Request for Proposals

RFP # 06-2026

Marjaree Mason Center Roof Replacement

Submissions Due: 7/07/26 at 12PM

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Introduction and Company Background:

The Marjaree Mason Center (MMC) is a 501(c)(3) organization that, for over 45 years, has offered safe housing and support services to adults and children affected by domestic violence in Fresno County, California. Our organizational origins date back to 1904 when the charter members of the YWCA Fresno formed.

In 1978, Marjaree Mason was 36 years old and was a volunteer of the YWCA at the time. She had her entire life ahead of her. She was a native of Easton, a graduate of Washington High School and Reedley College, and was well known in the community.

In November of that year, Marjaree' s joy was overshadowed by the return of her ex-boyfriend – a Fresno County sheriff's deputy named Robert Tillman. Tillman was an imposing presence who refused to go away despite Marjaree' s insistence that he leave her alone. Her continued rejection fueled Tillman's rage, which exploded in violence one night as he kidnapped, beat, and raped Marjaree before releasing her the next day.

Frightened and confused, Marjaree feared retaliation if she were to report the crime. Convinced by friends to seek medical treatment, Marjaree shared details of her ordeal with hospital personnel, who reported the incident to the Sheriff's Department. Before an investigation was launched, Tillman once again kidnapped and assaulted Marjaree, ultimately fatally shooting her before turning the gun on himself.

Marjaree Mason's tragic death gained national attention, shining a spotlight on domestic violence and galvanizing the Fresno community into taking action to ensure that no one would suffer the same fate.

Since 1979, the Marjaree Mason Center has worked tirelessly to provide a safe, supportive environment for those affected by domestic violence.

Mission

The Marjaree Mason Center supports and empowers adults and their children who have been impacted by domestic violence, while striving to prevent and end the cycle of abuse through education and advocacy.

Vision

A community free of domestic violence.

Core Values

- **Integrity** – We are committed to high ethical standards of confidentiality, honesty, transparency, and accountability.
- **Empowerment** – We respect and nurture the resiliency of individuals to achieve recovery, healing, and growth.
- **Dedication** – We value the history and longevity of our organization, commitment to sustainability and work towards a community free of intimate partner violence.
- **Collaboration** – We believe in fostering community partnerships in order to contribute to inclusivity and equality.

Overview

Request for Proposal

The Marjaree Mason Center (MMC) is seeking proposals from qualified, licensed contractors to complete a full roof replacement at one of our facilities. The scope of work includes the removal and disposal of the existing roofing system; thorough inspection of the roof deck and underlying structures; completion of any necessary repairs; and installation of a new roofing system. The proposed roofing system shall match the existing architectural character of the historic structure and comply with all applicable historic preservation requirements. Proposed materials shall be compatible with the building's historic designation and approved by the applicable permitting authority. Proposals should clearly identify the recommended roofing system, materials, and installation approach, ensuring compliance with all applicable building codes, manufacturer specifications, and industry standards.

This facility is a designated historic building listed on the National Register of Historic Places. As such, all work must be performed in a manner that preserves the historic integrity of the structure and complies with applicable federal, state, and local preservation requirements. Contractors should demonstrate experience working on historic properties and ensure that proposed materials, installation methods, and any alterations are consistent with applicable preservation standards. Coordination with any required oversight or regulatory entities may be necessary.

The selected contractor will be responsible for providing all labor, materials, equipment, permits, and supervision necessary to complete the project. Contractors should include an estimated project timeline, with anticipated start and completion dates, and demonstrate the ability to complete the work efficiently while minimizing disruption to ongoing operations.

Proposals must also include warranty information, including both manufacturer warranties for materials and workmanship warranties provided by the contractor. MMC is seeking durable, long-term solutions and encourages bidders to include options that enhance energy efficiency, drainage, and overall roof longevity.

Marjaree Mason Center is a recognized domestic violence organization, and due to federal confidentiality requirements under the Violence Against Women Act (VAWA) and the Family Violence Prevention and Services Act (FVPSA), strict privacy protocols must be maintained. All individuals participating in any mandatory site walk-through, as well as those performing work on-site, will be required to sign non-disclosure and confidentiality agreements prior to access.

MMC requests that applicants submit pricing based on 1) private wage rates and 2) California Prevailing Wage rates. Proposers may submit one or both options. Based on the total cost of the project and the identified funding source(s), MMC will determine whether compliance with California Prevailing Wage/Davis-Bacon Act requirements is necessary. This determination will be made prior to contract execution.

Scope of Work

The project site is located at **1600 M Street, Fresno, CA**. This facility is a historic building, originally constructed in 1922, and is listed on both the local and National Register of Historic Places. The building serves as part of Marjaree Mason Center's operations, and due to the nature of services provided, all contractors must adhere to strict confidentiality requirements.

Existing roof information, building dimensions, roof area, and any available inspection reports will be provided during the mandatory site walkthrough. Contractors are responsible for verifying all field conditions prior to submitting proposals.

The scope of work includes but is not limited to the **complete removal and replacement of the existing roofing system**. The awarded contractor will be responsible for all labor, materials, equipment, permits, and supervision necessary to complete the project in compliance with all applicable codes, regulations, and historic preservation requirements.

All work must be performed in a manner that preserves the historic integrity of the building and complies with applicable federal, state, and local preservation standards.

The awarded contractor is responsible for providing a regularly updated **one-week look-ahead schedule**, including but not limited to the scope of work to be performed, subcontractors involved, and names of all individuals working on-site.

- All bidders are responsible for field verification of existing conditions, measurements, and quantities necessary to complete the project.
- Additional inspection reports or documentation will be made available during the mandatory site walkthrough.

Working Hours

Due to ongoing operations, working hours will be limited to **7:00 AM – 7:00 PM**. Any work prior to 7:00 AM must be pre-approved and may not include activities considered loud or disruptive.

REMOVAL OF THE FOLLOWING

- Remove and properly dispose of the existing roofing system, including all layers of roofing material down to the roof deck.
- Remove and dispose of all associated components, including flashing, underlayment, vents, and roof penetrations.
- Identify and document any visible damage to the roof deck or supporting structures.

INSPECTION & PREPARATION

- Conduct a full inspection of the roof deck and underlying structural components.
- Identify areas requiring repair, including water damage, rot, or structural deficiencies.
- Provide documentation and recommendations for any necessary repairs prior to installation.
- Coordinate with MMC on any conditions requiring change orders.

REPAIRS (*AS NEEDED*)

- Repair or replace damaged roof decking or structural supports as necessary.
- Address any drainage deficiencies, including slope correction or drainage improvements.
- Ensure all repairs comply with applicable building codes and historic preservation requirements.

INSTALLATION OF NEW ROOFING SYSTEM

- Install a completely new roofing system appropriate for the building type (flat or low-slope), which may include TPO, PVC, modified bitumen, or equivalent.
- Install all required underlayment, insulation, waterproofing systems, flashing, sealants, and roof penetrations.
- Ensure proper drainage, including installation or improvement of drains, scuppers, or gutters as needed.
- All materials and installation methods must meet manufacturer specifications and industry standards.
- Proposed materials must be compatible with the historic nature of the building and may require owner approval prior to installation.

WARRANTY REQUIREMENTS

- Provide manufacturer's warranty for roofing materials.
- Provide contractor workmanship warranty.
- Include warranty duration and coverage details in proposal.

SAFETY, COMPLIANCE, AND SITE CONDITIONS

- Always maintain a clean and safe worksite.
- Ensure compliance with OSHA safety standards.
- Protect surrounding building elements from damage during construction.
- Contractor is responsible for securing the site and preventing unauthorized access.

GENERAL REQUIREMENTS

- Contractor must replace "in kind" any areas damaged during construction.
- Contractor shall comply with all ADA, building code, and regulatory requirements where applicable.

- Contractor shall remove all construction debris daily and leave the site in a clean condition upon completion of the project. Any damage to landscaping, pavement, building finishes, or adjacent property resulting from construction activities shall be repaired at the contractor's expense.
- Contractor will obtain and pay for all permits, inspections, approvals, and fees required by the City of Fresno and any agencies having jurisdiction over the historic property.
- Contractor shall be responsible for verifying all requirements associated with the building's historic designation and shall coordinate any required approvals prior to installation of materials.
- Experience working with **historic buildings is strongly preferred.**

Expectations of Qualified Vendor

All interested parties must agree (and contractually confirm) to the following:

- By responding to this RFP, potential vendors affirm that they are properly licensed, insured, and qualified to provide the services outlined herein, including full roof replacement. If any portion of the work is to be subcontracted, the proposing vendor shall be fully responsible for all subcontractor's performance and contractual obligations.
- The selected vendor must demonstrate **experience with roof replacement projects of similar size and complexity**, and **experience working on historic buildings is strongly preferred**.
- Vendor must ensure that all work complies with applicable historic preservation standards.
- The selected vendor is solely responsible for hiring, managing, supervising, and, if necessary, terminating all employees and subcontractors assigned to the project. The contractor agrees to pay all wages, payroll taxes, and benefits, and shall have no claim against MMC for employee-related compensation, including but not limited to vacation, sick leave, retirement benefits, Social Security, workers' compensation, disability, or unemployment insurance.
- All employees and subcontractors must comply with Marjaree Mason Center's **Drug-Free, Alcohol-Free, and Violence-Free Workplace policies**.
- Due to the sensitive nature of MMC's services, **no employees with felony convictions and/or any violent offense charges (including but not limited to domestic violence) within the past ten (10) years** will be permitted to work on this project.
- Marjaree Mason Center is a recognized domestic violence organization, and the work described in this RFP will require vendor to adhere to strict confidentiality provisions. In compliance with the Violence Against Women Act (VAWA) and the Family Violence Prevention and Services Act (FVPSA), all individuals participating in site visits or performing work on-site will be required to sign **non-disclosure and confidentiality agreements**. Strict adherence to confidentiality requirements is mandatory.
- Vendor must maintain **active and valid California contractor licensing** appropriate for roofing work and provide proof of **general liability insurance, workers' compensation insurance, and bonding capacity** as required.
- Vendor is responsible for obtaining all necessary **permits, inspections, and approvals**, including any that may be required due to the building's historic designation.

- Vendor must comply with all applicable **federal, state, and local laws, regulations, and building codes**, including OSHA safety requirements, ADA considerations (where applicable), and historic preservation standards.
- Vendor must provide a **detailed project schedule**, including a one-week look-ahead updated regularly throughout the project.
- Vendor agrees to maintain a **safe, clean, and secure work environment**, minimizing disruption to ongoing operations.
- By responding to this RFP, the proposed vendor certifies that they are **not debarred, suspended, or otherwise excluded** from doing business with the federal government and are not listed in the System for Award Management (SAM).
- **Debarment and Suspension (Executive Orders 12549 and 12689):** Contracts will not be awarded to parties listed on government-wide exclusions in SAM, in accordance with 2 CFR 180.
- **Davis-Bacon Act (40 U.S.C. 3141–3148):** When applicable, contractors must comply with prevailing wage requirements and Department of Labor regulations. Contractors must pay wages at rates not less than those determined by the Secretary of Labor and comply with all required reporting and labor standards provisions.
- **Contract Work Hours and Safety Standards Act (40 U.S.C. 3701–3708):** Contractors must comply with work hour limitations, overtime compensation requirements, and safe working conditions.
- **Copeland "Anti-Kickback" Act (40 U.S.C. 3145):** Contractors are prohibited from inducing employees to give up any portion of their compensation.
- **Byrd Anti-Lobbying Amendment (31 U.S.C. 1352):** Contractors applying for awards exceeding $100,000 must certify that no federal funds have been used for lobbying activities and must disclose any non-federal lobbying activities.
- Vendor agrees to **warrant all workmanship and materials** as specified in their proposal and correct any deficiencies identified within the warranty period.

Required Contract Provisions

While selected vendor should supply and produce their own contract, Marjaree Mason Center has included as **Exhibit A** - a sample contract that describes all expected contract inclusions.

Submission Guidelines and Requirements

Mandatory On-Site Visit: The Bidder is advised to examine all the locations of the work and to inform themselves fully as to its conditions, the character, quality and quantity of the products needed preliminary to and during the execution of the work.

TIMELINE

06/17/26	**RFP Issued**
6/22/26 at 5 PM PST	**Notification of names of mandatory on-site visit attendees**
6/24/26 at 11 AM PST	**Mandatory On-Site Visit starting at 1600 M Street, Fresno, CA 93721**
6/26/26 at 5 PM PST	**Questions Due**
7/01/26	**Responses to Questions Due and posted online**
7/07/26 at 12:00 PM PST	**Proposal Submissions Due**
7/10/26 at 2:00 PM PST	**Selections Made**
7/20/26 ***or sooner if possible***	**Target Contract Start Date**

Submission Components/Deliverables

Please be sure to include the following in your submission:

- **Letter of Interest**
  Include a brief statement expressing your firm's interest in the project and commitment to completing the scope of work.
- **Firm Qualifications and Experience**
  Describe your firm and its experience with **roof replacement projects of similar size and complexity**, including experience with **historic buildings or structures listed on historic registries** (preferred).
- **Project Approach**
  Provide a detailed description of your proposed approach to completing the roof replacement, including recommended materials, methods, and considerations for maintaining the **historic integrity of the building**.
- **Prevailing Wage Experience**
  Describe your experience managing construction projects in compliance with the **Davis-Bacon Act and/or California Prevailing Wage requirements**, *if applicable.*
- **Compliance with Federal Regulations**
  Describe your experience complying with the **Copeland "Anti-Kickback" Act** and other applicable federal labor standards.

- **Project Administration**
  Identify who on your team will be responsible for **contract administration, reporting requirements, and certified payroll (if applicable)**.
- **Project Team & Key Contacts**
  Provide the names and roles of key personnel assigned to the project, including:
  - Lead project manager.
  - On-site supervisor
  - Primary point of contact is responsible for client communication, quality assurance, and contract compliance.
- **Quality Control Plan**
  Describe your plan to ensure **quality control**, including inspections, supervision, and adherence to manufacturer specifications and industry standards.
- **Project Schedule**
  Include a **preliminary timeline** for the project, including estimated start date, milestones, and completion date.
- **Pricing Proposal**
  Define your pricing structure (including any subcontractor or third-party costs).
  - Itemize all costs where possible (labor, materials, disposal, permits, etc.)
  - Clearly identify any allowances or variable costs
  - Include pricing for both **private wage rates and prevailing wage rates**, if applicable
- **Warranty Information**
  Provide details on **manufacturer warranties and workmanship warranties**, including duration and coverage.
- **References**
  Provide a list of at least **three (3) clients** for whom you have performed similar roofing or construction services within the past two (2) years.
  Include:
  - Client name
  - Contact name
  - Email
  - Phone number
  - Brief project description
- **Licensing, Insurance, and Bonding**
  Provide Proof of:
  - Valid California contractor's license (appropriate classification)
  - General liability insurance
  - Workers' compensation insurance
  - Bonding capacity (if applicable)
- **Sample Contract**
  Include a sample contract and list of standard terms and conditions, including key provisions expected for this type of project.

Submission Responses

Hardcopy documents are required for this RFP; documents will be received at the following location.

Marjaree Mason Center c/o
Leticia Campos, CEO
255 W. Bullard Avenue
Fresno, CA 93704

Label your sealed RFP submission with the project name and RFP number: "RFP #06-2026 Marjaree Mason Center Roof Replacement."

Evaluation Guidelines

Late submissions will be considered non-responsive and will not be reviewed. A committee of Marjaree Mason Center leadership team members and relevant staff will evaluate all timely submissions.

The following factors will be considered in the evaluation process:

- **Completeness of submission** (5%)
- **Experience with roof replacement projects of similar size and complexity, including historic buildings** (20%)
- **Cost and overall value of proposal** (35%)
- **Proposed materials, methodology, and alignment with historic preservation requirements** (10%)
- **Anticipated project timeline and ability to meet scheduling expectations** (15%)
- **References confirming quality of work, reliability, and client satisfaction** (10%)
- **Demonstrated capacity to meet compliance requirements (prevailing wage, safety, licensing, etc.)** (5%)

Priority may be given to vendors that demonstrate the ability to deliver a **high-quality project within an efficient and clearly defined timeline**, while maintaining sensitivity to the historic nature of the building and MMC's operational needs.

MMC reserves the right to request additional information, conduct interviews, or negotiate with any or all proposers prior to final selection.

MMC may, at its sole discretion, discontinue or modify this RFP process at any time without obligation to any firm.

MMC may choose not to disclose specific reasons for the rejection of any submission.

Pricing

Marjaree Mason Center is requesting two separate pricing options:

1. **Private wage rates** and
2. **California Prevailing Wage rates**

Interested parties may submit pricing for one or both. Based on the total cost of the project and identified funding source(s), MMC will determine whether the project must comply with California Prevailing Wage/Davis-Bacon Act requirements. This determination will be made prior to contract execution.

Submissions must include a **detailed and itemized cost breakdown** of the proposed project. At a minimum, pricing should include:

- Labor costs
- Material costs (including type of roofing system proposed)
- Demolition and disposal costs
- Equipment and mobilization
- Permits and inspection fees.
- Subcontractor costs (if applicable)
- Allowances for unforeseen conditions (e.g., roof deck repairs)

Vendors should clearly define the **pricing structure**, including whether costs are proposed as a fixed project fee, unit pricing, time and materials, or a combination. All assumptions used in developing the cost proposal should be clearly stated.

Proposals must also include a **binding "not-to-exceed" total project cost**, along with identification of any **optional or alternate components**, which should be clearly labeled and priced separately.

If applicable, proposals should include estimated costs associated with compliance requirements related to the building's **historic designation**, including any specialized materials or processes.

Marjaree Mason Center is a **501(c)(3) nonprofit organization**. If any portion of the proposal is being offered as a donation or "in-kind" contribution, this must be clearly identified as a separate line item, including any donated labor, materials, or subcontractor services.

Contact Information

All questions must be directed at:
Leticia Campos
RFP@mmcenter.org
(559) 487-1320

The preferred method of communication is email.