann@cityofsewardne.gov. Any interpretation documents will be made by addendum to the RFP. Any addenda will be published on the City's website at www.cityofsewardne.gov/public-bids/. The City will not be responsible for any other explanations or interpretations. The City reserves the right to extend the due date if such information significantly amends this solicitation or makes compliance with the original due date impractical. The City reserves the right to reject any or all proposals and waive technicalities and informalities.

H. Deviations from Scope of Work

Any deviations from the scope of work indicated herein must be submitted in writing, clearly noted and explained in detail on a separate form, and attached to the submitted proposal; otherwise, it will be considered that items/services offered are in strict compliance with these specifications and the successful contractor shall be held responsible thereto. Any deviations within a submitted proposal between prices quoted and restated in the summation sheet shall be resolved by the City as being the lower price unless the contractor requested in writing a correction or withdrawal of proposal prior to the date and time set for opening.

I. Proposal Form and Format

Proposal Form should be submitted in the format specified within this document, contain information required by the RFP, and submitted in a sealed envelope addressed to:

City of Seward, ATTN: City Clerk, 537 Main Street, Seward, NE 68434

Sealed proposals will be received until 12:00pm on Friday, May 12, 2023. All proposals shall be clearly marked with "City of Seward – Roof Replacements RFP". Immediately following the closing of the RFP, the City will open proposals.

J. Award of Contract

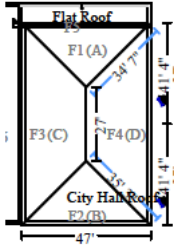
Award of contract will be made to the most responsive/responsible contractor meeting the requirement of the City within 30 days of the proposal opening date. This solicitation does not commit the City to award a contract, to pay any costs incurred in the preparation of the proposal, or to procure or contract for goods services listed herein. The City may accept any proposal offered on an all, partial, or none basis, or within funds available, whichever is in the best interest of the City. Upon contract award, the City and contractor will sign an agreement prior to any work being started.

III. SCOPE OF SERVICES

The respondent to be contracted by the City of Seward will be expected to provide the following services:

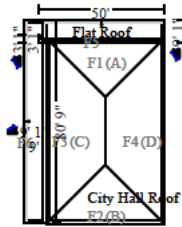
Replace Roofs, as needed, at the following locations (square footage approximate):

a. City Hall – 537 Main Street; asphalt



City Hall Roof

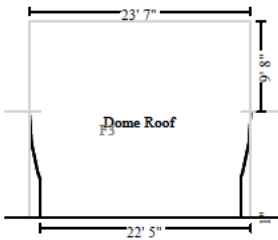
3866.63	Surface Area	38.67	Number of Squares
194.17	Total Perimeter Length	27.00	Total Ridge Length
139.75	Total Hip Length		



Flat Roof

1173.66	Surface Area	11.74	Number of Squares
292.86	Total Perimeter Length		

b. Bandshell – 140 N 5th Street; domed roof = asphalt, flat roof = bitumen



Dome Roof

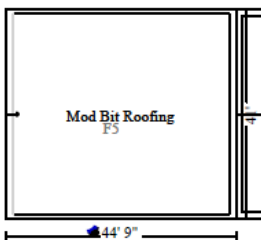
559.57	Surface Area	5.60	Number of Squares
73.75	Total Perimeter Length		

Flat Roof



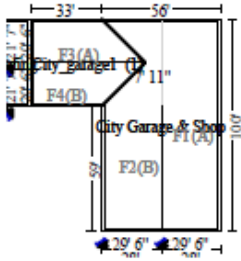
470.27	Surface Area	4.70	Number of Squares
111.05	Total Perimeter Length		

c. City Garage – 223 N 7th Street; pitched roof = asphalt, flat roof = bitumen; north gutter/downspout



Mod Bit Roofing

1835.26	Surface Area	18.35	Number of Squares
171.52	Total Perimeter Length		

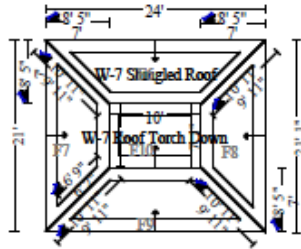


City Garage & Shop

7327.90 Surface Area
386.27 Total Perimeter Length

73.28 Number of Squares
153.48 Total Ridge Length

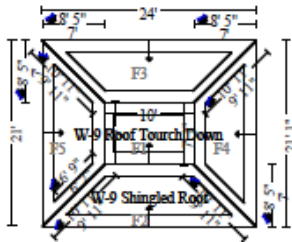
d. Wells 7 & 9 (on Walker Road between County Roads 322 & 366) - asphalt



W-7 Shingled Roof

522.28 Surface Area
90.24 Total Perimeter Length
43.72 Total Hip Length

5.22 Number of Squares
33.83 Total Ridge Length

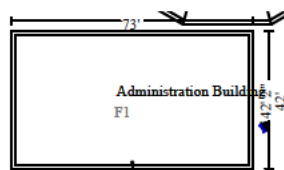


W-9 Shingled Roof

522.28 Surface Area
100.24 Total Perimeter Length
43.72 Total Hip Length

5.22 Number of Squares
23.83 Total Ridge Length

e. Wastewater Treatment Plant (Admin Building) - 1040 S Columbia; bitumen

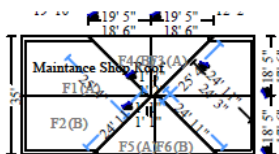


Administration Building

3079.87 Surface Area
230.38 Total Perimeter Length

30.80 Number of Squares

f. Maintenance Shop, Plum Creek Park Sports 2-plex - 2111 Karol Kay Blvd; asphalt



Maintenance Shop Roof

2545.63 Surface Area
221.72 Total Perimeter Length

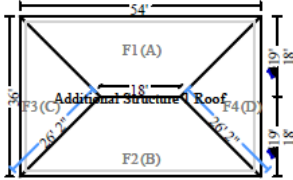
25.46 Number of Squares
103.58 Total Ridge Length

g. Moffitt Park – Pool & Pump House – 167 N 14th Street; asphalt on both



Pool Building Roof

6462.72	Surface Area	64.63	Number of Squares
481.92	Total Perimeter Length	198.61	Total Ridge Length
185.02	Total Hip Length		



Additional Structure 1 Roof

2049.16	Surface Area	20.49	Number of Squares
180.00	Total Perimeter Length	18.00	Total Ridge Length
104.61	Total Hip Length		

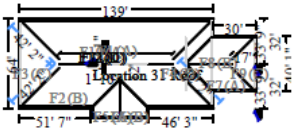
h. BoyScout Building (Moffitt Park) – asphalt; gutters and downspout



Boyscouts Building Roof

1680.00	Surface Area	16.80	Number of Squares
166.00	Total Perimeter Length	48.00	Total Ridge Length

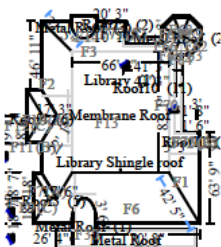
i. Lied Senior Center – 1010 Manor Drive; asphalt; gutters and downspout



Location 31 Roof

10958.40	Surface Area	109.58	Number of Squares
504.10	Total Perimeter Length	146.65	Total Ridge Length
223.69	Total Hip Length		

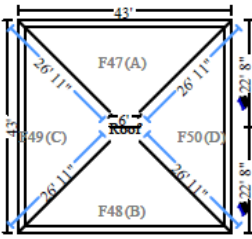
j. Seward Memorial Library – 233 S 5th Street; pitched roof = asphalt; gutters and downspout



Library Shingle roof

9017.81	Surface Area	90.18	Number of Squares
843.50	Total Perimeter Length	15.50	Total Ridge Length
187.15	Total Hip Length		

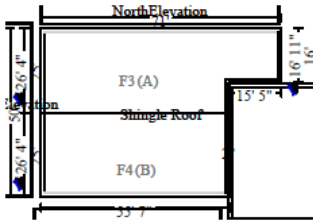
k. Plum Creek Sports Complex-4 fields (Main Building) – 2222 Karol Kay Blvd; asphalt



Roof

1949.02	Surface Area	19.49	Number of Squares
172.00	Total Perimeter Length	6.00	Total Ridge Length
107.52	Total Hip Length		

l. Electric Department Building – 1345 River Street; asphalt



Shingle Roof

3189.56	Surface Area	31.90	Number of Squares
247.41	Total Perimeter Length	55.58	Total Ridge Length

IV. BID DOCUMENTS – TO BE INCLUDED IN THE PROPOSAL

PROPOSAL FORM FOR THE ROOF REPLACEMENT OF SELECTED CITY PROPERTIES

DUE NO LATER THAN 12:00 PM ON FRIDAY, MAY 12, 2023

Name of Contractor: _____

Having carefully examined the proposal requirements including the General Conditions, and the Request for Proposal for City of Seward 'Roof Replacement of Selected City Properties' RFP, any addenda, and conditions affecting the work, the undersigned proposes to provide the required materials, services, warranties, and delivery of specified in the attached proposal for the total sum not to exceed:

City Hall	\$ _____
Bandshell	\$ _____
City Garage	\$ _____
Wells 7 & 9	\$ _____
Wastewater Treatment Plant (Admin Building)	\$ _____
Maintenance Shop, Plum Creek Park	\$ _____
Moffitt Park – Pool & Pump House	\$ _____
BoyScout Building	\$ _____
Lied Senior Center	\$ _____
Seward Memorial Library	\$ _____
Sports Complex-4 fields (Main Building)	\$ _____
Electric Department Building	\$ _____

GRAND TOTAL \$ _____

Itemized bids for each property shall be included to confirm the amount per location.

Respectfully Submitted,

Business Address: _____

Telephone Number: _____ Email Address: _____

Name and Title of Contractor's Rep: _____

Signature: _____

A statement of contractor qualifications—three references—must be included in the submittal:

Name of Contractor: _____

Please provide three similar or like projects within the last 24 months, which demonstrate ability to complete the work. Projects should have occurred within the City and permit is required to be included in submission:

Project #1:

Address Location: _____

Date Started: _____ Date Completed: _____

Summarize project completed: _____

Project #2:

Address Location: _____

Date Started: _____ Date Completed: _____

Summarize project completed: _____

Project #3:

Address Location: _____

Date Started: _____ Date Completed: _____

Summarize project completed: _____
