

Request for Quotes

SLATE ROOF REPAIR

Montague Center Library

17 Center Street

Montague, MA 01351



Issued by the Town of Montague July 19, 2023

Questions Due: August 8, 2023

Proposal Due: August 14 at 2PM

Pre-Bid Meeting and Walkaround at Montague Center Library at 10 am on August 3, 2023 or by appointment

In accordance with M.G.L. Chapter 149, the Town of Montague will receive written proposals until 2:00 PM on Monday August 14 to perform slate roof repair on the Montague Center Library.

Construction labor associated with this bid is subject to prevailing wage rates as per MGL Chapter 149, Section 26 - 27f inclusive. A current prevailing wage sheet for this job is included as an attachment.

The contract will be awarded to the responsible contractor offering to perform the work to specifications for the lowest price. Contractors must respond to RFQ requirements, and demonstrate suitable experience and satisfactory references. The Town of Montague reserves the right to reject any bids that are determined to not be in the best interests of the Town.

For best service and communication, please email the project contact to inform him that you are interested in the project and receiving any updated materials related to it.

RFQ Contact

Walter Ramsey, Assistant Town Administrator
Town of Montague, One Avenue A
Montague, MA 01376
413-863-3200 x126
assistant.townadmin@montague-ma.gov

The Town of Montague is an Equal Opportunity Employer and does not discriminate on the basis of age, gender, race, or disability. Minority-owned business enterprises or Woman-owned business enterprises are strongly encouraged to submit quotes.

INFORMATION & SPECIFICATIONS

- A. **PROJECT** SLATE ROOF REPAIR
MONTAGUE CENTER LIBRARY
17 CENTER STREET
MONTAGUE, MA 01351
- B. **OWNER** TOWN OF MONTAGUE
SELECTBOARD
WALTER RAMSEY, ASSISTANT TOWN ADMINISTRATOR
ONE AVENUE A
TURNERS FALLS, MA 01376
- C. **ARCHITECT** CHRISTOPHER SAWYER LAUÇANNO
70 PROSPECT ST.
TURNERS FALLS, MA 01376
- D. **INSPECTION** THE BUILDING IS AVAILABLE FOR INSPECTION ON THURSDAY AUGUST 3 at 10:00 AM OR THROUGH APPOINTMENT

E. **BIDS & SUB-BIDS**

QUALIFIED CONTRACTORS MAY BID ON ALL OR PART OF THE REQUIRED RENOVATION. THE TOWN WILL WAIVE PERMIT FEES.

F. **SEALED BIDS DUE**

Bids due Monday August 14 at 2:00 PM

G. **PLACE DUE:** Montague Town Hall, Selectboard Office

H. **BID SPECIFICATIONS**

Proposals to Town are to be based on the following requirements, which will be incorporated into the project contract. It is the bidder's responsibility to independently verify all relevant existing conditions in the field prior to bidding on the work. Participation in the inspection tour is strongly encouraged. The winning bidder is responsible for securing all required building permits. However, the fee for building permits will be waived.

See following sheets for specific details of the project

SECTION A: OVERVIEW

The two-and-one-half story Montague Center Library contains a total area of +/- 6300 sq. ft. and is situated on a 0.152 acre (+/-6,621 sq. ft.) parcel of land

It was originally the first Town Hall. Built in 1858, the Town Hall was constructed of local brick on the site adjacent to the first meeting house on Center Street. It appears its architecture was conceived to echo the adjacent (1834) First Congregational Church across the road.

The façade of the balanced and symmetrical three-bay Greek Revival structure is multi-wythe brick masonry with a decorative corbel just below the eave. At the gable ends, the corbel continues across the façade as a cornice. The corbels, with an additional decorative band below, rise up the rakes to form a pediment. This bold pedimented gable, is intricately patterned with brickwork, surrounds an arched attic window. The gray granite in the foundation and stairs establishes a firm footing for the impressive feeling expressed by the building. The use of granite for the door and window lintels presents an especially fine accent to the facade and creates a striking contrast to the brick exterior walls. The front elevation has three entrances, each with double doors. An ADA entrance with bitumen ramp is on the east side of the building

The original slate appears to be Vermont unfading gray natural slate. The ridge is capped with a galvanized steel or aluminum ridge cap. Drainage occurs at the two eaves of the building and down to the ground below. No gutters are present.

This fine public building remains a tangible expression of the period of Montague Center's greatest growth and development.

The Library/Town Hall is located within the Montague Center Historic District and is considered a significant asset. Although the building is not bound by NPS/MHC preservation restrictions, the Library is an important and contributing asset to the District. Accordingly, the bid specifications are designed to reflect national and state preservation standards. Contractors submitting bids should provide evidence of experience in historic rehabilitation and knowledge of historic preservation methods.

Drone photos (courtesy Northeast Roof Consultants) follow the specifications

Overview of Project

There are three aspects to the repair 1) slate repair; 2) installation of new exhaust fan curb; 3) installation of gutters on the ADA roof.

Roof Measurements/Areas: Roof Height – 25' - 30' (approximate); Roof Area –Main Upper Steep-Slope Slate Roof: 3,930 sq. ft.; Roof Area – ADA Entrance Overhang: 124 sq. ft.; • Total all areas: 4,054 sq. ft.; Broken or damaged slate: 83 Slate; Cracked slate: 30 Slate; Loose slate: 35 Slate; Missing slate: 5 Slate.

Total number of slate issues - 153

The library is a two-story, brick and wood-framed building with a simple gable style roof. A smaller gable style roof is located over the first floor, east elevation side entrance. The upper main roof is covered with a standard natural slate roofing system, which includes a three-foot wide metal panel Ice belt that does not appear to need replacing. The original slate appears to be an Unfading Gray natural slate quarried in Vermont and is an ASTM Grade A material.

Numerous previous repairs have been made to the roof, using slate of different color and width. Most repairs appear to have been done using metal “babies,” as opposed to hooks. The metal eave panels appear to be aluminum. The west

elevation appears to be bronze aluminum, while the east elevation eave is covered with a mill finish aluminum panel. The first story rear entrance overhang is covered with three-tab asphalt shingles.

There is a noticeable sag in the ridge beam. The roof trusses were repaired by the town in 2022 in accordance with recommendations from a professional engineer.

SECTION B: PROJECT WORK AND SPECIFICATIONS

All Work must be coordinated with the Library Director(s) and the Town of Montague.

Slate Roof Repair

1. Contractor shall comply with provisions of 780 CMR 1507.7
2. Contractor may erect scaffolding and/or use lift for accessing roof. Contractor is responsible for obtaining all permits and coordinating with Montague DPW and Montague Police regarding any sidewalk closure or pedestrian impediments. Sidewalk closure detours must be in accordance with requirements of the Americans with Disabilities Act (ADA);
3. Contractor should have on hand 300-400 slates for repair to allow for breakage or previously unnoticed damaged slates;
4. Contractor shall select slates to match as much as possible the size, shape, texture, and weathered color of the old slate;
5. Contractor should coordinate with Library Director (or Town) about where to best and securely store slate to be used for repair;
6. Contractor shall remove damaged slates and associated slating nails using a slate ripper. If the head of a slate cannot be removed in this manner, Contractor shall carefully remove adjacent slates as required to remove fragments and clear space for the replacement slate;
7. Contractor shall examine roof deck where exposed and verify that it is satisfactory condition. If rot or sponginess is detected, Contractor should replace sheathing in damaged area(s) with like kind;
8. Contractor shall verify the replacement slate tile size;
9. Where feasible, Contractor shall install replacement slates using Slate Hook Method. Slating Nails shall be sharp-pointed, solid copper with a 3/8-inch diameter flat head;
10. Contractor shall install standard field slates with a minimum 3" headlap. Slate side joints shall be positioned as near the mid-point of the underlying slates as possible, and not less than 3" from the underlying joints.
11. Contractor shall lay slates nearly touching side-to-side, or with a gap of approximately 1/8" between slates). Small adjustments can be made in joint spacing and/or slate width as needed;
12. Contractor shall carefully remove existing ridge cap and inspect ridge beam for rot;
13. Contractor shall shim, where necessary, existing ridge beam for leveling; should sections be compromised, Contractor shall replace those sections with new wood of the same dimensions as existing.
14. Contractor shall install a one-piece galvanized steel or aluminum ridge cap formed to the pitch of the roof; Contractor shall use ring-shank stainless-steel gasketed roofing nails or stainless-steel gasketed screws, spaced between each pair of underlying slates, and sufficient to penetrate through the decking and exceed it by 3/16."
15. The three-foot ice belt appears to be in very good condition and need not be replaced unless Contractor discovers deficiencies not noted by the roof consultant. Contractor should consult with Architect should replacement in whole or part be advisable.
16. Contractor need not replace mismatched slates unless damaged.

Roof Curb Removal and Replacement

1. Contractor shall carefully remove slates abutting the existing curb;
2. Contractor shall remove existing curb, flashing and check deck for soundness;
3. Contractor shall use for replacement a prefabricated metal curb with continuous seam welds of similar dimensions to the existing;
4. Contractor shall follow manufacturer's installation instructions and ensure flashing is properly installed and curb is tightly secured and caulked;
5. Contractor shall replace slates removed for installation.

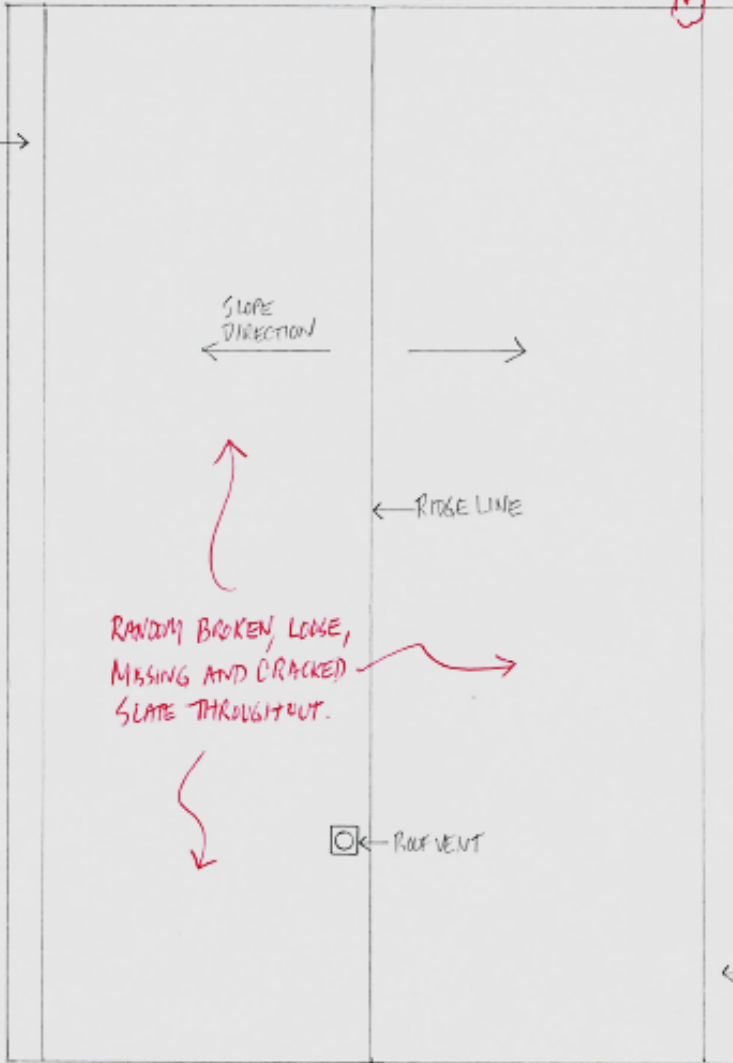
6. Contractor shall ensure exhaust stack is properly situated in curb;

Gutter Installation on ADA Entrance Roof

1. Contractor shall install aluminum or galvanized steel gutters to south and north sides of ADA entrance roof;
2. Contractor shall affix downspouts to brick using clips or straps;
3. Contractor shall attach horizontal extensions to downspout so water flows away from the building.



ICE BELT →



RANDOM BROKEN, LOOSE,
MISSING AND CRACKED
SLATE THROUGHOUT.

ROOF VENT

PEARL ENTRANCE
ROOF

WOOD PLATFORM
ON ROOF

← ICE BELT

← CENTER STREET →

SCALE 1" = 10'

ROOF PLAN

NORTHEAST ROOF CONSULTANTS, LLC 2 PEGGY DRIVE SOUTHBOROUGH, MA 01772 508-277-0284	2022 ROOF ASSESSMENT MONTAGUE CENTER LIBRARY 17 CENTER STREET MONTAGUE, MA 01376 MAIN ROOF	DRAWN BY: JRS	SCALE: NTS	DRAWING NUMBER: SK-1
		DATE: 1/6/2022	REV. DATE:	
		DESCRIPTION: ROOF AREA PLAN		



View of the steep sloped slate roof looking west to east.



View of the steep sloped slate roof looking east to west.



View of natural slate roof and numerous previous repairs with off colored slate. Note: waves in ridge line.



View of wave along ridge line. Note: Numerous broken slate along bottom two rows at ice belt.



View of roof vent with severe rust at top and bottom flange. Rust is discoloring slate. Ridge cap is face nailed with no washers or sealant visible.

SECTION C: CONTRACTOR REQUIREMENTS

- All work will be coordinated with the Library Director(s) to ensure disruption to business operations is minimized.
- To the extent that traffic or pedestrian access may be affected, Contractor will coordinate work with the Montague Highway Department and Police Department.
- Respondent must be a licensed contractor in the Commonwealth of MA.
- Contractor should provide evidence of experience in historic rehabilitation and knowledge of historic preservation methods.
- Contractor must provide OSHA training certifications verifying that employees to be employed at the worksite have completed approved OSHA (United States Occupational Safety and Health Administration) training in a construction safety and health course that is at least ten hours in duration. This certification must accompany the certified payroll submittal.
- Contractor must submit an OSHA safety plan to the Town for review and approval.
- The prevailing wage requirements of Massachusetts General Laws, Chapter 149, are applicable to this RFP. Wage rates, as determined by the Massachusetts Division of Occupational Safety, are attached. The contractor agrees that the rate per hour and wages paid to employees used in the performance of this project shall not be less than the minimum rates of wages as determined in accordance with Massachusetts General Law Chapter 149 as may be amended. The contractor shall provide a certified copy of payroll every week to the Montague Town Administrator for all employees working under the contract for this project.
- Minority-owned business enterprises or Woman-owned business enterprises are strongly encouraged to submit quotes. These business enterprises shall be determined by SOMWBA, the State Office of Minority and Woman-Owned Business Assistance. All such businesses are encouraged to contact SOMWBA at (617) 973-8692 for further information.

SECTION D: BIDDER INSTRUCTIONS – Please Review Carefully!

- Participation in the bidder’s inspection tour, which will occur at the Library is encouraged. Contact the RFQ contact for further information as may be needed.
- Questions related to the RFQ should be submitted via email to Walter Ramsey at assistant.townadmin@montague-ma.gov no later than 3pm on August 8. Responses will be shared with all registered bidders that indicate interest in receiving responses to questions via email.
- The contract will be awarded to the responsible bidder that offers demonstrated expertise at the lowest price and is responsive to the RFQ requirements. The Town of Montague will review bidder experience and references. The town retains the right to contact additional references beyond those provided or to not award the contract to a bidder if it judges a bid to not be in the best interest of the town.
- Construction labor associated with this bid is subject to prevailing wage rates as per MGL Chapter 149, Section 26 - 27f inclusive. A current prevailing wage sheet for this job is included as an attachment.
- if the contract is over \$25,000, a 50% Payment Bond will be required upon signing the contract Selected contractor will be subject to the terms and conditions of the Town of Montague standard contract - sample attached.
- The Town of Montague is tax exempt. A tax exempt certificate will be provided upon request. Payments will be made within 30 days of receipt of invoice.

Submission Checklist

- Bidders should include a statement of capacity and past experience that verifies they understand and can meet the requirements of this project.
- All price quotes are to be submitted on the attached Price Quote Form and signed by an authorized representative of the bidder organization.
- All forms attached to this RFQ should be completed, signed as appropriate, and returned as part of the proposal submission. (The contract does not need to be submitted with the bid.)

SECTION E: GENERAL INSTRUCTIONS and CONTRACT TERMS

1. Sealed Bids should be marked "Montague Center Library Roof Repair RFQ" and will be received by the Town of Montague until August 14 at 2:00 PM Emailed bids will not be accepted. Mailed or delivered bids should be delivered to Walter Ramsey, Town of Montague, One Avenue A, Montague, MA 01376. Bids received after the deadline will not be accepted. Bids must be signed by an authorized representative of the bidder organization
2. RFQ should be downloaded from www.montague-ma.gov/BIDS. Notice and addenda will be forwarded to those who are registered as having downloaded the RFQ.
3. All work is to be done by a Massachusetts licensed general contractor, certified, and skilled in the work proposed.
4. The contractor will be bound by all applicable statutory provisions of law of the Federal Government, the Commonwealth of Massachusetts, and local codes (including current building and fire codes). Building permit fees will be waived by the Town.
5. As the Town is exempt from the payment of Federal Excise Taxes and Massachusetts Sales Tax, prices bid herein are not to include these taxes. Tax exempt forms will be provided to the contractor upon request.
6. Prevailing Wage rates set at the Massachusetts Department of Labor and Industries apply. Appropriate wage schedule is attached. Certified Payroll shall be submitted weekly to Walter Ramsey, Assistant Town Administrator, Town of Montague, 1 Avenue A, Turners Falls, MA 01376.
7. A Labor and Materials/Payment Bond is required at the time of contract signing in the amount of 50% of the total bid at the time of contract signing- only if the contract exceeds \$25,000.
8. A bidder will be held to the terms and the prices submitted for the duration of the contract period if a contract is signed by both parties within 45 days from bid opening.
9. Contract execution will be conditioned upon producing an insurance certificate as outlined on the INSURANCE REQUIREMENTS page.
10. A contract substantially in accord with the Sample Contract found in this bid package will be required to be signed by the Contractor and the Montague Selectboard. Submitting a bid denotes acceptance of these terms and conditions. Any terms or conditions that cannot be met by the bidder must be brought to the Town's attention in a Written Question before the deadline for written questions. If the matter can be resolved through the Architect's response, an Addendum will be issued so that all Bidders are notified of any exceptions allowed.
11. The bid will be awarded to the responsible and responsive contractor based upon price, past performance and reliability of the contractor, quality of product and/or service, and degree of exclusion, exemption, or restrictions on the bid.
12. Workmanship shall be warranted for one year.
13. The Assistant Town Administrator will be available to answer any general questions about procedure, etc., but no question will be answered that in any way could give an unfair advantage to a contractor except through a written Addendum. Inquiries should be directed to: Walter Ramsey, Assistant Town Administrator, Town of

14. The Contractor must submit with their response a list of at least three (3) projects which they have successfully completed, giving the name and address of the projects so that they may be investigated prior to the award of the contract. Public projects and projects completed in a professional workplace are preferred. A contact person with CURRENT PHONE NUMBER must be provided for each reference (see form).

15. Bids which are incomplete, not properly endorsed or signed, or otherwise contrary to instructions may be rejected as non-responsive by the Town. Conditional Bids will not be accepted.

16. Any restrictions, qualifications, or deviations from specifications must appear either on the Bid Form or on an attachment thereto.

17. OSHA Certification


All contractors working on public works projects will be required to certify that ALL employees employed at the work site have successfully completed an OSHA approved course in construction safety at least 10 hours in duration. This law requires general contractors to have on file records of all employees' OSHA 10- hour training and provide proof to the various agencies in charge of the work. This also applies to all subcontractors, hired trucks, and hired equipment with operators. Every bidder must certify that all persons who are employed by them for this bid are certified. Proof does not have to be submitted with this bid, but must be available upon request.

18. INSURANCE REQUIREMENTS

The successful bidder must provide proof of insurance annually with coverage in accordance with the terms described in the SAMPLE CONTRACT and must name the Town of Montague as additional insured.

REQUIRED SUBMITTALS

Checklist of Required Submittals:

- Price Quote Form
- References
- Non-Collusion Form
- Tax Compliance Form
- Certificate of Corporate Authority
- Sign Wherever You See  _____

Submit one (1) copy of your fully signed proposal materials in a sealed envelope labeled "Cemetery Maintenance Bid" and addressed to:

Walter Ramsey
Montague Town Hall
Selectboard Office
One Avenue A
Turners Falls MA 01376

Bids must be submitted by 2:00pm on Monday August 14 at 2:00 PM. Late bids cannot be accepted.

FORM FOR GENERAL BID

To the Town of Montague, Massachusetts, (hereinafter called the "Owner") acting through its Selectboard, duly authorized therefore, who act solely for said Town and without personal liability to themselves.

Ladies/Gentlemen:

The undersigned, as bidder, declares that the only persons or parties interested in this bid as principals are those named herein; that the bidder has carefully examined the Invitation for Bids and the Specifications (and amendments thereto); and s/he bids and agrees, if this bid is accepted, that the bidder will furnish all materials and labor necessary for the completion of the Work as specified in the Proposal, in the manner and time therein prescribed and according to the requirements of Owner as herein set forth.

The Bidder agrees that the Owner will have ten (10) consecutive days from date of opening to accept the bid, except as described in the specifications, the unit(s) at the price, therein. The Bidder also understands that the Owner reserves the right to accept or reject any or all bids and to waive any informalities in the Bids if it is in the Owner's interest to do so. The Advertisement for Bidders, Information for Bidders, Specifications and Bid Form attached thereto, shall become a contract upon the receipt by the Bidder of written acceptance of this bid by the Owner.

The Bidder agrees that activities not expressly mentioned in these specifications for Lump Sum Work, but involved in carrying out their intent are will be performed the same as though they were specifically mentioned, described, and delineated – including the provision of incidental equipment and supplies.

The Bidder certifies that all materials meet or exceed the requirements of the bid specifications and they are licensed to perform the services in the Commonwealth of Massachusetts and that workmanship is warranted for at least one year.

A Statement of Capacity and past experience that verifies bidder understands and can meet the requirements of this project is included as a part of this Form for General Bid.

The Bidder will take in full payment, therefore, the following price, to wit:

Total Lump Sum Bid Amount \$ _____

In words: _____

Bid Bond and Payment Bond requirements are to be based on this lump sum bid amount exclusive of additional pricing requested below.

Additional Pricing for possible additional work/materials:

Replacing decking with like-kind planking

Price \$ _____/ft2 price in words _____

Replacing slates beyond projected amounts

Price \$ _____/price in words _____

Other material replacements beyond projected amounts

Specify: _____

Price \$ _____/price in words _____

The fees represented are inclusive of all expenses including but not limited to labor, equipment, fuel, insurances, and other management of administrative expense.

Authorized Signature _____ 

Printed Name _____ Title _____

Company Name _____

Company Address _____

Phone _____

Email _____

Date _____

Form for General Bid Page 3

Please acknowledge any Addenda to the RFQ by initialing below:

#1 _____ #2 _____ #3 _____

IF ANY SUBCONTRACTORS ARE TO BE UTILIZED IN THE WORK. INCLUDE LICENSURE INFORMATION AND QUALIFICATIONS.

The Office of the Attorney General, Washington, DC, requires the following information on all bid proposals amounting to \$1,000.00 or more:

_____ Federal Tax ID Number (this number is regularly used by companies when filing their "EMPLOYER'S FEDERAL TAX RETURN, U.S." Treasury Department Form 941

*IF A CORPORATION, INCLUDE WITH YOUR BID A CORPORATE RESOLUTION LISTING ALL DULY AUTHORIZED SIGNERS ON BEHALF OF THE CORPORATION AND CHECK HERE

*IF A PARTNERSHIP, INCLUDE A LIST OF NAMES/ADDRESSES OF ALL PARTNERS AND CHECK HERE

*IF A PROPRIETORSHIP, COMPLETELY FILL OUT INFORMATION ABOVE ONLY AND CHECK HERE

REFERENCES

Please list AT LEAST THREE references, preferably for PUBLIC projects of similar size and scope. Please make sure contact information is CURRENT. Inability to check references may affect the eligibility of your bid. Use additional sheet for more references. TOWN RESERVES THE RIGHT TO CHECK PAST PERFORMANCE BEYOND REFERENCES PROVIDED.

1 _____

Name of Project Contract Dates

Name of Contact Person Title of Contact Person Phone Number

Describe Scope of Work (nature and cost)

2 _____

Name of Project Contract Dates

Name of Contact Person Title of Contact Person Phone Number

Describe Scope of Work (nature and cost)

3 _____


Name of Project Contract Dates

Name of Contact Person Title of Contact Person Phone Number

Describe Scope of Work (nature and cost)

CERTIFICATE OF TAX COMPLIANCE

Pursuant to M.G.L. Ch. 62C, Sec. 49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

 _____

Authorized Official's Signature Title of Person Signing

Typed or Printed Name of Person Signing Company Name

Telephone Number _____ Address _____

Date _____ Email _____

CERTIFICATE OF NON-COLLUSION STATEMENTS

The undersigned certifies under penalties of perjury that this bid has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Date _____

Authorized Official's Signature

 _____

Typed or Printed Name of Person Signing


Company or Corporation

OSHA CERTIFICATION

I hereby certify that all of our employees who will be employed at the work site have successfully passed the OSHA approved 10-hour safety course, and we have proof on file. I also certify that I am able to furnish labor that can work in harmony with all other elements of labor employed or to be employed in the work.

Date _____

Authorized Official's Signature

 _____

Typed or Printed Name of Person Signing

Company or Corporation

Name and Telephone # of Person who will be filing CERTIFIED PAYROLL

CERTIFICATE OF CORPORATE AUTHORITY (if applicable)

At a duly authorized meeting of the Board of Directors of _____
(Name of Corporation)

held on _____ it was VOTED that:
(Date)

(Name)

(Officer)

of this corporation, be and he/she hereby is authorized to execute contracts, deeds and bonds in the name and on behalf of said corporation, and affix its corporate seal hereto; and such execution of any contract, deed or obligation in this corporation's name on its behalf by such _____ under seal of the
(Officer)
company, shall be valid and binding upon this corporation.

A True Copy,

ATTEST: _____

TITLE: _____

PLACE OF BUSINESS: _____

DATE OF THIS CERTIFICATE: _____

I hereby certify that I am the clerk of the _____
that _____ is the duly elected _____ of said corporation, and
that the above vote has not been amended or rescinded and remains in full force and effect as of the date of this
contract.

(Clerk)

CORPORATE SEAL

SAMPLE CONTRACT

See Separate Attachment

PREVAILING WAGE REPORT

See Separate Attachment