

Request for Quotes:

**Shea Theater Upper Roof Repair and Re-sealing Project
71 Avenue A Turners Falls, MA**



Shea Theater Upper Roof - view from Avenue A side

**Issued by the Town of Montague
May 9, 2018**

Bidder's Tour: May 17, 2018 at 10am

Proposal Due: May 29, 2018 at 2pm

Request for Quotes
Shea Theater Upper Roof Repair and Re-sealing Project
71 Avenue A Turners Falls, MA

In accordance with M.G.L. Chapter 149, the Town of Montague will receive written proposals until 2:00PM on Wednesday, May 29 to repair and re-seal two distinct sections of flat rubber membrane roof—together comprising the “upper roof”—of the Shea Theater, 71 Avenue A Turners Falls. 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 project requires: removal of existing stone ballast; cleaning, mending, and re-securing of the existing rubber membrane roof; proper seating of existing flashing and drain structures such that they perform their function; and complete re-sealing. The total roof area to be improved is approximately 51’ x 83’ (4,233 square feet). Note that measurements referenced in this RFQ are to be confirmed by the General Contractor.

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.

Responses must be received by **Tuesday, May 29, 2018 at 2pm** and should be addressed to:

Shea Theater Upper Roof Repair Project
C/O Montague Board of Selectmen
One Avenue A Turners Falls, MA 01376
Or emailed to
townadmin@montague-ma.gov

The following web link will take you to the procurement page on the Town website.

<https://www.montague-ma.gov/f/115/FY18-02-Shea-Theater-Upper-Roof-Project---LIVE-BID>

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

Steven Ellis, Montague Town Administrator
One Avenue A Turners Falls, MA
townadmin@montague-ma.gov
413 863 3200 x 110

The Town of Montague is an Equal Opportunity Employer and does not discriminate on the basis of age, gender, race, or disability. SOMWBA certified vendors are encouraged to apply.

Section A: Existing Conditions

The Shea Theater is a municipally-owned theater consisting of two-stories. The building has a rubber membrane roof that was installed approximately 25 years old. The roof is commonly discussed as having two distinct sections: a “lower” roof, closest to Avenue, and a larger “upper” roof, which is set back further from the road. Both roofs abut against the Town-owned Colle Building, which includes offices spaces above and below the Shea Theater’s roof line. The lower roof, measuring approximately 50’x17’ section, was re-sealed in Fall 2017.

The Upper Roof measures approximately 51’ x 83’ and is the focus of this project. The roof carries HVAC ducting and includes roof drain structures that function properly. It includes the large main roof, as well as the smaller raised roof section at the back of the building. The roof was patched on an emergency basis in November 2017, at which time the stone ballast on this roof was moved into piles to expose possible rips and tears along seams, and in the area of newly installed HVAC ducting. Prior to piling the stone, its depth on the roof was less than 1 inch.



Section B: Scope of Services

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 measurements and existing conditions in the field prior to bidding on the work. For this reason, **participation in the bidders' tour on Thursday, May 17 at 10am is strongly encouraged.** The vendor is responsible for securing all required building permits. However, the fee for building permits will be waived.

The Upper Roof repair and re-sealing project will encompass an approximately 51'x 83' area (4,233 sq ft). Required steps in the process include:

- Build a chute or other suitable structure on the north side of the building suitable for safely dropping clean stone ballast into Town of Montague trucks. The Town will dispose of all clean ballast removed from the roof.
- Remove all stone ballast on upper roof using the chute. Note that this must occur between the hours of 6am and 4pm, Monday through Thursday. DPW staff are not available Friday – Sunday.
- Clean and prepare roof for mending, sealing, coating
- Mend all seams, cracks, splits, tears
- Ensure attachment of existing rubber membrane following removal of ballast
- Ensure proper seating of all roof drains
- Ensure integrity of existing flashing
- Seal all penetrations and compromised areas of the roof membrane with Gaco Seams or a comparable product
- Coat roofing with white Gaco s2000 coating or comparable product
- Disposal of construction debris other than clean stone ballast is at the contractor's expense
- Test and ensure roof drains continue to function properly after the repair

The vendor must specify a minimum warranty of at least 10 years.

Section C: Insurance Requirements

The Contractor shall at all times during the contract maintain in full force and effect Employer's Liability, Worker's Compensation, Bodily Injury Liability, and Property Damage and General Liability Insurance, including contractual liability coverage. All insurance shall be by insurers and for policy limits acceptable to the Town of Montague and before commencement of work hereunder the Contractor agrees to furnish the Town certificates of insurance or other evidence satisfactory to the Town to the effect that such insurance has been procured and is in force.

For the purpose of the Contract, the Contractor shall carry the following types of insurance in at least the limits specified below:

COVERAGES	LIMITS OF LIABILITY
Worker's Compensation	Statutory
Employer's Liability	\$500,000/\$500,000/\$500,000
Automobile Liability	\$1,000,000.00 combined single limit for bodily injury and property damage
General Liability	\$1,000,000.00 each occurrence \$2,000,000.00 aggregate
Excess Umbrella Liability	\$1,000,000

The Town of Montague shall be named as additional insured under the liability and automobile insurance. The excess/umbrella liability insurance policy should contain a broad form general liability endorsement.

Section D: Vendor Requirements

- All work is to be coordinated with the Montague Highway Department, Building Inspector, and Police Department (to the extent traffic may be affected).
- Respondent must be a licensed contractor in the Commonwealth of MA.
- 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.
- 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 E: Bidder Instructions – Please Review Carefully!

- Participation in the bidder’s tour, which will occur at 71 Avenue A in Turners Falls and include a walkthrough of the building’s roof and roof access is **strongly encouraged**. Contact the RFQ contact for further information as may be needed.
- **Questions related to the RFQ should be directed to Steven Ellis no later than 3pm on Tuesday, May 21.** Responses will be shared with all bidders that indicate interest in receiving responses to questions on Thursday, May 23 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.
- A 50% **Payment Bond** will be required upon signing the contract, if the contract value exceeds \$25,000.
- 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.)