



**MOOREVILLE GRADED SCHOOL DISTRICT**

# **REQUEST FOR PROPOSALS**

**MOOREVILLE MIDDLE SCHOOL ROOF  
REPLACEMENT PROJECT**

QUESTION DEADLINE: 2:00PM EST, FEBRUARY 24, 2026  
QUALIFICATIONS/BID DEADLINE: 12:00PM EST, FEBRUARY 27, 2026

**Contact Information**

Direct Inquiries To: Todd Neel  
MGSD Director of Maintenance  
[tneel@mgsd.k12.nc.us](mailto:tneel@mgsd.k12.nc.us)  
704.658.2632

**Submittals**

Send Proposals To: Todd Neel  
MGSD Director of Maintenance  
[tneel@mgsd.k12.nc.us](mailto:tneel@mgsd.k12.nc.us)

**Important Notes:**

Proposals containing changes to any terms and conditions listed within this solicitation may render the proposal as unacceptable and unresponsive for reward.

All inquiries are to be made in writing and submitted to the individual listed above. Any attempt to contact any elected local officials or school system administration may result in disqualification of the proposal.

It is the sole responsibility of the Firm to assure all addenda have been received prior to submission.

Mooresville Graded School District assumes no liability for any costs associated with preparation or submission of proposals. Additionally, Mooresville Graded School District reserves the right to accept or reject any or all proposals, to accept a portion of any proposal or to cancel this RFP in its entirety.

## I. INTRODUCTION

The Mooresville Graded School District (MGSD) is seeking proposals from qualified, skilled, experienced contractors to replace a portion of the roof at Mooresville Middle School; located at 233 Kistler Farm Road in Mooresville, NC.

## II. SCOPE OF WORK

This Scope of Work (SOW) outlines the requirements for a turn-key replacement of approximately 4,800 square feet of modified bitumen roofing, including mechanical adjustments, facade repairs, and site management.

### Project Overview

The contractor shall provide all labor, materials, equipment (including cranes), and specialized subcontractors (MEP and Roofing) to perform a complete “rip and replace” of the designated roof area (see Attachment A). The goal is a fully warranted, watertight system with all integrated mechanical and structural components in peak condition.

### **General Requirements & Site Preparation**

**Permitting:** Obtain all necessary local building and trade permits

**Safety:** Adhere to OSHA standards, including fall protection and pedestrian barricades

**Project Management:** Provide a single point of contact to coordinate all trades (Roofing, Mechanical, Electrical, Plumbing)

**Equipment:** Provide a crane and licensed operator for the lifting of RTUs (roof top units) and materials.

### **Demolition & Disposal**

**Tear-off:** Remove the existing modified bitumen membrane, insulation, and flashing down to the structural deck (approx. 4,800 sq ft)

**Inspection:** Inspect the underlying deck for rot or structural damage. *Note: Replacement of damaged decking to be handled via a pre-negotiated change order rate.*

**Waste:** Provide dumpsters and haul away all debris to an approved, legal landfill site.

### **Roofing Installation (Modified Bitumen)**

**Insulation:** Install a new thermal insulation layer (R-value per local code) and tapered insulation where necessary to ensure positive drainage.

**Membrane:** Install a high-performance **2-ply Modified Bitumen system** (Base sheet and Granulated Cap sheet) using the manufacturer’s recommended method.

**Flashing:** Install new base flashings at all walls, curbs, and penetrations.

**Edge Metal:** Install new pre-finished gravel stops or coping caps to match existing aesthetics.

### **Mechanical, Electrical, & Plumbing (RTU support)**

**Disconnection:** Have licensed MEP subcontractors disconnect electrical, gas lines, and condensate drains for all RTUs in the work area.

**Crane Ops:** Lift RTUs to allow for curb modification/repair.

**Curb Repair:** Repair or replace RTU curbs to ensure they meet the minimum 8” height requirement above the new roof surface.

**Reconnection:** Reset RTUs, reconnect all utilities, and test for proper operation.

### **Facade & Drainage**

**Facade Repair:** Inspect and repair the building facade/parapet walls adjacent to the roof. This includes tuck-pointing masonry, sealing cracks, or replacing damaged siding to prevent moisture migration behind the new flashing.

**Drainage System:** **\*\*Perform a water test on all existing roof drains to ensure they are free flowing.\*\***

Clear any minor blockages.

Install new clamping rings and cast-iron strainers

Replace any rusted or damaged primary drain components within the scope area.

### **Closeout & Warranty**

**Cleanup:** Perform a final “magnetic sweep” of the grounds to remove nails and metal debris.

**Warranty:** Provide a minimum 20-year Manufacturer’s NDL (No Dollar Limit) Warranty and a 2-year Contractor Workmanship Warranty.

**Walkthrough:** Conduct a final inspection with the owner’s representative.

## **III. FORMAL DOCUMENTATION**

Reference *Attachment A* for an aerial view of the location of the section of roof (approximately 4,800 square feet) that is referenced in the Project. The section of roof is outlined and marked in ORANGE.

#### **IV. SELECTION PROCESS**

MGSD will review the proposals and may request interviews. If contacted, the Firm should make themselves available and be ready to provide a presentation of the proposal submitted. All costs associated with the proposal and presentation shall be at no cost to MGSD. MGSD reserves the right to reject any or all proposals.

A Master Agreement will be sent to the selected firm. If no agreement can be reached, MGSD will contact another qualified firm.

#### **V. RFP QUESTIONS**

Questions are to be submitted via email to the individual listed on page two of this solicitation document. Subject line shall be: **RFP- Mooresville MS**. Only emailed questions will be addressed and answered. Written response is the only official method by which interpretation, clarification, or additional information will be given. Oral interpretations or clarifications will be without legal effect. No personal inquiry or marketing meetings will be conducted or allowed. MGSD will not entertain any questions after the deadline date provided on page one of this solicitation document.

#### **VI. PROPOSAL SUBMITTAL FORMAT AND CONTENTS**

The instructions below provide guidance and information to prepare concise responses to this RFP. The purpose is to establish the format and contents of the proposal so responses are complete, contain all essential information and can be easily evaluated.

#### **VII. PROPOSAL FORMAT**

Proposals are not to exceed 20 pages, and must be presented in a well-organized and concise manner. A single volume booklet is preferred. Cover page, Certificate of Insurance, resumes, and blank pages are not counted towards the limit. A page is defined as an 8.5" x 11" or 11" x 17" sheet that contains text, graphics, or other printed material.

#### **VIII. PROPOSAL CONTENT**

The following items must be addressed in your package:

Introductory Letter: Clear response identifying the information provided below

- Firm's Name, Address, Contact Information (phone number, email, etc)
- Identify the project listed within RFP and provide a general statement of why MGSD should select your firm.
- Acknowledgement of any issued Addenda.
- Letter shall be from the Principal of the firm or Equivalent.

Contractor Information:

- Firm Qualifications (i.e. Years of Service, Recommendation Letter, etc.)
- Experience illustrating roof replacement projects performed within the past five (5) years for a government agency. Include a brief statement of the project including when and where the service was performed, type of project, primary contact, and the outcome of the project.
- Any other beneficial information.

Project Team(s):

- Provide an Organization Chart of the team specifying Key Personnel, and Sub-Consultants assigned to the team and the availability of a backup personnel that will support work on the project. Include resumes with a brief summary identifying roles and responsibilities and general qualifications (i.e. professional certifications, licenses) of each team member (including sub-consultants) as well as education, years of experience (with current firm and other firms). If more than one Project Manager or team is desired, please include this information and describe why this is necessary and how it is anticipated to work.

Project Approach/Schedule:

Describe how your firm proposes methodologies, techniques and procedures to assist MGSD as the needs arise. Provide an explanation of what methods your firm uses to ensure the schedule is met. If a purchase order is issued, the selected Firm must be in a position to begin work upon notice to proceed.

Committed Work Load:

Provide information relative to the availability of each team member and indicate a percentage of project time that each team member is anticipated to be working on an assigned project.

**Insurance and Contract Statement:**

Provide a statement that the firm will provide a copy of the current Certificate of Insurance. Include a statement that the Draft Master Agreement for On-Call Professional Services have been reviewed; that the firm is willing to meet all of the requirements set forth therein; and that the firm is prepared to sign MGSD's agreement as written (Any requested changes to Master Professional Services Agreement must be specifically requested in the Proposal). Such requests will be taken into account as one of the evaluation factors when reviewing the Proposal and may be denied by MGSD in its discretion if the Firm is selected and awarded a project.

**Identification of Lawsuits and Administrative Claims/Fine:**

Firms must identify all the lawsuits, administrative claims, and fine proceedings the Firm has been a party to in the past five (5) years. Include any fines levied by any governmental unit relating to the services pertaining to this solicitation document (i.e. EEOC, Department of Labor).

**Unit Price Schedule:**

Provide hourly rates for each classification of personnel.

**X. EVALUATION METHOD**

In addition to the overall bid amount from each firm, the following criteria shall be considered:

1. Firm Experience/Reputation/Workload:

The firm's experience in similar work and the record of successful results of that work. Consideration will be given to the firm's ability to take on additional work, demonstrate understanding of MGSD goals and purposes of this RFP, specific management approach, how well the firm's organization structure show sufficient depth of its present workload, approach to managing MGSD's budget, time, and the firm's ability to offer the extensive and quality of services required.

2. Understanding the Scope of Work:

The ability of the firm to outline a realistic approach to providing services for the size of the project will be considered. A comprehensive understanding of local conditions, permitting processes, bid and contract development and administration will be

considered. Ideas that are innovative, cost effective, or demonstrate overall improvements of the design services will be given weight. A demonstrated understanding of MGSD's project process, working with third-party entities and outside agencies as may be required under these services will be given consideration.

3. Experience of Personnel assigned to this Project Team:

MGSD will consider individual qualifications of project team members who will be assigned to do a majority of the work on the Mooresville Middle School project. Consideration will include the Project Manager's individual qualifications, experiences, and location, which key personnel will be assigned to the project, and any sub-consultants' individual experience, qualifications and location. The Project Manager's past and/or current experience working with school systems will be given consideration. MGSD reserves the right to request substitution of sub-consulting firms.

4. Schedule:

Consideration will be given to the firm's availability to handle the Mooresville Middle School project in a reasonable time-frame. Proposed level of effort will also be used to determine how well the firm understands the project components. Consideration will also be given to the firm's ability to meet schedules and responsiveness to the staff of MGSD.

## **XI. MINIMUM REQUIREMENTS FOR CONTRACT EXECUTION**

All proposal packages and materials submitted hereunder become the exclusive property of Mooresville Graded Schools. MGSD reserves the right to reject any or all submittals. This submittal request is neither a contractual offer nor a commitment to purchase services. MGSD assumes no contractual obligation as a result of the issuance of this request, the preparation or submission of a qualifications statement by a Firm, the evaluation of statements, or final selection. All submissions may be kept by MGSD and may be disclosed to third parties at MGSD's discretion.

### **Negotiating with Others**

A Professional Services Agreement will be negotiated with the selected firm based on the proposed scope of work, deliverables, project schedule, fee schedule, and project team as outlined in their proposal.

MGSD reserves the right to award a contract, based on initial offers received from firms, without discussion and without conducting further negotiations. MGSD may also, at its sole discretion, have discussions with firms and MGSD may enter into negotiations separately with such firms.

MGSD shall not be deemed to have finally selected a firm until a contract has been successfully negotiated and signed by all parties.

#### Responsibility for Costs

The firm shall be fully responsible for all costs incurred in the development and submission of this submittal. Submittal documents should be prepared simply and economically, providing a straightforward and concise description of the Firm's capabilities to satisfy the requirements of the request. Emphasis should be placed on completeness and clarity of content. The selected Firm may be asked to present in person the substance of their response to MGSD staff if necessary. All costs of such presentation shall be borne solely by the Firm.

#### Complete Services/Products

The Firm shall be required to (a) furnish all tools, equipment, supplies, supervision, transportation, and other execution accessories, and facilities; (b) furnish all materials, supplies, and equipment required to be incorporated in and form a permanent part of the completed work; © provide and perform all necessary labor; and (d) in accordance with good technical practice, with due diligence, and in accordance with the requirements, stipulation, provisions, and conditions of this document and the resultant contract, execute and complete all specified work to the satisfaction of MGSD.

#### Public Record/Confidentiality

Responses to the RFP will become public record and, therefore, will be subject to public disclosure. If a Firm submits any record or portion of a record, that the Firm considers to be a trade secret meeting the definition contained in NCGS 66-152(2), Firm shall clearly mark in the top right hand corner of each document containing the trade secret as CONFIDENTIAL MGSD will only withhold information that meets the requirements provided by NCGS 132-1.2 et seq.

#### Minimum Credentials

The Firm shall be required to submit evidence that they have relevant experience and have previously delivered similar services. The Firm may additionally be required to show that they have satisfactorily performed similar work in the past and that no claims of any kind are pending against such work. No submittal will be accepted from any Firm who is engaged in any work which would impair their ability to perform or finance this work or from any Firm with outstanding claims pending for work of a similar nature, either completed or in progress.

No submittal will be accepted from, nor will a contract be awarded to, any Firm who is in default, as surety or otherwise, upon any obligation to MGSD, or is deemed to be irresponsible or unreliable by MGSD.

The Firm must have the financial ability to undertake the work and assume the professional liability. The Firm must have an adequate accounting system to identify costs chargeable to the Project.

#### Conflict of Interest Statement

By submission of a response, the Firm agrees that at the time of submittal, it: (1) has no interest (including financial benefit, commission, finder's fee, or any other remuneration) and shall not acquire any interest, either direct or indirect, that would conflict in any manner or degree with the performance of Firm's services, and (2) will not benefit from an award resulting in a "Conflict of Interest." A "Conflict of Interest" shall include holding or retaining membership, or employment, on a board, elected office, department, division or bureau, or committee sanctioned by and/or governed by MGSD. Firms shall identify any interests, and the individuals involved, on a separate paper with the response and shall understand that MGSD, in consultation with legal counsel, may reject their proposal.

#### Changes in Personnel

Changes to personnel on the project team(s), particularly a Project Manager, are to be avoided whenever possible. If during the contract negotiation phase the Firm requests to make a change to any personnel listed with the Firm's submitted proposal, the request to MGSD must be made in writing and detail the proposed replacement personnel, resume(s) and reason(s) as to why the replacement is needed. MGSD will consider the request and may or may not accept the personnel changes. If MGSD denies the Firm's request for a change in personnel, the Firm will be required to confirm in writing that the personnel submitted within the Firm's original proposal will perform the work, or MGSD will no longer consider the Firm as the best qualified firm and may enter into contract negotiations with the next most qualified Firm.

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Attachment A

