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City Manager

RFQ 17-005
REQUEST FOR QUALIFICATIONS
For Professional Services for Roof repairs

SECTION ONE – Introduction

The City of Socorro is soliciting statements of qualifications and proposals from individuals and firms interested in providing roofing related services required for multiple buildings each with different roof styles & materials.

The City of Socorro owns and maintains all the buildings within the scope of work. The work consists of nine (9) roofs, made up of the following materials. Some of the buildings are historically protected, and need to be treated according to the Standards of the Secretary of Interior. A plan of repair would need to be submitted to the City specifically for these roofs which should include: proposed: materials, treatment of the buildings, and the repair procedures.

The purpose of this RFQ is for the following:

1. Instruct firms/ individuals how to submit statements of qualifications to the City of Socorro for review, and the criteria their submission should include.
2. Inform the applicant of the City of Socorro's date and time to publicly open the statements, and review all the submissions. Applicants may be asked to come to the City for a meeting to further assess their candidacy for proposal.
3. Thereafter the selected statements will be presented to City Council for discussion and action. Once a decision is made an initial meeting with the highest qualified applicants will be coordinated to further discuss the project & answer any clarifications.

SECTION TWO – Deadline for Submission

Statements of qualifications and proposals submitted in response to this RFQ will be accepted by the City of Socorro until 2:00 p.m. on Friday March 31, 2017. Please reference submission details in the sections below.

SECTION THREE – Schedule

The City of Socorro will review the statements of qualifications and respond within approximately two weeks. The consultation meetings (if any) will be held promptly, as will any negotiations over reasonable fees and scope of work, final negotiations, and execution of an Agreement. The full scope of work must be completed within **three (3) months** from the date of contract award. Upon execution of a signed contract, the candidate chosen will need to provide within the first **seven (7) days** a current conditions assessment, timeline of activity, and completion date for each of the buildings within the scope of work.

SECTION FOUR – Site Visit

This RFQ contains all information required to understand the project and submit qualifications and proposals. However, anyone may tour the buildings during normal business hours Monday thru Friday 8am to 4 pm for physical inspection.

SECTION FIVE – Scope of Work

The scope of the work to be performed includes the following:

1. Remove existing roof covering on nine city owned buildings.
2. Remove existing underlayment material on nine city owned buildings
3. Remove any damaged wood boards or plywood as necessary on nine city owned buildings.
4. Remove all drip edge, metal flashings and all other vent and caps as necessary on nine city owned buildings.
5. Install new underlayment material on nine city building roofs to comply with city's building code.
6. Replace all necessary lumber and plywood
7. Install new drip edge ,1x2, flashings, vents, and caps as necessary.
8. Haul off and dispose all construction debris
9. Pull project permits with the City of Socorro Planning and Zoning Department

The nine work sites will be as follow:

1. 124 S. Horizon (City Hall)
2. 241 Old Hueco Tanks (Public Works Office)
3. 860 N. Rio Vista (Court Building)
4. 241 Old Hueco Tanks (Mechanic Shop)
5. 901 Rio Vista (Recreation Center)
6. 901 Rio Vista (Building #2)
7. 901 Rio Vista (Building#3)
8. 901 Rio Vista (Building#4)
9. 901 Rio Vista (Pavilion)

SECTION SIX – Historical Site Constraints

- All recommended work related to Historically Protected Buildings must conform to the Secretary of Interior's Standards for the Treatment of Historic Properties (rev. 1995) relevant to the State of Texas.
- Analysis and evaluation must be conducted with minimal visible impact, minimal time periods of disruption, no damage to interior collections, and no structural damage to the historic fabric of the building.
- If necessary, any test excavation and/or trenching work in the ground and any subsurface or destructive testing of architectural surfaces, or removal of building materials for research, must be coordinated with and approved by the City of Socorro.
- The work anticipated by this RFQ may proceed concurrently with work being done by other contractors. The selected individual/firm will be expected to coordinate its work at the property with that of other contractors, and City of Socorro staff, working on-site at the same time.
- The site will remain open during regular hours and expects all consultants to coordinate their activities and make allowances for these important public aspects of the property's mission.

SECTION SEVEN – Instructions for Submission of Qualifications and Proposals

All submissions must be in writing and include **(4) four** hardcopies which should include:

- A statement of qualification of the individual/firm; which should name a primary point of contact & their information for the application.
- A detailed portfolio identifying:
 - Members of their team, their contractors, sub-contractors with a description of their professional qualifications, certifications, & relative work experience
 - Anticipated roles and responsibilities for each person listed above
 - A list of suppliers pertinent to this job
 - A copy of a current registered business license with the State of Texas
 - A copy of a current liability insurance coverage policy naming the individual/firm
 - A copy of their legal status (sole proprietorship, partnership, etc....)
 - A copy of the licensure recorded by the State of Texas
 - A list of (5) five reference jobs from work done within the past five (5) years
- A full and complete description of the scope of work proposed; with a timeline showing deliverables and review periods.
- Attach any other supporting information such as portfolios, resumes, or project lists.

SECTION EIGHT – Criteria for Selection

The City of Socorro will consider the following factors in evaluating proposals:

1. Professional qualifications
2. Experience
3. Demonstrated competence and qualifications
4. Ability to finish work in a timely manner
5. Historical Preservation Experience

SECTION NINE – Contract Conditions.

Participation on the project will not preclude any team member from submitting future proposals and bids for subsequent preservation/rehabilitation contracts to be awarded by the City of Socorro as the project moves forward. Individual consultants will be required to establish independency from City of Socorro employment.

SECTION TEN – Limitations.

This request for qualifications does not commit the City of Socorro to award a contract or to pay any costs incurred as a result of preparing such a response. The City reserves the right to accept or reject any or all statements received in response to this request, to negotiate with all qualified applicants or to cancel in part or in its entirety this request for qualifications if it is in the best interest of the City. The Selection Committee may require consultant/attorney participation in negotiations, the result of which may require revisions to the response as submitted.

SECTION ELEVEN—Contact Information

The closing date for submission is March 31, 2017 at 2:00 p.m.

The bids will be opened publicly and read aloud on March 31, 2017 at 2:30 p.m. at the City Administration Building in Socorro, Texas, 124 S. Horizon Blvd., Socorro, Texas, 79927.

All submittals must be clearly marked on the lower left hand side with your company name and return address on the envelope with the following: Bid # 17-005 ROOF REPAIRS-Attn: OLIVIA NAVARRO, CITY CLERK.

Questions concerning the technical specifications for this project should be addressed to:
Miguel Rosas, Parks and Public Works Director