

NRVCS

**New River Valley Community Services on behalf of
Fairview Home, Inc.**

REQUEST FOR PROPOSAL;

REPLACEMENT OF ROOF FAIRVIEW HOME, INC.

SEPTEMBER 30, 2018

RFP Website: www.nrvcs.org

Contact Person for RFP

Lucy McCandlish

Service Line Director

700 University City Boulevard

Blacksburg VA 24060

540-961-8319

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REQUEST FOR PROPOSALS

New River Valley Community Services for Fairview Home, Inc Replacement of Roof on Fairview Home Inc.

New River Valley Community Services (hereinafter called "NRVCS") invites qualified Independent General Contractors having sufficient experience in performing said roof replacement services for medium to large facilities in accordance with the specifications outlined in this Request for Proposal (RFP) to submit a proposal. There is no expressed or implied obligation for NRVCS to reimburse contractor for any expense incurred in preparing proposals in response to this request.

BACKGROUND

NRVCS (managing body) provides mental health, intellectual disability, crisis and substance use treatment services for adults and children living in the City of Radford and the counties of Floyd, Giles, Montgomery and Pulaski. NRVCS has 23 locations with over 800 employees. We have employees in traditional offices, schools, community sites and other mobile locations. We receive funding from the state and federal governments as well as the City of Radford, the counties of Floyd, Giles, Montgomery and Pulaski. NRVCS is required by State code to charge for its services, a sliding fee scale is utilized as well as billing Medicaid, Medicare and private insurance.

NRVCS was established over forty eight years ago by state statute to provide comprehensive community based behavioral health services. A total of forty community services agencies exist around the state of Virginia. As an agent of local government, we are a multi-jurisdictional agency serving the 4 counties and 1 city mentioned above.

Fairview Home, Inc. Assisted Living Facility is a 20,000 square foot property owned by the counties of Pulaski, Montgomery, Giles, and the City of Radford, Virginia. It is operated by Fairview Home, Inc., a Private, Non-Profit or 501(c) 3 corporation. Fairview Home is managed by New River Valley Community Services and is home to up to 64 adults who are primarily low income.

ASSISTANCE AVAILABLE TO CONTRACTOR

The NRVCS Facilities Services staff, consisting of the Facilities Services Lead, the Team Facilitator and several Facility Technicians are available to provide direction and to support the work of the General Contractor.

SCOPE OF SERVICES

See the attached Scope of Services, Floor plans and general information regarding the site location and work to be performed.

SUBMISSION OF PROPOSALS AND TIME SCHEDULE FOR AWARDING THE CONTRACT

Proposals must be submitted in a sealed envelope marked "RFP – Fairview Roof Replacement" to:

Lucy McCandlish, Service Line Director
New River Valley Community Services
700 University City Blvd.
Blacksburg, Virginia
24060

Email proposals will not be accepted.

Proposals must be physically received by 4:00 p.m. Eastern Standard Time, Wednesday, October 31, 2018.

Under no circumstances will late delivery or incomplete proposals be accepted.)

Four copies of the proposal should be submitted.

It is anticipated NRVCS staff will review and rank the proposals, invite contractors for interviews, and award a contract by November 16, 2018.

NRVCS reserves the right to modify the dates for preliminary selection and final contract approval based on unanticipated delays in the process.

Any questions should be directed to Lucy McCandlish, Service Line Director, in writing at the above address. Written responses will be available to all interested Parties on the NRVCS Website identified on the cover page of this Request.

PROPOSAL AND AWARD SCHEDULE

- September 30, 2018 Distribute Requests for Proposal
- October 31, 2018 Proposals Due to Service Line Director's Office
(Due by 5:00 p.m.)
- November 1 - November 9, 2018 Interviews
- On or before November 16, 2018 Contract Award

DESCRIPTION OF PROPOSAL ELEMENTS AND SELECTION PROCESS

Four copies of the proposal should be submitted at the time and place indicated in **SUBMISSION OF PROPOSALS AND TIME SCHEDULE FOR AWARDED CONTRACT**. In order to standardize the review process, the Contractor's proposal must be presented in the following format and include the designated information which mirror the elements to be evaluated in the selection process.

1. Letter of Transmittal
 - a. Briefly state your understanding of the work to be accomplished and whether or not you can perform the work within a reasonable routine schedule.
 - b. Provide the names of the persons who will be authorized to make representations for your agency, their titles, addresses, and telephone numbers.
2. Profile of the Agency (provide/state how the agency meets the following)
 - a. Provide information on whether the agency is local, state-wide, or national.
 - b. The agency is independent and licensed to practice in Virginia.
 - c. Give the location of the office from which the work is to be performed and the number/types of staff employed.
3. Summary of Proposer's Qualifications (in addition to minimum qualifications)
 - a. Identify the staff who will work at the various NRVCS sites.
 - b. Include background and experience of those to be assigned to NRVCS facilities.
4. Describe recent work experiences similar to what is being requested and for an entity that approximates the size and complexity of NRVCS.
5. Scope Section
 - a. Clearly describe the scope of the required services to be provided (see

Attachments A.).

b. Describe assistance and required supplies and equipment expected from NRVCS staff, other than outlined in the RFP.

6. Compensation

a. Estimate the total hours and maximum fee for the services to be provided.

7. References

a. Please provide a minimum of three (3) references that NRVCS may contact regarding similar construction/roof replacement services provided by your company. Please include entity name, contact person's name and position, address, phone number and email address.

ADDITIONAL INFORMATION

1. NRVCS reserves the right to reject any and all proposals or accept the proposal it considers most favorable to NRVCS's needs. NRVCS further reserves the right to reject all proposals and seek new proposals when such procedure is in the best interest of NRVCS.

2. Responses to this RFP will become an attachment to the contract

EVALUATION OF PROPOSALS

Proposals will be evaluated using a predetermined method to ascertain which best meets the needs of NRVCS. The evaluation will consider:

1. How thoroughly the proposal depicts an understanding of the work to be performed.
2. The contracting team's experience and professional development.
3. Experience maintaining long-term business relationships with other purchasing agencies such as NRVCS.
4. Cost, although a significant factor, may not be the dominant factor. Cost is particularly important when all of the other evaluation criteria are equal.

After the top three to five candidates have been selected through the above process, oral interviews will be arranged to assist in making the final selection.

Scope of Work
Fairview Home, Inc
Licensed Adult Living Facility

The Contractor shall comply with any and all Federal, State and Local guidelines to ensure that all required permits, certificates and approvals are obtained for this project. Any costs associated with these permits shall be include in the RFP Total Costs.

Remove existing metal roof panels. Dispose of all debris. Dumpster requirements for debris removal should be included in the RFP.

The removal of the existing roof shall be coordinated with the installation of the new roof to prevent exposure to weather conditions and potential water infiltration into the building.

Mechanically attach new 26 ga "R" type panels per manufacturer's specifications. Roof Size is approximately 19,596 SF

Install new stack flashing, sidewall flashing, drip edge and ridge caps.

Remove Existing fascia metal and install new fascia metal.

All rooftop HVAC curbing, parapet walls, conduit, pipe vents, roof hatch, ventilation fans and other roof penetrations must have new flashing and/or sealant as part of this project.

Cleaning, priming and installation of new sealants to maintain all joints in a leak free condition.

Clean up and remove all job related debris.

All precautions for safety, dust and debris mitigation and trash and debris removal will be taken.

Work site will be made secure at the end of each work day to include all tools and ladders to be securely locked away. On site storage of materials and equipment needs will be discussed at the time of the interview.

No change orders will be accepted unless signed off by Facilities Services Lead and Service Line Director. No exceptions. Verbal changes orders will not be accepted.

Customer to choose roofing and color from manufacturer's standard selection charts.

