SUMMARY OF REQUIRED SOLICITATION DOCUMENTS

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). Please be sure to 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.