



# **TOWN OF MELBOURNE VILLAGE**

---

555 Hammock Road • Melbourne Village • Brevard County, Florida 32904-2513  
Telephone: (321) 723-8300 • Fax: (321) 984-7219  
Email: [town@melbournevillage.org](mailto:town@melbournevillage.org)

## **REQUEST FOR PROPOSAL (RFP)**

**Phone: 321-723-8300 | Fax: 321-984-7219**

**Date: 2/26/2024**

### **INTRODUCTION**

The Town of Melbourne Village is seeking proposals from qualified contractors or companies to install a 6" Aluminum Vinyl Coated Seamless Rain Gutter System on the Town's Public Works Garage and the Town's Public Works Larger Equipment Garage. Thank you for your interest and consideration of this request. We look forward to receiving your proposal. All proposals submitted for consideration must be received by the time as specified above under the "SUBMISSION DEADLINE."

*BIDDERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTOR(S) – NO EXCEPTIONS.*

### **PROJECT AND LOCATION**

The bid proposal is being requested for the following location:

Melbourne Village Public Work Garages  
6300 Hall Road  
Melbourne Village, FL 32904

The rear length of the (2) different roof levels and front (1) lower level of the North garage structure over the (2) right hand bays and to also include entire rear length of adjacent building to the right of 6300 Hall Rd. (back of structure only) metal erected equipment Garage.

### **PROJECT OBJECTIVE**

The purpose of this project is to assist to channel rainfall away from the structure's foundations and possible future deterioration of rear ground elevation with proper drainage.

### **PROJECT SCOPE AND SPECIFICATIONS**

- Complete cost of materials and labor for the installation of both above noted structures a 6" Aluminum Vinyl coated Seamless Gutter system included with down spouts and appropriate directional drainage
- Compliance with all local and state codes and regulations.

**COMPLETION DATE:** 3/30/2024

### **PROJECT PROPOSAL EXPECTATIONS**

Proposals should include the following information:

- Detailed project plan outlining the proposed timeline, budget, and scope of work.
- A list of all subcontractors who will be involved in the project.
- Detailed cost estimate for the entire project, including labor, materials, and any subcontractor costs.
- Explanation of any potential challenges or risks that may arise during the project and how they will be addressed.
- Proof of insurance and licensing for all involved parties.

### **DEADLINE TO SUBMIT PROPOSAL**

All proposals must be received by 3/22/2024 for consideration in the project proposal selection process.

### **PROPOSAL SELECTION CRITERIA**

Only those proposals received by the stated deadline will be considered. All proposals submitted by the deadline will be reviewed and evaluated based upon information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process:

- Adherence to all local and state codes and regulations.
- Qualifications, experience, and references in historic building renovations.
- Completeness and accuracy of proposed plan of action and timeline.
- Cost breakdown and overall affordability.
- Quality of proposed methods, materials, and equipment.
- Quality of proposed subcontractors.
- Demonstrated ability to manage potential challenges and risks.
- Overall project management structure and communication plan.

The Town shall reserve the right to cancel, suspend, and/or discontinue any proposal at any time they deem necessary or fit without obligation or notice to the proposing bidder/contractor.

### **PROPOSAL SUBMISSION FORMAT**

The following is a list of information that the Bidder should include in their proposal submission:

**Summary of Bidder Background**

- Bidder's Name(s)
- Bidder's Address
- Bidder's Contact Information (and preferred method of communication)
- Date Bidder's company formed.
- Bidder's Employee Identification Number (EIN)
- Bidder's business license number. Provide copy of business license.
- Evidence of liability and workers compensation insurance.

**Financial Information**

- State whether the Bidder or its parent company (if any) has ever filed for bankruptcy or any form of Reorganization under the Bankruptcy Code.
- State whether the Bidder or its parent company (if any) has ever received any sanctions or is currently under investigation by any regulatory or governmental body.

**Proposed Outcome**

- Summary of timeline and work to be completed.

**Cost Proposal Summary and Breakdown**

- A detailed list of any and all expected costs or expenses related to the proposed project.
- Summary list of any other contributing costs to the total price.
- Brief summary of the total price of the proposal.

**SUBMISSION DEADLINE:** 3/22/2024

**QUESTION SUBMISSION DEADLINE:** 3/13/2024

Questions may be submitted via email to Mr. Conklin:

**RFP Contact Name:** Jeff Conklin, Public Works Supervisor

**Contact Address:** Town of Melbourne Village, 555 Hammock Road, Melbourne Village FL 32904

**Telephone Number:** 321-782-8300

**Email Address:** Publicworks@melbournevillage.org