

# Okahumpka Depot Roof

## I. INTRODUCTION

### A. STATEMENT OF NEED

The Florida State Fair Authority (“Authority”) is seeking Historical Roofing Restoration Contractor (“Contractor”) to remove, dispose of and replace a Cedar Shake Shingle Roof on an 1898 historic railroad depot building, in Cracker Country, a historical museum located on the Florida State Fairgrounds.

### B. STATEMENT OF PURPOSE

The purpose of this Request for Proposal (RFP) is to solicit responses from qualified Historical Roofing Restoration Contractor(s). The work includes the removal and disposal of the sloped roofing material (“Cedar Shake Shingles”) with what appears to be a 5/12 pitch. The roof is approximately 3,960 SF with a layer of tar felt #15 underneath the Cedar Shake Shingle. New roof installation must include water shield, new sheet metal roof flashing and #1 resawn Cedar Shake Shingles; the salvage and reuse of the existing tin ridge cap; and the installation of all trims and flashings, as required to complete the roofing project. The Authority desires a contractor with a proven ability to provide the services and deliverables, as specified herein, with the highest level of quality and within the specified time and fiscal limits. **Contractor must be able to provide materials and methods that are appropriate in maintaining the historic character of the structure.**

### C. PROBLEM STATEMENT

The Okahumpka Train Depot was built in the town of Okahumpka in Lake County, Florida in 1898. It was a fully functional depot and was part of the Henry Plant Railroad System. It was donated to Cracker Country by the Seaboard Coastline Railroad System in 1979 and is open to the public during the annual 12 days of the Florida State Fair and throughout the year for educational programs and public tours.

## II. SERVICES TO BE PROVIDED

### A. SPECIFICATIONS:

1. This roofing project must be completed by **September 4<sup>th</sup>, 2015**
2. The selected Contractor shall consult with the Authority Project Manager during the duration of this project to ascertain that all requirements are being met and provide adequate inspections, with written confirmation that this project is being completed in accordance with those characteristics needed to maintain the historical structure of the Depot. This report should also note any discrepancies revealed during inspections.
3. The selected Contractor shall prepare plans, with the initial concepts, in relationship to existing structures, together, with a general description of the project for approval by the Project Manager/Cracker Country Director.
4. The selected Contractor shall prepare all documents consisting of plans, elevations, and other drawings, including perspective sketches, and outline specifications to fix and illustrate the size

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and character of the Project, including the kinds of material, type of structure, mechanical and electrical systems and other such work as may be required.

5. The selected Contractor shall furnish all necessary permits, if applicable.
6. The selected Contractor MUST provide a copy of the Contractor’s Safety Program.
7. The selected Contractor will provide for the Authority a report noting the satisfactory inspection of the completed building. The Contractor is to supply warranties of all materials and workmanship for a three (3) year period and a ten (10) year finish warranty on the roof.
8. The selected Contractor will provide a certificate of insurance prior to commencing on-site construction. Workers compensation and vehicle coverage is also required by the State of Florida and liability policy must be a minimum of \$2,000,000 coverage.
9. The selected Contractor will complete the Price Proposal Sheet (Attachment “C”) and return with proposal.

**B. OTHER REQUIRED INFORMATION:**

1. Cover Letter briefly introducing the Contractor.
2. Contractor’s Certification (page 1 and 2 of RFP).
3. Contractor’s Safety Program.
4. Contractor’s History and Experience.
5. Contractor’s Company Profile and Personnel.
6. State whether the Contractor has had a contract terminated for default within the past five (5) years; and if so, describe in detail.
7. State whether the Contractor has filed for bankruptcy protection in the past five (5) years, or is currently in the process of filing or planning to file for bankruptcy protection or financial restructuring of refinancing. If so, provide process of filing or planning to file for bankruptcy protection or financial restructuring or refinancing. If so, provide Court and case number.
8. Certify that the Contractors not currently under suspension or debarment by the Federal Government, the State of Florida or any other State Government.
9. Conflict of Interest Statement (Attachment “A”).
10. References (Attachment “B”).

**III. GENERAL INFORMATION:**

**A. CALENDAR OF EVENTS:**

Listed below are the important actions and dates/times by which the specified actions must be taken or completed. If the Authority finds it necessary to change any of these fixed dates/times, written notification will be distributed to all responding Firms.

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<b>DATE TIME</b>	<b>ACTIVITY</b>
6/26/2015	RFP advertised and released.
7/02/2015 10am	Mandatory Meeting and walk through – (Come to the Orient Road Entrance to the Fair Authority’s Administration Office).
7/10/2015 by 5pm	Written questions due to the Authority’s Purchasing Office.
7/15/2015 by 5pm	The Authority’s written response to any questions received will be available.
7/29/2015 by 2pm	Proposals in response to RFP <u>MUST</u> be received in the Purchasing Office prior to opening date and time.
7/29/2015 at 3pm	The RFP will be opened at the Administration Office, located on the Fairgrounds. All participants of the RFP are welcome to stay for the opening. Use the Orient Road Service Entrance, located on the Westside of the Fairgrounds.
7/31/2015	Expected date for the posting of Award Notice of the Authority’s contract award recommendation at the Authority’s office at 4800 U.S. Highway 301 North, Tampa, Florida 33610.
8/05/2015 (on or about)	Expected date that contract will officially begin.
9/04/2015	Roofing Project <u>MUST</u> be completed.

**B. CONTACT PERSONS**

If additional information is required on the technical specifications please contact:

Mr. Tim Toole, Project Manager  
 Florida State Fair Authority  
 4800 U. S. Highway 301 North  
 Tampa, Florida 33610  
 Telephone: (813) 621-7821 – Fax: (813) 740-3506  
[Tim.Toole@freshfromflorida.com](mailto:Tim.Toole@freshfromflorida.com)

**QUESTIONS REGARDING RFP**

Ms. Phyllis J. Bridges, Purchasing Manager  
 Florida State Fair Authority  
 4800 U.S. Highway 301 North  
 Tampa, Florida 33610  
 Telephone: (813) 627-4224 – Fax: (813) 740-3506  
[Phyllis.Bridges@freshfromflorida.com](mailto:Phyllis.Bridges@freshfromflorida.com)

Note: A report will be requested by the Better Business Bureau

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**C. NOTICE OF CONTRACT AWARD**

The awarded Contractor will be posted on or about the date indicated on the Calendar of Events for review by interested parties at the location where proposals were opened and will remain posted for a period of seventy-two (72) hours.

**D. COST OF PREPARATION**

The Authority is not liable for any costs incurred by a Firm in response to this RFP or in the making of an oral presentation (If Selected).

**E. INDEPENDENT CAPACITY OF CONTRACTOR**

The Contractor, its officers, agents, and employees, in performance of the contract, shall act in the capacity of the Contractor and not as an officer, employee, or agent of the Authority.

**F. INQUIRIES, WRITTEN QUESTIONS AND RESPONSES**

Only communications from the Contractor, which are signed, and in writing will be recognized by the Authority as duly, authorized expressions on behalf of the Contractor (s). Written inquiries must be received in the Authority's Purchasing Office no later than **July 10<sup>th</sup> 2015 by 5pm.** (See Calendar of Events).

No negotiations, decisions, or actions shall be initiated or executed by the Contractor (s) as a result of any verbal discussions with any purchaser or an Authority employee. Only those communications, which are in writing from the Authority's Purchasing Office, may be considered as a duly authorized expression on behalf of the Authority.

The Authority's response to these written questions will be provided to the Contractor (s) no later than **July 15<sup>th</sup>, 2015 by 5pm,** (See Calendar of Events), any response that may impact all Contractor (s) submittals shall be brought to the attention of all prospective Contractors in the form of a written addendum to this RFP solicitation.

Any questions, correspondence, or contact with the Authority, initiated by the Contractor (s) after the proposal opening date and prior to posting of intended award, must be directed to the Purchasing Office, attention Purchasing Manager. Authority personnel will not discuss proposals with Contractor (s) during the proposal evaluation period. The Authority will not accept any revisions or additions to any proposal after the proposal opening date.

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## **G SAFETY PROGRAM AND WORKERS CONDUCT:**

Contractors bidding the project are to be aware that safety is of importance to the client with all applicable Department of Labor and OSHA standards to be strictly adhered to. Because of the number of visitor on the property throughout the year, the proper conduit of workers on site will be monitored, and the Authority reserves the right to remove individuals who do not conduct themselves properly. The use of alcohol and illegal drugs on site will not be tolerated.

**Contractors bidding are requested to provide a copy of their company safety program.**

## **H AWARD/REJECT BIDDING PROCESS/BID PROPOSAL**

To the fullest extent permitted by law, the Authority reserves the right to award any combination of services or contracts, reject any or all proposals or responses, and/or waive informalities, minor irregularities, inconsequential deviations, and minor variations from specifications in proposals received. The Authority reserves the right and options to: reject any or all of the submittals; waive or modify any of the provisions of the RFP; issue subsequent RFPs; cancel the RFP process; and/or waive any errors in responses it receives.”

## **IV. CONTRACT TERMS AND CONDITIONS**

The interpretation and performance of the contract, and all transactions under it, shall be governed by the laws of the State of Florida. The contract documents shall include all terms and conditions of the proposal specifications, any addenda, bid proposal, and the Authority contract issued as a result of this RFP.

### **A. PAYMENT TERMS:**

Invoices for completed work to be submitted to the Authority on or before the last day of each month with Authority approved payments amounts, less 10% retainage, due to the Contractors by the 20<sup>th</sup> day of the following month. Lien waivers will be due starting with payment application number two. Based on Authority’s satisfaction at the time of substantial completion, retainage may be reduced to 5% at that time. Final payment will be invoiced upon the Authority’s acceptance of the complete project including all required punch list repairs.

## **V. INSTRUCTIONS TO CONTRACTORS RESPONDING TO RFP**

Submit one (1) original and three (3) duplicate copies and two (2) USB Drives of all documents listed below when responding to this RFP. Proposals shall be delivered to the Authority Purchasing Office before the specified proposal opening date in a sealed package labeled with Contractor’s name, address, and the RFP number. The proposal must be complete, bound by binder clip or stapled (no paper clips, rubber bands, file folders or envelopes please), pages numbered and organized as indicated below. All pages of the proposal must be no larger than 8 ½” x 11”. Text shall be typed single-spaced on one side of sheet only. The RFP package must include the following:

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**NOTE:** Proposals received by the Authority after the proposal opening date and time will be rejected as untimely and will not be opened. A late proposal notice will be sent to the Contractor (s) upon posting of Award Notice. Unclaimed late proposals will be destroyed after 45 days. Offers from Contractors listed on the Authority's posted Award Notice are the only offers received timely in accordance with the Authority's proposal opening time and date.

1. FLORIDA STATE FAIR AUTHORITY REQUEST FOR PROPOSAL FOR CONTRACTUAL SERVICES FORM, PAGE 1 AND 2.  
This form shall be completed with all information and a signature of an official of responding firm who is legally authorized to contract for the Contractor. The signed original of this form must be attached to the original proposal package.
2. CONFLICT OF INTEREST  
The Conflict of Interest form must be filled out and signed, (Attachment "A").
3. PAST PERFORMANCE AND REFERENCES  
Contractor shall provide with his/her proposal a list of three (3) clients for whom they have provided roofing using cedar shake shingles within the last five (5) years. References which cannot be verified or indicate unsatisfactory performance will result in disqualification of that proposal. References must be current or former clients of the proposing Contractor (s); the Authority will not accept sub-contractor/proposed personnel or personal references of a member of the proposing Contractor as a substitute for Contractor references (see page 11-REFERENCES FORM) (Attachment "B").

## VI. SELECTION PROCEDURES

### A. PROPOSAL EVALUATION AND AWARD

The Authority's Executive Director will appoint an Evaluation Committee. The Committee may exist of the Executive Director, Controller, Cracker Country Director, Project Manager and the Operations Director as a minimum. Proposals will first be reviewed to see if they conform to all mandatory requirements. Proposals, which do not conform to mandatory requirements, or contain material deviations from the specifications will be rejected and not further reviewed. The Evaluation Committee will recommend a Contractor.

1. EVALUATION CONSIDERATIONS  
The Evaluation Committee members will perform the evaluation in accordance with the evaluation criteria listed in the Evaluation Procedure.
2. MINORITY PARTICIPATION:  
Certified minority professional firms are encouraged to offer their services. A certified minority Contractor will be given two (2) points on the Evaluation Form.

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### 3. EVALUATION PROCEDURE

The evaluation committee will utilize a point system to create a list of Contractors in ranked order. Available points for each of the evaluation criteria are listed below.

a. Evaluation Criteria:

- |     |  |    |
|-----|--|----|
| (1) | References: (Only those organization that contracted for Cedar Shake Shingles)   | 20 |
| (2) | Experience performing roofing with Cedar Shake Shingles: (list project, show before & after photo's, letters of recommendation etc.)     | 30 |
| (3) | Better Business Bureau Report  | 10 |
| (4) | Adequacy of staff to perform this project: (list qualification and job title of each staff member, that will be working on this project) | 20 |
| (5) | The Contractors quality controls: (List step by step your procedures in providing this service from material to performance)             | 20 |
| (6) | The lowest cost Proposal will be given the maximum points:   | 30 |
| (7) | Minority Certified Contractor:   | 02 |

Total Possible Points

132 points Maximum

Total possible maximum score...

132 points

**The highest ranked Contractor will receive the Bid.**

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## ATTACHMENT A

### FLORIDA STATE FAIR AUTHORITY

### CONFLICT OF INTEREST STATEMENT

I, \_\_\_\_\_, as authorized representative of \_\_\_\_\_ certify that no member of this Firm nor any person having interest in this Firm has been awarded a contract by The Florida State Fair Authority on a non-competitive basis to:

- (1) Develop this Invitation To Bid (ITB) or Request for Proposal (RFP);
- (2) Perform a feasibility study concerning the scope of work contained in this ITB/RFP;
- (3) Develop a program similar to what is contained in this ITB/RFP.

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Proposal Number

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ATTACHMENT B

REFERENCES

As per the requirements of bid special condition References, page 10, each bidder is required to submit the names, addresses, and telephone numbers for the required three (3) references. References shall be listed below.

In order for your bid to be considered responsive this form must be completed and included in your bid package.

1. CLIENT NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE NUMBER: ( ) \_\_\_\_\_

E-mail: \_\_\_\_\_

2. CLIENT NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE NUMBER: ( ) \_\_\_\_\_

E-mail: \_\_\_\_\_

3. CLIENT NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE NUMBER: ( ) \_\_\_\_\_

E-mail: \_\_\_\_\_

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## ATTACHMENT C

### PRICE PROPOSAL SHEET

DESCRIPTION

PROPOSED PRICE

ALL SERVICES AS SPECIFIED IN SECTION II OF THE REQUEST FOR PROPOSAL FOR A GENERAL CONTRACTOR.

\$ \_\_\_\_\_

By affixing signature to this PRICE PROPOSAL SHEET, proposer acknowledges reading and agrees to all terms, provisions and conditions contained in this Request for Proposal.

FIRM NAME: \_\_\_\_\_

SIGNATURE (MANUAL): \_\_\_\_\_

SIGNATURE (PRINTED): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

FEID/SSN: \_\_\_\_\_

\*\*\*Please submit one (1) original, three (3) copies and two (2) USB Drives of all required documents, including Price Proposal Sheet\*\*\*