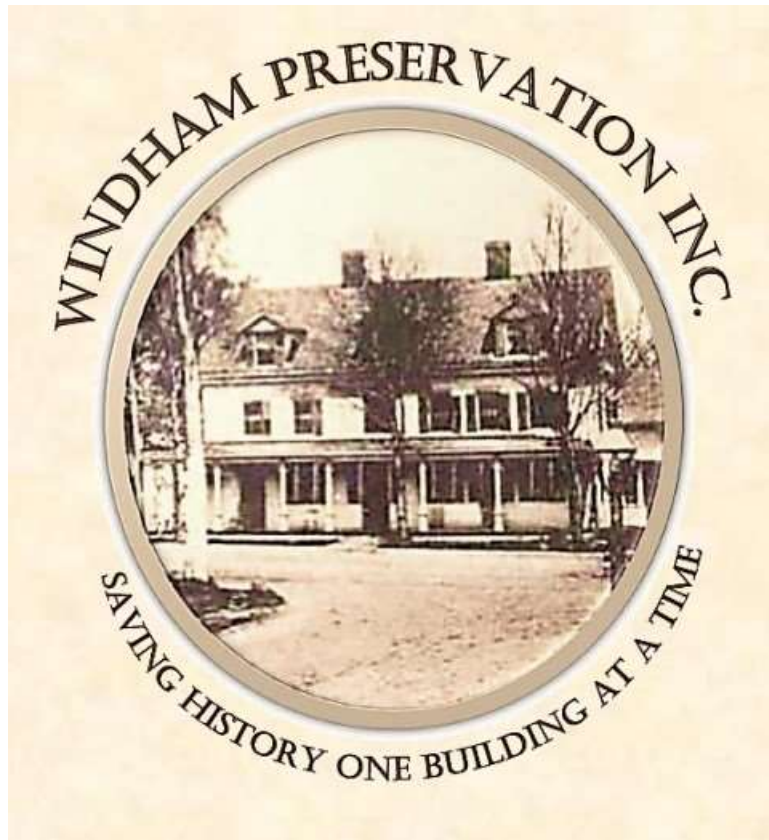


RFP – Request for Proposal
Roof Replacement for the Windham Inn



Requested by
Windham Preservation Inc.
Nine Weir Court
Windham, CT 06280

May 30th, 2023

Who we are

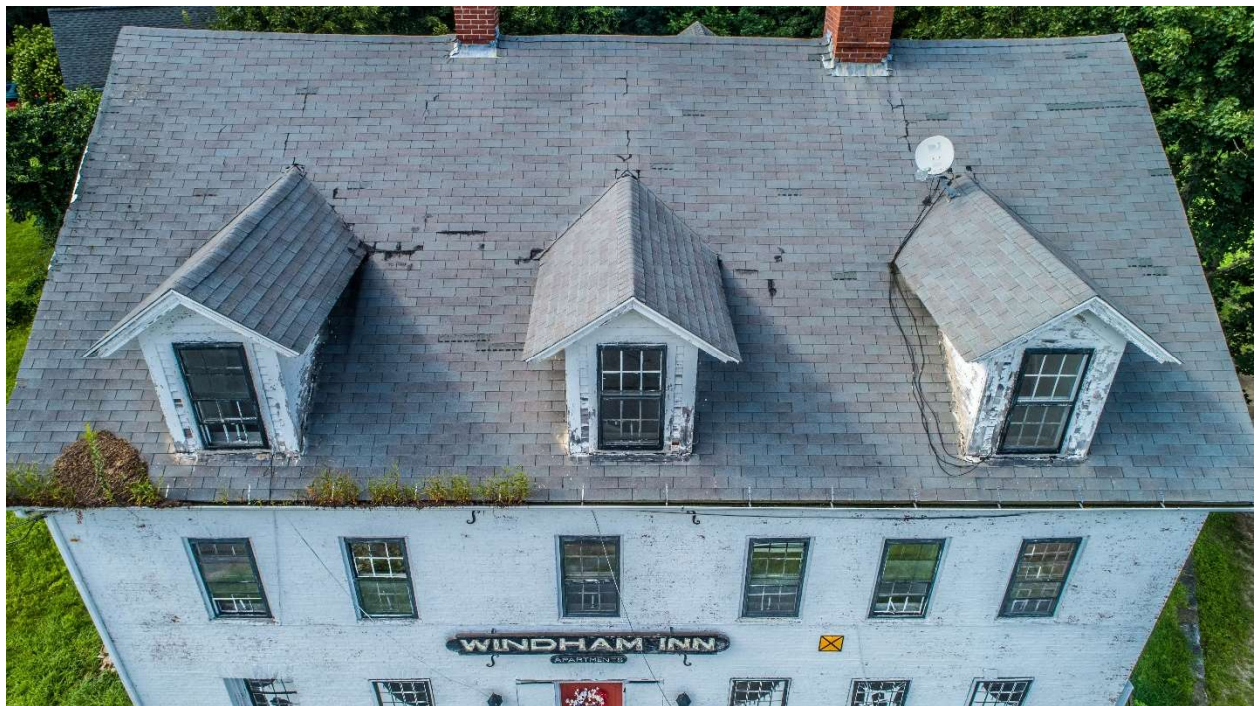
Originally organized as the Committee to Save the Historic Windham Inn, Windham Preservation Inc. (WPI) is a 501.c3 non-profit Connecticut corporation whose mission is to preserve Windham's historic built history and planned spaces.

We are a small but passionate group of preservation-minded neighbors. Each board member owns a historic home or is a history/preservation professional.

Project Overview

Based on results of a feasibility study conducted in 2022, WPI is pursuing grant funding for a full rehabilitation, restoration, and adaptive re-use of the Windham Inn as a mixed use facility to incorporate housing, WPI exhibit/flex space to include a community meeting space and a light fare café.

The roof, specifically, is in exceptionally poor condition. The roof shingles are well beyond their lifespan and a significant leak has developed. Interim patching provided only minimal, temporary relief. WPI's Buildings and Grounds Committee conducted a guided demo that confirmed there is no resulting structural damage. It is WPI's intention to replace the roof as an initial project toward a complete rehab/restoration.



WPI continues to pursue the large dollar grant funding required to complete rehab, restoration, and repurposing of the Windham Inn. Current funding requirements are heavily weighted toward recognizing and supporting underserved communities. Our chosen re-use will support housing that targets visiting academics and rural/local aging residents who wish to downsize. We are in discussions with Click and Horizons to manage our light-fare café under a supported employment model. WPI flex space will feature local history programming, exhibits and events

that, in part, target underserved communities. Conversely, WPI is extending support of underserved communities in our procurement requirements. Special consideration will be given to those bids that offer one or more of the following attributes:

- Bidder is a minority-owned company; Black, Hispanic, Woman, Disabled, Veteran, LGBT+
- Bidder is located in a rural community.
- Bidder contracts to include paid restoration trades intern on this project.
- Bidder contracts to include a paid minority intern on this project

Scope of Work

Phase 1 –

- Phase 1 will commence upon bid award.
- Front roof replacement for the main Inn (brick structure). To include new gutters
- Acceptable roofing materials:
 - Certainteed-50 year asphalt shingles (preferable)
 - Bidder brand of choice – 50-year asphalt shingles
 - DaVinci – Multi Width or Bellaforte composite shake
 - CeDur – Composite Shakes
 - EcoStar Composite Shakes
 - Alaskan Yellow Cedar Shakes or comparable quality
- WPI will select product color. Please supply visual options with your bid.
- Licensed and insured. On-site crew must be fully insured by contractor.
- Multiple bids from a single bidder, reflecting different roofing materials, are welcome

Phase 2 – Future- Likely 2024

Rear roof of main inn. Partial or full roof replacement for rear ell (addition bordering North Road) pending repair and budget. WPI is currently evaluating a structural repair, which must be completed prior to commencement of this phase. Bidders may quote this phase as a separate project.

Intent to Bid

WPI's Buildings & Grounds Committee is managing this bid. **Intent to Bid delivered, via email, by June 6th, 2023**, to WindhamPreservationInc@gmail.com. This communication must include full contact information of WPI's primary POC for this engagement. Note this is your intent to submit a proposal – not a commitment.

Required Deliverables

- Bidder corporate information/background/history
- Recommended Project Description
- Recommended roofing material brochure or detailed description. Product sample, if available.
- Three references with contact information. Preferably for work completed on historically significant buildings.
- OSHA 10 & OSHA 30 cards for workers and supervisors
- Certificate of Insurance. Windham Preservation Inc. must be named insured on Certificate of Insurance provided prior to commencement of project. COI must originate from insurer and sent directly to Windham Preservation Inc.
- Current License
- All applicable warranties/guarantees
- Project timeline

Proposal Evaluation

WPI will evaluate proposals based on the following criteria:

- Prior experience with roofing projects for historically significant buildings
- References
- Actionable solutions that retain historic integrity
- Innovative ideas for cost containment
- Appropriate state licensing and insurance
- Will project support an underserved population as defined in project overview.

Site Visits

Bidders are welcome to self-tour the Windham Inn site/grounds on your schedule with prior notification to WPI.

Interior site visits are scheduled with each bidder at a mutually agreeable time. WPI staff will allow access to the interior of the Inn during these site visits.

Note: The Windham Inn is currently in condemned status. Utilities are off, mold is present and failures exist. Entry into the Inn is entirely at your own risk.

Timeline

June 2nd, 2023 - RFQ Released

June 6th - Intent to Bid due

Week of June 12th - Site visits are scheduled

June 19th - Preliminary Questions due

June 23rd – WPI publishes preliminary question responses to all bidders

June 30th - Proposals Due

July 7th - Evaluation Period Ends, Finalists Notified, References Requested

July 10th-12th – Further Information/BAFO

July 14th - Successful bidder announced

- *WPI, if necessary, reserves the right to extend this timeline with notice to all bidders.*
- *Answers will be anonymized and shared with all bidders.*

Requirements for RFP Participation

Bidding/Proposal Costs

All costs for preparing and submitting responses to this RFP, including site visits, are the responsibility of the bidders. WPI is under no obligation to reimburse any bidders for any costs associated with preparing and/or submitting a proposal whether or not the bidder is selected.

Not an Offer

This RFP shall not be deemed an offer by WPI. It represents a definition of general requirements and an invitation to recipients to submit a response addressing such requirements. Issuance of this RFP, the preparation and submission of a response and the subsequent evaluation of your response by WPI does not commit WPI to award a contract to any participant even if all the requirements of the RFP are met. Only the execution by WPI of a written contract will obligate WPI in accordance with the terms and conditions contained in such a contract.

Suppliers are responsible for examining with appropriate care all information, conditions and requirements associated with this RFP that may in any way affect the costs or performance of service proposed. WPI is not obligated to clarify errors and omissions in your proposal.

Windham Preservation Inc. Rights

Review of all validly qualified, submitted proposals will be performed by WPI during the review period.. At that time, WPI may request further clarification or detailed presentations and may enter into negotiations with one or more participants.

WPI owns all deliverables and may share your reports with Windham Town officials, potential contractors, members of our community or any other group/individual we deem necessary to implement our plans.

By beginning negotiations or accepting an RFP response, WPI does not intend to bind itself legally in any way. Oral and written communications between WPI and the Supplier on the subject matter of the response are non-binding and shall always be considered subject to the execution of a formal written agreement.

WPI reserves the right to make an award at any time during this RFP process. WPI further reserves the right to accept or reject, at its sole discretion, any and all proposals furnished in response to this RFP or to negotiate separately with any source whatsoever on any manner deemed necessary by WPI to serve its best interest, and to terminate negotiations at any time without incurring any liability. Accordingly, WPI is under no obligation to award a contract on the basis of this RFP. All participants will be notified within a reasonable period of time of the eventual outcome of this process and debriefs will be considered.