

**Build Baton Rouge,**  
***The Redevelopment Authority of East Baton Rouge Parish***

620 Florida Street, Suite 110  
Baton Rouge, Louisiana 70801  
(225) 387-5606  
[www.ebrra.org](http://www.ebrra.org)

**REQUEST FOR QUALIFICATIONS (RFQ)**

Build Baton Rouge (“BBR”), a quasi-public agency, is soliciting proposals in the form of written statements of qualifications from Roofing Contractors which currently perform or are qualified to perform full roof replacement and/or repair services for the Roof Reset program. All submissions and required documentation must be submitted to BBR by **4:00 PM on Monday, July 22, 2019.**

Questions regarding this Request for Qualifications (RFQ) should be directed in writing to BBR, Tasha Saunders at [tsaunders@ebrra.org](mailto:tsaunders@ebrra.org) no later than July 12, 2019. Responses to all questions will be posted on the BBR website ([www.ebrra.org](http://www.ebrra.org)) no later than 5:00 PM on June 16, 2019.

**I. Background**

Build Baton Rouge is the Redevelopment Authority of East Baton Rouge Parish and was created by the 2007 Louisiana Legislature as a separate political subdivision of the State of Louisiana with East Baton Rouge Parish as its jurisdiction. Governed by a five-member Board of Commissioners appointed by the Mayor-President, the Baton Rouge Area Foundation, and the Baton Rouge Area Chamber of Commerce, our mission is bringing people and resources together to promote equitable investment, innovative development, and thriving communities throughout all of Baton Rouge.

BBR entered into a Cooperative Endeavor Agreement (CEA) with the City of Baton Rouge, Parish of East Baton Rouge (“City-Parish”) and the City of Baton Rouge, Parish of East Baton Rouge Office of Community Development (OCD) to provide grant administration services for the City-Parish’s U.S. Department of Housing and Urban Development (“HUD”) Community Planning and Development (CPD) grant programs, specifically the Community Development Block Grant (CDBG) program and the HOME Investment Partnerships (HOME) program. Additionally, BBR administers other grants programs operated with private funding, federal funding and/or City-Parish funding, for example, but not limited to CDBG-DR.

**II. Project Summary**

The mission of the Roof Reset Program is to serve East Baton Rouge residents by repairing damaged roofs using CDBG funds. The budget for Phase 1 of the program is \$1 million. Program participants must meet basic ownership, occupancy, income, and inspection guidelines. Additional phases will be designed and implemented based on community need and available budget.

The purpose of this RFQ is to develop a pool of prequalified contractors to support the Roof

Reset program. BBR seeks select up to seven (7) roofing contractors to participate in this pool; however, based on the number of qualified responses, this number may increase or decrease. Contractors will be assigned work based on availability, contractor service area, and staff expertise. Services will be provided during the period of July 29<sup>th</sup> through October 31<sup>st</sup>, 2019.

BBR is responsible for conducting a roof system inspection prior to assignment of work to a contractor. A detailed scope of work will be provided for each property as the properties are inspected. From time to time, during the performance of work, the contractor may identify additional items that need addressing in order to properly complete roofing system repairs and/or replacement. These items will be evaluated by BBR on a case-by-case basis by the assigned project Construction Manager.

Contractors will be responsible for residential roofing replacement and/or repair, inclusive of 30-year architectural shingles, roof felt, roof jacks, drip edge, and roof vent turbine. Contractors and subcontractors will be required to supply a one (1) year warranty for all work completed and materials provided. All materials must be new and of the best quality (or as specified), and the labor shall be performed by qualified workers in accordance with usual and customary standards and practices of the trade, unless otherwise specified in the scope of work.

### **III. Point of Contact**

All questions and inquiries pertaining to this RFQ shall be addressed to:

Tasha S. Saunders, Grants Director  
East Baton Rouge Redevelopment Authority  
620 Florida Street, Suite 110  
Baton Rouge, LA 70801  
Telephone: (225) 387-5606  
E-mail: [tsaunders@ebrra.org](mailto:tsaunders@ebrra.org)

### **IV. Reservation of Rights**

BBR reserves the right to:

- 1) Reject any or all submissions, to waive any informality in the RFQ process, or to terminate the RFQ process at any time, if deemed by BBR to be in the best interest of the BBR and/or the City-Parish;
- 2) Terminate a contract awarded pursuant to this RFQ at any time for its convenience upon delivery of a 10-day written notice to the apparent or successful contractors;
- 3) Reject and not consider any submission that does not, in the opinion of the BBR, meet the requirements of this RFQ, including but not necessarily limited to incomplete submissions offering alternate (not including “or equal” items) or non-requested items or services.

### **V. Who May Respond**

Contractors who hold a valid Residential License for Roofing may respond to this RFQ.

### **VI. Pre-Qualifications**

The Roof Reset program is a HUD funded program, and each contractor will be receiving payment for work performed from the City-Parish. Interested contractors must have the following certifications and/or requirements related to Federal and/or City-Parish contracting:

1) Minimum Insurance Coverage Requirements

- Commercial General Liability on an occurrence basis as follows:

General Aggregate	\$600,000
Products-Comp/Op Agg	\$600,000
Personal & Adv Injury (each occ.)	\$300,000
Fire Damage (Any one fire)	\$ 50,000
Med Exp	\$ 5,000
  
- Business Auto Policy: Any Auto or Owned, Non Owned & Hired Combined Single Limit \$300,000
  
- Standard Workers Compensation: Full statutory liability for State of Louisiana with Employer's Liability Coverage in accordance with state law.
  
- Certificates must provide for thirty (30) days written notice to Certificate Holder prior to cancellation or change.

Insurance companies listed on certificates must have industry rating of A-, Class VI, according to Best's Key Rating Guide. Contractor is responsible for assuring that its subcontractors meet these insurance requirements.

NOTE: If selected to participate, the contractor must add the City-Parish as an additional insured party to insurance coverage. The Certificate Holder on behalf of the City-Parish should be shown as:

City of Baton Rouge, Parish of East Baton Rouge  
Attn.: Purchasing Division  
Post Office Box 1471  
Baton Rouge, Louisiana 70821

2) System for Awards Management Registration

The General Services Administration (GSA), a federal agency, is required by the Federal Acquisition Regulation (FAR) to compile and maintain a list of parties debarred, suspended, or disqualified by federal agencies. Contractors who are recipients of federal funds must be registered at <https://www.sam.gov/SAM/pages/public/index.jsf> prior to disbursement of any federal funding. The firm, president, and owner of the firm will be verified as not debarred, suspended and/or disqualified prior to disbursement of any federal funding.

3) Appropriate Business License(s)

Under Louisiana Contractors Licensing Laws and Rules and Regulations adopted by the State Licensing Board for Contractors, a residential specialty license in roofing is required. All interested contractors not licensed by the State of Louisiana will be held to this standard requirement.

4) Registration with City-Parish Vendor Self-Service (VSS) Portal

In order to do business with the City-Parish, it is necessary that contractors register online through the City-Parish VSS, or Vendor Portal. This system enables vendors to register and manage vendor account information for the purpose of doing business with the City as well as receive notifications of business opportunities. Detailed registration instructions can be found

at <http://brla.gov/vss>.

## **VII. Submittal Requirements**

The following items should be included in each submission for consideration:

- 1) Summary of qualifications form should be completed.
- 2) Statement detailing firm's safety practices and standards (hydration, breaks, tie-offs on roof, etc.).
- 3) Statement detailing firm's waste disposal practices.
- 4) Two (2) estimates provided to other customers for shingled roof repair for approximately one hundred (100) square feet, from previous calendar year.
- 5) Two (2) estimates provided to other customers for full roof replacement for approximately fifteen hundred (1500) square feet of roofing, from the previous calendar year.
- 6) Provide 3 references that the firm performed work for within the last twelve months.
- 7) Listing of all relevant licenses and copies of each license listed.
- 8) Proof of insurance for all coverages mentioned in Section V.
- 9) Proof of active registration in the System for Awards Management (sam.gov).
- 10) Proof of Vendor Portal registration.
- 11) List of all subcontractors used for projects, if applicable.

Two (2) printed copies of all responses (one unbound) must be submitted. All responses to this RFQ should be submitted in writing, via mail or hand-delivery, and include all requested information and documentation requested herein, no later than the established deadline for submission. If submissions are hand delivered, the envelope must be sealed and include the following notation on the envelope:

Company Name  
Roof Reset Request for Qualifications  
Roofers

All submissions and required documentation must be submitted to BBR by **4:00 PM on July 22, 2019**.

## **VIII. Selection Process**

Firms responding to this RFQ should have demonstrated ability to provide services within their discipline. The firm selected must demonstrate a capacity to work closely with BBR staff and partners, as well as homeowner and in some instances other contractors.

A selection team from BBR will evaluate all submittals. Firms will be evaluated according to the following elements:

- 1) Responsive and Responsible (45 points)
- 2) Firm Capacity (45 points)
- 3) Firm Location (10 points)

**Total points possible = 100 points**

**ATTACHMENT A: CERTIFICATION STATEMENT**

*The undersigned hereby acknowledges she/he has read and understands all requirements and specifications of the Request for Qualifications (RFQ), including requested attachments.*

**OFFICIAL CONTACT:** BBR requests that the Proposer designate one person to receive all documents and the method in which the documents are best delivered. Identify the Contact name and fill in the information below: (Print Clearly)

Date: \_\_\_\_\_ Official Contact Name: \_\_\_\_\_

A. E-mail Address: \_\_\_\_\_

B. Facsimile Number with area code: \_\_\_\_\_

C. US Mail Address: \_\_\_\_\_

Proposer certifies that the above information is true and grants permission to BBR to contact the above named person or otherwise verify the information provided.

By its submission and authorized signature below, Submitter certifies that:

- The information contained in its response to this RFQ is accurate;
- Submitter complies with each of the mandatory requirements listed in the RFQ and will meet or exceed the functional and technical requirements specified therein;
- Submitter accepts the procedures, evaluation criteria, and all other administrative requirements set forth in this RFQ;
- Submitter certifies, by signing and submitting a response to this RFQ, that their firm, any Subcontractors, or principals are not suspended or debarred by the General Services Administration (GSA) in accordance with the requirements in 2 CFR 200. (A list of parties who have been suspended or debarred can be viewed via the internet at <https://www.sam.gov/SAM/pages/public/index.jsf>.)
- There are no litigation or any suspension or debarment proceedings that could affect the services to be supplied in any contract resulting from this RFQ, OR a list of such litigation/ proceedings is attached to this Certification.
- In the last ten years Submitter has not filed (or had filed against it) any bankruptcy or insolvency proceeding, whether voluntary or involuntary, or undergone the appointment of a receiver, trustee, or assignee for the benefit of creditors, OR if such events have taken place, an explanation providing relevant details is attached to this Certification.

Authorized Signature: \_\_\_\_\_

Typed or Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**ATTACHMENT B: SUMMARY OF QUALIFICATIONS FORM**

<b>Registered Firm Name</b>							
<b>Doing Business As (If Applicable)</b>							
<b>Primary Firm Address</b>							
	<b>City</b>		<b>State</b>		<b>Zip Code</b>		
<b>Owner(s)/President/CEO</b>							
<b>Federal Tax ID or Employer ID</b>							
<b>DUNS Number</b>							
<b>Number of Years of Experience</b>							
<b>Number of Roofs Repaired in the Last 5 Years</b>							
<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Total</b>		
<b>Can the firm handle multiple projects simultaneously</b>		Yes	<input style="width: 50px; height: 20px;" type="text"/>	No	<input style="width: 50px; height: 20px;" type="text"/>		
<b>How many jobs can the firm handle at simultaneously</b>			<input style="width: 50px; height: 20px;" type="text"/>	1			
			<input style="width: 50px; height: 20px;" type="text"/>	2-5			
			<input style="width: 50px; height: 20px;" type="text"/>	6-10			
			<input style="width: 50px; height: 20px;" type="text"/>	11-15			
			<input style="width: 50px; height: 20px;" type="text"/>	15 or more			
<b>Forecast Firm's Availability for the Following Months (number of days available)</b>				<b>Number of projects that can be completed each month</b>			
<b>July (29 - 31)</b>				<b>July</b>	<b>August</b>	<b>September</b>	
<b>August</b>							
<b>September</b>							