

RFP#019A-25 GT EPDM
Roof Replacement



GT EPDM Roof Replacement
RFP# 019A-25

March 19, 2025

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I. Request for Proposal

The City of Burlington, Vermont Electric Department (the "Department") invites fixed-cost proposals for GT EPDM Roof Replacement.

II. Project Locations

1 Penny Lane, Burlington, VT 05401

III. Detailed Requirements

A. Project

The City of Burlington, Vermont, through the Burlington Electric Department, plans to issue RFP for GT Roof EPDM Replacement

B. Scope of Work

EPDM Roof Replacement – Upper Main Roof

Removal of Existing Roof System - Per Square

This estimate includes removing one roof system (one membrane layer, insulation, and drip edge). It does not include removing the tar and gravel roof below the existing 1" insulation

Carlisle SynTec 60 mil 10' x 100' Sure-Tough™ EPDM Kleen Reinforced Membranes Black

Single-Ply Membrane Installation, Fully-Adhered - Per Square

Carlisle SecurShield HD Plus Cover Board - 1/2" x 4' x 8'

Carlisle SynTec 1" x 4' x 8' Grade-II (20 psi) Polyiso Insulation

Carlisle Cured Cover Tape - 6" - Black

Carlisle Uncured EPDM Flashing Tape - 6" - Black

Carlisle EPDM In-Seam Tape - 6" - Black

Carlisle EPDM T-Joint Covers - 6" x 6" - Black

Carlisle SynTec 90-8-30A EPDM Bonding Adhesive Yellow

Carlisle Low-VOC Primer

Carlisle Weathered Membrane Cleaner

Carlisle Pourable EPDM Sealer Pockets - 6"

Carlisle One-Part Pourable Sealer - Black (1/2 Gal)

Carlisle Lap Sealant - Black (11 oz)

Carlisle Water Cut-Off Mastic (11 oz)

Galvalume Drip Edge, Large - Custom - Englert 24 GA Steel, Painted (Standard Colors)

Galvalume Parapet Flashing - 24 Inch, Custom - Englert 24 GA Steel, Painted (Standard Colors)

Galvalume Flashing Attachment Cleat, Custom - Englert 24 GA Steel, Painted (Standard Colors)

Metal Flashing Fabrication - Custom

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TRI-BUILT 4" Aluminum Hercules RetroDrain

Carlisle Insulation Plate - 3"

Carlisle SynTec 5" HP Fasteners

Electro Galvanized Roofing Nails - 3"

Tapcon Blue 3/16-in x 1-3/4-in Bugle Head Concrete Screw Anchors

3/4" x 4' x 8' CDX Plywood

FastenMaster, 6-in Black Ecoat Flat-Head Exterior Structural Wood Screws

Severe Weather, 2-in x 6-in x 12-ft, #2 Prime Pressure Treated Lumber

Included for a nailer at the standard drip edge locations and boxing in around the HVAC Duct Stand.

Severe Weather 6-in x 6-in x 12-ft #2 Southern Yellow Pine Pressure Treated Lumber

Debris Removal

Removal of construction debris from the project site.

Debris Disposal

Construction debris disposal.

EPDM Roof Replacement – Lower Main Roof

This estimate includes removing one roof system (one membrane layer, insulation, and drip edge).

Carlisle SynTec 60 mil 10' x 100' Sure-Tough™ EPDM Kleen Reinforced Membranes Black Single-Ply Membrane Installation, Fully-Adhered - Per Square

Carlisle SecurShield HD Plus Cover Board - 1/2" x 4' x 8'

Carlisle SynTec 3" x 4' x 8' Grade-II (20 psi) Poly-ISO Insulation

Carlisle Cured Cover Tape - 6" - Black

Carlisle Uncured EPDM Flashing Tape - 6" - Black

Carlisle EPDM In-Seam Tape - 6" - Black

Carlisle EPDM T-Joint Covers - 6" x 6" - Black

Carlisle SynTec 90-8-30A EPDM Bonding Adhesive Yellow

Carlisle Low-VOC Primer

Carlisle Weathered Membrane Cleaner

Carlisle Lap Sealant - Black (11 oz)

Carlisle Water Cut-Off Mastic (11 oz)

Mor-Flexx 10.5-fl oz Gray/Tan Sanded Paintable Latex Caulk

Galvalume Drip Edge, Large - Custom - Englert 24 GA Steel, Painted (Standard Colors)

Galvalume Parapet Flashing - 24 Inch, Custom - Englert 24 GA Steel, Painted (Standard Colors)

Galvalume Counter Flashing, Custom - Englert 24 GA Steel, Painted (Standard Colors)

Galvalume Flashing Attachment Cleat, Custom - Englert 24 GA Steel, Painted (Standard Colors)

Metal Flashing Fabrication - Drip Edge

Carlisle Insulation Plate - 3"

Carlisle SynTec 5" HP Fasteners

Carlisle Aluminum Termination Bar (10')

Electro Galvanized Roofing Nails - 3"

Severe Weather, 2-in x 6-in x 12-ft, #2 Prime Pressure Treated Lumber

Included for a nailer at the standard drip edge locations only.

Tapcon Blue 3/16-in x 1-3/4-in Hex Head Concrete Screw Anchors

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FastenMaster, 6-in Black Ecoat Flat-Head Exterior Structural Wood Screws

Debris Removal

Removal of construction debris from the project site.

Debris Disposal

Construction debris disposal.

Metal Roof Removal & Replacement at Low Slope Tie-in

Removal of Existing Roof System - Per Square

Includes the removal of one roof system only (one layer of roofing, underlayment, and edge metal

Installation of Standing Seam Roofing - Per Square

PS Grip-Rite ShingleLayment-HT

Panel Fixed Clips, Englert - 1.5", Galvalume .018"

Low Profile Clip Screws, Simpson QuickDrive, #10 x 1" ULP Quick Guard Coating

Hex Screws w/Bonded Sealing Washer, Englert - 1.5" x #14 x 13 DP1, Standard Colors

Pop Rivets, Englert - 1/8" x 3/8" Grip Rivet (#44) SS, Standard Colors

Generic Electro-Galvanized Staples - 3/8"

Butyl Tape, Englert - 3/16" x 7/8" - Double Beaded

Tri-Built All-Weather Roof & Construction Sealant - Crystal Clear

Touch-up Paint, Englert - Standard Colors

Debris Removal

Includes the removal of the construction debris from the job site.

Debris Disposal

Construction debris disposal

Equipment & Misc

Rental Equipment

Building Permit

Work must be 100% completed by June 13, 2025. Any time extensions must be approved in writing by the Department prior to the initial completion date.

C. Proposal Format:

Part I -- Summary

This section should contain the name of the contact person, the mailing address, email address, and telephone number of the firm submitting the proposal, a summary of the company, and the service it will provide.

Part II -- Technical Proposal

This section should describe the proposer's approach and plans for accomplishing the Specifications.

This section should contain but is not limited to the following:

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All technical questions should be directed to Burlington Electric Departments Purchasing office at pcharbonneau@burlingtonelectric.com. Any contact with any employee that is not authorized by the Purchasing Department could be considered a violation of the RFP process and could make your submission null and void.

Part III -- Site Walkthrough

NO WALK THROUGH

Part IV -- Cost Proposal

This section should include the unit cost as noted in general specifications.

Part V -- Professional Experience & References

This section should contain all pertinent information relating to proposer's organization, personnel, and experience that would substantiate its qualifications to perform the services required by the RFP and all subcontractors that will be used to complete this project. All subcontractors that are working on this project must be pre-approved by Burlington Electric Department.

References must be submitted with proposals that demonstrate you have performed this type of work in the past. All subcontractors that are going to be used must submit evidence that they have performed this type of work in the past.

Part VI -- Additional Information

This section should contain any additional information that the proposer feels is pertinent information that has not been mentioned anywhere else in the RFP.

- A. Proof of Insurance
- B. Livable Wage Certificate

IV. Proposed Schedule

Milestone	Date
Release of Formal RFP	March 19, 2025
Site walkthrough	No Walk Through
Last Date to Submit Written Proposal	March 28, 2025 11 am est.
Evaluation of Proposals	Asap
Selection of contractor	Asap
Date Project can begin	May 1, 2025
Project must be completed by	June 13, 2025

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V. Evaluation of Proposals

Proposal evaluation criteria will include but are not limited to:

- Quality of the proposal
- Quality of the proposed methodology
- Qualifications and experience of personnel
- The general approach and plans to meet the requirements of the RFP
- Prior performance of the proposer on projects of similar scope and size
- Compliance with the terms, conditions, and other provisions of the RFP
- Cost of the proposal along with any additional cost BED would incur.
- Proof of insurance.
- Livable Wage Certificate
- Outsourcing Ordinance
- Union Deterrence

A. Amendment of Cancellation of RFP

The Department reserves the right to amend or cancel this RFP at any time if the best interest of the Department requires such action. The Department also reserves the right to award all or partial parts of the RFP to any or several contractors or whatever is in the best interest of the Department.

B. Proposal Modifications

No additions or changes to any vendor's proposal will be allowed after the proposal due date unless such modification is specifically requested by the Department.

C. RFP Events and Timing

The timing and sequence of events from this RFP will be determined by the Department. The schedule is planned as follows; vendor contacts will be notified of any amendment to this schedule during the RFP Process.

See section **IV. Proposed Timetable**

D. Proposal Expenses

The Department assumes no liability for payment of any expenses incurred by any vendor in responding to this RFP.

E. Acceptance or Rejection of Proposals

The Department reserves the right to accept or reject any or all proposals submitted for consideration in whole or in part; and to waive technical defects, irregularities, or omissions, if in its sole judgement the best interests of the Department will be served. The Department further reserves the right to accept a proposal for a contract other than that with the lowest cost, and to negotiate separately with any source whatsoever in any manner necessary to serve the best interests of the Department. The Department also reserves the right to award all or partial parts of the RFP to any or several contractors that are in the best interest of the Department.

F. Ownership of Proposals

All proposals submitted in response to this RFP shall become the sole property of the Department.

G. Oral Agreements and Arrangements

Any alleged oral agreement or arrangement made by a vendor with the Department or any Department employee will be disregarded in any Department proposal evaluation or associated award.

H. Vendor Presentation of Supporting Evidence/Surety

Vendors must be prepared to provide any evidence of experience, performance ability, and/or financial surety that the Department deems necessary to fully establish the performance capabilities represented in their proposals.

I. Vendor Demonstration of Proposed Services

Vendors may be asked to demonstrate specific proposed services or products including program components, software and hardware included in their response. Any requested demonstration will be provided at a site approved by the Department and without cost to the Department.

J. Vendor Misrepresentation or Default

The Department reserves the right to reject the proposal of any vendor and void any award resulting from this RFP to a vendor who materially misrepresents any product or defaults on any Department contract.

K. Erroneous Awards

The Department reserves the right to correct inaccurate awards resulting from its

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clerical errors.

L. Public Records

Due regard will be given for the protection of proprietary information contained in all proposals received; however, vendors should be aware that all materials associated with the procurement are subject to the terms of the Vermont Access to Public Records Act (1 V.S.A. Chapter 5, Subchapter 3) and all rules, regulations and interpretations resulting from, and any other applicable rules, regulations or judicial decisions regarding access to the records of government.

It will not be sufficient for vendors to merely state generally that the proposal is proprietary in nature and not therefore subject to release to third parties. Those particular pages or sections which a vendor believes to be proprietary and of a trade secret nature must be specifically identified as such and must be separated from other sections or pages of their proposal. Convincing explanation and rationale sufficient to justify each exemption from release consistent with Section 316 of Title 1 of the Vermont Statutes Annotated must accompany the proposal. The rationale and explanation must be stated in terms of the prospective harm to the competitive position of the vendor that would result if the material were to be released and the reasons why the materials are legally exempt from release pursuant to the above cited statute. Between a vendor and the Department, the final administrative authority to release or exempt any or all material so identified, rests with the Department. All such materials **should be submitted in a separate sealed envelope and marked "CONFIDENTIAL"**.

M. Offer of Gratuities

The vendor warrants, represents and certifies that no elected or appointed official or employee of the Department has or will benefit financially or materially from this procurement. Any Contract and/or award arising from this RFP may be terminated by the Department if it is determined that gratuities of any kind were either offered to, or received by any of the aforementioned officials or employees from the vendor, the vendor's agent or the vendor's employees.

N. Inspection of Work Performed

During and after the commencement of this project, the Department, and its authorized representatives, shall be allowed access to inspect all Contractor materials, documents, work papers, equipment or products, deliverables, or any such other items which pertain to the scope of work for this RFP and contract. This requirement also applies to any subcontractors who may be engaged by the vendor.

O. Collusion

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By responding, the vendors implicitly state that the proposal is not made in conjunction with any competing vendor submitting a separate response to this RFP and that it is in all respects fair and without collusion or fraud.

VII. Contract Provisions

The contract to be entered into between the Department and the successful proposer shall contain negotiated provisions based on the specific requirements set forth in this RFP and the successful proposer's treatment thereof as contained in this proposal, as well as general Department contract provisions.

The final award of this contract will be subject to your firm's execution of such a contract and the contract's approval by the issuance of a formal Purchase Order by BED's Purchasing Office. Proposals should include an acknowledgment that the standard provisions included in Department contracts are comprehended by your firm.

1. Termination

The contract to be entered into between Burlington Electric Department and the successful proposer shall contain the following provisions dealing with termination. If the Contractor fails to fulfill any of the terms of the agreement on time, the Department shall have the right to terminate the said agreement immediately and award a new contract to another Proposer and the Contractor shall be responsible for damages and for additional costs incurred in reletting the contract.

2. Disclaimer

The Burlington Electric Department is not liable for any costs incurred by proposers in the preparation of proposals or for any work performed prior to the approval of an executed contract.

3. Notification of Selection

Award of this bid will be by "Letter of Award" issued by Purchasing and the issuance of a purchase order. The contract document shall include this Bid Document, any associated Addenda, and the signed Bid Proposal Form as signed by the successful Bidder.

There will be no formal RFP opening. All RFP's are to be delivered to Purchasing in a sealed envelope with two copies of all information being submitted.

4. Selection of contractor

Upon selection, the Department and the successful proposer will negotiate a contract. The selected proposal in whole or in part as well as content from this RFP may be incorporated into and made a part of the final contract. Should negotiations fail to result in agreement within two weeks from the commencement of negotiations, the

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Department reserves the right to terminate negotiations and select another proposal, issue a new RFP, or take other action consistent with the best interest of the Department. By issuing this RFP the Department is not obligated to award a contract.

5. Delivery of Proposals

There will be no formal RFP opening. All RFP's are to be uploaded to our secure web site using your unique login. We will not accept any mailed or emailed responses. In order to be accepted they must be updated to the website by the specified date and time. Sending the response to anyone other than this method will make your submission void and will not be accepted.

6. RFP Opening:

There will be no formal RFP opening. All information in the RFP's will not be released until such is award by Burlington Electric and acceptance by the winning contractor. If you would like to receive the RFP overview results after the award you may do so only in writing (email) to our Purchasing Department. If you would like to review the RFP's that were submitted, you must submit a letter to our Purchasing Department requesting a meeting to review the files in person.

7. RIGHT TO SUBMIT A PROPOSAL ON BED PROJECTS.

Any contractor that is in good standings with all city departments within the city of Burlington Vermont may submit a proposal for work described above. If a contractor is found to owe funds or has been removed from any RFP lists within any city department, their RFP will not be considered. Contractor must comply with all provisions as outlined in this RFP in order to be considered.

The contractor shall comply with all applicable Federal, State, and local laws, including but not limited to the Burlington Livable Wage Ordinance, the Non-Outsourcing Ordinance, and the Union-Deterrence Ordinance and shall provide the required certifications attesting to compliance with these ordinances (see attached ordinances and certifications). (Livable Wage, Outsourcing Ordinance, Union Deterrence)

8. BED Rights:

BED reserves the right to accept or reject any or all proposals received in response to this RFP or to take other action consistent with the best interest of BED. BED reserves the right to negotiate separately with any source to serve the best interest of BED. EXCEPTIONS TO THIS RFP SHALL BE BY WRITTEN NOTIFICATION ON THE AWARDED P.O. IN ORDER TO BE BINDING. ALL SUBMITTED BIDS BECOME THE PROPERTY OF BURLINGTON

ELECTRIC DEPARTMENT. AFTER THE AWARDING OF THE CONTRACT TO THE SUCCESSFUL BIDDER, ALL BIDS ARE OPEN FOR PUBLIC VIEWING.