

REQUEST FOR PROPOSALS

Roof Replacement Services

Whitley Meadows Apartments
984 E. Hanna Street, Columbia City, Indiana 46725
Four-Building Scope

Issued by Brightpoint Communities, Inc. (BCI)

RFP Information	Date / Detail
RFP Issue Date	September 10, 2026
Optional Pre-Bid Walkthrough	September 18, 2026, by appointment
Questions Due	September 18, 2026, 5:00 p.m. EDT
Proposal Due Date	September 29, 2026, 5:00 p.m. EDT
Expected Notice to Proceed	October 13, 2026
Required Completion	Within 60 calendar days of Notice to Proceed
Owner	Brightpoint Communities, Inc.
Contact	Mary Harris
Email	maryharris@mybrightpoint.org
Subject Line	Proposal - Whitley Meadows Roof Replacement

BUDGET CEILING

BCI anticipates awarding a contract with a total value not to exceed \$175,000. BCI may negotiate scope, approved equivalent materials, alternates, and value-engineering options based on proposals received and available funds.

1. Introduction and Project Overview

BCI is soliciting proposals from qualified roofing contractors to replace the existing roofing systems on all four apartment buildings at Whitley Meadows Apartments, 984 E. Hanna Street, Columbia City, Indiana 46725.

The selected contractor shall provide all labor, materials, equipment, supervision, permits, disposal, protection, resident coordination, and incidentals required for a complete installation in accordance with applicable codes, manufacturer instructions, and accepted roofing practices.

Prior estimates identify approximately 272 roofing squares and approximately 450 linear feet of ridge ventilation. These quantities are provided for general reference only. Each proposer must independently verify that the quantities cover all four buildings and must verify all dimensions, quantities, existing conditions, access, and material requirements before submitting a proposal.

2. Procurement and Project Schedule

Milestone	Date / Time
RFP Issued	September 10, 2026
Optional Pre-Bid Walkthrough	September 18, 2026, by appointment
Questions Due	September 18, 2026, 5:00 p.m. EDT
Responses to Questions	September 22, 2026
Proposals Due	September 29, 2026, 5:00 p.m. EDT
Interviews, if needed	October 5, 2026
Contractor Selection	October 8, 2026
Contract Award / Notice to Proceed	October 13, 2026
Substantial Completion	Within 60 calendar days of Notice to Proceed

BCI may revise this schedule with written addendum. Time is of essence.

3. Scope of Work - Base Bid

The Base Bid shall include a complete architectural asphalt shingle roof replacement for all four apartment buildings, based on field-verified conditions and quantities.

A. Mobilization, Protection, and Resident Coordination

- Coordinate sequencing and site access with BCI.
- Maintain safe residents, pedestrians, and emergency access.
- Protect buildings, landscaping, paved areas, vehicles, and equipment.
- Secure materials daily and maintain an orderly site.

B. Tear-Off and Disposal

- Remove and lawfully dispose of existing asphalt shingles and roofing components required for replacement.
- State the number of existing roofing layers included in the Base Bid.

C. Deck Inspection and Concealed Damage

- Inspect exposed decking after tear-off.
- Photograph and report deteriorating or unsuitable decking.
- Do not perform extra decking work without written authorization.
- Provide the requested per-sheet decking unit price.

D. Architectural Asphalt Shingle System

- Install architectural laminated asphalt shingles from a nationally recognized manufacturer.
- Provide a compatible system including synthetic underlayment, ice and water barrier, starter, field, hip and ridge shingles, drip edge, and required accessories.
- Identify manufacturers, product line, color options, wind rating, fire classification, and warranties.

E. Flashing, Penetrations, and Ventilation

- Replace or integrate flashing walls, valleys, penetrations, and transitions.
- Replace plumbing vent boots and deteriorated components.
- Provide balanced, code-compliant intake and exhaust ventilation.
- Treat the 450 LF ridge-vent figure as reference only and field verify the requirement for all four buildings.

F. Cleanup and Closeout

- Perform daily cleanup and magnetic nail sweeping.
- Remove debris lawfully and repair contractor-caused damage.
- Provide permits, closeout photographs, product information, and warranty documents.

4. Concealed Conditions and Change Orders

No additional work shall proceed without BCI's prior written authorization. The contractor shall provide photographs, quantities, and itemized pricing before performing additional work. Verbal authorization is not binding unless confirmed in writing.

5. Alternate Pricing

Alternates shall be priced separately and excluded from the Base Bid unless specifically awarded.

Alternate	Description
#1 - Metal Roofing Option	Complete exposed-fastener or standing-seam metal roof option for all four buildings, with system, coating, fastening, trim, ventilation, maintenance, and warranty details.
#2 - Decking Unit Price	Unit price per 4-foot by 8-foot sheet, including removal, material, installation, fasteners, disposal, overhead, and profit.
#3 - Gutters and Downspouts	Remove and replace gutters and downspouts on all four buildings.
#4 - Gutter Guards	Provide compatible gutter guards for all four buildings.
#5 - Enhanced Warranty	Provide enhanced manufacturer-backed warranty pricing and requirements.
#6 - Ventilation Improvements	Provide recommended improvements beyond Base Bid with supporting rationale.

6. Optional Pre-Bid Walkthrough

An optional pre-bid walkthrough will be available on September 18, 2026, by appointment. Attendance is strongly encouraged but is not required. Proposers remain responsible for verifying all four buildings, existing conditions, measurements, quantities, access, staging, and disposal requirements.

7. Proposal Requirements

- Completed Exhibit A Bid Form.
- Signed cover letter and contractor contact information.
- Qualifications, relevant multifamily roofing experience, and manufacturer certifications.
- Project approach, staffing, resident safety plan, staging plan, and schedule.
- Detailed lump-sum Base Bid and building-by-building price breakdown.
- Separate alternates and unit pricing.
- Proposed product data and warranties.
- Three comparable references.
- Proof of required insurance.
- All assumptions, exclusions, allowances, substitutions, roofing layers included, and subcontractors.

Incomplete proposal packages may not be considered. Minority-owned, women-owned, small, veteran-owned, and labor-surplus-area firms are encouraged to respond.

8. Evaluation Criteria

BCI intends to select the responsible proposer offering the best overall value.

Evaluation Factor	Weight
Cost Proposal	50%
Qualifications and Relevant Experience	30%
Ability to Meet Schedule	15%
References	5%

BCI may interview proposers, request clarification, verify references, or award without interviews.

9. Insurance, Contract, and Warranty Requirements

Insurance

- Commercial General Liability: minimum \$1,000,000.
- Automobile Liability: minimum \$1,000,000 for vehicles used in the work.

- Umbrella Liability: minimum \$1,000,000.
- Workers' Compensation: statutory limits required by applicable law, including applicable occupational disease coverage.
- Certificates of insurance must be provided before contract execution.

Contract and No-Bond Requirement

The selected contractor shall execute a construction agreement acceptable to BCI. No bid bond, performance bond, or payment bond is required for this solicitation.

Warranty

- Minimum five-year contractor workmanship warranty.
- Transfer of all available manufacturer material and system warranties to BCI.
- Proposal must state warranty terms, exclusions, maintenance requirements, transferability, and claims procedure.

10. Reservation of Rights

- Reject any or all proposals.
- Request clarification or additional information.
- Determine responsiveness and completeness.
- Negotiate scope, pricing, equivalents, substitutions, and contract terms.
- Award in whole or in part and accept or reject alternates.
- Cancel, revise, or reissue the solicitation.
- Award in BCI's best interest, even if not the lowest-price proposal.

11. Questions and Submission Instructions

Questions must be emailed to Mary Harris by September 18, 2026, at 5:00 p.m. EDT. Submit proposals electronically to maryharris@mybrightpoint.org with subject line: Proposal - Whitley Meadows Roof Replacement. Proposals are due September 29, 2026, at 5:00 p.m. EDT. Late proposals may not be considered.

12. Exhibits

- Exhibit A - Contractor Bid Form

EXHIBIT A - CONTRACTOR BID FORM

Contractor Information	Response
Company Name	_____
Contact Person	_____
Address	_____
Phone / Email	_____
Authorized Representative	_____

Base Bid and Building Breakdown

Item	Amount
Building 1	\$ _____
Building 2	\$ _____
Building 3	\$ _____
Building 4	\$ _____
Shared Mobilization / Site Costs	\$ _____
TOTAL BASE BID	\$ _____

Quantities and Product Information

Item	Bidder Response
Field-verified total roofing quantity	_____ SQ
Building 1 roofing quantity	_____ SQ
Building 2 roofing quantity	_____ SQ
Building 3 roofing quantity	_____ SQ
Building 4 roofing quantity	_____ SQ
Existing roofing layers included	_____
Shingle manufacturer / product	_____
Wind rating / fire classification	_____
Manufacturer warranty	_____
Workmanship warranty	_____

Alternate Pricing

Alternate	Price
#1 - Metal Roofing, all four buildings	\$ _____
#2 - Decking replacement, per 4x8 sheet	\$ _____ per sheet
#3 - Gutters/downspouts, all four buildings	\$ _____
#4 - Gutter guards, all four buildings	\$ _____
#5 - Enhanced warranty	\$ _____
#6 - Ventilation improvements	\$ _____

Proposed Schedule

Milestone	Date / Duration
Earliest Start	_____
Completion Date	_____
Calendar Days	_____

Substantial completion is required within sixty (60) calendar days of Notice to Proceed.

Bid Certification

- Bidder reviewed the RFP and addenda.
- Bidder independently verified conditions and quantities for all four buildings.

- Pricing includes all required labor, materials, equipment, overhead, profit, and incidentals except stated exclusions.
- Pricing remains valid for 60 days after the due date.
- Bidder can obtain required permits and insurance.
- Bidder will provide stated warranties.

Signature Item	Response
Contractor Name	_____
Authorized Representative	_____
Title	_____
Signature	_____
Date	_____

BCI INTERNAL USE ONLY - EVALUATION SUMMARY

Category	Score
Cost (50)	_____
Qualifications (30)	_____
Schedule (15)	_____
References (5)	_____
Total	_____
Recommended Award	_____
Reviewed By / Date	_____

Internal Review Notes - Remove Before Public Release

- Confirm that the approximate 272 SQ and 450 LF ridge-vent figures cover all four buildings. If not, revise or remove the reference quantities.
- Confirm the appointment time and access instructions for the September 18 walkthrough.
- Document approval requirements for the \$175,000 ceiling.
- Retain prior estimates as cost-reasonableness documentation, while requiring new proposals submitted under this RFP.