State of Louisiana
Facility Planning and Control

Request for Proposals
for

ROOF CONSULTING SERVICES
STATEWIDE, LOUISIANA
01-107-97S-03, PART 15

January 25, 2010

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SECTION 1

GENERAL INFORMATION

ROOF CONSULTING SERVICES
STATEWIDE, LOUISIANA
01-107-97S-03, PART 15

The State of Louisiana, Division of Administration, Facility Planning and Control, hereby solicits proposals from qualified proposers to provide Roof Consulting Services. It is anticipated that awards may be made to multiple proposers. The proposer may be an individual or a company, but the evaluation will be applied to the person who will be the roof consultant in the field. If multiple people are submitted, each must have a separate proposal and each will be evaluated independently.

Request For Proposal packages may be obtained by writing:

Ms. Kittye Rouse, Project Manager
Facility Planning and Control
1201 North 3rd Street, Room 7-160
P.O. Box 94095
Baton Rouge, LA. 70804-9095
Kittye.rouse@la.gov

Completed hard copy proposals, including one original and three (3) copies should be physically in the possession of Facility Planning and Control at the address listed above not later than **2:00 PM CST on Monday February 24, 2010.** The proposer is solely responsible for assuring timely delivery.

A non-mandatory Pre-Proposal conference will be held at 2:00 P.M. on Wednesday, February 10, 2010 in the conference room of Facility Planning and Control 6-114 for all prospective proposers. At this meeting any questions concerning the RFP will be addressed. Written questions concerning this RFP should be addressed as noted above and shall be in the possession of Facility Planning and Control, Room 7-160, no later than 2:00 PM CST on Friday February 12, 2010.

This announcement does not commit Facility Planning and Control to award a contract or pay any costs incurred in the preparation of proposals. Facility Planning and Control reserves the right to accept or reject, in whole or in part, all proposals submitted and/or to cancel this announcement. Any contract awarded shall be based upon the proposals most advantageous to Facility Planning and Control, price and other factors considered. All contracts are subject to availability of funds. Award may be made on initial offers received, as oral interviews may not be required.

SECTION 2

SCHEDULE OF EVENTS

(1)	Request for Proposals announced	January 25, 2010
(2)	Pre-Proposers Conference*	February 10, 2010
(3)	Deadline to Receive Questions	February 12, 2010
	All questions must be in writing and directed to Ms. Kittye Rouse Facility Planning and Control, P.O. 94095, Baton Rouge, LA. 70804-9095 Kittye.Rouse@la.gov	
(4)	Deadline to issue answers to questions	February 16, 2010
(5)	Last day for proposers to submit proposals. All proposals must be received by 2:00 PM CST on this date at the address listed above. Proposals received late for whatever reason will not be considered.	February 24, 2010
(6)	Proposal Review Committee Meets	February 25, 2010
(7)	Successful Proposer(s) Announced (all applicants will be notified by mail)	February25 to 27th, 2010 February25 to 27th, 2010
(8)	Contract(s) Awarded	February 25 to 27th, 2010
(9)	Contract Begins	March 1, 2010

Facility Planning and Control reserves the right to deviate from this schedule. Notification of schedule changes will be sent to all known respondents.

*Minutes of the Conference and answers to all questions received will be sent to all who have received the RFP and will be posted to LAPAC. Proposers are not to rely on any other communications.

SECTION 3

PROPOSAL EVALUATION CRITERIA

CRITERIA		POINTS
(1)	Experience and Capabilities of Roofing Consultant: List roof observations/consulting experience of the person to be assigned to this project. List verifiable experience in roof management plans, roof surveys and inspections, roofing project program development, and roofing specifications development. List verifiable roofing project interim and final inspections performed. Include information regarding moisture surveys performed and the type of equipment used. List testing experience, such as pull test, gravimetric analysis, Rilem Tube Test, etc. List verifiable work experience for the minimum requirements of 10 years experience in the roofing field and one year roofing inspecting/consulting experience.	25
(2)	Attendance at the Pre-Proposal Conference	5
(3)	Proposer's Certification: The points listed for this category will be awarded if the person to be assigned to this project has earned any or all of the following (4 points each): A. Registered Roof Consultant, as awarded by the Roof Consultant's Institute B. Registered Roof Observer, as awarded by the Roof Consultant's Institute C. SPFA Independent Inspector, as awarded by the Spray Polyurethane Foam Alliance	12
(4)	Proposer's Roofing Related Education: Points are to be awarded in this category for continuing education units (specifically related to roofing, or waterproofing) earned by the person assigned to this project. One point will be awarded, up to a maximum of 15 points, for each set of 3 continuing education units (CEU) earned over and above the minimum initial requirement of 6 CEU's.	15
(5)	Cost to be graded by comparing with other proposals received as follows: (lowest proposal cost including hourly rate and expense constant / proposal cost to be graded) x Maximum Cost Points	38
(6)	Equipment provided daily with consultant	5
	Maximum Points	100

SECTION 4

WORK STATEMENT

A. The successful proposer shall assist the Roofing Section of Facility Planning and Control in managing *40,000,000* square feet of state owned low-slope and steep roofs. Responsibilities shall include:

(1) Perform statewide roof condition assessments.
(2) Perform non-destructive roof moisture surveys using either the nuclear, infrared, or capacitance method.
(3) Perform test cuts and repairs.
(4) Inspect and report on state construction/reroofing projects, statewide.
(5) Conduct roof inspections and maintenance seminars for state user agency personnel.
(6) Provide technical assistance to designers, contractors, and Facility Planning and Control.
(7) Maintain membership in at least one major roofing related trade organizations such as RCI, NRCA, or SPFA.
(8) Continue technical roofing education by:
    a. Attending, at least, one major national roofing related tradeshow, such as the NRCA and RCI annual conventions each year. Expenses are included in the hourly expense constant (see section 5, paragraph C).
    b. Attaining a minimum of three (3) continuing education units (CEU's) during the year in specific roofing/waterproofing subjects.
(9) Be familiar with current reference data including: NRCA and SMACNA manuals, IBC, FM, UL, and ASCE publications pertaining to roofing.
(10) Record in an abbreviated format, a log of each activity performed for FP&C on a daily basis and submit weekly.

B. Estimated beginning date is March 1, 2010, with a contract time of one (1) year. A multi-year contract including not more than two (2) additional years may be contemplated at the option of Facility Planning & Control and the successful proposer. The hourly pay rate and monthly expense constant for each successive year may be increased at the option of Facility Planning & Control not more than 3% for each additional year.

C. The proposal shall be based on an hourly pay rate with certain approved reimbursables for one year of service, invoicing monthly, no retainage withheld. Proposers are to anticipate providing up to 1840 hours of service annually. Reimbursables may include out of State travel on State business or special equipment rental if required and prior approved.

D. Efforts of the successful proposer are to be guided by FP&C Roofing Section personnel.

E. Facility Planning and Control will provide to the successful proposer the use of an office cubicle in the FP&C Roofing Section and access to the State's Facilities Management computer program. This use will be for work pertaining to this contract only.

F. The successful proposer shall be expected to attend meetings such as:

(1) Weekly FP&C Roofing Section meetings at the office of FP&C to discuss conditions in the field as well as proposed work and ongoing contracts.
(2) Pre-bid, pre-construction, and pre-roofing conferences.
(3) Monthly construction progress meetings related to roofing.

SECTION 5

PAYMENT GUIDELINES

Pricing within the proposal shall be in 3 categories as follows:

A. Payments for services rendered under this contract are to be based on an hourly rate, which is to include all of the expenses associated with the performance of this contract. Examples of the expenses to be included in the hourly rate are as follows:

   (1) Sick leave, vacation and holiday pay.
   (2) Professional dues, publications, and subscriptions.
   (3) Home office overhead and expenses (if any)
   (4) Worker's compensation/health insurance premium (if any)
   (5) Self-employment, social security and Medicare taxes.
   (6) Retirement fund. (if any)

B. Travel required on official business for the roofing division of FP&C is to be reimbursed to the contractor from the official Louisiana domicile in accordance with State Travel Regulations PPM # 49 (the current rate is $0.48 per mile). Written proof of vehicular travel expenses is to be furnished and invoiced monthly. Proposer should anticipate 40,000 miles per year of vehicular travel on State business.

C. Certain expense items are <u>not</u> to be included in the proposed hourly rate, but are to be invoiced monthly at a separate hourly rate as an "hourly expense constant". Each proposer is to calculate and propose this "hourly expense constant" to cover the costs of these specific expenses. This expense constant is to be included in awarding points under the "cost" portion of the PROPOSAL EVALUATION CRITERIA as defined in Section 3 of this RFP. The specific expenses to be included in the hourly expense constant are as follows:

   (1) Costs associated with attending educational seminars and conventions (including travel, lodging, tuition, etc.)
   (2) Consumable supplies such as roof patching materials, marking paint, etc.
   (3) Small tools such as ladders, cutting and patching tools, measuring wheels, tape measures, etc.
   (4) Cost associated with owning and maintaining miscellaneous equipment to conduct roof surveys.
   (5) Telephone expenses including pager, cellular, and long distance.

SECTION 6

MINIMUM QUALIFICATIONS

All proposals not meeting these minimum qualifications will not be evaluated. The person that the proposing firm assigns to this project shall have met all of the following qualifications:

1. A minimum of ten years of verifiable experience in the roofing field.

2. Submit a copy of the applicant's High School or College Diploma.

3. Have a minimum of one (1) years roof inspecting/consulting experience (general architecture, engineering, materials sales, manufacturer's sales representative or contracting does not qualify as roof consulting experience).

4. Membership in one or more of the following roofing associations:

   A. Roof Consultants Institute (RCI)
   B. National Roofing Contractors Association (NRCA)
   C. Spray Polyurethane Foam Alliance (SPFA)

5. A minimum of 6 continuing education credits in the subject of roofing or waterproofing. Include all copies of certificates with proposals to be considered.

6. Maintain a residence or office in the State of Louisiana.

SECTION 7

MANDATORY REQUIREMENTS

If any out-of-state corporation is a successful proposer, such corporation shall register to do business in Louisiana before beginning work.

All proposals shall be signed by the person who will be doing the work. A board resolution shall be attached to the proposal in the case of corporations.

The proposal and award of contract shall be based on the services of one individual. A company presenting several individuals shall provide a complete separate proposal for each individual.

Any proposal not meeting the above requirements shall not be considered for this contract.

ATTACHMENT II: CERTIFICATION STATEMENT

The undersigned hereby acknowledges she/he has read and understands all requirements and specifications of the Request for Proposals (RFP), including attachments.

OFFICIAL CONTACT. The State requests that the Proposer designate one person to receive all documents and the method in which the documents are best delivered. Identify the Contact name and fill in the information below: (Print Clearly)

Date _____ Official Contact Name: _____

A. E-mail Address: _____

B. Facsimile Number with area code: ( ) _____

C. US Mail Address: _____

Proposer certifies that the above information is true and grants permission to the State or Agencies to contact the above named person or otherwise verify the information provided.

By its submission of this proposal and authorized signature below, Proposer certifies that:

1. The information contained in its response to this RFP is accurate;
2. Proposer complies with each of the mandatory requirements listed in the RFP and will meet or exceed the functional and technical requirements specified therein;
3. Proposer accepts the procedures, evaluation criteria, mandatory contract terms and conditions, and all other administrative requirements set forth in this RFP.
4. Proposer's quote is valid for at least *90* days from the date of proposal's signature below;
5. Proposer understands that if selected as the successful Proposer, he/she will have *5* business days from the date of delivery of final contract in which to complete contract negotiations, if any, and execute the final contract document.

Authorized Signature: _____

Typed or Printed Name: _____

Title: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

_____ _____

SIGNATURE of Proposer's Authorized Representative DATE