



# RSU 16

MECHANIC FALLS • MINOT • POLAND

rsu16.org

Amy Hediger, Superintendent  
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## REQUEST FOR PROPOSALS

### Roofing Design and Project Management Consultant Services Poland Regional High School Roof Replacement

Issue Date: April 21, 2026

Bid Due Date: May 14, 2026, 12:00 PM (Noon)

#### I. NOTICE TO BIDDERS

Regional School Unit 16 (RSU 16), Poland, Maine, hereby invites sealed Requests for Proposals (RFP) from qualified roofing design and project management consulting firms to provide professional consulting services for the replacement of the roof system(s) at Poland Regional High School.

Sealed RFPs will be received until **12:00 PM (Noon), on Thursday, May 14, 2026**, at the office of John Hawley, Director of Operations, Regional School Unit 16, 3 Aggregate Road, Poland, ME 04274. RFPs received after the stated deadline will not be considered.

RSU 16 reserves the right to reject any and all RFPs, to waive informalities or irregularities in RFPs received, and to award the contract in the best interest of the District. This Invitation for RFPs does not obligate RSU 16 to award a contract.

#### II. PROJECT OVERVIEW

RSU 16 is seeking a qualified roofing consultant to provide professional design and project management services for the replacement of the roof system(s) at Poland Regional High School, located at 1457 Maine Street, Poland, Maine. The roof is scheduled for replacement beginning in June of 2027, and bidding for roofing contractors should be conducted in early fall of 2026. Roughly half of the total roof was replaced in the summer of 2025.

The roof sections to be replaced in this phase cover approximately 80,738 square feet across multiple sections (see image at the end of the document). The selected consultant will serve as the District's professional representative throughout all phases of the project, from initial assessment through construction closeout and warranty administration.

The project goal is to ensure a comprehensive, code-compliant roof replacement that maximizes the useful life of the new system, protects the District's investment, and minimizes disruption to school operations.

### **III. SCOPE OF WORK**

The selected consultant shall provide the following services across all phases of the project as described herein.

#### **A. Pre-Design / Assessment Phase**

The consultant shall:

1. Conduct a thorough field survey and assessment of all existing roof areas at Poland Regional High School (approximately 80,738 square feet).
2. Document existing roof conditions, including membrane type, insulation, flashing, drainage, penetrations, and structural deck.
3. Perform core cuts and/or destructive testing as needed to evaluate existing roof assemblies.
4. Prepare a detailed existing conditions report with findings, photographs, and recommendations.
5. Identify and document any code compliance issues, structural concerns, or hazardous materials (e.g., asbestos) requiring abatement.

#### **B. Design Phase**

The consultant shall:

1. Develop complete construction documents, including specifications, detail drawings, and bid documents for the roof replacement project.
2. Ensure all designs comply with applicable building codes, NRCA standards, and manufacturer requirements.
3. Specify roof systems, materials, insulation values, flashing details, drainage improvements, and accessories.
4. Incorporate energy code requirements and any applicable energy efficiency improvements.
5. Provide phasing recommendations to minimize disruption to school operations.
6. Prepare a detailed probable construction cost estimate.

#### **C. Bidding Phase**

The consultant shall:

1. Prepare complete bid packages suitable for competitive public bidding of roofing contractors
2. Assist the District in advertising, distributing, and managing the contractor bidding process.
3. Conduct a pre-bid conference and site walk-through for prospective roofing contractors.
4. Respond to bidder questions and issue addenda as necessary.
5. Assist the District in evaluating contractor RFPs and provide a written recommendation for award.

#### **D. Construction Administration / Project Management Phase**

The consultant shall:

1. Conduct a pre-construction conference with the selected roofing contractor(s).

2. Provide on-site observation and inspection during construction at regular intervals and at critical milestones.
3. Review and approve contractor submittals, shop drawings, and material samples.
4. Monitor construction progress, quality of workmanship, and compliance with contract documents.
5. Review and process contractor pay applications and change order requests.
6. Maintain project documentation, including weekly field reports, progress photographs, and meeting minutes.
7. Coordinate with the District on scheduling, phasing, and any issues that arise during construction.

#### **E. Project Closeout and Warranty Phase**

The consultant shall:

1. Conduct a final punch list inspection and verify completion of all work.
2. Review and compile all warranties, guarantees, and maintenance documentation from the contractor and material manufacturers.
3. Provide the District with a complete project closeout package, including as-built documentation.
4. Assist the District with warranty inspections during the warranty period. The bidder shall specify the proposed warranty inspection schedule in the bid submission.

#### **F. Exclusions**

The following items are not included in the consultant's scope of work and will be contracted separately by the District:

1. Actual roofing construction, demolition, or material supply.
2. Structural engineering services (if required, to be subcontracted with prior written District approval).
3. Hazardous material testing, abatement, or remediation.
4. Permitting fees and associated governmental charges.
5. Any work beyond the roof replacement scope described herein.

### **IV. REQUIRED QUALIFICATIONS**

Bidders must demonstrate the following minimum qualifications to be considered for award:

1. Minimum of five (5) years of experience providing roofing design and project management consulting services for institutional, municipal, or educational facilities.
2. Demonstrated experience with projects of comparable scope and scale (minimum 50,000 square feet).
3. Licensed Professional Engineer (PE) or Registered Roof Consultant (RRC) on staff or available through a subconsultant.
4. Knowledge of and experience with Maine building codes and public procurement requirements.

5. Proof of adequate professional liability (errors and omissions) insurance, general liability insurance, and workers' compensation coverage meeting or exceeding the minimum requirements set forth in Section VI.4 of this RFP.
6. At least three (3) references from public sector or educational facility clients for similar projects completed within the past five (5) years.
7. No debarment, suspension, or disqualification from public contracting by any federal, state, or local government entity.

## **V. SUBMISSION REQUIREMENTS**

Each bid submission must include the following components, organized in the order listed:

1. Bid Cover Letter. On firm letterhead, signed by an authorized representative, expressing intent to bid and confirming acceptance of the terms and conditions of this RFP.
2. Firm Profile. A brief description of the firm, including history, organizational structure, office location(s), and total number of employees.
3. Key Personnel. Identification of the project manager, lead designer, and field inspector(s) who will be assigned to this project. Include résumés, relevant certifications (PE, RRC, RRO, etc.), and relevant project experience for each individual.
4. Qualifications and Experience. A detailed description of the firm's experience with comparable roofing projects, including at least three (3) project profiles with client name, project description, roof area, project cost, and year completed.
5. References. A minimum of three (3) references from public sector or educational clients for similar projects, including contact name, title, organization, phone number, and email address.
6. Scope of Services Narrative. A detailed narrative describing the firm's proposed approach to each phase of the scope of work (Sections 3.1 through 3.5), including methodology, anticipated schedule, and deliverables.
7. Fee Proposal. A detailed fee proposal broken down by the following project phases:
  - a. Pre-Design / Assessment
  - b. Design
  - c. Bidding
  - d. Construction Administration / Project Management
  - e. Project Closeout and Warranty

The fee proposal shall include a total lump sum fee and identify any reimbursable expenses separately. The bidder shall also state hourly rates for any additional services that may be requested beyond the defined scope of work.

8. Project Schedule. A proposed timeline for each phase of the work, from notice to proceed through construction closeout.
9. Insurance Certificates. Current certificates of insurance evidencing required coverages as set forth in Section 8.4 of this RFP.
10. Addenda Acknowledgment. Signed acknowledgment of receipt of any addenda issued in connection with this RFP.

## VI. SEALED BID INSTRUCTIONS

1. All RFPs must be submitted in a sealed envelope clearly marked on the exterior with the following information: **Roofing Management Consultant Services Bid**, followed by the **Company Name**.
2. Sealed RFPs must be delivered to:  
John Hawley, Director of Operations  
Regional School Unit 16  
3 Aggregate Road  
Poland, ME 04274
2. RFPs must be received no later than 12:00 PM (Noon), on Friday, May 15, 2026. Late RFPs will be returned unopened.
3. RFPs will be publicly opened and read aloud at the above address promptly following the submission deadline. Bidders or their authorized representatives may attend the opening.
4. All RFPs must remain valid for a minimum period of sixty (60) days from the date of the bid opening.
5. All questions regarding this RFP must be submitted in writing to John Hawley via email at [jhawley@rsu1.org](mailto:jhawley@rsu1.org). Questions must be received no later than seven (7) calendar days prior to the bid deadline. Responses will be issued as written addenda to all registered bidders.
6. Withdrawal of RFPs. A bidder may withdraw their bid at any time prior to the submission deadline by submitting a written request. No bid may be withdrawn after the deadline.
7. Number of Copies: Submit one (1) original and (1) electronic copy with the bid packet.

## VII. CONTRACT TERMS AND CONDITIONS

1. **Contract Type.** The selected consultant will enter into a professional services agreement with RSU 16. The contract will be based on the consultant's accepted bid proposal and the terms outlined in this RFP.
2. **Term of Contract.** The contract shall commence upon execution and continue through final project closeout and the completion of any specified warranty inspection period.
3. **Payment Terms.** The consultant will be compensated based on the accepted fee proposal. Invoices shall be submitted in three phases:
  - a. After completion of preliminary design development
  - b. After completion and delivery of specifications and plans
  - c. After project completion and final inspection.
4. **Insurance Requirements.** The selected consultant must maintain throughout the duration of the contract the following minimum insurance coverages:
  - a. RSU 16 shall be named as an additional insured on all liability policies.

Coverage Type	Minimum Limits
Professional Liability (Errors & Omissions)	\$1,000,000 per occurrence / \$2,000,000 aggregate
Commercial General Liability	\$1,000,000 per occurrence / \$2,000,000 aggregate
Automobile Liability	\$1,000,000 combined single limit
Workers' Compensation	Statutory limits as required by the State of Maine

5. **Indemnification.** The consultant shall indemnify, defend, and hold harmless RSU 16, its officers, employees, and agents from and against any and all claims, damages, losses, and expenses, including reasonable attorneys' fees, arising out of or resulting from the consultant's performance or failure to perform under the contract, except to the extent caused by the sole negligence of RSU 16.
6. **Independent Contractor.** The consultant shall perform all services as an independent contractor and not as an employee or agent of RSU 16. The consultant shall have no authority to bind RSU 16 or to incur any obligation on behalf of RSU 16 unless expressly authorized in writing.
7. **Termination.** RSU 16 may terminate the contract for cause with fourteen (14) days' written notice if the consultant fails to perform in accordance with the contract terms. RSU 16 may terminate for convenience with thirty (30) days' written notice. In the event of termination for convenience, the consultant shall be compensated for all services satisfactorily completed through the date of termination.
8. **Assignment and Subcontracting.** The consultant shall not assign or subcontract any portion of the work without prior written approval from RSU 16.
9. **Ownership of Documents.** All documents, reports, drawings, specifications, and other materials produced under this contract shall become the property of RSU 16 upon completion or termination of the contract.
10. **Applicable Law.** The contract shall be governed by and construed in accordance with the laws of the State of Maine. Any disputes arising under the contract shall be resolved in the courts of the State of Maine.
11. **Non-Discrimination.** The consultant shall comply with all applicable federal, state, and local laws regarding non-discrimination and equal employment opportunity, including but not limited to Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.
12. **Conflict of Interest.** The consultant shall disclose any potential conflict of interest, including any financial or business relationship with roofing contractors, material suppliers, or manufacturers that could influence or appear to influence recommendations made under this contract. Failure to disclose a material conflict of interest may be grounds for termination of the contract.

## VIII. GENERAL PROVISIONS

1. RSU 16 reserves the right to reject any and all RFPs, to waive any informalities or irregularities in RFPs, and to accept or reject any bid item or combination of bid items, when to do so would be in the best interest of the District.
2. RSU 16 reserves the right to request additional information or clarification from any bidder.
3. RSU 16 reserves the right to negotiate the final scope and fee with the selected consultant.
4. All costs incurred by the bidder in preparing and submitting a bid in response to this RFP shall be borne solely by the bidder. RSU 16 shall not be liable for any such costs.
5. This RFP does not commit RSU 16 to award a contract or to pay any costs incurred in the preparation of a bid.
6. By submitting a bid, the bidder certifies that the bid is made without collusion with any other bidder and without any effort to preclude RSU 16 from obtaining the lowest and best bid.
7. All submissions become the property of RSU 16 and will not be returned to the bidder.

For questions regarding this Invitation for Sealed RFPs, including requests for copies of attachments, bidders should contact:

**John Hawley, Director of Operations**

[jhawley@rsu16.org](mailto:jhawley@rsu16.org)

(207) 998-2727x113

All inquiries must be submitted in writing. Verbal inquiries will not receive official responses.

