

Request for Proposal (RFP)
Roof Consultant and Project Management Services
Location: Putnam Place, 166 Boulder Dr. Fitchburg Massachusetts 01420.

Issue Date: 11/6/2025
RFP Submission Deadline: 12/19/2025

1. INTRODUCTION

The Fitchburg Redevelopment Authority is requesting proposals from qualified Roof Consultant/ Project Manager for a roofing project located in Fitchburg, Massachusetts. The purpose of this RFP is to solicit proposals from experienced professionals who can provide both consulting and project management services for the successful design, procurement, and installation of a new roofing system for our facility located at 166 Boulder Dr. Fitchburg MA. 01420.

2. PROJECT OVERVIEW

The scope of the project includes the removal of the existing roofing system, detailed assessment, design of a new roof system, and overall project management to final completion. The building is a mixed-use industrial/commercial property, and the project will involve approximately 102,000 sq. ft. of flat roof. This will include removal of the old membrane (approximately 40 years old), possible asbestos mitigation, possible concrete roof deck repair, installation of new insulation and membrane. The project must comply with all relevant Massachusetts building codes, industry standards, and environmental regulations. This project is subject to M.G.L. c.30B and M.G.L. c. 149, §§ 26-27D.

3. OBJECTIVES

The primary objective of this project is to ensure that the new roofing system is:

- Energy efficient, weather-resistant, and durable.
- Completed on schedule and within budget.
- In compliance with all applicable codes and regulations.
- Delivered with minimal disruption to building operations.

4. SCOPE OF WORK

The Roof Consultant/Project Manager will be expected to perform the following tasks:

- Act as an owner's agent.
- Conduct a detailed roof condition assessment.

- Develop a roof system design that meets all performance, budget, and aesthetic criteria.
- Provide material and product recommendations.
- Prepare and submit design plans for permit approval, material specifications, and product recommendations.

Specifications and Code Compliance:

- Ensure that the roofing system design complies with all Massachusetts state building codes, local ordinances, and industry standards (e.g., ASTM, NRCA).
- Provide Bidding & Procurement Services.
- Prepare bid documents and evaluate roofing contractors' proposals.

Installation Oversight:

- Provide oversight of the installation process to ensure compliance with design, quality, and safety standards.
- Perform periodic inspections during removal and installation.
- Project Manager Responsibilities
- **Project Planning & Coordination:**
- Develop a project timeline, budget, and milestone plan.
- Liaise with vendors, and stakeholders.

Communication & Reporting:

- Provide regular progress updates to the client.
- Handle communication between all project stakeholders.
- Ensure safety protocols are followed on-site.

Quality & Compliance Control:

- Manage quality control throughout the project.
- Ensure compliance with safety and regulatory requirements.
- Final Inspection & Handover:

- Conduct final inspections upon completion and ensure the project meets the specifications.
- Ensure that all necessary documentation, including warranties and maintenance guidelines, is provided at project handover.

5. QUALIFICATIONS

The Roof Engineer/Project Manager should meet the following qualifications:

- Licensed Professional Engineer (PE) in the State of Massachusetts.
- Minimum 7 years of experience in roof design and engineering, with a strong understanding of roofing systems, materials, and building codes.
- Experience in managing roofing projects from design through installation.
- Proven experience in managing commercial/industrial roofing projects.
- Project management certification (PMP, AIA, etc.) is preferred.
- Strong leadership, organizational, and communication skills.
- Familiarity with Massachusetts state and local construction regulations and building codes.
- Ability to manage project budgets, schedules, and subcontractors effectively.

6. RFP SUBMISSION REQUIREMENTS

Interested parties must submit a proposal that includes the following.

- **Company Profile:** Overview of the company, years of experience, and relevant projects.
- **Team Qualifications:** Detailed qualifications of the Roof Engineer and Project Manager, including resumes and certifications.
- **Project Approach:** A clear description of how you will approach the project, including assessment, design, project management, and oversight.
- **References:** At least three (3) references from similar projects, including contact information.
- **Proposed Timeline:** A detailed project timeline with key milestones.
- **Cost Proposal:** A comprehensive breakdown of fees, including engineering and project management costs, as well as any other associated costs (materials, permits, etc.).

- Insurance & Bonding: Proof of insurance, including general liability, workers' compensation, and professional liability, as well as bonding capacity.
- Licenses & Certifications: A copy of all relevant professional licenses and certifications.

7. SELECTION CRITERIA

Proposals will be evaluated based on the following criteria:

- Relevant experience and qualifications of the Roof Engineer and Project Manager.
- Approach and methodology for completing the project on time and within budget.
- Proposed timeline and cost structure.
- Past project success and references.
- Safety record and adherence to industry best practices.

8. TIMELINE

- The estimated timeline for the project is as follows:
- RFP Issue Date: Nov. 6th, 2025
- Onsite visit Dec. 23rd, 2025
- Questions/inquiry period deadline. Jan 5th, 2026
- Submission deadline. Jan. 12th, 2026
- Award Notification: Jan. 21st, 2026
- Project Start Date: May. 3rd, 2026
- Project Completion Date: Nov. 13th, 2026

9. TERMS AND CONDITIONS

- All costs associated with the preparation and submission of proposals are the responsibility of the respondent.

The Fitchburg redevelopment Authority reserves the right to reject any or all proposals.

The awarded contractor will be required to sign a formal contract with the Fitchburg Redevelopment Authority (FRA).

Any amendments to the RFP will be communicated to all interested parties.

10. SUBMISSION INSTRUCTIONS

Please submit your proposal to the following address by [Submission Deadline]:

Contact Information:

Robert Hasche
Facilities Manager
Fitchburg Redevelopment Authority
facilities@fitchburgredevelopment.com
978-345-9602
166 Boulder Dr. Suite 104, Fitchburg MA. 01420

Proposals may also be submitted electronically to facilities@fitchburgredevelopment.com, with the subject line: "Roof Engineering/Project Management Proposal".

We look forward to reviewing your proposal and thank you for your interest in working with us on this important project.