FERMI FORWARD DISCOVERY GROUP, LLC (FFDG)
REQUEST FOR PROPOSAL ("RFP") NO. ISD_384529_DA
For
Roof Maintenance and Repair Services

ISSUED ON: August 12, 2026
ISSUED BY: PROCUREMENT DEPARTMENT
PROPOSALS DEADLINE:
5:00 p.m. CT on September 15, 2026

Proposals may be submitted in advance of the deadline specified in the solicitation; however, late submissions received by FFDG after the deadline may be deemed non-responsive and excluded from consideration.

PROPOSALS WILL NOT BE ACCEPTED AFTER THE DUE DATE AND TIME

This selection process is unique to the Scope of Work described herein and notwithstanding any other proposal, qualification or proposal requests provided by FFDG. Offerors must comply with the requirements as defined in this RFP.

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The following requirements must be adhered to for the Offeror's submission of Proposals to Fermi Forward Discovery Group, LLC (FFDG) in support of this specific requirement.

1. INVITATION TO SUBMIT PROPOSAL

You are invited to submit a proposal for the items specified in this Request for Proposal (RFP), by the provisions contained herein, and the terms and conditions of the proposed firm fixed price IDIQ subcontract entered into as a result of this solicitation.

All questions concerning this RFP should be submitted in writing and directed to the Procurement Specialist listed below.

Procurement Specialist: Danielle Amico
Phone: 630-840-3207
Email: damico@fnal.gov

Fermi Forward Discovery Group, LLC
Procurement Department
Kirk Road & Wilson Street
Batavia, IL 60510-0500

2. SMALL BUSINESS SET-ASIDE & NORTH AMERICAN INDUSTRY CLASSIFICATION SYSTEM (NAICS) CODE

This acquisition is a total set-aside for small businesses. The North American Industry Classification System (NAICS) code for this solicitation is 238160 – Roofing Contractors. The small business size standard is $19.0M.

3. PRE-PROPOSAL MEETING

A **virtual** pre-proposal conference is scheduled for **Thursday, August 20, 2026, at 1:00 P.M. CENTRAL TIME** to discuss the scope of services and FFDG subcontract requirements. The meeting provides an opportunity to discuss and clarify the RFP. However, nothing said or represented in the meeting shall be deemed to modify RFP requirements unless followed by a written amendment. Offerors are requested to submit questions relative to the RFP in advance of the meeting so the Procurement Specialist may prepare responses. If you are interested in attending the pre-proposal conference, please email Danielle Amico at damico@fnal.gov to request login details. ***FFDG highly encourages all interested firms to attend the Pre-Proposal Conference.***

4. EXPLANATION OR INTERPRETATION OF RFP DOCUMENTS

The prospective offeror should examine and review the solicitation with care. Any prospective offeror desiring an explanation or interpretation of the solicitation, drawings, specifications, etc., must request it in writing by **5:00 P.M. CT, Friday, August 28, 2026**. Oral explanations or instructions given before the award of a subcontract will not be binding. Any information given to a prospective offeror concerning

a solicitation will be furnished promptly to all other prospective offerors as an amendment to the solicitation if that information is necessary for submitting proposals or if the lack of the information would be prejudicial to other prospective offerors.

5. AMENDMENT OF SOLICITATION

FFDG may, by amendment, modify any provision or part of this RFP at any time before the award of any resultant subcontract. All terms and conditions that are not modified remain unchanged.

An Offeror shall acknowledge receipt of any amendments to this RFP. Failure to acknowledge may result in the disqualification of an Offeror's proposal. The acknowledgment shall be provided in one of the following ways:

- Immediately upon receipt of the amendment via email to the FFDG Procurement Specialist or
- Return the Amendment with a signature on the acknowledgment signature line or
- In the Offeror's Proposal Letter that accompanies an Offeror's proposal.

This RFP may be modified, amended, or closed at any time prior to its expiration at FFDG's sole discretion.

6. CONTRACT AWARD AND CONTRACT TERM

The purpose of this Request for Proposal ("RFP") is to solicit proposals from interested, qualified roofing firms to act as Subcontractors ("Offerors") for roof maintenance, leak mitigation, leak prevention, roof repair, and roof restoration services at Fermilab.

FFDG intends to award two (2) Indefinite Delivery, Indefinite Quantity (IDIQ) subcontract(s), each with a two-year Base Term and three (3), one-year option periods. Awards will be divided by region: one Offeror will be awarded Zone A roofs, and one Offeror will be awarded Zone B roofs. Refer to Exhibit Q – Inventory 2027 Roof CM IDIQ for detailed information on the specific roofs included in each Zone.

Firm fixed price Task Orders issued under these IDIQ contracts will have a maximum value of $250,000. FFDG estimates that it will issue approximately $700,000 in firm fixed price task orders for roofing services for the entire pool over a 5-year term. This estimate is provided for planning purposes only and does not constitute a commitment on FFDG's part. Notwithstanding the foregoing, the successful Offeror is not guaranteed any minimum dollar amount per year under this subcontract; however, the minimum dollar amount for the full term of the IDIQ subcontract is $1,000. The number of tasks to be negotiated will depend upon the availability of funding. This subcontract does not provide for a minimum or maximum number of task orders.

The desired start date for this contract is October 1, 2026. The base period will run from October 1, 2026 (or whenever the subcontract is awarded) to December 31, 2028. The three, 1 year option periods will be as follows:

- Option Period 1: January 1, 2029 – December 31, 2029
- Option Period 2: January 1, 2030 - December 31, 2030
- Option Period 3: January 1, 2031 - December 31, 2031

The contract(s) will be awarded to responsible and responsive Offeror(s) based on the principles of best value with tradeoffs using the Evaluation Criteria contained in this RFP. The selected Offeror(s) will be notified at the earliest practical date. No award may be made to a Subcontractor or firm that is on the

list of entities debarred, suspended, proposed for debarment, voluntarily excluded, or declared ineligible to receive awards from FFDG or the United States.

7. DESCRIPTION OF WORK

FFDG intends to select two (2) firms for roof maintenance, leak mitigation, leak prevention, roof repair, and roof restoration services. These Subcontractors will perform concurrent work on-demand to deliver projects on-time and within budget. Offeror(s) who demonstrate that they meet the RFP's minimum requirements will be eligible for evaluation.

The Offeror(s) selected will be expected to provide roof maintenance, leak mitigation, leak prevention, repair, and restoration services. This scope will cover services to all 500+ facility buildings including commercial, industrial, and residential facilities. The purpose of this Roofing Maintenance Program is to ensure that all roofing systems remain watertight, structurally sound, and capable of supporting ongoing laboratory operations and occupant safety.

Emergency Response Requirements: Offeror(s) must be equipped to respond to and staff any emergency work designated by FFDG within four (4) hours of notification. Offeror(s) must provide 24/7 emergency response including holidays. Adequate staffing must be sustained throughout the duration of the emergency effort to ensure timely and effective completion.

For further details, please refer to the Statement of Work entitled "Fermilab Roof Maintenance and Repair Services" dated 07/20/2026 (Exhibit C), Section 010010 – General Requirements dated March 2025 (Exhibit D), Section 013100 – Environment, Safety, and Health Requirements dated April 2025 (Exhibit E), Section 013300 – Submittals dated January 2025 (Exhibit F), Section 014100 – Quality Requirements dated October 2025 (Exhibit G), and the remainder of documents listed in Section 23 – Exhibits.

8. PROPOSAL DUE DATE

The offeror's proposal is to be emailed to the Procurement Specialist no later than **5:00 PM CT on Tuesday, September 15, 2026**. Partial, incomplete, or late proposals will not be considered.

FFDG requires a minimum acceptance of ninety (90) calendar days for acceptance of proposals. An offeror allowing less than Fermilab's minimum acceptance period may be rejected.

FFDG reserves the right to cancel this Solicitation at any time without incurring any liability or damages associated with such cancellation.

9. EXCEPTIONS AND DEVIATIONS

Offerors taking exceptions, deviations, or conditional assumptions must identify and explain each exception/deviation, or conditional assumption taken with sufficient amplification and justification to permit evaluations. Such exceptions, deviations, or conditional assumptions will not themselves automatically cause a proposal to be deemed unacceptable to FFDG. However, a large number of exceptions or one or more significant exceptions not providing benefit to FFDG may result in the rejection of the offeror's proposal as unacceptable.

By submitting a proposal without specifically identified exceptions, the Offeror stipulates its full acceptance of all Terms and Conditions and contract language as written. Any failure to identify an

exception, deviation, or conditional assumption in the proposal shall be deemed a waiver of the Offeror's right to negotiate such terms. FFDG will not consider, and specifically rejects, any additional or modified terms and conditions proposed by the Offeror after the proposal due date.

10. LATE SUBMISSION

Proposals received by FFDG after the deadline specified in the solicitation may be deemed non-responsive and excluded from consideration.

11. OFFEROR'S MODIFICATION AND WITHDRAWAL OF PROPOSALS

The offeror may submit modifications to its proposals at any time before the solicitation closing date and time and may submit modifications in response to an amendment, or to correct a mistake at any time before award.

Proposals may be withdrawn at any time before the submission deadline. Withdrawals are effective upon receipt of notice by the Procurement Specialist.

12. DAVIS-BACON ACT, CONSTRUCTION WAGES, AND CERTIFIED PAYROLL

The awarded Subcontract and any Task Orders issued under the Subcontract are covered by Davis Bacon and Related Acts, wage and labor standards under the Davis-Bacon Act and the related labor standards FAR provisions that are incorporated by reference into FFDG's General Terms and Conditions for Construction.

The wage rates and fringes set forth are the minimum rates and fringes that may be paid to the classification of laborers and mechanics designated therein according to the Davis-Bacon Act, as amended (40 U.S.C. 276 et seq.). FFDG does not represent that said minimum rates or fringes do now, nor that they will at any time in the future, prevail in the locality of the work for such laborers or roofers; nor that such laborers or roofers are or will be obtainable at said rates or fringes for work under this subcontract; nor those said rates or fringes represent the most recent wage determination by the Secretary of Labor concerning such classifications of laborers or roofers in the locality of work.

The Subcontractor and its Subcontractors are required to submit certified payrolls and labor compliance documentation weekly as required by Federal law.

Federal wage determinations (Davis-Bacon) preempt any conflicting State prevailing wage rate or the minimum wage requirement when the State prevailing wage rate or the minimum wage requirement is higher than the Federally imposed wage rate.

FFDG currently holds a licensing agreement with LCPTracker for weekly electronic payroll submittals by the Subcontractor and its Subcontractors. LCPTracker is a web-based system, accessed using a web browser. The Subcontractor will be given a Log-on identification (i.e., User ID) and password to access the LCPTracker system. This requirement shall flow down to every lower-tier Subcontractor. The use of this system is free.

13. ILLINOIS OCCUPATION AND USE TAXES

Any resulting contract will be exempt from Illinois Occupation and Use Taxes.

14. NOTICE OF BUY AMERICAN REQUIREMENT – CONSTRUCTION MATERIALS

Definitions. “Commercially available off-the-shelf (COTS) item,” “construction material,” “domestic construction material,” and “foreign construction material,” as used in this provision, are defined in the clause of this solicitation entitled “Buy American—Construction Materials” (Federal Acquisition Regulation (FAR) clause 52.225-9).

Requests for determinations of inapplicability. An offeror requesting a determination regarding the inapplicability of the Buy American statute for a particular Task Order should submit the request to the Procurement Specialist in time to allow a determination before the submission of offers. The offeror shall include the information and applicable supporting data required by paragraphs (c) and (d) of the clause at FAR 52.225-9 in the request. If an offeror has not requested a determination regarding the inapplicability of the Buy American statute before submitting its offer or has not received a response to a previous request, the offeror shall include the information and supporting data in the offer.

Evaluation of offers.

FFDG will evaluate an offer requesting an exception to the requirements of the Buy American statute, based on claimed unreasonable cost of domestic construction material, by adding to the offered price the appropriate percentage of the cost of such foreign construction material, as specified in paragraph (b)(3)(i) of the clause at FAR 52.225-9.

If evaluation results in a tie between an offeror that requested the substitution of foreign construction material based on unreasonable cost and an offeror that did not request an exception, FFDG will award to the offeror that did not request an exception based on unreasonable cost.

Alternate offers.

When an offer includes foreign construction material not listed by FFDG in this solicitation in paragraph (b) (2) of the clause at FAR 52.225-9, the offeror also may submit an alternate offer based on the use of equivalent domestic construction material.

If an alternate offer is submitted, the offeror shall submit a separate Standard Form 1442 for the alternate offer, and a separate price comparison table prepared in accordance with paragraphs (c) and (d) of the clause at FAR 52.225-9 for the offer that is based on the use of any foreign construction material for which FFDG has not yet determined an exception applies.

If FFDG determines that a particular exception requested in accordance with paragraph (c) of the clause at FAR 52.225-9 does not apply, FFDG will evaluate only those offers based on the use of the equivalent domestic construction material, and the offeror shall be required to furnish such domestic construction material. An offer based on the use of the foreign construction material for which an exception was requested—

- Will be rejected as nonresponsive if this acquisition is conducted by sealed bidding; or
- May be accepted if revised during negotiations.

15. BONDING REQUIREMENTS

Task Order-Level Bonding

For Task Orders issued under the IDIQ subcontract, the following bonding requirements apply based on the value of the Task Order:

- **Payment Bond**: Required for Task Orders equal to or exceeding $35,000. The Subcontractor shall furnish FFDG with a Payment Bond in the amount of 100% of the original Task Order price using Exhibit H, Payment Bond, FL-42 (Rev. 1/7/2025).

- **Performance Bond**: Required for Task Orders equal to or exceeding $150,000. The Subcontractor shall furnish FFDG with a Performance Bond in the amount of 100% of the original Task Order price using Exhibit I, Performance Bond, FL-40 (Rev. 1/7/2025).

Both bonds must be submitted within ten (10) calendar days following the effective date of the Task Order.

16. INSURANCE

Certificates of insurance of the types and the amounts in accordance with Clause 15 in FFDG General Terms and Conditions and Insurance Requirements for Construction Subcontracts will be required of the successful Offeror(s) before physical work at the site commences. All policies, except for Worker's Compensation and Professional Liability, shall provide by appropriate language that Fermi Forward Discovery Group, LLC, the University of Chicago, Universities Research Association, Inc., and the United States Government are additional insureds. The certificates shall state that waiver of subrogation is granted in favor of the Certificate Holder as required by written contract, that the insurance afforded by such policies is primary insurance, and that all rights of the insurer for contribution from other insurers of Fermi Forward Discovery Group, LLC, University of Chicago, Universities Research Association, and the United States Government are waived.

17. SUBCONTRACT AWARD

Issuance of the RFP does not compel FFDG to make an award. FFDG reserves the right to accept or reject all proposals if that is determined to be in its best interest. A decision may be made without discussion; hence, an Offeror's proposal should be submitted initially on the most favorable terms. The proposed award is based on a continuing program requirement and the issuance of obligation authority from the Procurement Department of the Laboratory. Any subsequent award issued by FFDG shall be constituted in writing by authorized representatives of the Procurement Department.

No other representatives of FFDG are authorized to issue contracts or agreements or bind FFDG to any form of agreement or understanding. The authorized Procurement Department official is the only individual who can legally commit FFDG to the expenditure of funds in connection with this proposed procurement.

18. SUBCONTRACTING

Unless otherwise specified, the successful Offeror shall be responsible for the performance of any subcontractors that perform work under this subcontract.

The use of Sub-Subcontractors in the performance of the contract is subject to FFDG consent at the Task Order level. The awarded offeror shall ensure that any Subcontractors abide by all terms and conditions of the subcontract.

SUBSTITUTION/REMOVAL OF SUB-TIER CONTRACTOR: A Subcontractor that needs to remove or substitute a sub-tier contractor at the Task Order level on its approved utilization plan must submit a

written request for the removal or substitution of the sub-tier contractor concerned. Only when the Procurement Department approves such a request in writing can the removal or substitution of the sub-tier contractor be done by the subcontractor. Under no circumstance should a Subcontractor unilaterally remove or substitute a sub-tier contractor on its DOE funded subcontract without prior approval by Procurement Department.

19. GENERAL PROPOSAL REQUIREMENTS

A. False Statements

Any false statement(s) made by the Offeror (s) will void the response and eliminate the Offeror(s) from further consideration.

B. Preparatory Costs

All costs incurred in the preparation and presentation of Proposals shall be wholly borne by each Offeror. All supporting documentation and manuals submitted with each Proposal will become the property of FFDG unless otherwise indicated by the Offeror at the time of submission.

C. Confidential Material

Any material submitted by an Offeror as part of a proposal that is to be considered confidential must be clearly marked as such but may be subject to disclosure under applicable law.

D. Bribery, Price Fixing, of Fraud

No person or business entity shall be awarded a contract or subcontract for a period of five years from the date of conviction or entry of a plea or admission of guilt, if that person or business entity:

a. has been convicted of an act committed of bribery or attempting to bribe an officer or employee of a unit of state or local government or school district in that officer's or employee's official capacity; or

b. has been convicted of an act of bid-rigging or attempting to rig bids as defined in the Sherman Anti-Trust Act and Clayton Act (15 U.S.C. §1 et seq.), or under the laws of the State of Illinois; or has been convicted of an act of price-fixing or attempting to fix prices as defined by the Sherman Anti-Trust Act (15 U.S.C. §1 et seq.) or under the laws of the State of Illinois; or

c. has made an admission of guilt of such conduct as set forth in subparagraph (a) through (b) above, which admission is a matter of record, whether or not such person or business entity was subject to prosecution for the offense or offense admitted to; or

d. has entered into a plea of nolo contendere to charges of such conduct, as is set forth in subparagraphs (a) through (c) above.

For the purpose of this subsection (D), "business entity" means a corporation, partnership, trust, association, unincorporated business or individually owned business. Where an official, agent or employee of a business entity committed the acts as set forth in subparagraphs (a) through (d) above on behalf of such entity and pursuant to the direction or authorization of a responsible official thereof, the business entity shall be chargeable with the conduct and be disqualified.

A business entity shall also be disqualified if it employs as an officer any individual who was an officer of another business entity at the time the latter committed a disqualifying act as set forth in subparagraphs (a) through (d) above.

A business entity shall also be disqualified if any owner directly or indirectly controls 20% or more of the business entity and was an owner who directly or indirectly controlled 20% of another business entity at the time such business entity committed a disqualifying act as set forth in subparagraphs (a) through (d) above.

Any contract found to have been awarded in violation of this Paragraph may be voided at the discretion of FFDG.

E. Organizational Conflict of Interest

Offerors who are currently under contract with FFDG to provide roof inspection, assessment, or quality assurance services are ineligible for award under this solicitation. Proposals submitted by such firms, or subcontracts/teaming arrangements involving such firms as key subcontractors, will be deemed non-responsive to prevent any potential or actual Organizational Conflict of Interest.

20. TASK ORDER PROCEDURE

Once the IDIQ Subcontracts have been awarded, individual projects will be identified in each Zone. The FFDG Construction Manager (CM) will prepare a detailed Scope of Work (SOW) for the project and may also include drawings, specifications, sketches, and/or other documents. Services for the project shall be requested pursuant to a Task Order Proposal Request presented to the Subcontractor for that Zone. However, FFDG reserves the right, at its sole discretion, to issue a Task Order Proposal Request to the other awarded Subcontractor regardless of zone assignment. This right may be exercised under circumstances including, but not limited to, non-responsiveness, unsatisfactory performance, capacity constraints, or emergency situations.

The Subcontractor shall provide all price/cost information necessary to provide a meaningful basis for FFDG's analysis and evaluation of price/cost for the project.

(a) The price breakdown must:
  (1) Include sufficient detail to permit an analysis of profit, and of all costs for:
    (i) Material;
    (ii) Labor;
    (iii) Equipment; and
    (iv) Sub-Subcontractors.
  (2) Cover all work involved in the effort.

FFDG will review the proposal and award a Task Order, provided the Firm Fixed Fee Cost Proposal is deemed, in FFDG's sole discretion, to be complete, reasonable, and in the best interest of FFDG, unless FFDG 1) cancels the request, or 2) upon review of the Proposal, chooses not to award the Task Order. Subcontractors are expected to consistently perform at a high level of performance quality on all assigned projects and comply with terms and conditions denoted in the foregoing exhibits.
The resulting Task Order will reference the detailed Scope of Work, project-specific Sections 010010 and 013100 (Exhibits D and E), drawings/specifications/sketches, set forth the Task Order start/completion date(s), and include the Task Order total. The Task Order shall be a lump sum for fixed price task orders. A separate Task Order will be issued for each Project.

21. PROPOSAL SUBMISSION REQUIREMENTS

The proposal shall be submitted in two (2) parts: Part I - Technical Proposal and Part II – Business Management and Price Proposal. In no instance shall Part I and Part II be bound together or presented in such manner as to make them not severable. The Technical Proposal shall not contain any reference to cost other than the information required in the past performance section.

Part I – Technical Proposal

A. Introductory Page

Offerors shall provide an introductory page to include points of contact, authorized negotiators, address, contact phone, and email addresses.

B. Corporate Experience and Technical Capability

The Offeror shall demonstrate its corporate experience and technical capability in providing commercial roof inspection, preventive maintenance, leak investigation, and repair services for occupied facilities.

Minimum Requirements:

A) A minimum of seven (7) years of experience performing commercial roofing maintenance as a company.

B) Experience maintaining multiple roofing systems including:

- EPDM
- TPO
- PVC
- Built-Up Roofing (BUR)
- Modified Bitumen
- Metal roofing
- Shingled Roofing

Additional Experience and Capabilities:

The Offeror should demonstrate its ability to:

- Perform commercial roofing inspections and maintenance programs.
- Maintain multiple roofing system types.
- Successfully manage IDIQ, on-call, or service-based roofing contracts.
- Manage numerous simultaneous service requests.
- Develop comprehensive inspection reports, repair recommendations, and photographic documentation.
- Demonstrate organizational capacity and preventive maintenance capabilities.

C. Key Personnel

The Offeror shall identify the key personnel proposed to manage and perform the work. Key personnel must include the following: Project Manager, Roof Service Supervisor, and Lead Roof Technician(s). Resumes must be provided for all key personnel and must address experience in the industry and relevant training and certification.

Please note that, as a condition of contract award and performance, should the Offeror wish to substitute someone other than the key personnel identified in its proposal (or during performance, if after award), the replacement staff must possess education and experience equivalent to or exceeding that of the individual(s) being replaced, subject to the approval of FFDG, prior to performance.

Minimum Requirements for Key Personnel:

A) Project Manager: Minimum five years managing commercial roofing maintenance contracts, and completed OSHA 30-hour Training Course
B) Roof Service Supervisor: Minimum five years supervising roof repair crews and completed OSHA 10-hour Training Course
C) Lead Roofing Technician(s): Minimum three years commercial roof repair experience, certified Fall Protection Competent Person, Aerial Lift Certified, First Aid/ CPR Certified.

D. Past Performance

The Offeror shall provide descriptions of its experience performing successful projects of similar size, scope, complexity, and responsiveness to the services required for this project. Offeror must provide a narrative description for a minimum of three (3) commercial roofing maintenance projects completed within the past five (5) years. Offeror should include any past work history with federal agencies, FFDG, other DOE Laboratories, and any other federal projects as part of these three projects.

Each project description shall include:

- Project name
- Customer name and location
- Contract value
- Period of performance
- Average response time for service requests
- Description of work performed
- Roofing systems serviced
- Types of inspections, maintenance, and repairs performed

Preference will be given to Offerors demonstrating successful performance at facilities requiring controlled access, coordination with ongoing operations, work planning, and maintenance activities within occupied institutional or research environments.

E. Technical Approach and Safety Program

The Offeror shall describe the technical approach to roof maintenance and repair services as it relates to the following:

- Emergency leak response
- Routine inspections
- Preventive maintenance
- Repair prioritization
- Documentation methods
- Coordination with Fermilab personnel
- Staffing approach and resource availability
- Ability to respond during high-demand periods or weather events

The Offeror shall describe the safety program applicable to commercial roofing operations, including:

- Fall protection procedures
- Roof access methods
- Hazard identification and mitigation
- Coordination with occupied facilities
- Emergency response procedures
- Weather monitoring procedures
- Work planning and hazard analysis

Part II – Business Management and Price Proposal

A. Amendments

All Amendments to the solicitation must be acknowledged in accordance with Section 5 of this RFP.

B. Price Proposal Form

Offeror must submit a completed Price Proposal Form (Exhibit P). Offeror must include fully burdened pricing information.

The fully burdened labor rates shall include all costs associated with labor, including but not limited to wages, benefits, payroll taxes, insurance, overhead, and profit. For reference, the following documents outline representative items that are considered included in the fully burdened labor rates:

- Exhibit R – Representative Small Tool List
- Exhibit S – Representative Consumable List

These lists are provided for guidance and are not exhaustive. The Subcontractor is expected to furnish all tools and consumables necessary to perform the scope of work, whether or not specifically listed.

Total fully burdened labor rates shall remain fixed and constant through the base period of the IDIQ subcontract. Total fully burdened labor rates for option periods one through three should include anticipated escalation in consumables, tools, fringe benefits, other overheads, and general and administrative (G&A) expenses, which should all be reflected in the burden.

C. Insurance Requirements

The Offeror must submit a current certificate of insurance in the form required by this RFP. At the time of contract award, the Selected Offeror shall be required to provide an updated certificate of insurance with all required endorsements, including adding FFDG and any other required party as an additional insured, and meeting FFDG's minimum insurance requirements.

D. Joint Venture Agreement

Firms entering into a joint venture must submit a copy of its joint venture agreement. All required submittals must be signed by a principal of each joint venture partner including but not limited to the Organizational Conflict of Interest. Indicate **N/A** if Offeror will not be part of a joint venture agreement.

E. Subcontractor Annual Representations & Certifications (SARC)

Offeror(s) must complete the attached SARC form as referenced in the Attachments. The form must be completed by the Offeror and all subcontractors in its entirety and notarized. Privately held firms and not-for- profit organizations must disclose the board of directors/corporate officers. All firms must disclose the percentage of ownership. Failure to provide complete ownership information may cause your response to be deemed non-responsive.

F. Proposal Certifications, Form PUR-466

All appropriate sections are required to be completed and signed by a company official.

G. Safety and Quality Documents

The following documents are required to be submitted with the proposal:

- Fermilab Subcontractor Injury & Illness Data Questionnaire (completed and signed).
- The National Council on Compensation Insurance (NCCI) Workers Compensation Experience Rating form for the past three years.
- Occupational and Safety Health Administration (OSHA) 300 A Form logs for the past three years.
- Corporate Safety and Health Plan (if your company's plan has not already been accepted by FFDG).
- Corporate Quality Assurance Plan. Refer to Section 014100 – Quality Requirements for guidance.

Proposals not containing all submittal requirements may be deemed non-responsive.

22. EVALUATION PROCESS

Proposals will be scored in accordance with the evaluation criteria set forth below. FFDG shall make a selection for award based on the principles of best value with tradeoffs. Best value is expected to result from selection of the highest technically acceptable proposal with the lowest evaluated proposed cost. The technical criteria are of greater importance than the price proposal. While the price proposal may not be the controlling factor for the award, it will be a significant part of FFDG's selection decision. FFDG reserves the right to perform site visits that may be included in the evaluation scoring.

A. Part I - Technical Proposal (70 points)

TECHNICAL EVALUATION FACTORS AND CRITERIA

Criteria 1 and 2 are weighted equally and carry greater importance than Criteria 3 and 4, which are also weighted equally to each other.

1) Criterion 1 – Corporate Experience and Technical Capability (20 Points)

The Offeror shall demonstrate its corporate experience and technical capability in providing commercial roof inspection, preventive maintenance, leak investigation, and repair services for occupied facilities.

Minimum Requirements:

A) A minimum of seven (7) years of experience performing commercial roofing maintenance as a company.
B) Experience maintaining multiple roofing systems including:
   - EPDM
   - TPO
   - PVC
   - Built-Up Roofing (BUR)
   - Modified Bitumen
   - Metal roofing
   - Shingled Roofing

Additional Experience and Capabilities:
The Offeror should demonstrate its ability to:
- Perform commercial roofing inspections and maintenance programs.
- Maintain multiple roofing system types.
- Successfully manage IDIQ, on-call, or service-based roofing contracts.
- Manage numerous simultaneous service requests.
- Develop comprehensive inspection reports, repair recommendations, and photographic documentation.
- Demonstrate organizational capacity and preventive maintenance capabilities.

2) Criterion 2 – Key Personnel (20 Points)

The Offeror shall identify the key personnel proposed to manage and perform the work. Key personnel must include the following: Project Manager, Roof Service Supervisor, and Lead Roof Technician(s). Resumes must be provided for all key personnel and must address experience in the industry and relevant training and certification.

Please note that, as a condition of contract award and performance, should the Offeror wish to substitute someone other than the key personnel identified in its proposal (or during performance, if after award), the replacement staff must possess education and experience equivalent to or exceeding that of the individual(s) being replaced, subject to the approval of FFDG, prior to performance.

Minimum Requirements for Key Personnel:

A) Project Manager: Minimum five years managing commercial roofing maintenance contracts, and completed OSHA 30-hour Training Course
B) Roof Service Supervisor: Minimum five years supervising roof repair crews and completed OSHA 10-hour Training Course
C) Lead Roofing Technician(s): Minimum three years commercial roof repair experience, certified Fall Protection Competent Person, Aerial Lift Certified, First Aid/ CPR Certified.

3) Criterion 3 – Past Performance (15 Points)

The Offeror shall provide descriptions of its experience performing successful projects of similar size, scope, complexity, and responsiveness to the services required for this project. Offeror must provide a

narrative description for a minimum of three (3) commercial roofing maintenance projects completed within the past five (5) years. Offeror should include any past work history with federal agencies, FFDG, other DOE Laboratories, and any other federal projects as part of these three projects.

Each project description shall include:

- Project name
- Customer name and location
- Contract value
- Period of performance
- Average response time for service requests
- Description of work performed
- Roofing systems serviced
- Types of inspections, maintenance, and repairs performed

Preference will be given to Offerors demonstrating successful performance at facilities requiring controlled access, coordination with ongoing operations, work planning, and maintenance activities within occupied institutional or research environments.

4) Criterion 4 – Technical Approach and Safety Program (15 Points)

The Offeror shall describe the technical approach to roof maintenance and repair services as it relates to the following:

- Emergency leak response
- Routine inspections
- Preventive maintenance
- Repair prioritization
- Documentation methods
- Coordination with Fermilab personnel
- Staffing approach and resource availability
- Ability to respond during high-demand periods or weather events

The Offeror shall describe the safety program applicable to commercial roofing operations, including:

- Fall protection procedures
- Roof access methods
- Hazard identification and mitigation
- Coordination with occupied facilities
- Emergency response procedures
- Weather monitoring procedures
- Work planning and hazard analysis

B. Part II - Business Management and Price Proposal (30 points)

Offerors will be evaluated on the Pass-Fail factors identified in Proposal Submission Requirements (#21), Part II – Business Management and Price Proposal, letters A and C-G.

The Cost Proposal (Price Proposal Form – letter B) will be judged on realistic costs and the evaluated cost to the Laboratory. A comparison shall be made of the competitive prices received under this solicitation. The computed total prices of each offer will be compared to determine the lowest priced

proposal received.

After the evaluation committee has evaluated and scored all Offeror proposals in response to the RFP, FFDG's Procurement Specialist shall establish the competitive range. If deemed necessary for the purpose of efficiency and economy, FFDG has the right to limit the number of Offeror(s) in the competitive range. FFDG may also require further information or clarification from the Offeror(s) in the competitive range regarding their proposals.

FFDG reserves the right to make its decision to award contract(s) based solely on the written submitted proposals.

FFDG reserves the right to reject any and all proposals and reserves the right to secure services solicited by this RFP by other means.

23. EXHIBITS

A. Fermi Forward Discovery Group, LLC General Terms and Conditions for Construction (08/2025).
B. Insurance Requirements for Construction Subcontracts (01/2025).
C. Statement of Work entitled "Fermilab Roof Maintenance and Repair Services" dated 07/20/2026.
D. Section 010010 – General Requirements (March 2025)
E. Section 013100 – Environment, Safety, and Health Requirements (April 2025)
F. Section 013300 – Submittals (January 2025)
G. Section 014100 – Quality Requirements (October 2025)
H. Payment Bond, FL-42 (Rev. 1/7/2025).
I. Performance Bond, FL-40 (Rev. 1/7/2025).
J. Fermilab Subcontractor Injury & Illness Data Questionnaire (Rev 07/2018).
K. Statement and Acknowledgment (Standard Form 1413) (Rev 10/2023).
L. Proposal Certifications, Form PUR-466, Rev. 5 (10/14/2025).
M. Subcontractor Annual Representations & Certifications (SARC), Form SARC (Rev. 5).
N. Davis Bacon Wage Rates, General Decision, IL20260008, Building and Residential, Modification No. 2, Last Revised Date 05/18/2026.
O. Sample Subcontract – IDIQ
P. Price Proposal Form
Q. Inventory 2027 Roof CM IDIQ
R. Tool List
S. Consumable List
T. Summary of Required Solicitation Documents
U. FL-61 Notice of Total Small Business Set-Aside