



Request for Proposals for Innovation Building Roof Replacement

RFP No. 2023-GA-03

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

Procurement Team Leader:

Mauricio Ramirez

RFP Issued:
Site Visits by Appointment:
Questions Due:
Answers to Questions Posted:
Responses Due:

July 26, 2022
August 5 through August 10, 2022
August 17, 2022
August 24, 2022
September 1, 2022

1. INTRODUCTION

1.1 Overview

Massachusetts Technology Collaborative (“Mass Tech Collaborative” or “MassTech”) is issuing this Request for Proposals for **Innovation Building Roof Replacement** (RFP No.2023-GA-03) (the “RFP” or “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 an independent public instrumentality 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 ballasted roof on one of its buildings - the Innovation Center. The Innovation Center is approximately 12,888 square ft., and has an existing stone ballasted EPDM over 3.6” polyiso and tapered polyiso insulation placed on a concrete deck. 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 new vapor barrier, tapered insulation, roofing materials, drip edges, crickets, lightning protection and flashing. Contactor shall also be responsible for proper disposal of all construction debris.

MassTech is seeking to have the roof replacement completed by the end of calendar year 2022.

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 Innovation Building Roof Replacement Services

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 & dispose of existing roof ballast to existing concrete structural deck which includes removal of stone, 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. Install one layer of self-adhering vapor barrier (30 mil minimum) with surface conditioner, liquid mastic or tape for penetrations, with 3" sidelap and 6" endlap.
 - 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.
- d. Recovery Board:
 - i. Install membrane manufacturer approved ½" cover board High Density, Closed Cell, Polyiso foam mechanically fastened per Wind Uplift requirements and per building code. ii. Provide preformed saddles, ½ inch crickets, tapered edge strips, and other insulation shapes where indicated for sloping to drain.
- e. EPDM Roofing Membrane:
 - i. Install fully adhered Class A EPDM elastomeric sheet meeting ASTM D3253, .060 inches thick (black), 15 feet in width by longest practical lengths per manufacturers recommendation.
 - ii. Wall terminations: Fasten 6" Russ securement strip at base of walls with screws and seam plates, per manufacturers recommendations.
- f. Flashing:
 - i. Flash all walls, windows, curbs, vents, etc. per manufacturer's recommendation. Terminate all flashings with Aluminum Termination Bar and water cut-off mastic.
 - ii. Seal all seams with 3" pressure sensitive tape as approved by membrane manufacturer.
 - iii. Flash newly installed metal edge with 6" minimum pressure sensitive EPDM cover strip.

- g. Drains:
 - i. Prior to drain installation, snake clean the existing roof drains to remove any residual debris.
 - ii. Install 12 new cast iron strainers with hardware that meet local building codes.
- h. Metal Edge:
 - i. Install 24 gauge coated steel edge metal with a drip edge in color of the Owners selection. To be installed with a continuous cleat fastened 12" on center. Fasteners to be no higher than 1-1/2" up from the cleat "hook".
- i. Lightning protection:
- j.
 - i. Properly install lightning protection system which includes but not limited to Air
 - ii. Terminals (rods), Conductor (cable), Bonds with metallic bodies, Ground Terminations and Surge Arrestor. 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.
- k. 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

1. The selected Respondent shall provide tapered insulation plans, detailed drawings, photographs, and full reports of all work completed.
2. The selected Respondent shall confirm all given information and advise Mass Tech, as part of their bid, of any conditions that will affect their cost proposal.
3. Sales Tax Exemption- Materials and equipment purchased for permanent installation in this project will be exempt from the State sales tax. Each bidder shall take this exemption into account in calculating their bid price for the work.
4. All permits and licenses necessary for the work shall be secured and paid by the selected Respondent.
5. The selected Respondent shall furnish all labor, materials, and equipment necessary to do this work as specified in a professional and orderly manner.
6. All work shall be performed in accordance with the best trade practices.
7. All waste material shall be removed from the site, disposed of in an appropriate manner, and area left clean upon completion of work.

8. Any equipment, building, or property of MassTech's damaged by the selected Respondent shall be repaired or replaced to the satisfaction of the MassTech.

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.

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. a. All Applications must be submitted electronically to proposals@masstech.org (please include the RFP number in the subject heading).
- 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 and quality than achievable under the stated RFP scope of services.
 - 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 Budget Template (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 proposal may be included 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.
 - 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:

Electronic versions 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. fourteen (14) business days prior to the required date of Application submission set forth in Section 4.2 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 ten (10) 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 and **shall only include the confidential material in the hard copy of 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	July 26, 2022
Site Visits by Appointment Only	August 5 through August 10, 2022
Questions Due	August 17, 2022 @ 5 PM EST
Question and Answer File Posted	August 24, 2022 @ 5 PM EST
Applications Due	September 01, 2022 @ 3 PM EST
Notification of Award	September 15, 2022

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. 2023-GA-01”). All questions must be received by 5:00 p.m. EST on **August 17, 2022**. Responses to all questions received will be posted on or before 5:00p.m. on **August 24, 2022** 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 MassTech 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

Name of Respondent			
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.)		Respondents DUNS No.	

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
Budget Template

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

Cost Category	Innovation Center Roof Replacement
Materials	
Labor	
General Conditions	
Overhead & Profit	
Fees, Permits	
Total Bid Amount	

Optional: Alternative (as set forth in Alternative Proposal): Proposal for Roof Replacement

Cost Category	Innovation Center Roof Replacement
Materials	
Labor	
General Conditions	
Overhead & Profit	

Fees, Permits	
Total Bid Amount	