

Snow Hill RFQ
Jefferson County Historic Landmarks Commission
Invitation to Bid

The Jefferson County Historic Landmarks Commission is requesting bids for the replacement of the roof at Snow Hill, 162 Poor Farm Road, Kearneysville, West Virginia, 25430. The project is to be completed by May 30, 2016.

Services

The contractor must carry out the described work in compliance with the Secretary of the Interior's Standards for Rehabilitation. WV Fair Minimum Wage Rates (Prevailing Wages) are not required and Davis-Bacon provisions do not apply.

Scope of Work

- A. 1. Prior to commencement of the work, contractor shall obtain all necessary Jefferson County permits and approvals necessary to perform the work.
2. Contractor shall notify the Jefferson County Historic Landmarks Commission of their intention to begin work 10 days before the start date, and no later than April 15, 2016.

- B. 1. Remove and dispose of existing roof layers and down to existing roof sheathing. Asbestos testing has been completed on the existing asphalt shingles (to be removed) and the results are negative.
2. Remove and dispose of existing roof flashing.
3. Inspect existing sheathing for repairs or replacement. Repair where possible and replace where required using 1x skip sheathing boards to match existing.
4. Sister new 2x10 rafters to each existing east facing rafter in the rear wing to eliminate bow in roof.

- C. 1. Install 5/8" plywood rated Exposure 1 roof sheathing over existing skip sheathing and new rafters.
2. Apply self-adhering roof underlayment over new plywood deck. Underlayment shall incorporate rubberized-asphalt, or butyl-based, adhesive backed by layer of high-density cross laminated polyethylene membrane, as manufactured by WR Grace.
3a. Install new roofing as per manufacturer's instructions. Roofing panels shall be Englert Series 1301 26 gauge standing seam, galvalume flat panel, UL Listed Class A. Interlocking 180-deg mechanically seamed standing seam with 1" high vertical leg, spaced at 16" O.C. Continuous panels from ridge to eave. Finish shall be Galvalume-Plus Mill Finish.
b. Provide hem panel detail at rake – see Englert Detail R20.1
4. Provide Coravent continuous ridge vent at all ridges.
5. All ridge cap, chimney, roof-to-wall, and other flashing shall be min. 26 ga. natural galvanized sheet metal, to match roofing.

- D. 1. Paint wood cornice. Color: white.
- 2. Install 6” half round natural galvanized steel gutters on all roof eaves and secure 4” round natural galvanized downspouts to building corners.
- 3. Collect downspouts and discharge into gravel bed downslope from the structure.

- E. 1. Install metal screen behind existing gable end vents. Block any openings to the attic area as needed to prevent birds and animals from gaining access to attic.

- F. 1.. Furnish standard 20 year warranty.
- 2. All work to be performed in a professional manner.
- 3. Remove and dispose of all job-related debris.
- 4. Warranty certificate and lien release to be provided to owner prior to final payment.

Mandatory Prebid

A mandatory pre-bid conference will be held on site at 162 Poor Farm Road, WV Secondary 15, Kearneysville, WV on December 11, 2015 at 10:00 am.

Qualifications

Contractor must submit proof of the completion of three similar projects within the past four years that have complied with the Secretary of the Interior’s Standards for Rehabilitation. The contractor must also prove that they have the ability to complete the project in a timely manner and has appropriate licenses (local and otherwise).

Contractor shall be required to carry the following minimum insurance policies:

- 1. General Liability: \$1,000,000.00
- 2. Automobile Hired and Un-hired: \$500,000.00
- 3. Workers Compensation: \$1,000,000.00

Payment Process

Contractor will be paid for work completed. Contractor must allow approximately 4 to 6 weeks for payment of all invoices. Last payment will be held until the work is complete and has received final approval by the WV State Historic Preservation Office.

Payment Schedule

The payments for the work shall be as follows:

- 1. Twenty percent (20%) upon signing the engagement contract.
- 2. Seventy percent (70%) as scheduled by the contractor (and agreed to by owner) as work is completed.
- 3. Ten percent (10%) upon final approval of the work by WV State Historic Preservation Office.

Source of Funding / Funding Requirements

Partial funds for this project are through the WV State Historic Preservation Office (WVSHPO) and all work must be approved by WVSHPO prior to payment. All applicable Federal, State and local laws, rules and regulations apply.

Expression of Interest

Contractors wishing to be considered shall submit the following to the Jefferson County Historic Landmarks Commission, PO Box 23, Charles Town, WV 25414 by January 15, 2016 at 5:00 pm:

1. Letter of interest, including lump sum base bid proposal.
2. Three previously completed projects, similar in scope, that have complied with the Secretary of the Interior's Standards.
3. Contact information for three references.
4. A list of subcontractors, along with a description of their proposed role in the project, three historic projects previously completed and their contact information.
5. Time frame for completion of the project.
6. Proposed payment schedule.
7. A copy of contractor licenses and insurances, including WV Business License, WV Contractor's License, WV Workers Compensation Insurance Certificate, and Commercial Liability Insurance Certificates.

The work is to include all labor, equipment, material, insurance, tools, permits, licenses and workers compensation necessary for the replacement of the roof on the Snow Hill building. All work must meet the standards and best practices of the National Roofing Contractor's Association (NRCA) and the Sheet Metal and Air Conditioning Contractor's National Association (SMACNA)

Selection Process

All submitted bids shall be opened and read publically on January 20, 2016 at 7pm at the Jefferson County Charles Town Visitor's Center, 108 North George Street, Charles Town, WV. The Jefferson County Historic Landmarks Commission will review all proposals and select a contractor for the project subject to the approval of the WV State Historic Preservation Office. Selection will be based on cost, experience with historic rehabilitation projects and the proven ability to complete the project.

The Jefferson County Historic Landmarks Commission will make their selection within two weeks and will be ready to sign a contract with the chosen bidder by January 29, 2016.

If you have any questions regarding the scope of work, qualification requirements, information needed in expression of interest or selection process, please contact Sara Lambert , 707-326-6443, sara@saralambert.com, at the Jefferson County Historic Landmarks Commission