

Request for Proposal (RFP)

Project Title: Roof Replacement and Underlayer Repairs for Monticello Welcome Center

Project Overview:

The Welcome Center at 216 S Main Street, which includes the entire structure (not just the Old Barn Museum), requires a complete replacement of the roofing shingles (approximately 5,250 sq ft). In addition to the shingle replacement, the project will include repairs to the underlayer as necessary to ensure the roof is fully functional and watertight. All work is to be done during normal operations and will need to be taken into account for patrons and contractor safety during construction. This RFP is issued to invite qualified roofing contractors to submit proposals for completing the work outlined below.

Scope of Work:

1. Shingle Replacement:

- Removal and disposal of the existing shingles.
- Installation of new, high-quality roofing shingles that match the aesthetic and functional requirements of the building.
- Ensure proper installation according to industry standards, local building codes, and manufacturer specifications.

2. Underlayer Repairs:

- Inspection of the existing roof underlayer to assess any damage or wear.
- Repair or replace any damaged sections of the underlayer (e.g., plywood, insulation, or vapor barrier) to ensure the integrity of the roofing system.
- Ensure the roof decking is secure and adequately prepared for new shingles.

3. Flashing and Ventilation:

- Inspect and replace any damaged or deteriorated flashing around chimneys, vents, skylights, and other roof penetrations.
- Ensure proper roof ventilation is maintained or improved if needed.

4. Clean-Up:

- Ensure that all work areas are kept clean and safe during the roofing process.
- Remove all construction debris, old shingles, and other materials from the site upon completion of the project.
- Perform a final inspection to ensure no nails, debris, or roofing material are left behind.

5. Safety and Compliance:

- The contractor must adhere to all relevant safety standards, including OSHA guidelines.
- The work must comply with local building codes and regulations.
- The work being done will be during normal business hours and plans must be made to ensure the safety of patrons and employees while construction is underway.

6. Storage Room Repairs:

- During previous storms water has gotten into a storage room.

- The contractor is requested to replace sheet rock along the roof and inspect for additional damages that may need repaired including (mold, water damage, or building adjustments). The room is approximately 300 sq ft.

Proposal Requirements:

All proposals should include the following:

1. Company Profile:

- Company name, address, and contact information.
- A brief overview of the company's experience, including years in business and relevant experience in similar roofing projects.

2. Detailed Pricing:

- A breakdown of the cost for each phase of the project (shingle replacement, underlayer repairs, labor, etc.).
- Any additional costs for materials, permits, or unforeseen conditions (if applicable).

3. Timeline:

- Proposed start and completion dates.
- Anticipated duration of the project.

4. Safety Plan:

- A proposed plan to facilitate the work while operations are still going and what closures or adjustments may need to be made during construction.

5. References:

- A list of at least three references from previous clients with similar roofing projects.

6. Insurance and Licensing:

- Proof of insurance (general liability and worker's compensation).
- Copies of relevant licenses and certifications.

7. Warranty:

- Description of warranties offered for both labor and materials.

Proposal Submission Instructions:

- Proposals must be submitted by March 15, 2025, to Kaeden Kulow, City of Monticello, PO Box 457, Monticello, Utah 84535 or online at <https://shorturl.at/5WNJq>.
- All inquiries regarding the RFP can be directed to Kaeden Kulow at kaeden@monticelloutah.org.
- Proposals should be submitted in either a digital (PDF) using the above URL or a physical copy by mail.

Evaluation Criteria:

Proposals will be evaluated based on the following factors:

- Price competitiveness and value.
- Contractor's experience and reputation in the industry.
- Timeline and ability to meet project deadlines.
- Quality of the proposed materials and roofing solution.
- Completeness and clarity of the proposal.

Project Timeline:

- RFP Submission Deadline: March 15, 2025
- Contractor Selection Notification: April 1, 2025
- Project Start Date: May 1, 2025 (weather permitting)
- Expected Completion Date: November 30, 2025

Terms and Conditions:

- The City of Monticello reserves the right to reject any or all proposals.
- The successful contractor must sign a formal contract before work begins.
- The contractor must maintain communication with the project manager throughout the project.

Contact Information:

Kaeden Kulow
City Manager
City of Monticello
435-587-2271 ext. 13
kaeden@monticelloutah.org
Po Box 457, Monticello, Utah 84535