

**REQUEST FOR PROPOSALS
(RFP-2019-001)**

Roof Repair/Replacement Project

El Paso Leadership Academy

Submission Deadline
Monday, January 14, 2019
@ 2:00 PM Mountain Time Zone

Prepared By:

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El Paso, Texas 79901
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REQUEST FOR PROPOSALS (RFP)
Roof Repair/Replacement Project

1.1 GENERAL INFORMATION: El Paso Leadership Academy (“Owner”) is soliciting proposals for complete repair and replacement of roof (“Project”), in accordance with the terms, conditions, and requirements set forth in this Request for Proposal.

1.2 PROJECT DESCRIPTION, SCOPE OF WORK AND COST PROJECTIONS

EPLA filed a successful insurance claims in 2018 for a roof repair/replacement on the three buildings on the school property located at 1918 Texas Avenue. Please see Attachment “B” for scope and cost. Only roofers that agree to perform work for the cost projection detailed in Attachment “B” below will be considered. Supplements, if needed, will need to be directly negotiated with insurance adjustor.

1.3 SELECTION PROCESS TIMETABLE

Post Request for Proposal (RFP) to Website	Friday, December 28, 2018
1 st Legal Notice – El Paso Times	Friday, December 28, 2018
2 nd Legal Notice – El Paso Times	Friday, January 4, 2019
Open Property Visit w/Facilities Coordinator	Tuesday, January 8, 2019 9:00 AM MST
RFP Submission Deadline @ 2:00 PM	Monday, January 14, 2019
Public Announcement of Respondent Names	Monday, January 14, 2019
RFP Review & Selection by Selection Committee	Tuesday, January 15, 2019
Final Approval – Board of Directors	Wednesday, January 16, 2019

1.4 PROCUREMENT PROCESS

The successful Proposer, if any, selected by EPLA through this RFP will be the Proposer that submits a proposal on or before the submittal deadline that is most advantageous to the school.

a. Selection of Qualified Provider or Short-list of Providers (Owner’s Option)

A committee may be formed to review responses submitted. Based on the selection criteria described in this document, the committee will present a roofer to the Board of Directors for approval. The Owner may also determine that no qualified submittals have been received and reject all submittals.

1.5. INSTRUCTIONS TO RESPONDENTS

a. Public Information

All information, documentation, and other materials submitted in response to this solicitation are considered non-confidential and/or non-proprietary and are subject to public disclosure under the Texas Public Information Act (Texas Government Code, Chapter 552.001, et seq.) after a contract is awarded. The Owner strictly complies with all statutes, court decisions, and opinions of the Texas Attorney General with respect to disclosure of RFP information.

b. Clarifications and Interpretations

Any clarifications or interpretations of this RFP that materially affect or change its requirements will be included in an addendum and presented on the website for review. It is the responsibility of all respondents to obtain this information in a timely manner. All such addenda issued by the Owner before the proposals are due shall become a part of the RFP, and respondents shall acknowledge receipt of and incorporate each addendum in its response. Respondents shall consider only those clarifications and interpretations that the Owner issues by addenda five (5) days prior to the submittal deadline. Interpretations or clarifications in any other form, including oral statements, will not be binding on the Owner and should not be relied on in preparing Proposals.

c. Deadline

The Owner will receive Proposals at the time described below.

Monday, January 14, 2019 at 2:00 PM Mountain Time Zone

Submit 1 (one) original copy of the Proposal to:

Emily Levario
Chief Financial Officer
1918 Texas Avenue
El Paso, TX 79901

Late received Proposals will be returned to the Respondent unopened.

e. Delivery and Submission

The Owner will not acknowledge or receive Proposals that are delivered by telephone, facsimile (fax), or electronic mail (e-mail).

Properly submitted Proposals will not be returned to respondents.

Proposal Materials must be enclosed in a sealed envelope (box or container); the package must clearly identify the submittal deadline, the RFP title, and the name and return address of the respondent.

f. Point of Contact

The Owner designates the following person as its representative and Point-of-Contact for this RFP. Respondents shall restrict all contact with the Owner and direct all questions regarding this RFP to the Point-of-Contact person.

Nick Gomez
Facilities Coordinator
1918 Texas Avenue
El Paso, TX 79901
915-298-3900
ngomez@epleadershipacademy.org

- g. Evaluation of Proposal
The evaluation of the Proposal shall be based on the requirements described in this RFP. All properly submitted Proposals will be reviewed, evaluated, and ranked by the Owner.
- h. Owner's Reservation of Rights
The Owner makes no representations of any kind that an award will be made as a result of this RFP, or subsequent RFP and no such representation is intended or should be construed by the issuance of this RFP. The Owner reserves the right to reject any and all Proposals and re-solicit for new Proposals, or to reject any and all proposals and temporarily or permanently abandon the Project. The Owner reserves the right to waive any formalities or minor technical inconsistencies, or delete any item/requirements from this RFP when deemed to be in Owner's best interest.
- i. Acceptance of Evaluation Methodology
By submitting a Proposal in response to this RFP, respondent accepts the evaluation process and acknowledges and accepts that determination of the firm(s) will require subjective judgments by the Owner.
- j. No Reimbursement for Costs
Respondent acknowledges and accepts that any costs incurred from the respondent's participation in this RFP shall be at the sole risk and responsibility of the respondent.

1.6 WEIGHTED CRITERIA

CRITERIA 1 - CAPABILITY TO PERFORM – 25 points

- a. Provide information regarding:
 - a. Approximate number of workers that will be assigned to job
 - b. Lead time before job will start
 - c. Ability to perform work outside of the workday. Priority needs to be placed on minimizing classroom disruption. As such, work may need to be done after the school day and/or on weekends or broken into phases to take advantage of school closures.
- b. Provide information regarding your per project and aggregate Bonding Capacity and insurance limits.
- c. Provide copy of most recent Financial Statements.
- d. Provide a Bank reference

CRITERIA 2 – EXPERIENCE AND QUALIFICATIONS – 25 points

Unique Qualifications

- a. In a 200 word or less statement, describe your firm's unique qualifications as they pertain to this particular project.
- b. List the complete range of services and capabilities your firm offers. Indicate all services which your firm performs with your own employees, and those which are usually subcontracted.
- c. Provide details of any past or pending litigation, or claims filed, against your firm.
- d. List any contracts in Texas in the last ten years that were terminated by the owner prior to completion due to non-performance.

- e. Provide a claims history under professional malpractice insurance for the past five (5) years for the Respondent and any sub consultants or team members proposed to provide professional engineering services.

Experience working with Insurance adjustors

- a. Provide a brief history of your firm. At a minimum include the following information:
 - Number of years your firm been in business under its present name;
 - All other names by which your firm has been known and length of time known by each name;
 - The address of your firm's website, if applicable;
 - Location of parent company headquarters. If international, please list international headquarters;

Personnel Qualifications

Provide information regarding capabilities and experience of personnel directly assigned to this project that include the following:

- a. Professional resumes for key personnel and their responsibilities for the duration of the Contract.

CRITERIA 3 – References – 25 points

- a. Provide minimum of 5 references within in the last five (5) years.

CRITERIA 4 – Previous Experience with EPLA – 25 points

1.7 SUBMITTAL REQUIREMENTS

a. General Instructions

Proposals shall be prepared simply and economically, providing a straightforward, concise description of the respondent's ability to meet the requirements of this RFP. Emphasis shall be on the quality, completeness, clarity of content, responsiveness to the requirements, and an understanding of Owner's needs.

Respondents shall carefully read the information contained in this RFP and submit a complete response to all requirements and questions as directed. Incomplete Proposals will be considered non-responsive and subject to rejection. Failure to comply with all requirements contained in this Request for Proposal may result in the rejection of the Proposal.

Proposals shall consist of answers to questions identified in this RFP. It is not necessary to repeat the question in the Proposal; however, it is essential to reference the question number with the corresponding answer. Proposals that are qualified with conditional clauses, alterations, items not called for in the RFP documents, or irregularities of any kind are subject to rejection by the Owner, at its option.

b. Submittal Checklist

A. COVER LETTER: The cover letter shall include

- a. a brief statement of interest, availability, and intent to perform services as described ;; agreement to fulfill scope of work provided by insurance company as listed in Attachment "B" and signature of an authorized officer of the firm who has legal authority in such matters.

B. CRITERIA 2 ITEMS

- a. In a 200 word or less statement, describe your firm's unique qualifications as they pertain to this particular project.
- b. Detail experience working with insurance adjustors
- c. Professional Resumes for key personnel

C. CRITERIA 3 ITEMS

- a. Provide minimum of 5 references within in the last five (5) years

D. RESPONDENT QUESTIONNAIRE - RFP Attachment A.

**RFP 2019-001 ATTACHMENT A
RESPONDENT QUESTIONNAIRE**
(Provide a response)

SECTION A - GENERAL INFORMATION

- a. Firm Name: Provide the following information regarding the Firm.

Name/Name of

Firm: _____

Address _____

City: _____ State: _____ Zip Code: _____

Telephone No. _____ Fax No: _____

- b. Does Respondent anticipate any mergers, transfer of organization ownership, management reorganization, or departure of key personnel within the next twelve (12) months that may affect the Firm's ability to complete the Projects? (Yes or No)

- c. Is Respondent authorized and/or licensed to do business in Texas? (Yes or No)

- d. Provide any other names under which the Firm has operated within the last ten (10) years.

- e. Has the Firm or any of its principals been debarred or suspended from contracting with any public entity? (Yes or No)

If yes, identify the public entity and the name and current phone number of a representative of the public entity familiar with the debarment or suspension, and state the reason for or circumstances surrounding the debarment or suspension, including but not limited to the period of time for such debarment or suspension.

- f. Bankruptcy Information. Has the Design-Build Firm or any of its principals ever been declared bankrupt or filed for protection from creditors under state or federal proceedings? (Yes or No)

If yes, state the date, court, jurisdiction, cause number, amount of liabilities and amount of assets.

- g. Litigation/Claims: Does Respondent have any past or pending litigation or claims filed against it that would affect its performance on this Project or prevent it from entering an agreement with the District? (Yes or No)

If yes, please explain and include the date of filing, court, jurisdiction, cause number and any other identifying information.

h. Capability to Perform

a. Approximately how many workers will be assigned to job.

b. Available to work on weekends, after school day or in phases ? (Yes or No)

c. How soon can your firm start work once selected. _____

d. Bonding Capacity. _____

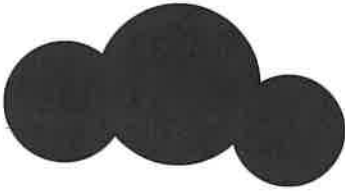
i. Hub Vendor status (Yes or NO)

j. List the complete range of services and capabilities your firm offers. Indicate all services which your firm performs with your own employees, and those which are usually subcontracted.

k. Provide details of any past or pending litigation, or claims filed, against your firm.

l. List any contracts in Texas in the last ten years that were terminated by the owner prior to completion due to non-performance.

m. Provide a claims history under professional malpractice insurance for the past five (5) years for the Respondent and any sub consultants or team members proposed to provide professional engineering services.



Attachment B

El Paso Learning Academy
 1918 Texas Avenue
 El Paso, Texas 79901
 Scope and Cost Projection

Roof							
Description	Quantity	Unit	Cost	RCV	Dep	ACV	
Clean and preparation of low sloped roof surface	11,465.0	SF	\$ 1.20	\$ 13,758.00	33%	\$ 9,217.86	
Liquid applied roof coating	11,465.0	SF	\$ 3.75	\$ 42,993.75	33%	\$ 28,805.81	
Built up roofing over 7th grade learning	16.9	SQ	\$ 825.00	\$ 13,917.75	40%	\$ 8,350.65	
Remove additional layers of fiberglass insulation	33.8	SQ	\$ 25.83	\$ 873.05	11%	\$ 777.02	
Poly-iso roof insulation	15.3	SQ	\$ 385.78	\$ 5,902.43	11%	\$ 5,253.17	
Remove composition shingles	109.0	SQ	\$ 40.00	\$ 4,360.00	35%	\$ 2,834.00	
Replace composition shingles	119.9	SQ	\$ 185.00	\$ 22,181.50	35%	\$ 14,417.98	
Modified bitumen roofing	100.0	SF	\$ 6.85	\$ 685.00	40%	\$ 411.00	
Mechanical							
Comb and straighten cooling coil fins	6.0	HR	\$ 95.00	\$ 570.00		\$ 570.00	
Replace micro channel coils - RUUD	1.0	EA	\$ 2,848.89	\$ 2,848.89	3%	\$ 2,763.42	
Replace micro channel coils - Coleman	1.0	EA	\$ 3,781.69	\$ 3,781.69	40%	\$ 2,269.01	
Detach and reset rooftop condensing units	3.0	EA	\$ 785.00	\$ 2,355.00		\$ 2,355.00	
Gas line manipulation	16.0	HR	\$ 180.00	\$ 2,880.00		\$ 2,880.00	
Exterior							
No event related damage observed							
Interior							
Lobby							
Suspended ceiling tile	2	EA	\$ 4.95	\$ 9.90	25%	\$ 7.43	
Clean vinyl floor	388	SF	\$ 0.45	\$ 174.60		\$ 174.60	
Front Desk							
No visible damage observed							
Office 101							
No visible damage observed							
Office 102							
Suspended ceiling tile	13	EA	\$ 4.95	\$ 64.35	25%	\$ 48.26	
Clean and deodorize carpet	194.8	SF	\$ 0.33	\$ 64.28		\$ 64.28	
Office 116							
No visible damage observed							
Office 117							
No visible damage observed							
Office 118 - Small Conference Room							
Suspended ceiling tile	15	EA	\$ 4.95	\$ 74.25	25%	\$ 55.69	
Clean and deodorize carpet	160	SF	\$ 0.33	\$ 52.80		\$ 52.80	
Office 119							
No visible damage observed							
Workroom 131							
Suspended ceiling tile	10	EA	\$ 4.95	\$ 49.50	25%	\$ 37.13	
Clean and deodorize carpet	120.3	SF	\$ 0.33	\$ 39.70		\$ 39.70	
Office 120							
No visible damage observed							
Storage at 120							
No visible damage observed							
Storage 130							
No visible damage observed							
West Foyer Area							
Suspended ceiling tile	4	EA	\$ 4.95	\$ 19.80	25%	\$ 14.85	

Clean vinyl floor	119.2	SF	\$	0.45	\$	53.64		\$	53.64
7th Grade Learning									
Suspended ceiling tile	1065	SF	\$	1.55	\$	1,650.75	25%	\$	1,397.81
Clean suspended ceiling grid	1065	SF	\$	0.95	\$	1,011.75		\$	1,011.75
Tape and protect room	1260	SF	\$	1.05	\$	1,323.00		\$	1,323.00
Paint wall	1179	SF	\$	1.20	\$	1,414.80		\$	1,414.80
Replace vinyl floor covering	1065	SF	\$	2.98	\$	3,173.70	16%	\$	2,665.91
Hallway by Library									
Suspended ceiling tile	30	EA	\$	4.95	\$	148.50	25%	\$	111.38
Paint wall	125	SF	\$	1.50	\$	187.50	40%	\$	112.50
Clean and deodorize carpet	696	SF	\$	0.33	\$	229.68			
Hallway Bathroom									
Repair plaster finish	1	EA	\$	180.00	\$	180.00		\$	180.00
Paint walls and ceiling	616.5	SF	\$	1.20	\$	739.80	40%	\$	443.88
Clean vinyl floor	40	SF	\$	0.45	\$	18.00			
Library									
Suspended ceiling tile	8	EA	\$	4.95	\$	39.60	25%	\$	29.70
Clean and deodorize carpet	386	SF	\$	0.33	\$	127.38		\$	127.38
Classroom 124									
Suspended ceiling tile	34	EA	\$	4.95	\$	168.30	25%	\$	126.23
Clean vinyl floor	1346.2	SF	\$	0.45	\$	605.79		\$	605.79
East Hallway									
Suspended ceiling tile	8	EA	\$	4.95	\$	39.60	25%	\$	29.70
Plaster repair	1	EA	\$	180.00	\$	180.00		\$	180.00
Stain beam	21	LF	\$	6.95	\$	145.95		\$	145.95
Clean vinyl floor	340	SF	\$	0.45	\$	153.00		\$	153.00
Subtotal					\$	129,246.99		\$	91,512.06
Bid Procurement and Construction Fees	9%				\$	11,632.23		\$	8,236.09
Projected Building Total					\$	140,879.22		\$	99,748.15