



Request for Proposals for Roof Replacement for MassTech's Weiss Conference Center

RFP No. 2024-GA-01

Massachusetts Technology Collaborative
75 North Drive
Westborough, MA 01581-3340
<http://www.masstech.org>

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|-------------------------------------|--------------------------------------|
| Procurement Team Leader: | Mauricio Ramirez |
| RFP Issued: | August 22, 2023 |
| Site Visits by Appointment: | August 28 – September 7, 2023 |
| Questions Due: | September 14, 2023 |
| Answers to Questions Posted: | September 20, 2023 |
| Responses Due: | September 27, 2023 by 3PM EST |

1. INTRODUCTION

1.1 Overview

Massachusetts Technology Collaborative (“Mass Tech Collaborative” or “MassTech”) is issuing this Request for Proposals (“RFP”) to solicit responses from qualified contractors (“Respondents”) with experience in **EDPM Roofing Replacements**. Respondents will be competing against each other for selection to provide the services set forth herein (the “Services”). The submissions of all Respondents shall be compared and evaluated pursuant to the evaluation criteria set forth in this RFP, and a single Respondent may be selected.

Mass Tech Collaborative will enter into a **Facilities Services Agreement and Statement of Work** with selected Respondents containing certain standard provisions (the “Agreement”), located [HERE](#).

1.2 Mass Tech Collaborative

Mass Tech Collaborative is a state public authority of the Commonwealth of Massachusetts chartered by the Commonwealth to serve as a catalyst for growing its innovation economy. Mass Tech Collaborative brings together leaders from industry, academia, and government to advance technology-focused solutions that lead to economic growth, job creation, and public benefits in Massachusetts. For additional information about Mass Tech Collaborative and its programs and initiatives, please visit our website at www.masstech.org.

2. SERVICES REQUIRED

2.1 Overview

MassTech owns and operates a 10-building, thirty-six (36) acre campus located in Westborough. MassTech is seeking to fully replace the EPDM roof on one of its buildings - the Weiss building. The Weiss building is approximately 9,070 square ft. The current system is built up with a single sloped tapered insulation system over a concrete deck with a top layer of 3.6” insulation covered with .060 EPDM membrane. This roof is approximately 35 years old. MassTech has photos of core samples that will be available upon request during the site visit.

The selected contractor shall be responsible for the removal of the old roofing materials, ensuring the concrete decking is properly sealed and repaired as necessary, installation of a new vapor barrier, tapered insulation, roofing materials, drip edges, crickets, lightning protection, and flashing. Contractor shall also be responsible for the proper disposal of all construction debris.

MassTech is seeking to have the roof replacement completed by the spring of 2024.

2.2 Scope of Services

2.2.1 General Requirements

The selected Respondent shall:

- be fully knowledgeable of all requirements of the contract documents and shall make themselves aware of all job site conditions that will affect their work;
- provide all labor, material, tools, equipment, and supervision necessary to complete the work;

- use acceptable material manufacturers for the Roofing System. The current roof is manufactured by Firestone, which has lasted approximately 35 years so replacement should be of similar quality and durability; and
- provide photo documentation of each stage of the project, with a full set of photo documents submitted with project completion submissions.

2.2.2 Weiss Building Roof Replacement Services

Services include the installation of a .060 inch thick (black) EPDM membrane Fully Adhered Roofing System including vapor barrier, drip edge, flashings, tapered insulation and lightning protection in accordance with the manufacturer's most current specifications, details and local building codes. The selected Respondent shall meet the following requirements:

a. Flat Roof Replacement:

- i. Remove and dispose of existing roof down to existing concrete structural deck which includes removal of single-ply EPDM membrane, insulation, flashings, drip edge, vent stack flashing, drain covers, and lightning protection. Sweep and/or clean all debris off of deck and/ or remaining substrate. Any material removal shall comply with state and local codes and requirements and shall be disposed of in a legal manner at the Contractor's expense.
- ii. Seal all concrete air gaps that are exposed on deck.

b. Vapor Barrier:

- i. Prime concrete deck and install one layer of self-adhering vapor barrier (30 mil minimum).
- ii. Vapor barrier should be installed on clean and dry surface per manufacturer's recommendations

.. c. Insulation:

- i. Replace all sections of insulation with minimum R-30 tapered ¼ per foot slope adhered with insulation adhesive to the vapor barrier to meet wind uplift requirements per building code.
- ii. Provide preformed saddles, ½ inch crickets, tapered edge strips, and other insulation shapes where indicated for sloping to drain.
(Tapered insulation plans are to be provided after the award of the contract)

d. Recovery Board:

- i. Install manufacturer approved fully adhered Poly Iso High Density 1/2 "4ft x 8ft boards.
- ii. Provide preformed saddles, ½ inch crickets, tapered edge strips, and other insulation shapes where indicated for sloping to drain.

e. Roof System:

- i. Install 60-mil EPDM membrane in black per the manufacturer's published specification. This includes flashings, plates, glues, accessories, and edge metals.

f. Flashing:

- i. Install custom-fabricated flashing for ALL penetrations coming through the roof including, but not limited, to curb flashing, wall flashing, flashing around skylight, pipe flashing, corner flashing, coping covers, plates, glues, accessories, edge metals, etc.

- ii. Terminate all flashings with Aluminum Termination Bar and water cut-off mastic.
- iii. Flash newly installed metal edge with 6" minimum pressure sensitive EPDM cover strip.
- iv. ES-1 mandated by building code and included in warranty.
- g. Drains:
 - i. Prior to drain installation, snake-clean the existing roof drains to remove any residual debris.
 - iii. Install 5 new insert drains with hardware.
- h. Edge Metal:
 - i. Install ES-1 rated 24 gauge coated steel edge metal and or coping cover system on the perimeter where no runoff occurs. Edge metal and coping cover will be included in the warranty. Color TBD by owner.
- i. Lightning protection:
 - i. Remove the current system and properly install a lightning protection system similar or equal to the existing system which includes but is not limited to down leads, Terminals (rods), Conductor (cable), Bonds with metallic bodies, Ground Terminations and Surge Arrestor.
 - ii. Ensure that installation meets all current, local codes and standards, including, Underwriters Laboratories, Inc. code 96A, National Fire Protection Association code 780 and Lightning Protection Institute code 175.
 - iii. Once the installation is complete conduct continuity testing to ground, resistance testing, surge protections survey, visual inspection by LPI master designer, and provide written reports along with all associated certifications.
- j. Field Quality Control
 - i. Respondent must have a qualified supervisor review all key stages of work and the completed work prior to any required state or local inspections.
 - ii. Final Roof Inspection: Provide access to MassTech personnel or a MassTech representative as well as any required town or state inspectors as required by law.
 - iii. Arrange for roofing system manufacturer's technical personnel to inspect roofing Installation on completion.
 - iv. Repair or remove and replace components of membrane roofing system where inspections indicate that they do not comply with specified requirements.
 - v. Additional inspections, if required, will be at Contractor's expense and will be performed to determine compliance of replaced or additional work with specified requirements.

2.2.3 Additional Requirements

- i. Contractor shall furnish all labor, materials, and equipment necessary to do this work as specified in a professional and orderly manner.
- ii. Heat tape on the roof will be removed prior to the demolition and installed once the new

- roof is completed.
- iii. All work shall be performed per manufacturer specifications and in accordance with the best trade practices.
 - iv. Provide COMcheck certification prior to the start of the project, detailed drawings and photo documentation of each stage of the project, with a full set of photo documents submitted with project completion submissions.
 - v. All materials used for this project shall meet wind uplift requirements per local building code.
 - vi. All waste material shall be removed from the site, disposed of in an appropriate manner, and comply with state and local code at the Contractor's expense. Area to be left clean upon completion of work.
 - vii. Insulation plans to be approved by local building inspector before placing the order.
 - viii. Any equipment, building, or property of MassTech's damaged by the selected Respondent shall be repaired or replaced to the satisfaction of MassTech.
 - ix. All work to be furnished to MassTech shall be performed with equipment, methods, and use of personnel in conformance with the pertinent Occupational Safety and Health Act Requirements of all existing and future State and Federal laws.
 - x. Provide for a safe, non-disruptive jobsite ensuring appropriate access and disposal lanes.
 - xi. Keep work environment clean and safe for roof mechanics, building employees, and the public.
 - xii. Contractor must have a qualified supervisor review all key stages of work and the completed work prior to any required state or local inspections.
 - xiii. All permits and licenses necessary for the work shall be secured and paid by the selected Respondent.
 - xiv. Arrange for roofing system manufacturer's technical personnel to inspect roofing installation on completion.
 - xv. Repair or remove and replace components of membrane roofing system where inspections indicate that they do not comply with specified requirements.
 - xvi. Final MassTech Roof Inspection: Provide access to MassTech personnel to inspect roofing installation on completion.
 - xvii. Additional inspections, if required, will be at Contractor's expense and will be performed to determine compliance of replaced or additional work with specified requirements.
 - xviii. Contractor shall provide pricing to inspect roof twice per year and provide photo documentation along with a written report.
 - xix. Warranty
 - o Provide 20 years NDL (No Dollar Limit) warranty.
 - o Provide a minimum of 2-year workmanship warranty.

3 APPLICATION PROCESS

3.1 Application and Submission Instructions

Respondents are cautioned to read this RFP carefully and to conform to its requirements. Failure to comply with the requirements of this RFP may serve as grounds for rejection of an Application.

- a. All Applications must be submitted electronically.
- b. Required Submissions- All Applications must include the items listed below:
 - Application Cover Sheet (Attachment A)
 - Application, which shall include:
 - A description of the firm responding to the RFP (including descriptions of proposed subcontractors, if any) and the firm's qualifications to perform the Services.
 - The proposed approach to providing the Services as specified in the RFP.
 - Optional: Respondents are invited to propose alternative(s) which provide substantially better or more cost-effective performance than achievable under the stated RFP scope of services. Alternatives should provide sufficient details that explain the materials, approach and benefits as compared to the RFP's stated approach.
 - Provide the total not-to-exceed costs for providing the Services based on projected hours, proposed hourly rates, as well as any other appropriate costs, in the Bid Sheet (Attachment C). List additional fees, overhead charges, or reimbursable expenses, if any. As a general policy, the Mass Tech Collaborative does not pay mark-ups on reimbursables or out-of-pocket expenses. A second, optional price bid may be included on the Bid Sheet to the extent an alternative approach is proposed. Three references for work previously performed by the Respondent that is substantially similar to the Services. References should include a contact person, address and phone number and description of work performed.
 - Authorized Application Signature and Acceptance Form (Attachment B). **By executing the Authorized Respondent's Signature and Acceptance Form and submitting a response to this RFP, Respondents certify that they (1) are in compliance with the terms, conditions and specifications contained in this RFP, (2) acknowledge and understand the procedures for handling materials submitted to the Mass Tech Collaborative as set forth in subsection d. below, (3) agree to be bound by those procedures, and (4) agree that the Mass Tech Collaborative shall not be liable under any circumstances for the disclosure of any materials submitted to the Mass Tech Collaborative pursuant to this RFP or upon the Respondent's selection.**
 - Exceptions to the *Facilities Services Agreement and Statement of Work*, located at [HERE](#), if any.
- c. Applications **must** be delivered as follows:

An electronic version submitted to-
proposals@masstech.org (please include the RFP number in the subject heading).

- d. Any and all responses, Applications, data, materials, information and documentation submitted to Mass Tech Collaborative in response to this RFP shall become Mass Tech Collaborative’s property and shall be subject to public disclosure. As a public entity, the Mass Tech Collaborative is subject to the Massachusetts Public Records Law (set forth at Massachusetts General Laws Chapter 66). There are very limited and narrow exceptions to disclosure under the Public Records Law. If a Respondent wishes to have the Mass Tech Collaborative treat certain information or documentation as confidential, the Respondent must submit a written request to the Mass Tech Collaborative’s General Counsel’s office no later than 5:00 p.m. five (5) business days prior to the required date of Application submission set forth in Section 3.2 below. The request must precisely identify the information and/or documentation that is the subject of the request and provide a detailed explanation supporting the application of the statutory exemption(s) from the public records cited by the Respondent. The General Counsel will issue a written determination within five (5) business days of receipt of the written request. If the General Counsel approves the request, the Respondent shall clearly label the relevant information and/or documentation as “**CONFIDENTIAL**” in the Application. Any statements in an Application reserving any confidentiality or privacy rights that is inconsistent with these requirements and procedures will be disregarded.

3.2 Application Timeframe

The application process will proceed according to the following schedule. The target dates are subject to change. Therefore, Respondents are encouraged to check Mass Tech Collaborative’s website frequently for updates to the schedule.

| Task | Date: |
|---------------------------------|-------------------------------|
| RFP Released | August 22, 2023 |
| Site Visits by Appointment | August 30 – September 9, 2023 |
| Questions Due | September 14, 2023 @ 5 PM EST |
| Question and Answer File Posted | September 20, 2023 @ 5 PM EST |
| Applications Due | September 27, 2023 @ 3 PM EST |
| Notification of Award | Expected by November 1, 2023 |

3.3 Questions

Questions regarding this RFP must be submitted by electronic mail to proposals@masstech.org with the following Subject Line: “Questions – RFP No. 2024-GA-01“. All questions must be received by 5:00 p.m. EST on September 14, 2023. Responses to all questions received will be posted on or before 5:00 p.m. on September 20, 2023 to Mass Tech Collaborative and COMMBUYS website(s).

4 EVALUATION PROCESS AND CRITERIA

4.1 Process

The Mass Tech Collaborative shall evaluate each Application that is properly submitted. As part of the selection process, Mass Tech Collaborative may invite finalists to answer questions regarding their Application in person or in writing. In its sole discretion, Mass Tech Collaborative may also choose to enter into a negotiation period with one or more finalist Respondent(s) and then ask the Respondent(s) to submit a best and final offer.

4.2 Criteria

Selection of a Respondent to provide the services sought herein may be based on criteria that

include but are not limited to:

- Demonstrated capacity, facilities and organizational structure to perform the type of services sought in this RFP.
- Qualifications and experience of the Respondent and subcontractor(s) and the primary personnel identified to provide the Respondent's proposed services.
- Record of experience in providing similar services to other clients.
- Demonstrated knowledge of the Respondent's Proposed Services.
- Reasonableness of the proposed budget.
- Reasonableness of the proposed schedule.
- Approach to limit impact to MassTech staff and other tenants and visitors of the Campus.

Lack of debarment status by either the state or federal government is also required.

The order of these factors does not generally denote relative importance. The goal of this RFP is to select and enter into an Agreement with the Respondent that will provide the best value for the Services to achieve Mass Tech Collaborative's goals. Mass Tech Collaborative reserves the right to consider such other relevant factors as it deems appropriate in order to obtain the "best value".

5.0 GENERAL CONDITIONS

5.1 General Information

- a) If an Application fails to meet any material terms, conditions, requirements or procedures, it may be deemed unresponsive and disqualified. The Mass Tech Collaborative reserves the right to waive omissions or irregularities that it determines to be not material.
- b) This RFP, as may be amended from time to time by Mass Tech Collaborative, does not commit Mass Tech Collaborative to select any firm(s), award any contracts for services pursuant to this RFP, or pay any costs incurred in responding to this RFP. Mass Tech Collaborative reserves the right, in its sole discretion, to withdraw the RFP, to engage in preliminary discussions with prospective Respondents, to accept or reject any or all Applications received, to request supplemental or clarifying information, to negotiate with any or all qualified Respondents, and to request modifications to Applications in accordance with negotiations, all to the same extent as if this were a Request for Information.
- c) On matters related solely to this RFP that arise prior to an award decision by the Mass Tech Collaborative, Respondents shall limit communications with the Mass Tech Collaborative to the Procurement Team Leader and such other individuals as the Mass Tech Collaborative may designate from time to time. No other Mass Tech Collaborative employee or representative is authorized to provide any information or respond to any questions or inquiries concerning this RFP. Respondents may contact the Procurement Team Leader for this RFP in the event this RFP is incomplete.
- d) The Mass Tech Collaborative may provide reasonable accommodations, including the provision of materials in an alternative format, for Respondents with disabilities or other hardships. Respondents requiring accommodations shall submit requests in writing, with supporting documentation justifying the accommodations, to the Procurement Team Leader. The Mass Tech Collaborative reserves the right to grant or reject any request for accommodations.
- e) Respondent's Application shall be treated by the Mass Tech Collaborative as an accurate statement of Respondent's capabilities and experience. Should any statement asserted by Respondent prove to be inaccurate or inconsistent with the foregoing, such inaccuracy or

inconsistency shall constitute sufficient cause for Mass Tech Collaborative in its sole discretion to reject the Application and/or terminate of any resulting Agreement.

- f) Costs that are not specifically identified in the Respondent's response and/or not specifically accepted by Mass Tech Collaborative as part of the Agreement will not be compensated under any contract awarded pursuant to this RFP.
- g) Mass Tech Collaborative's prior approval is required for any subcontracted services under any Agreement entered into as a result of this RFP. The selected Respondent will take all appropriate steps to assure that minority firms, women's business enterprises, and labor surplus area firms are used when possible. The selected Respondent is responsible for the satisfactory performance and adequate oversight of its subcontractors. Subcontractors are required to meet the same requirements and are held to the same reimbursable cost standards as the selected Respondent.
- h) Submitted responses must be valid in all respects for a minimum period of sixty (60) days after the deadline for submission.
- i) Mass Tech Collaborative reserves the right to amend the Agreement at any time prior to execution. Respondents should review the Agreement as they are required to specify any exceptions to the Agreement and to make any suggested counterproposal in their Application. A failure to specify exceptions and/or counterproposals will be deemed an acceptance of the Agreement's general terms and conditions, and no subsequent negotiation of such provisions shall be permitted.

5.2 Posting of Modifications/Addenda to RFP

This RFP has been distributed electronically using the Mass Tech Collaborative and COMMBUYS websites. If the Mass Tech Collaborative determines that it is necessary to revise any part of this RFP, or if additional data is necessary to clarify any of its provisions, an addendum will be posted to the websites. It is the responsibility of each potential Respondent to check the Mass Tech Collaborative and COMMBUYS websites for any addenda or modifications to the RFP. The Mass Tech Collaborative accepts no liability and will provide no accommodation to Respondents who submit a response based on an out-of-date RFP.

Attachment A
Application Cover Sheet

| | | | |
|---|-----------|---|----------|
| Legal Name of Respondent (please note if a dba) | | | |
| Mailing Address | City/Town | State | Zip Code |
| Telephone | Fax | Web Address | |
| Primary Contact for Clarification | | Primary Contact E-mail Address | |
| Authorized Signatory | | Authorized Signatory E-mail Address | |
| Legal Status/Jurisdiction (e.g., a Massachusetts Corporation, LLC, LLP, etc.) | | Respondent's Unique Entity Identifier ("UEI") | |
| Total Bid Amount: | | Please attach a completed W-9 Form to your proposal submission | |

Attachment B
Massachusetts Technology Collaborative
Authorized Respondent's Signature and Acceptance Form

The undersigned is a duly authorized representative of the Respondent listed below. The Respondent has read and understands the RFP requirements. The Respondent acknowledges that all of the terms and conditions of the RFP are mandatory, and that Respondent's response is compliant with such requirements.

The Respondent understands that, if selected by the Mass Tech Collaborative, the Respondent and the Mass Tech Collaborative will execute an Agreement specifying the mutual requirements of participation. The undersigned has either (*please check one*):

- specified exceptions and counter-proposals to the terms and conditions of the [Facilities Services Agreement](#); or
- agrees to the terms and conditions set forth therein;

The undersigned acknowledges and agrees that the failure to submit exceptions and counter-proposals with this response shall be deemed a waiver, and the Agreement shall not be subject to further negotiation.

Respondent agrees that the entire bid response will remain valid for sixty (60) days from receipt by the Mass Tech Collaborative.

I certify that Respondent is in compliance with all corporate filing requirements and State tax laws.

I further certify that the statements made in this response to the RFP, including all attachments and exhibits, are true and correct to the best of my knowledge.

Respondent: _____
(Printed Name of Respondent)

By: _____
(Signature of Authorized Representative)

Name: _____

Title: _____

Date: _____

**Attachment C
Bid Sheet**

Required: Proposal for Roof Replacement as specified in this RFP:

| Cost Category | Weiss Roof Replacement |
|-------------------------------------|-------------------------------|
| Materials | |
| Labor | |
| General Conditions | |
| Overhead & Profit | |
| Fees, Permits | |
| Semi-Annual Roof inspection-year | |
| 4 Semi-Annual Roof inspection -year | |
| 5 Semi-Annual Roof inspection -year | |
| 3 | |
| Total Bid Amount | |

Optional: Proposal for Alternative, as described in Alternative Proposal:

| Cost Category | Weiss Roof Replacement-Alternative Option |
|-------------------------------------|--|
| Materials | |
| Labor | |
| General Conditions | |
| Overhead & Profit | |
| Fees, Permits | |
| Semi-Annual Roof inspection-year | |
| 4 Semi-Annual Roof inspection -year | |
| 5 Semi-Annual Roof inspection -year | |
| 3 | |
| Total Bid Amount | |