



A. Purpose and Background Information

This Request for Qualifications (RFQ) is to contract a professional roofing company. Compass Realty & Construction Group (CRCG) is a 501 (c)(3) not for profit real estate, construction, and property management company. The organization provides a variety of housing related services, including management of six low-income housing developments.

B. Who May Respond

Only qualified Applicants may respond to RFQ.

C. Instructions on Proposal Submissions

1. *Closing Submission Date* – Proposals must be submitted no later than 4:30 p.m. on Friday, January 12th, 2024.
2. *Inquiries* – Inquiries concerning this RFQ should be directed to Stephanie Adams in writing via email (sadams@fortsmithhousing.org).
3. *Conditions of Proposal* – All costs incurred in the preparation of a proposal responding to this RFQ will be the responsibility of the Applicant and will not be reimbursed by CRCG.
4. *Instructions to Prospective Applicants* – Proposals should be addressed as follows: Stephanie Adams, 2100 N. 31st Street, Fort Smith, AR 72904. It is important that the Applicant’s proposal is submitted in a sealed envelope clearly mark with the following:
 - Your Company Name
Response to Roofing RFQ
Date and time
5. *Right to Reject* – CRCG reserves the right to reject any and all proposals received in response to this RFQ. A contract for the accepted proposal will be based upon the factors described in the RFQ.
6. *Notification of Award* – A final decision is to be expected within four (4) weeks of the closing date for the receipt of proposals. Upon conclusion of final negotiations with the successful Applicant, others will be informed, in writing, of the name of the successful Applicant.
7. *Terms of Service* – CRCG expects to utilize the selected company for the completion of services for a period of two years.
8. *Termination of Services* – CRCG reserves the right to terminate any part or the entirety of services that may result from this request, without cause and at any time, within thirty (30) calendar days written notice. In such case, Contractor shall be paid for services rendered through the date of the termination notice, and result of all such work through that date shall become property of CRCG.

Address: 2100 North 31st St., Fort Smith, AR 72904

9. *Conflict of Interest* – Information of possible conflict of interest should be provided as part of the qualification response. Such information will be taken into account when making a decision of the selected Applicant. Should a conflict arise during preparation for or undertaking these services, the contractor shall immediately advise CRCG of such conflict.

D. Scope of Services

The roofing company to be contracted by CRCG will be expected to provide the following services:

1. Preparation, completion, and cleanup of all identified roof repairs and/or replacements.
2. Assist with identifying any damages that were unable to be identified prior to removal and assist with supplemental insurance claims, as needed.

E. Applicant's Technical Qualifications

The Applicant, in this proposal, shall, at a minimum, include the information requested herein:

1. *Prior Experience (Company and Staff to be dedicated to the job)*
 - Length of time in field or trade
 - Provide evidence of Arkansas State Commercial Roofing License
 - Provide evidence of **certification** with a major single-ply manufacturer to provide a minimum 20-year NDL warranty
 - Provide evidence of **certification** in brand of material to be installed
 - Provide evidence of staff **certifications** (including, but not limited to: fall protection, Skytrack operation, OSHA 30 supervisor, and OSHA 10 staff)
 - Provide evidence of Flat Roof Experience
 - Provide names, titles, and tasks for each staff member assigned to this RFQ and associated projects (resumes included)
2. *Requirements for all Jobs Completed under this RFQ*
 - Job completed to local and state code requirements.
 - Provide evidence of certification with a major single-ply manufacturer to provide a minimum of 20-year NDL warranty.
 - Provide material manufacturer inspector's information to verify the capability and type of work installations.
 - Provide inspection reports before and after completion of each roof.
 - Provide documentation of material and code required items for proper replacement to ensure full warranty from manufacturer and contractor.
3. *Specialized Experience and Technical Competence (company references)*
 - Provide prior experience with a minimum of five (5) projects (types and total number of specific projects, including references with taper insulation installations)
 - i. The organization(s) for whom similar work was performed
 - ii. Approximate dates of the experience

- iii. Name and telephone number of contact person, or persons, to verify the experience
- iv. Type of tasks involved
- Any other relevant information that the Applicant might provide for selection committee consideration

4. *Required Forms and Documents*

- Completed W-9 (Attachment A)
- General Liability Insurance coverage
- Worker's Compensation coverage

F. Proposal Evaluation

1. *Submission of Proposals* - All proposals shall include one copy of the Applicant's proposal and one copy of the signed Certifications. These documents will become part of the contract.
2. *Nonresponsive Proposals* – Proposals may be judged nonresponsive and removed from further consideration if any of the following occur:
 - a. The proposal is not received timely in accordance with the terms of this RFQ.
 - b. The proposal does not follow the specified format.
 - c. The proposal does not include the requested certifications.

3. *Evaluation*

In evaluation the submissions, CRCG shall consider several factors, including but not limited to:

- Qualifications and experience
- Experience with organizations of similar complexity
- Commitment to service
- References (including current customer satisfaction with services)

4. *Scoring Criteria*

The submissions will be scored based on the following criteria and points scale:

- Experience
 - 0 – 5 years (1 point)
 - 6 – 10 years (2 points)
 - 11 – 15 years (3 points)
 - 16 – 20 years (4 points)
 - 21+ years (5 points)
- Certifications – Percentage of Employees
 - 0 – 20 percent (1 point)
 - 21 – 40 percent (2 points)
 - 41 – 60 percent (3 points)
 - 61 – 80 percent (4 points)
 - 81 – 100 percent (5 points)
- References
 - 1 - 3 References (1 point)
 - 4 - 6 References (2 points)
 - 7 - 9 References (3 points)
 - 10 + References (5 points)