

**REQUEST FOR PROPOSALS (RFP)
MALOOF ROOF REPAIR AND REPLACEMENT PROJECT**

January 10, 2024

To All Interested Bidders:

Bidders are invited to submit a formal Proposal (the “Proposal”) to repair and replace the roof, gutter systems and balcony of the Maloof Historic Home, Workshops 1 and 2, and the Visitor Center/Guest House as described in the attached General Conditions and detailed in the project drawings and documents described in this RFP.

**Please submit one original and two copies of the Proposal, including the Bid Form from the Project Manual in specification section 00 41 14.
Faxed or emailed Proposals will not be accepted.**

If any questions arise from the RFP, the bidder may submit to Maloof Foundation Executive Director James Rawitsch, a request for interpretation via email at rawitsch@malooffoundation.org

Any interpretation documents will be made by addendum to the RFP. All questions should be emailed to rawitsch@malooffoundation.org no later than 5:00 pm, February 7, 2024. All questions that arise that require an addendum will be posted to the Maloof Foundation’s RFP website no later than February 14, 2024.

Sealed Proposals will be received at the office of the Sam and Alfreda Maloof Foundation until 4:00 p.m. on Wednesday, February 28, 2024. All Proposals shall be clearly marked with “Maloo Roof Repair and Replacement RFP.” Immediately following the closing of the RFP, Maloof Foundation will publicly open bids at the Maloof Historic Home property located at 5131 Carnelian St., Rancho Cucamonga, CA 91701.

Sealed proposals may be delivered as follows:

Delivery in Person	Delivery via US Mail
<p><u>By appointment only:</u></p> <p>Maloof Foundation Attn: Melanie Swezey-Cleaves 5131 Carnelian St. Rancho Cucamonga, CA 91701 Call in advance: 909-980-0412 melanie.swezey@malooffoundation.org</p>	<p>Maloof Foundation Attn: Melanie Swezey-Cleaves P.O. Box 8397 Rancho Cucamonga, CA 91701</p>

General Conditions

The following are the general conditions for the work to be performed.

Overview

Sam and Alfreda Maloof Foundation for Arts and Crafts in Rancho Cucamonga, CA is a small, not-for-profit arts institution with limited in-house staff. The organization is a Smithsonian Affiliate with operations including a Historic Home, Workshops and Discovery Garden, and has received a Save America's Treasures grant from the National Park Service for a Maloof Roof Repair and Replacement Project.

Maloof Foundation plans to hire a qualified roofing contractor with at least five years of experience including state or federal procurement contracts and previous work on historic preservation roofing projects subject to the Secretary of Interior's Standards for the Treatment of Historic Properties.

Timeline, Duration, and Project Documents

Proposals shall remain firm for not less than sixty (60) calendar days from the date of receipt of the Proposal. Bidders guarantee that all goods and services meet the requirements of the solicitation during the contract period. Duration of the project is expected to be approximately 6 months, beginning in March 2024.

Drawings and specifications for the project have been developed by the Architecture and Engineering Services firm Wiss, Janney, Elstner, Associates, Inc. (WJE) and have been reviewed and approved by National Park Service, California State Office of Historic Preservation, and City of Rancho Cucamonga.

Project documents to be referenced in preparation of a response to this RFP include:

- Drawings prepared by WJE labeled *Issued for Bid* and dated November 10, 2023
 - Sheets A-0.0 through S-3.0, 14 sheets total
- Project Manual prepared by WJE labeled *Issued for Bid* and dated November 10, 2023.
- Finding of Effect Report, prepared by Chattel, Inc. and dated June 30, 2023.

Three documents, including Approved Plans, Project Manual and a Statement of Effects report will be shared electronically and available for review by bidders beginning Wednesday, January 10, 2024, with pre-bid walk-through scheduled for Wednesday, January 31, 2024 at 10 a.m.

Bid submissions from qualified roofing and construction service firms, including a proposed timeline for construction with details about phasing and physical staging of the project, are **due Wednesday, February 28, 2024 at 4:00 p.m.** with the favored bidder to be determined by Wednesday, March 6, 2024. If needed, interviews for shortlisted bidders will be held on Tuesday, March 5, 2024 with final selection March 12, 2024.

Please note that Maloof Foundation's selection of a favored bidder is subject to a final review and approval by the National Park Service, which administers grant payments. Before the contract can be awarded, the favored bidder and proposal must be submitted for review and approval by National Park Service.

Onsite construction is currently expected to take place in 2024, with project completion expected by October 31, 2024.

Note that dates are subject to change and bidders will be asked to estimate the cost of their services for the stated duration of the project as currently envisioned, while also including terms for extension of the contract, should that become necessary.

Scope of Work

Details of the roofing component of the project follow:

1. Preservation and repair of the Sam and Alfreda Compound, four roofs on the Maloof Historic Home, Workshop 1, Workshop 2, and Guest House (Visitor Center/Gift Shop) at 5131 Carnelian Street, Rancho Cucamonga, CA, per the Secretary of the Interior's *Standards and Guidelines for Archeology and Historic Preservation*. In general, the scope of work includes but is not limited to the following:
 - I. Built-up roof replacement: remove the existing built-up roof system down to the existing wood plank deck or structural roof panel deck. Install new roof assembly consisting of: red rosin paper, mechanically fastened base sheet, hot-applied 4-ply built-up roofing system, and flood coat of asphalt with pea gravel surfacing.
 - II. Metal panel roof replacement: remove the existing metal panel roof system down to the existing wood deck. Install new roof assembly consisting of: vapor retarder/temporary roof membrane, polyisocyanurate insulation, cover board, and adhered PVC roof membrane.
 - III. Structural roof panel deck replacement: replace the existing 2-inch thick structural roof deck panels at the main house (west) roof area.
 - IV. Isolated wood roof deck replacement: replace isolated individual damaged wood planks or plywood/OSB in kind.
 - V. Isolated fascia board replacement: replace fascia boards in kind where designated in the drawings.
 - VI. Rafter tail repair: repair damaged section of existing rafter tails as indicated in the drawings.

- VII. Miscellaneous carpentry work: modify existing wood trim/siding as necessary to install new roof base flashings and counterflashings.
- VIII. Metal work: install new counterflashings, edge flashings, gutters, downspouts, and any other miscellaneous sheet metal and/or flashing work as indicated in the drawings.
- IX. Skylight replacement: replace the existing skylights in kind, acrylic domed, (eight total).
- X. Chimney coating: at the chimney located at the main house (west) roof, install architectural grade coating at the chimney faces and pedestrian grade traffic coating at the top surface of the chimney.
- XI. South balcony framing repairs: repair or perform isolated replacement of wood framing members at the South balcony. Perform stabilization repairs and/or temporarily shore balcony as needed during the Work. Replace pedestrian grade traffic membrane. Remove and reinstall perimeter flashings and counterflashings as needed to install new membrane.

It is understood that except as otherwise specifically stated in the contract, the Roof Repair and Replacement Project contractor (vendor) shall provide and pay for all materials, labor, tools, equipment, and transportation of every nature and all other services and facilities of every nature whatsoever, necessary to execute, complete and deliver the work within the specified time. Permits and licenses necessary for the execution of work shall be secured by the Roof Repair and Replacement Project vendor but no fees will be charged to the vendor. All supplies and material shall be new unless project plans specify re-use of existing historic materials. Any work necessary to be performed after regular working hours, such as work performed on Sundays or legal holidays shall be performed without additional expense to the Foundation.

It is further understood that the roofing contractor will follow the existing, approved plans, project manual and related documentation.

Existing Conditions

The vendor, in undertaking the work under this contract, is assumed to have visited the premises and to have taken into consideration all conditions which might affect the work. No consideration will be given to any claims based on lack of knowledge of existing conditions.

Insurance

Prior to the commencement of work, the vendor shall furnish to Maloof Foundation a Certificate of Insurance showing compliance with the following limitations. The vendor agrees to comply with the provisions of Worker's Compensation laws of the State of California.

The vendor further shall maintain such other insurance (with limits as shown below) as shall protect the vendor and the Foundation from any claims for property damage or personal injury, including death, which may arise out of operations under this contract, and vendor shall furnish the Foundation with certificates and policies of such insurance as shown below. Insurance coverage shall be maintained until the work has been completed by vendor.

Listed below are the insurance coverages which must be procured by the vendor at the vendor's expense.

The vendor agrees to follow instructions indicated in each case.

- Proof of current workers compensation
- Vendor's public liability insurance, personal injury, including death
 - \$250,000.00 for each person and \$500,000.00 for each accident.
- Property damage
 - limits of \$500,000.00 for each accident and \$1,000,000.00 for the aggregate.

Certificate of Insurance with the Foundation listed as additional insured must be sent to Maloof Foundation prior to commencement. Insurance must be written by a company licensed to do business in the State of California.

Statement of Vendor Qualifications

As part of the Proposal, the vendor must complete the attached "Statement of Vendor's Qualification" to demonstrate to the complete satisfaction of the Foundation, that the vendor has the necessary certifications, licenses, facilities, ability and financial resources to execute the work in a satisfactory manner within the time specified; that the Vendor has had experience in work of the same or similar nature; and that the Vendor has past history and references which will assure the Foundation of the vendor's qualifications for executing the work.

Impact on Operations

The Proposal shall include a bidder's Plan to Avoid Disruption on Regular Operations in which the vendor describes how the project schedule will be implemented to minimize possible disruptions to Maloof Foundation public tours and programs. The Maloof Foundation's usual public operating hours are Fridays and Saturdays from 10:00 a.m. to 4:00 p.m. The proposal shall describe the vendor's plan for managing disruptions during these hours, and if the project requires partial or complete closure to the public, how many days of closure are expected.

Taxes

Malooof Foundation is a tax-exempt organization. A copy of the Foundation's tax-exempt form will be furnished.

Governing Laws

All Proposals and related documents submitted to Maloof Foundation by vendors are governed under the laws of the State of California and local ordinances, policies and regulations.

Addenda

If any questions arise from the RFP, the bidder may submit to Executive Director James Rawitsch a request for interpretation via email at rawitsch@malooffoundation.org. Any interpretation documents will be made by addendum to the RFP. All questions should be emailed to rawitsch@malooffoundation.org no later than 4:00 pm, Wednesday, February 7, 2024.

All questions that arise that require an addendum will be posted to the Maloof RFP website at www.malooffoundation.org no later than February 14, 2024.

The Foundation will not be responsible for any other explanations or interpretations. The Foundation reserves the right to extend the due date if such information significantly amends this solicitation or makes compliance with the original due date impractical. The Foundation reserves the right to reject any or all Proposals and waive technicalities and informalities.

Proposal Form and Format

Proposals should be presented in the format specified within this document, contain information required by the RFP, including the Bid Form from the Project Manual in specification section 00 41 14, and be submitted in a sealed envelope.

Sealed Proposals are due on Wednesday, February 28, 2024 by 4:00 p.m. Pacific.

All Proposals shall be clearly marked with "Maloof Roof Repair and Replacement RFP." Immediately following the closing of the RFP, the Foundation will publicly open bids at the Maloof Historic Home located at 5131 Carnelian St., Rancho Cucamonga, CA 91701.

Deviations

Any deviations from the scope of work indicated herein must be submitted in writing, clearly noted and explained in detail on a separate form, and attached to the submitted Proposal; otherwise, it will be considered that items/services offered are in strict compliance with these specifications and the successful bidder shall be held responsible thereto.

Any deviations within a submitted Proposal between prices quoted and restated in the summation sheet shall be resolved by the Foundation as being the lower price, unless the bidder requested in writing a correction or withdrawal of the Proposal prior to the date and time set for opening.

Any Proposal withdrawal or modification received after the established due date at the place designated for receipt of Proposal is late. No late Proposal, late modification, or late withdrawal will be considered and shall be returned to the Vendor unopened. The Foundation reserves the right to reject any or all Proposals. Maloof Foundation further reserves the right to waive technicalities and formalities in the Proposals, as well as, to accept in whole or in part, such Proposal(s) where it deems it advisable in protection of the best interest of the Foundation. The Foundation will be the sole judge as to whether Proposals submitted meet all requirements contained in the solicitation.

Affidavits

Before acceptance of the Proposal by the Foundation, the vendor will be required to furnish affidavits on the enclosed forms. A Proposal cannot be withdrawn after it is filed, unless(a) the vendor makes a request in writing to the Foundation prior to the time set for opening of Proposals, or (b) the Foundation fails to accept a bid within thirty (30) days after bid opening date.

Award of Contract

Award of contract will be made to the contractor submitting the best proposal, subject to review and approval by National Park Service.

This solicitation does not commit the Foundation to award a contract, to pay any costs incurred in the preparation of the Proposal, or to procure or contract for goods services listed herein. The Foundation may accept any Proposal offered on an all, partial, or none basis, or within funds available, whichever is in the best interest of the Foundation.

Contract Form

Upon contract award, the Foundation and vendor will have a signed contract prior to any work being started.

Change in Contract

The Foundation will not be responsible for any change in the work involving extra cost unless approval in writing is furnished and approved by the Foundation before such work is begun.

Indemnification

The vendor agrees to hold the Foundation harmless and to indemnify the Foundation from every expense, liability or payment arising out of or through injury (including death) to any person or persons or damage to property (regardless of where the property may

be) of any place in which work is located arising out of or suffered through any act or omission of the vendor or subcontractor.

Installation

The Foundation anticipates issuing a notice to proceed no later than three weeks following award, approximately March 30, 2024. The successful bidder shall complete its work on the project within six months from the date of the Notice to Proceed, approximately October 31, 2024

Warranty

All materials and labor provided by the vendor shall have a 20-year manufacturer's warranty as well as a 2-year workmanship warranty for weather tightness on the sheet metal portions of the project. Provide a 10-year warranty for all roofing products cover materials with no depreciation and a 5-year workmanship warranty for all related work as well

Bid Walk - Site Visit

To participate in the bid walk-thru scheduled for Wednesday, January 31, 2024, please contact Melanie Swezey-Cleaves via email at melanie.swezey@malooffoundation.org.

Application for Payment

All applications for payment shall be mailed to the following address:

Maloof Foundation
Attn: Melanie Swezey-Cleaves, Associate Director
PO Box 8397
Rancho Cucamonga, CA 91701

Payments

A single payment will be made to the vendor when all aspects of the contract have been completed to the Foundation's satisfaction. The Foundation will consider other reasonable arrangements should they be requested by the vendor.

Liquidated Damages

Liquidated damages in the amount of \$100.00 per day from each calendar day after the project completion date specified in the contract will be charged to the vendor. Liquidated damages will not be charged for delays associated with weather. Furthermore, the Foundation will consider all other reasonable requests associated with delays.

Weather

The Maloof Historic Home, Workshop 1, Workshop 2 and Visitor Center/Guest House (the “Buildings”) shall never be opened to the elements at any time. All openings must be covered in a manner to withstand any weather condition and must be secured to avoid anyone entering the Building through any roof openings.

Clean Up Site

All outside and inside areas of the building and the grounds shall remain clean and free of any construction debris. An allotted area will be allowed for material storage.

PROJECT REQUIREMENTS

This Request for Proposal seeks bid and fulfillment details for Contractor Services in support of the Maloof Roof Repair and Replacement Project to be undertaken at the Maloof property located at 5131 Carnelian St., Rancho Cucamonga, CA 91701. The project is described in plans referenced in this overview description and available to all bidders. The Roofing Contractor will provide services and materials specified in the plans and accompanying documentation.

Statement of Vendor Qualifications Must Detail the Following:

1. A list of references.
2. A list of sample projects including any relevant work on historic properties.
3. Roofing and Construction Contractor must provide services of qualified, experienced workers under supervision of a named project manager.
4. Roofing Contractor must be a certified by the materials manufacturer(s) for the roofing system to be installed.
5. Roofing Contractor must submit a Plan of Means and Methods describing how interior spaces, surfaces and contents including works of furniture, fabric, fine art and craft, will be protected from damage caused by construction activities resulting in vibration, fumes, dust, falling objects or other materials in use in exterior areas.

Contractor will install materials per manufacturers' recommendations and the procedures listed in the project Specifications.

PROPOSAL FORM

SUBMIT PROPOSAL TO SAM AND ALFREDA MALOOF FOUNDATION FOR ARTS AND CRAFTS NO LATER THAN FEBRUARY 28, 2024 AT 4:00 P.M.

All sealed Proposals must be delivered to the following address:

Maloof Foundation
5131 Carnelian St.
Rancho Cucamonga, CA 9170

VENDOR'S STATEMENT OF SUBMISSION

Having carefully examined the Proposal requirements including the General Conditions, and the Request for Proposal for Maloof Roof Repair and Replacement, any addenda, and conditions affecting the work, the undersigned proposes to provide the required materials, services, warranties, and delivery of specified in the attached Proposal for the total sum not to exceed:

GRAND TOTAL \$ _____

Respectfully Submitted,

Name of Firm: _____

Address of Firm: _____

Signature: _____

Telephone Number: _____:

Title: _____

Name and Title of Vendor's Representative who will service contract:

Address and Telephone Number of Vendor's Representative:

Email address of Vendor's Representative who will service contract:

Include Bid Form from the Project Manual in specification section 00 41 14.

STATEMENT OF VENDOR'S QUALIFICATIONS

Name of Vendor: _____

Please Provide Three References

REFERENCE 1 NAME: _____

ORGANIZATION: _____

TITLE: _____

AFFILIATION: _____

PHONE NUMBER: _____

REFERENCE 2 NAME: _____

ORGANIZATION: _____

TITLE: _____

AFFILIATION: _____

PHONE NUMBER: _____

REFERENCE 3 NAME: _____

ORGANIZATION: _____

TITLE: _____

AFFILIATION: _____

PHONE NUMBER: _____