



## **Requests for Proposals for Roof Replacement at the Pacific Grove Museum of Natural History**

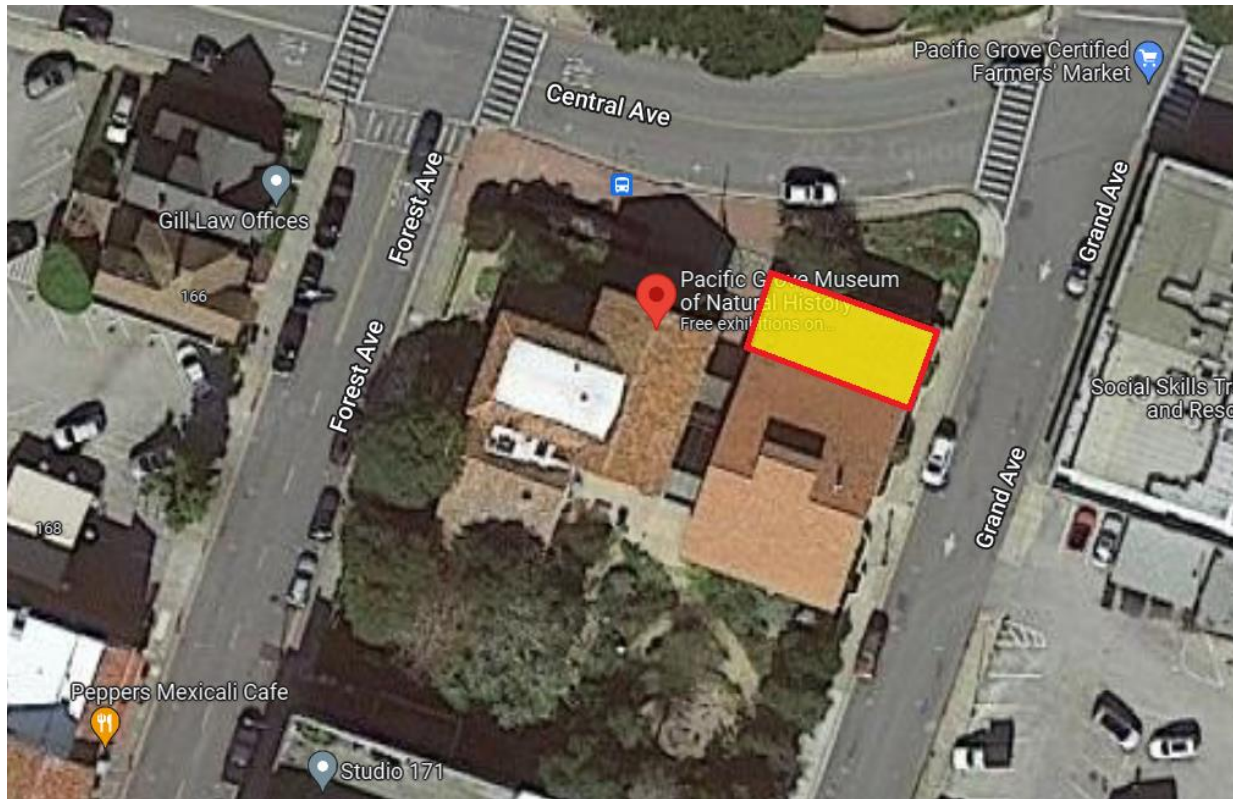
<b>RFP Issue Date</b>	Monday, July 25, 2022
<b>RFP Due Date</b>	Thursday, August 18th at 2:00 PM
<b>Contact Person</b>	Joyce Halabi, Deputy Public Works Director (831) 648-5722 x 4201 <a href="mailto:jhalabi@cityofpacificgrove.org">jhalabi@cityofpacificgrove.org</a>

### **Introduction**

The City of Pacific Grove (City) is soliciting proposals from qualified contractors to remove and replace the west facing segment of the clay tile roof at the Pacific Grove Museum of Natural History. The Pacific Grove Museum of Natural History building is owned by the City of Pacific Grove and operated by the Museum Foundation and is located at 165 Forest Avenue, Pacific Grove, CA 93950

This project will re-roof the west facing half of the "Bird Room" roof located at the Pacific Grove Museum of Natural History. The project area is noted below in Figure A and is estimated to be approximately 2,784 SF.

### **Figure A- Map of Reroofing Location**



### Scope of Work

The scope of work for this project includes all labor and materials necessary to complete the work outlined below:

- Prep Work:
  - Ensure proper protection of building perimeter and pedestrian walkways
- Demolition Work:
  - Remove the existing clay tile roof system down to the original roof sheathing (Approximately 2,784 SF)
  - Salvage tiles for re-use
  - Salvage existing counterflashing at wall details, gutters and downspouts, and ridge/rake nailer boards
  - Remove and dispose of all debris generated at the work site
- Underlayment:
  - Install one layer of self-adhered waterproof membrane over the entire roof deck
- Pre-paint galvanized flashing:
  - Provide and install pre-painted galvanized 2"x2" drop edge metal at all gable ends and eave line perimeter details.
  - Install pre-painted J-pan flashing and roof to wall flashing at wall details under existing counterflashing

- Install galvanized plumbing pipe jacks and aluminum hooded vent assemblies with lead base and standard base flashings
- Install new rubber storm collars at all plumbing pipe details
- All flashing and roof jacks should be pre-painted to match trim paint
- Clay Roof Tiles:
  - Install salvaged 2-piece clay tiles over new roofing underlayment
  - Tiles to be installed in a straight course design fastened with stainless steel fasteners and wire
  - Install all ridge trim over one layer of flashing band and colored mortar
  - At eave line permitter, install one booster tile at 1<sup>st</sup> course of tile
- Clean-up/final inspection
  - Clean all debris and remove from the premises

Please note, the City's Public Works Department will work with the Building Department to obtain necessary building permits at no cost to the contractor.

<b>Submittal Requirements</b>
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All submissions shall include:

1. A completed Proposal Title Sheet (Attachment 1) and Project Bid Form (Attachment 2)
2. Department of Industrial Relations (DIR) contractor registration information. Registration should include the legal name of the business, registration number, county, city, registration date, and expiration date.
3. Three references (Attachment 3)

Sealed proposals should be submitted no later than 2:00 pm on August 18, 2022 to the Public Works Department, 2100 Sunset Drive, Pacific Grove, CA 93950. Submittals shall be made in a sealed envelope or box marked "PG Museum of Natural History Roof Repair"

The City will date and time stamp all envelopes or boxes when they are received. Envelope(s) shall show the Proposer's name and address in the upper lefthand corner.

Submittals will be opened immediately following the submittal closing time at the location mentioned above.

<b>Additional RFP Information</b>
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**Lowest Bidder**

The contract will be awarded to the lowest responsible bidder (as defined in the City purchasing regulations) whose work, in the opinion of the Council, will best meet the requirements of the City of Pacific Grove.

It is clearly understood by all bidders that said Council reserves the right to reject any and all bids and to waive informalities in said bids.

**Prevailing Wage**

The Contractor must meet all Department of Industrial Relations Requirements. No contractor or subcontractor may be listed on a bid proposal for a public works project unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5 [with limited exceptions from this requirement for bid purposes only under Labor Code section 1771.1(a)].

No contractor or subcontractor may be awarded a contract for public work on a public works project (awarded on or after April 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5. This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

For all new projects awarded on or after April 1, 2015, the contractors and subcontractors must furnish electronic certified payroll records to the Labor Commissioner. No contractor or subcontractor may work on a public works project unless registered with DIR.

Contractors are required to provide their DIR public works contractor registration information as part of their bid packet. Registration should include the legal name, registration number, county, city, registration date, and expiration date.

**Contract**

The contracted firm will be required to sign a contract with the City relating to the work to be performed. A draft contract can be viewed at:

[https://www.cityofpacificgrove.org/how\\_do\\_i/find\\_search\\_for/forms.php#outer-528](https://www.cityofpacificgrove.org/how_do_i/find_search_for/forms.php#outer-528)

**Response Material Ownership**

The material submitted in response to the RFP becomes the property of the City of Pacific Grove and will only be returned to the contracted firm at the City's option. Responses may be reviewed by any person after the final selection has been made.

The City of Pacific Grove has the right to use any or all ideas presented in reply to this request. Disqualification of a Contractor does not eliminate this right.

**Acceptance of Proposal Content**

The contents of the proposal of the successful Contractor may become contractual obligations if the City of Pacific Grove wishes to execute a contract based on the submitted proposal. Failure of the successful Contractor to accept these obligations in a contract may result in cancellation of the award and such Contractor may be removed from future solicitations

**General Conditions of RFP**

- A. The City reserves the right to reject any and all proposals, to waive any informality, to request interviews of Contractor(s) prior to award and to select and negotiate the Contract services in the best interest of the City.

- B. The Contractor shall guarantee to perform the services offered and the total price of the proposal for a period of no less than 60 days from the deadline for submission of proposals.
- C. The City reserves the right to accept all or part of any proposal, and to negotiate a contract for services and cost with the selected Contractor.
- D. The Contractor shall provide all necessary personnel, materials and equipment to perform and complete all work under this proposal.
- E. The Contractor shall be unbiased and vendor-neutral.
- F. The City intends to recommend award of a contract to the City Council for the requested services within one (1) month of receipt of the proposals. The Contractor shall be prepared to commence work immediately upon execution of a contract with the City.
- G. Unless otherwise stated, invoices are to be submitted to the Public Works Department division upon delivery of service to the City. The invoice must include an itemization of all services provided, including unit list price, net price, extensions total amount(s) due, and amounts previously paid.
- H. Unless otherwise stated, payment will be made within thirty (30) days of the completion of the service, in an acceptable fashion, to the City, and receipt of invoice, whichever is later.
- I. This contract will be for the services described in the RFP response; however, this agreement should not be considered exclusive. As deemed necessary, the City reserves the right to obtain these services from any other vendor.
- J. Unless otherwise specified all costs listed are firm for the term of the contract.
- K. Neither party shall be liable for any inability to perform its obligations under any subsequent agreement due to war, riot, insurrection, civil commotion, fire, flood, earthquake, storm or other act of nature.
- L. Notification of the parties shall be considered to have been constructively received when it is mailed via the United States Postal Service or delivered in hand to the parties as stated in the contract.
- M. Proposal shall also mean quotation, bid, offer, qualification/experience statement, and services. Proposers shall also mean vendors, proposer's, bidders, or any person or firm responding to a Request for Information.
- N. All contracts entered into by the City of Pacific Grove shall be governed by the Laws of the State of California. Any disputes shall be resolved within the venue of the State of California

## ATTACHMENT 1 - Proposal Title Sheet

DATE: \_\_\_\_\_

I/we \_\_\_\_\_ the undersigned,  
do hereby propose to furnish the City of Pacific Grove, California, a Design and  
Installation of Electric Vehicle (EV) Charging Stations Proposal, in accordance with all  
terms and specifications contained herein:

Contractor Information	
Business Name	
Sole proprietorship?	<i>Circle One</i> YES / NO
Partnership?	<i>Circle One</i> YES / NO
Corporation?	<i>Circle One</i> YES / NO
CSLB Contractor #	
DIR License #	
List Legal Names of the Company	
Total Number of Employees	
Point of Contact	
Name	
Phone Number	
Email	
Signature & Title	

**ATTACHMENT 2 - PROJECT BID FORM**

<b>Task</b>	<b>Price</b>
Prep & Demolition Work	\$
Installation of Underlayment, Flashing and Clay Tiles	\$

### Attachment 3- Reference List

Please include 3 references for which you have performed work similar to the work described in this request for proposals.

REFERENCE 1	
Business/Company	
Point of Contact	
Phone Number	
Email	
Description of Work Performed	

REFERENCE 2	
Business/Company	
Point of Contact	
Phone Number	
Email	
Description of Work Performed	

REFERENCE 3	
Business/Company	
Point of Contact	
Phone Number	
Email	
Description of Work Performed	