



REQUEST FOR PROPOSALS RFP 2025-001

COMMERCIAL ROOF REPLACEMENT

DATE: March 18, 2025

The City of Bridgman is issuing a Request for Proposals (RFP) from qualified commercial roof replacement contractors to replace the roof on the City Hall building located at 9765 Maple Street, Bridgman, MI 49106. To be considered for this contract, your business must meet the qualifications and satisfy the requirements set forth in this Request for Proposals.

LOCATION

Bridgman City Hall
“Proposal for Commercial Flat Roof Replacement – City of Bridgman”
9765 Maple Street
Bridgman, Michigan, 49106

SCOPE

The City is seeking interested and qualified contractors to submit a proposal to replace a portion of the existing flat roof on the City Hall building, directly over the administrative offices (**see Exhibit A**).

Providers must include all labor, materials, personnel, and equipment needed. Interested parties must demonstrate qualifications, experience, and abilities associated to accomplish and support all aspects of the prescribed scope of work in a cost-effective manner.

INSTRUCTIONS

Proposals will be received until 2:00 P.M. (local time) on April 25, 2025, at the Bridgman City Hall, 9765 Maple Street, Bridgman, MI 49106 at which time and place the bids will be opened. All submittals shall be in a sealed, clearly marked envelope.

Envelopes should indicate the name of the bidder and “RFP – Commercial Roof Replacement”.

Submittals shall consist of one (1) clearly marked original and one (1) copy of your response which shall be signed and submitted to the Building Department no later than the time and date specified in this solicitation. Timely submission of the response is the responsibility of the bidder. An electronic PDF version of the entire proposal package must be provided upon request after the submittal deadline.

Bids submitted may not be withdrawn or modified for 60 days following the date on which they are opened by the City Building Official.

The project is tentatively scheduled to be awarded at the May 5, 2025 City Council meeting and has a tentative completion date of September 30, 2025.

Questions regarding this Request for Proposals shall be directed to Brad Mattner, Building Official, 9765 Maple Street, Bridgman, MI 49106; (269)465-5144 (phone); or inspector@bridgman.org (email).

The City of Bridgman reserves the right to reject any or all proposals, to negotiate separately with any source whatsoever in any manner necessary to attend to the best interests of the City, to waive irregularities in any proposal, and to accept a proposal which best meets the needs of the City irrespective of the bid price.

GENERAL PROPOSAL REQUIREMENTS

The specifications outlined in this RFP will be made a part of any agreement entered into between the City and the selected individual or firm. All bidders should follow the format specified below. Applicants should base their submittals on the details of this RFP, specifically the detailed information provided in “Services Requested” section, along with any information provided in any addenda that may be issued.

1. Cover Page: The proposal shall include the RFP Title, date of submittal, company name, address, electronic-mail, and telephone numbers. This page should also include the main point of contact.
2. Resumes, Qualifications, and Experience: This section contains an overview of the bidder’s background, training, and experience. Provide at least three but not more than five similar projects that you have completed in the last five years.
3. Services Provided: This section contains the information requested as detailed in “Services Requested” section of this RFP.
4. Pricing: The proposal shall include a complete scope of services and all associated costs and an explanation of how fees are calculated. Work performed by authorized subcontractors should be itemized.

The proposer shall provide unit pricing for the roof deck sub-frame in the event damage is discovered during the project, including but not limited to plywood replacement per square foot, blocking replacement per linear foot or per unit as applicable, roof drainage retrofit per unit, and insulation beneath the roof decking per square foot or per inch of thickness. All unit pricing shall be clearly stated in the proposal, and any deviations from the provided unit pricing must be pre-approved in writing by the City.

5. Certification: The bidder will provide a certification that the statements contained in the proposal are true and correct to the best of their knowledge.
6. Additional Attachments: All other attachments, e.g. required forms, company information, etc. or any additional information to be included with the proposal. Provide any additional information you would like the City to consider and any value-added goods or services that City might be interested in.

This Request for Proposals is not an offer of contract. Receipt of a proposal neither commits the City to award a contract to any party, even if all requirements stated in this proposal are met, nor limits the City’s right to negotiate in its best interest. The City reserves the right to contract with a bidder whose proposal is determined to be in its best interests. The City reserves the right to reject any and all offers received. No proposals will be accepted from anyone who is in arrears for prior expenses or fees owed to the City.

Expenses incurred in the preparation of proposals in response to this Request for Proposals are the bidder’s responsibility. No work performed by the selected contractor that is out of the scope as defined by the contractor’s proposal will be reimbursed unless specifically authorized by the City in writing.

All proposals are subject to the Michigan Freedom of Information Act. Once bids are opened, the information contained therein becomes freely accessible by the public.

SERVICES REQUESTED

The City is seeking a qualified contractor to replace a portion of flat roof at the City Hall building. The City will rely upon the contractor's expertise and experience to suggest the best roofing solution suited to the building. This Request for Proposals identifies the requirements that are considered to be the minimum by the City. Specific details described within this Request for Proposals notwithstanding, it will be the obligation of the selected contractor to adhere to accepted industry standard methods and practices in completing work and to complete a project that is consistent in terms of appearance and quality of materials and workmanship of other areas of City Hall.

The proposed services must include, but need not be limited to, the following:

1. **Complete Turnkey Project:** The contractor shall provide a complete turnkey project to remove and replace a portion of the flat roof of the City Hall building (see Exhibit A) located at 9765 Maple Street, Bridgman, MI 49106, as detailed in the specifications below.
2. **General Work Overview:** The general scope of work in replacing the roof will include the following:
 - a. Installation of any necessary safety measures.
 - b. All electrical disconnections for careful work around any telemetry or equipment on the roof.
 - c. Complete removal of the existing roof, parapet wall material and flashing.
 - d. Installation of new roofing, parapet wall material, flashing, and other appurtenances.
 - e. All electrical reconnections required for the proper installation of any telemetry or equipment on the roof.
 - f. Removal and proper disposal of project debris and complete site restoration.
3. **Detailed Scope of Work:** (Lower Roof Over Offices)
 - a. Roof Deck Preparation:
 - Remove all existing roofing material down to the wood roof deck (Deck is flat, area: 2,090 square feet).
 - b. Vapor Barrier Installation:
 - Install self-adhered vapor barrier over the wood deck.
 - c. Insulation Package (R-Value of 30, code compliant):
 - Loose-lay a base layer of 2.6 inch-thick polyisocyanurate insulation on the roof deck.
 - Loose-lay full tapered insulation system with a ¼" slope.
 - Mechanically fasten the top layer of 2.6 inch-thick polyisocyanurate insulation to the roof deck with HD screws every 4 square feet.
 - d. Roof Membrane Installation:
 - Install a Self-Adhered White TPO 60 Mil membrane.
 - Install pre-formed flashings for all applicable penetrations. Provide and install traffic protection and walk pads as necessary to protect the roof membrane in high-traffic areas.
 - e. Metal Package (24-gauge steel):
 - Install a 24-gauge steel two-piece fascia. The color shall match the existing green standing seam metal roof.
4. **Parapet Wall and Flashing Details:**
 - Parapet Wall Area: 558 square feet.

- Flashing: 115 linear feet of flashing will be installed around the perimeter of the roof and parapet.

1. **Roofing System Standards:** Provide a roofing system in accordance with ANSI/SPRI/UL-90 Wind Design Standards.
2. **Protection and Electrical Coordination:** The contractor shall protect and manage all necessary electrical disconnections and reconnections for transmitters, appliances, and other equipment located on the roof.
3. **Cost Estimate and Payment Schedule:** The contractor must provide a total project cost, including draw amounts and projected payment dates.
4. **Work Description:** The contractor proposal must include a detailed description of the work to be performed.
5. **Material Description:** The contractor proposal must provide a detailed description of the material(s) to be used, including insulation, roofing membrane, and metal fascia.
6. **Warranty Coverage:** The contractor proposal must include a detailed description of warranty coverage, specifying both manufacturer and installer warranties, including terms, duration, and any conditions or exclusions.
7. **Permits and Inspections:** The contractor is responsible for securing all required permits and coordinating inspections. For this municipal project, the contractor must obtain the required building permit; however, the permit fee will be waived. Roof deck, progress, and final inspections will be required as per the Michigan Building Code.
8. **On-Site Space Requirements:** The contractor must specify on-site space requirements for contractor parking and equipment/material staging. The contractor must not block police or fire apparatus bay doors at any time without securing authorization from the Police Chief and Fire Chief.
9. **Temporary Sanitary Facilities:** In lieu of the proposer providing temporary sanitary facilities, the City has public sanitary facilities available for contractor use during normal business hours.
10. **Coordination with Project Coordinator:** The contractor must collaborate with the on-site project coordinator to establish project timelines. This includes working with local staff for necessary building access during the project.

TIME OF WORK AND COMPLETION

The contractor shall complete all work by September 30, 2025. Any electrical work activities requiring power disconnection must be completed within 24 hours. The contractor shall not discontinue work for more than five (5) consecutive calendar days without the prior written approval of the City Manager or the Building Official. The work to be completed pursuant to this Request for Proposals will be scheduled between the hours of 7:00 am and 8:00 pm, Monday through Saturday, unless the contractor obtains written permission from the City Manager or the Building Official.

MAINTENANCE OF PROJECT SITE

1. The contractor shall not work, store or operate equipment outside designated work areas without the permission of the City Manager or the Building Official.
2. The contractor's operations shall not interfere with city operations and/or emergency vehicles.
3. The contractor shall protect all abutting property from injury or loss and shall defend and save the City harmless from all such damages, injuries and loss occurring because of his/her work.

4. The contractor shall furnish and maintain all passageways, barricades, guard fences, lights and danger signals, and shall provide watchmen and other facilities as required by local conditions, all at no additional cost to the City.
5. The contractor shall assume full responsibility for loss or damage to the work during the entire construction period resulting from conditions and from all other causes whatsoever not directly due to the acts or neglect of the City, including fire, vandalism and malicious mischief, and shall complete the work in accordance with this request for proposals within the time provided in this Request for Proposals.

CONTRACTOR REQUIREMENTS

The successful bidder will be required to agree to the below requirements, as well as prepare and provide the following:

1. The selected contractor will be required to assume responsibility for all services offered in the proposal whether or not they possess them within their organization. Further, the City will consider the selected business to be the sole point of contact with regard to all contractual matters, including payment of any and all charges resulting from the contract.
2. The contractor shall be responsible for operating the site in a manner so as to minimize the risks associated with its being a nuisance during times when construction activities have been suspended and the site is not occupied by the contractor or its employees or subcontractors.
3. The proposal must include a list of similar roofing projects completed, as well as the name and contact information for that business or individual to use as reference.
4. The Contractor must be able to meet the insurance requirements specified in Appendix A.
5. Contractor, subcontractors and their employees shall be considered independent contractors and shall not be deemed employees of the City for any reason.

SELECTION PROCESS

The City will make its selection based on its review of the proposals submitted. The criteria will include qualifications, experience, fee structure, ability to meet the needs of the City. The City of Bridgman reserves the right to reject any or all the proposals, and to waive informalities in the proposals or the proposal process. The City may interview selected bidder(s). The City further reserves the right to award the contract to other than the lowest bidder if such action is deemed to be in the best interest of the City. The City reserves the right to consider other factors not named here in making its decision. This includes timeliness, cost, quality of materials used, and documented experience pertaining to similar roofing projects.

PRE-BID ACCESS TO ROOF

Pre-bid walk-throughs will be available from April 7 through April 11, 2025, between 10:00 A.M. and 2:00 P.M. (local time) at Bridgman City Hall, 9765 Maple Street, Bridgman, MI 49106. These walk-throughs provide an opportunity for bidders to familiarize themselves with the project. Bidders are required to supply their own ladder capable of reaching approximately 16 feet.

Bidders who do not attend are responsible for requesting any necessary information in writing via email at inspector@bridgman.org. All inquiries regarding this RFP and the proposed services must be submitted no later than April 14, 2025, at 2:00 P.M. (local time). Responses will be provided in writing via email to the sender no later than April 16, 2025 by 4:00 P.M. (local time).

FEES

The proposal must include a "not-to-exceed" price to perform the list of requirements itemized. The proposal should also include the total hours estimated to complete the work. Please see attached bid form.

SUBCONTRACTS

Any subcontracted services proposed by the bidder shall be described and information provided as to the nature

of the services the subcontractor provides as it relates to this proposal. The bidder shall include the name of the subcontractor, describe prior business relationships with these firms, the experience and qualifications of said entities, and describe methods the contractor will employ to manage the subcontractor. The financial and legal relationship between the bidder and the subcontractor must be described in the proposal and approved by the City prior to initiation of a contract. Bidders and their subcontractors must comply with all confidentiality laws and will be responsible for standard insurance requirements, which are part of these specifications.

ATTACHMENTS:

1. Exhibit A
2. Bid Form
3. Appendix A – Construction Liability
4. Hold Harmless
5. Vendor Information
6. Non-Collusion Affidavit

EXHIBIT A



BID FORM
RFP 2025-001
Commercial Roof Replacement

Contractor Information

Name: _____

Street Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Telephone: _____ **Cell Phone:** _____

Email: _____

Bid Details

Bid Amount (Not to Exceed Lump Sum): _____ dollars (\$ _____)

Hours (Total Estimated to Complete Project): _____

Alternates - Please Describe (attach additional pages if needed):

Exceptions - Please Describe (attach additional pages if needed):

Acknowledgment

I have read and understand the Request for Proposals (RFP 2025-001) dated March 18, 2025.

Authorized Signature: _____ **Date:** _____

Name & Title: _____

APPENDIX A
CONTRACTOR'S LIABILITY INSURANCE

The Contractor shall purchase and maintain such insurance as will protect him from claims as set forth below, which may arise out of or result from the contractor's operations under the Contract, whether such operations be by himself or any subcontractor or by anyone employed by any of them or anyone for whose acts the Contractor may be liable:

1. claims under workmen's compensation, disability benefit and other similar employee benefit acts;
2. claims for damages because of bodily injury, occupational sickness or disease, or death of his employees;
3. claims for damages because of bodily injury, sickness or disease, or death of any person other than his employees;
4. claims for damages insured by usual personal injury liability coverage which are sustained (1) by any person as a result of an offense directly or indirectly related to the employment of such person by the Contractor, or (2) by any other person; and
5. claims for damages because of injury to or destruction of tangible property, including loss of use resulting therefrom.

Certificates of Insurance acceptable to the City shall be filed with the City prior to commencement of the work. The City must be named and included as an additional insured under the Contractor's general liability insurance. Proof that the City has been named as an additional insured on the Contractor's general liability insurance must be provided in the form of an additional insured rider to said policy, or by other proof acceptable to the City Attorney.

The Contractor's Comprehensive General Liability Insurance and Automobile Insurance shall be in an amount not less than One Million Dollars (\$1,000,000) for injuries, including accidental death, to any one person and subject to the same limit for each person, and in an amount not less than One Million Dollars (\$1,000,000) on account of one occurrence. The Contractor's Property Damage Liability Insurance shall be in an amount not less than One Million Dollars (\$1,000,000). The Contractor shall require his subcontractor's to procure and to maintain during the life of his subcontract Comprehensive General Liability, Automobile Liability, and Property Damage Liability Insurance of the type and in the same amounts as specified hereinabove. The Contractor's and his subcontractors' Liability Insurance shall include adequate protection against the following special hazards:

Bodily Injury and Property Damage – completed job operation and/or products liability at before mentioned limits with \$1,000,000 for bodily injury and \$1,000,000 aggregate for operations, protection, contractual and products and/or completed job operations. Property Damage shall be on the broad form and shall include coverage for explosion, collapse and underground damages.

The above insurance is not, and shall not be construed as, a limitation upon Contractor's obligation to indemnify the City.

HOLD HARMLESS

The Contractor shall, to the fullest extent permitted by law, indemnify and hold harmless the City of Bridgman from and against any and all claims, demands, actions, or causes of action, including associated costs, litigation expenses, attorney fees, and liabilities arising therefrom, resulting from injury to or death of any person or damage to any property, to the extent caused in whole or in part, directly or indirectly, by the negligent acts or omissions of the Contractor, its employees, or anyone for whom the Contractor is responsible, while performing work under this agreement.

This clause shall not be construed to limit or otherwise impair any other rights or obligations of indemnity available to the City under law or equity.

IN WITNESS WHEREOF, the CONTRACTOR has executed this agreement on this ____ day of _____,
_____.

SIGNATURE: _____

NAME & TITLE: _____

VENDOR INFORMATION FOR THE CITY OF BRIDGMAN

Please complete the following information for the City of Bridgman to track vendor applicant information and for the City's purchasing process.

Business Name _____

Address _____

Business Type (Sole Proprietorship, Corporation, LLC, etc.) _____

Is your business a Disadvantaged Business Enterprise (DBE)? **Yes** _____ **No** _____

Is your business a Minority and Women-Owned Business Enterprise (MWBE)? **Yes** _____ **No** _____

Does your business have a small business status? **Yes** _____ **No** _____

Any other business status, please provide information: _____

Provide the name of the Certifying Entity (ties): _____

Have you conducted business with the City before? **Yes** _____ **No** _____

If the answer to the above question is NO, please provide your Federal ID Number and attach a copy of your W-9 Form. FEIN # : _____

How did you discover this Bid opportunity? _____

**Completing the above information does not change your chances of being awarded a contract.
The information collected will NOT be sold and will not be used to contact you.
The City of Bridgman is an equal opportunity provider.**

