

**REQUEST FOR PROPOSALS**

for

**PMPL Superior Building Roof Replacement**

Issued February 15, 2022

**Proposals due no later than March 18, 2022 at 4:30pm**

By: Karl Hagerman, Utility Director  
Petersburg Municipal Power and Light  
PO Box 329  
Petersburg, Alaska 99833  
907-772-5421

## **1.0 GENERAL INFORMATION**

### **1.1 Purpose**

Petersburg Municipal Power and Light (PMPL), the electric department of the Petersburg Borough, requires the replacement of the roof on a 1965 vintage generator building, known as the Superior Building, which houses three standby generators and the power plant control room.

### **1.2 Background**

PMPL is the Borough's electrical utility and provides power to its customers from Blind Slough Hydro, resale of Southeast Alaska Power Agency wholesale power and via the diesel power plant in the event of system outages. Diesel generators must be maintained in excellent condition and available to provide power to the community in the event of a hydropower outage. Maintaining the buildings which house generating units is also very important and the 57-year-old roof in question has reached the end of its useful life and must be replaced.

### **1.3 Questions**

Any questions regarding this proposal are to be submitted to:

Karl Hagerman, Utility Director  
[khagerman@petersburgak.gov](mailto:khagerman@petersburgak.gov)  
907-772-5421

8:00 a.m. to 4:30 p.m. Alaska time, Monday through Friday.

### **1.4 Preparation Costs**

The Borough shall not be responsible for proposal preparation costs, nor for costs including attorney fees associated with any (administrative, judicial or otherwise) challenge to the determination of the highest ranked proposer and/or award of contract and/or rejection of proposal. By submitting a proposal each proposer agrees to be bound in this respect and waives all claims to such costs and fees.

## **2.0 RULES GOVERNING COMPETITION**

### **2.1 Examination of Proposals**

Proposers should carefully examine the entire RFP and any addenda thereto, and all related materials and data referenced in the RFP. Proposers should become fully aware of the nature of the work and the conditions likely to be encountered in performing the work.

## 2.2 Proposal Acceptance period

Award of this proposal is anticipated to be announced within 30 calendar days, although all offers must be complete and irrevocable for 45 days following the submission date.

## 2.3 Confidentiality

The content of all proposals will be kept confidential until the selection of the Contractor is publicly announced. At that time the selected proposal is open for review. After the award of the Contract, all proposals will then become public information.

## 2.4 Proposal Format

Proposals are to be prepared in such a way as to provide a straight forward, concise delineation of the proposer's capabilities to satisfy the requirements of this RFP. Emphasis should be concentrated on 1) conformance to the RFP instructions; 2) responsiveness to the RFP requirements; 3) completeness and clarity of content.

## 2.5 Signature Requirements

All proposals must be signed. A proposal may be signed: by an officer or other agent of a corporate vendor, if authorized to sign contracts on its behalf; a member of a partnership; the owner of a privately-owned vendor; or other agent if properly authorized by a power of attorney or equivalent document. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

## 2.6 Proposal Submission

Three (3) hard copies of the proposal must be received by the Borough prior to the date and time specified in the cover letter. All copies of the proposals must be under sealed cover and plainly marked. Proposals shall be delivered or mailed to:

Physical Address

PMPL Office  
11 South Nordic Drive  
Petersburg, AK 99833

Mailing Address

PMPL  
PO Box 329  
Petersburg, AK 99833

Proposals may also be submitted **via email** to Karl Hagerman, Utility Director, at [khagerman@petersburgak.gov](mailto:khagerman@petersburgak.gov) prior to the date and time specified on the cover letter. If submitted via email, only one copy is required.

## 2.7 News Releases

News releases pertaining to the award resulting from the RFPs shall not be made without prior written approval of the Borough staff member listed in Section 1.3.

## 2.8 Disposition of Proposals

All materials submitted in response to this RFP will become the property of the Petersburg Borough. One copy shall be retained for the official files of the Utility and will become public record after award of the Contract.

## 2.9 Oral Change/Interpretation

No oral change or interpretation of any provision contained in this RFP is valid whether issued at a pre-proposal conference or otherwise. Written addenda will be issued when changes, clarifications, or amendments to proposal documents are deemed necessary by the Borough.

## 2.10 Modification/Withdrawal of Proposals

A respondent may withdraw a proposal at any time prior to the final submission date by sending written notification of its withdrawal, signed by an agent authorized to represent the agency. The respondent may thereafter submit a new proposal prior to the final submission date; or submit written modification or addition to a proposal prior to the final submission date. Modifications offered in any other manner, oral or written will not be considered. A final proposal cannot be changed or withdrawn after the time designated for receipt, except for modifications requested by the Borough after the date of receipt and following oral presentations.

## 2.11 Late Submissions

PROPOSALS NOT RECEIVED PRIOR TO THE DATE AND TIME SPECIFIED ON THE COVER WILL NOT BE CONSIDERED AND WILL BE RETURNED UNOPENED AFTER RECOMMENDATION OF AWARD. ELECTRONIC SUBMISSIONS AFTER THE SUBMITTAL DEADLINE WILL NOT BE CONSIDERED AND WILL BE DELETED BY THE BOROUGH.

## 2.12 Rejection of Proposals

The Petersburg Borough reserves the right to reject any or all proposals if determined to be in the best interest of the Borough.

## 2.13 Equal Employment Opportunity Reporting Requirements

The successful proposer shall be required to execute and return such forms as may be necessary to the Equal Employment Opportunity Contract Compliance Officer in

accordance with Alaska Statute and the Petersburg Municipal Code, prior to the award of a contract. Failure to complete and return the forms, or failure to meet the requirements of the Regulation, shall be grounds for not awarding a contract to that proposer.

### **SECTION 3 - SCOPE OF WORK**

Project site: The Petersburg Municipal Power and Light department maintains several buildings which house diesel generators used to power the community when hydropower is not available. One of the buildings at the downtown power plant is known as the Superior Building as it houses a 1958 Superior generator capable of producing 1.2 megawatts of electricity. The building also houses two 1970's Caterpillar generators and the power plant control room.

Project Background and General Information: The building was constructed in 1965 and is an ARMCO metal framed structure. The roofing panels are original to the building's construction and have been treated with rust converter and repainted in the past. At this time, the roofing is beyond its usable life and must be replaced. PMPL seeks a contractor to remove and replace the current roofing with standing seam, insulated roofing panels per the terms of the Request for Proposals.

Proposers shall thoroughly inspect the existing roof system to fully understand the current system and provide a new roof that meets the minimum specifications and the terms of the RFP. 1965 plans of the Superior building's construction are available for review in the PMPL office upon request. Requests for a site inspection shall be sent to Karl Hagerman at [khagerman@petersburgak.gov](mailto:khagerman@petersburgak.gov) or call 907-772-5421. There is no pre-proposal site meeting scheduled.

Successful proposers shall be responsible for removal and replacement of the Superior building roof system. The new roof system shall be weathertight, and the Contractor shall provide a 2-year warranty period from final completion date to repair any leaks that may occur. PMPL is seeking an experienced Contractor for this work and will expect that all workmanship standards of care and attention to detail for a neat, effective, and professionally completed job will be delivered by the successful Proposer.

Contractor is responsible for maintaining the worksite in a clean and orderly fashion. The site must be accessible to PMPL staff at all times and there may be disruptions in the roof work if the diesel plant must be activated to respond to an outage in the community. Contractor is responsible for cleaning and trash pickup at the work site. Sweeping of all impacted interior walkways, policing the area for construction debris and maintaining access for PMPL staff shall be a daily requirement.

General business hours of PMPL are 7:00am – 4:30pm Monday – Friday. Work on this project outside of these hours is possible with coordination with PMPL. Proposals shall clearly state the daily schedule of work during the project.

Contractor shall be responsible for procuring and maintaining insurance coverage throughout the construction period, as detailed in Section 7 of this RFP.

**Minimum Specifications:**

- Roof Snow Load: 65 psf
- Wind: 110 mph
- Roof insulation: R-24 minimum

**3.1 Superior Building Roofing:**

1. PMPL will remove existing antenna tower and 6" roof vent pipe penetration prior to work.
2. Contractor shall demolish all existing roof panels and insulation, while preserving and protecting the roof support structure. Demolished roofing materials shall be disposed of by the contractor. Separated metal will be accepted at the Borough Landfill at no charge. Old insulation and trash from the project will be accepted at the Borough's solid waste baling facility per current Sanitation Baler tipping fee schedule.
3. Contractor shall provide, and install per the manufacturer's recommendations, standing seam, factory insulated roofing panels capable of meeting the minimum building code of 65 psf snow load. Insulation shall be closed cell foam, sandwiched between the roofing metal and finished metal ceiling layer. No specific manufacturer is specified for the panels, but the panels shall meet minimum specifications stated in the RFP. The Proposal shall provide manufacturer's literature regarding the proposed panel system that clearly shows the adherence to the minimum specifications. All measurements of required roofing panels and flashings shall be accomplished by the Contractor.
4. Panels shall include interlocking standing seam connections, with concealed galvanized steel purlin attachment clips, per the panel manufacturer's recommendations. No exposed roof penetrations shall be allowed to secure the panels to the roof purlins or other support structure.
5. Flashings shall be installed per manufacturer's recommendations, including the use of manufacturer specified screws and sealants/caulking. Include gable and eave flashings per the manufacturer's roofing system.
6. Roofing material shall have a minimum of 30-year material warranty from the manufacturer. The Contractor shall complete all requirements of the manufacturer in regard to activating the warranty. Details of the offered warranty shall be included in the Proposal.
7. Minimum roofing steel thickness shall be 26 gauge.
8. Roofing steel shall be hot dipped galvanized and painted, OR galvalume coated and painted, per the manufacturer's offered system. Color shall match existing roofing on PMPL headquarters building. The proposed roofing system and manufacturer's detail in regard to the coating/painting system shall be included in the Proposal.

9. Care shall be taken to avoid damages to all new roof panels and flashings. Manufacturer supplied touchup paint matching all painted surfaces, shall be onsite and utilized by the Contractor to touch up superficial scratches. Excess touchup paint shall be provided to the Borough upon completion of the project. All damage caused by the Contractor shall be divulged to the Borough immediately. The Borough reserves the right to reject damaged materials and require material replacement, if the integrity of the roofing system is compromised and/or the manufacturer's warranty may be voided. Under no circumstances will damaged goods that will impact the weathertightness of the roofing system be allowed to be installed.
10. Roofing panels shall be installed to provide a minimum 48" eave overhang on the north side of the building and a 24" eave overhang on the south side of the building. Contractor shall propose a design, and include costs of construction, for any post and beam supports required to support the 48" cantilevered overhang. Panel ends at the eave shall be sealed/finished to prevent moisture or UV light degradation of the panel's insulation. North side panels that are above the breezeway roof shall be limited to a 24" overhang. Panels on the South side of the building shall account for generator unit exhaust stacks that conflict with the 24" overhang by neatly trimming panel ends, or ordering proper panel length, to provide a minimum of 6" clearance.
11. No gutters are required for the Superior building roof eaves.
12. Interior steel ceiling sheathing on insulated roofing panels shall be painted white at the factory.
13. An existing ridge cap box vent shall be removed and disposed by Contractor. New ridge cap flashings shall not require provisions for building venting beyond manufacturer's recommendations as a new building exhaust fan is planned by PMPL.
14. Work must be completed in a timely manner under favorable weather conditions. The building must remain inhabitable and usable by the electric utility during the work. NO WATER LEAKS OR CONDENSATION WHATSOEVER IS ALLOWED INTO THE CONTROL ROOM OR ON ANY ELECTRICAL EQUIPMENT OR SWITCHGEAR.
15. The Contractor is responsible for providing tarping and waterproof drop clothes to prevent rainwater from damaging any contents of the building. Any work to protect equipment must be done through coordination with PMPL staff.

### **3.2 Breezeway Roofing**

1. All existing roofing and flashings shall be removed from the breezeway roof. This includes the false wall that protects the Superior building's air ventilation inlet.
2. Roof sheathing/underlayment shall be removed and replaced. Evidence of rot in the roof support system or rafters will be replaced as needed on a T&M basis.
3. Insulation under the roof system shall be replaced on a T&M basis if damage or degradation is found.
4. There exists a louvered ventilation inlet behind a false wall on the breezeway roof. PMPL is abandoning the vent inlet in favor of another location and requires the Contractor to remove and salvage the louvered wall penetration.

The louvered inlet will be removed and disposed of by the Contractor. The hole in the superior building wall shall be infilled with standard wood framing and constructed to match exterior sheathing, siding, insulation and an interior non-combustible wall covering. Construction shall be completed to make the penetration infill weatherproof.

5. A separate superior building ventilation inlet that penetrates the space between roof rafters and ceiling joists shall be protected from damage and retained for use as needed by PMPL.
6. Roofing system shall include:
  - a. Full replacement of all roof sheathing.  $\frac{3}{4}$ " CDX plywood shall be screwed to rafters.
  - b. Grace Ice and Water membrane, or equivalent, shall be installed over all roof sheathing and under any adjacent wall flashings to ensure a waterproof seal of the sheathing.
  - c. Provide and install an eave ice melting system capable of maintaining the eave free of all ice dams. System shall be 240 volt AC and use automatic temperature controls.
  - d. Standing seam roofing metal, minimum of 26-gauge steel, with hidden installation clips and no exposed roof penetrations. Roofing steel shall be hot dipped galvanized and painted, or galvalume finish and painted, with 30-year material warranty. Contractor shall be responsible for completing warranty paperwork. Details of manufacturer's warranty shall be included in the Proposal. No insulation required under roofing panels.
  - e. Full flashing installation at interfaces with the Superior building and the Office building to ensure no water intrusion under wet weather conditions or buildup of snow and ice.
  - f. Color to match Superior building roofing panels. Manufacturer supplied touchup paint shall be used to repair superficial scratches in the sheet metal. The Borough reserves the right to reject a repair, and require material replacement, if the integrity of the roofing system is compromised and/or the manufacturer's warranty may be voided.
  - g. All measurements of required materials shall be accomplished by the Contractor.
7. Seamless steel gutters and downspouts, color-matched to roofing, shall be installed full width of the breezeway eave, with heat trace installed in the gutter invert and the full drop distance in downspout.
8. Time and Materials additions to the contract shall be agreed to in writing prior to the work commencing.
9. Work must be completed in a timely manner under favorable weather conditions. The building must remain inhabitable and usable by the electric utility during the work. NO WATER LEAKS OR CONDENSATION WHATSOEVER IS ALLOWED INTO THE CONTROL ROOM OR ONTO ANY POWER PLANT ELECTRICAL EQUIPMENT/PANELS OR SWITCHGEAR.
10. The Contractor is responsible for providing tarping and waterproof drop clothes to prevent rainwater from damaging any contents of the building. Any work to protect equipment must be accomplished through coordination with PMPL staff.



**3.3 BREEZEWAY ROOF ICE MELT SYSTEM - RFP OPTION #1:** Propose, provide and install a complete roof ice melting system to be powered by 240 volt single phase electrical service.

- a. The system shall include full roof ice melting system (full length and width coverage), gutter and downspout heat trace cable.
- b. The desired system will be installed under roofing panels.
- c. The system will be designed to melt away snow and ice from the entire breezeway roof, gutter, downspout and prevent any ice dams from impacting the roof system or building interior spaces.
- d. Automatic operation of the system is desired based on outside ambient temperature.
- e. Heat trace equipment, controls and installation shall be included in the cost proposal.
- f. Manufacturer's literature shall be provided within the Proposal for the Borough's information and review.
- g. Price offered shall be inclusive of any credits given for replacement of base proposal eave and gutter ice melt systems.
- h. Price for this Option shall be clearly offered and separate from the Proposal Base Price.
- i. The price for this Option shall not be used during Base Contract award evaluations but may be awarded in the contract if funding allows.

## **SECTION 4 - PROPOSAL AND SUBMISSION REQUIREMENTS**

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the proposals be organized in the manner specified below. Proposals shall not exceed ten (10) pages in length (excluding letter of transmittal, resumes, title page(s), index/table of contents, attachments, dividers or D/WBE forms if required). Information in excess of those allowed will not be evaluated/scored. One page shall be interpreted as one side of single lined, typed, 8 1/2" X 11", piece of paper.

### **4.1 Title Page**

Show the RFP title, the name of your firm, address, telephone number(s), name of contact person, and date.

### **4.2 Table of Contents**

Clearly identify the materials by section and page number.

### **4.3 Letter of Transmittal (Limited to one (1) page.)**

4.3.1 Briefly state your company's understanding of the services to be performed and make a positive commitment to provide the services as specified.

4.3.2 Give the name(s) of the person(s) who are authorized to make representations for your company, their titles, address, and telephone numbers.

4.3.3 **The letter must be signed by a corporate officer or other individual who has the authority to bind the company.**

#### 4.4 Experience

4.4.1 Detail the company's experience in the same scope of work requested.

4.4.2 Provide at least three (3) references for which your firm has provided the same or similar services. Include a point of contact, telephone number, and a brief description of the services provided.

#### 4.5 Project Superintendent

Provide detailed information on the qualifications and experience of the Project Superintendent that will be directing work on-site during the project as it relates to the required services. Include project reference contact name(s) and telephone number(s).

#### 4.6 Key Project Staff

Identify proposed staffing level to complete the work in a timely manner and all key project staff expected to provide services on behalf of the company.

#### 4.7 Available Resources

Provide information on resources available to your firm, which indicates that you have access to the equipment, supplies, tools, parts and services necessary to perform the work.

#### 4.8 Contractor Location

Describe the company's location in relation to the PMPL power plant and the ability to meet in person with Borough personnel when required during the performance of the contract and within the warranty period.

#### 4.9 Project Plan

Provide detailed information on the company's plan to provide the scope of work requirements identified in Section 3. Describe overall approach to include any special considerations, which may be envisioned. This would include, but not limited to, any expectation of on-site material storage, expectation of PMPL staff assistance, daily work hours, contingency plans for unanticipated repairs and materials supply, etc.

#### 4.10 Cost/Fee Schedule

Provide a broken-out cost list that culminates in a lump sum cost to complete all services required in Section 3. The cost list should include:

1. Materials
2. Labor
3. Equipment fees
4. Shipping
5. Overhead (General and Administrative costs)
6. Profit (if not factored into other costs)
7. Total Lump Sum cost for Base Proposal
  
8. Lump Sum cost for Breezeway Roof Ice Melt System – RFP Option #1

Also clearly state the labor rate (in \$/hr) for all carpenters, laborers and electricians who will be providing services.

#### 4.11 Schedule

Provide a detailed schedule, including earliest start date, anticipated number of days to complete and a final completion date, for accomplishing all services required in Section 3.

### SECTION 5 - EVALUATION CRITERIA AND PROCESS

#### 5.1 Criteria

The criteria to consider during evaluations, and the associated point values, are as follows:

- |                           |           |
|---------------------------|-----------|
| 1. Experience             | 20 points |
| 2. Project Superintendent | 20 points |
| 3. Staffing               | 10 points |
| 4. Project Plan           | 30 points |

5. Available Resources	10 points
6. Cost	40 points
<u>7. Schedule</u>	<u>20 points</u>
Total Points Available	150 points

## 5.2 Qualitative Rating Factor

Firms will be ranked using the following qualitative rating factors for each RFP criteria:

- 1.0 Outstanding
- .8 Excellent
- .6 Good
- .4 Fair
- .2 Poor
- 0- Unsatisfactory

The rating factor for each criteria category will be multiplied against the points available to determine the total points for that category.

EXAMPLE: For the evaluation of the experience factor if the evaluator feels the response as provided was "Good" they would assign a "qualitative rating factor" of .6 for that criterion. The final score for that criterion would be determined by multiplying the qualitative rating factor of .6 by the maximum points available (30) and the resulting score of 18 would be assigned to the experience factor. This process would be repeated for each criterion.

## 5.3 Evaluation Process

A committee of individuals representing the Petersburg Borough will perform evaluation of the proposal. The committee will rank the proposal as submitted. The Petersburg Borough reserves the right to award a contract solely on the written proposal.

## SECTION 6 - SELECTION PROCESS

The Proposer with the highest total evaluation points may be invited to enter into a contract with the Petersburg Borough. If a contract is not achieved, the second

highest Proposer may be contacted for the Work. This process may continue until a Contractor is hired. The Petersburg Borough reserves the right to reject any and all proposals submitted.

## **SECTION 7 - MINIMUM MANDATORY INSURANCE PROVISIONS**

In addition to carefully reading all of the information in the RFP, all Proposers must carefully read and review the mandatory insurance provisions below. The successful Proposer shall be required to provide a Certificate of Insurance meeting all required policies and provisions prior to any work on Borough property.

If the Proposer takes exception to any insurance provision, they must clearly state the exception in their proposal. Failure to provide required insurance coverage may result in cancellation of the purchase order and award to the next highest ranked proposer.

Minimum Insurance requirements:

As a prerequisite to execution of the Purchase Order, the Contractor shall obtain all insurance required. The Contractor shall maintain this insurance until the Final Acceptance Date of the work. The Contractor shall file with the Borough, as verification of insurance, a certificate of insurance showing the type and amounts of insurance, the policy number, and expiration date. The certificate must be signed by an authorized representative of the insurance company. Each certificate of insurance shall state that the insurance company will provide not less than twenty (20) days written notice to the Petersburg Borough of any material change, cancellation, or non-renewal of the insurance policies.

All General Liability and Automobile Liability insurance policies required under this Article shall name the Petersburg Borough as an additional insured for the purposes of this Project and shall contain a waiver of subrogation against the Borough.

The Contractor shall provide the following types of insurance:

<u>Workers' Compensation</u>	<u>Minimum Limits</u>
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Employer's Liability and Worker's Compensation as required by Alaska State Workers Compensation Statutes.	\$500,000
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<u>Commercial General Liability</u>	<u>Minimum Limits</u>
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Bodily Injury and Property Damage Liability Premises Operations including explosion, Collapse and underground; Products and Complete Operations;	\$1,000,000 Combined Limit Each Occurrence and \$2,000,000 Aggregate
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Broad Form Property Damage;  
Blanket Contractual;  
Personal Injury  
Owner's/Contractor's Protection

Commercial Automobile Liability

Minimum Limits

Bodily Injury and Property Damage,  
including all owned, hired and non-owned  
automobiles

\$1,000,000 Combined  
Limit per Accident

*End of Request for Proposals*