



City of Pittsburg, KS
Parks and Recreation Department

Request for Proposals

Lincoln Center Roof Modification Project

Proposal Due Date:
Tuesday, September 22, 2026, at 5 PM

REQUEST FOR PROPOSAL (RFP)

PROJECT TITLE: Lincoln Center Roof Modification Project

ISSUING AGENCY: City of Pittsburg, 201 West 4th Street, Pittsburg, KS 66762

PROJECT LOCATION: 710 West 9th Street, Pittsburg, KS 66762

DATE OF ISSUANCE: September 8, 2026

1. Purpose and Background

The City of Pittsburg is seeking competitive, sealed proposals from qualified licensed roofing contractors to perform roof modifications and overbuild for the Parks Department building located at 710 West 9th Street.

The existing structure features a hipped roof clad in asphalt shingles. A perimeter mansard roof forms a low-sloped valley draining through scuppers, which currently utilizes an EPDM roofing system. In order to manage municipal construction budgets effectively while maximizing the remaining service life of the existing asphalt shingles, the City is executing a engineered modification designed to last up to five (5) years.

2. Scope of Work

The selected contractor will perform all operations, furnish all labor, materials, equipment, and safety systems necessary to execute the engineered design by Miller Engineering (Job #14734). The strict technical requirements comprise:

- **Tapered Insulation:** Supply and install new tapered roof insulation over the designated valley areas. The insulation profile must be configured to achieve a minimum drainage slope of 1/2:12, running continuously from the existing cap elevation up to the adjacent roof line.
- **TPO Single-Ply Membrane:** Install a new Thermoplastic Polyolefin (TPO) roofing system originating from the existing roof line. The membrane must secure to the structure utilizing a new termination bar anchored cleanly over the existing structural framing.
- **Perimeter Edge Details & Flashings:** Fabricate and install a new metal cap and drip edge system. This installation must be integrated with a secondary layer of TPO membrane, including specialized water stops engineered to hermetically seal the cap and drip edge assemblies.
- **Rainwater Management:** Furnish and install an entirely new commercial-grade gutter system situated at the baseline of the mansard roof to catch, redirect, and properly drain stormwater runoff away from the building envelope.
- **Sealants:** Provide high-performance exterior-grade sealants at all joints, termination bars, and fastening points as detailed in the architectural overbuild drawings.

3. General Requirements and Exclusions

- Contractors are required to review the attached engineering details from Job #14734 prior to bidding.
- No other structural elements or framing members beyond this specific overbuild scope are under consideration for modification or reinforcement under this contract.
- Work must conform to all local building codes and industry-standard safety practices.

4. Project Schedule and Submission Guidelines

Key Project Milestones

- **Proposal Submission Deadline:** Proposals will be received until Monday, September 28, 2026. Late submissions will not be considered. Submissions shall be delivered to the City Clerk's office on or before 5pm. Clerk's office is located at City Hall 201 W 4th Street, Pittsburg, KS 66762. No Electronic Submission will be considered. Submitted proposals shall be clearly labeled: **Lincoln Center Roof Modification Project**
- **Questions:** All questions shall be submitted in writing to the City Clerk's office at 201 W 4th Street. Questions may be submitted electronically to jacob.bennett@pittks.org. Deadline for question submissions is Tuesday September 22 @ 5pm.
- **Site Visits:** Any contractor wishing to visit the site shall coordinate with Parks Director Kris Loy. kris.loy@pittks.org 620.231.4100
- **Contract Award Date:** The City intends to officially award the contract on Tuesday, October 13, 2026.
- **Project Final Completion:** All on-site construction, punch-list remediation, and site cleanup must reach final completion on or before Monday, December 21, 2026.

Bonding Requirements

The selected contractor will be required to execute and deliver the following statutory bonds to the City within ten (10) days of contract award and prior to the commencement of any physical work:

- **Performance Bond:** A bond in the full amount of 100% of the contract price, ensuring faithful performance of all undertakings, covenants, terms, and conditions of the contract.
- **Payment Bond:** A bond in the full amount of 100% of the contract price, guaranteeing prompt payment to all persons supplying labor and materials in the prosecution of the work provided for in the contract.

Proposal Package Requirements

- **Firm Qualifications:** Evidence of active commercial roofing licenses, relevant certifications, and proofs of insurance (General Liability and Workers' Compensation).
- **Relevant Experience:** Summary of at least three (3) commercial low-slope or TPO projects completed in the past five years.

- **Proposed Materials:** Submit a copy of each different material data sheet for consideration for use on the project.
- **Cost Proposal:** A comprehensive lump-sum bid detailing the breakdown by varying scopes of work and/or material types.
- **Schedule:** A general schedule of work shall be submitted for anticipated contractor start, total projection duration, indication how contractor will achieve final completion of December 21, 2026.
- **Permits & Licensing:** Contractor shall include City & State licenses and permits in proposal. Permit fees for the project will be waived by the City of Pittsburgh.
- **Project shall be considered tax exempt.**
- **Bonding Capacity:** A letter or certificate from a Treasury-listed Surety company confirming the contractor's capability to provide the required 100% Payment and Performance Bonds.

Insurance

The City of Pittsburgh has certain insurance requirements that must be met. The FIRM will be responsible for purchasing and maintain at its sole expense the following insurance coverage:

- Professional liability insurance covering negligent acts, errors or omissions of FIRM, its agents, officers, and employees. Total aggregate policies of insurance shall be in an amount of not less than One Million Dollars and 00/100 Cents (\$1,000,000.00).
- A comprehensive general liability policy of insurance shall be purchased and maintained that lists the City as an additional insured. Such policy of insurance shall be in an amount of not less than One Million Dollars and 00/100 Cents (\$1,000,000.00).
- A Workmen's Compensation and Employer's Liability Policy shall be procured and maintained. This policy shall include an "all states" endorsement. Said insurance policy shall also cover claims for injury, disease or death of employees which, for any reason does not fall within the provisions of the Workmen's Compensation Law. Liability Limits shall not be less than:
 - Workmen's Compensation – Statutory
 - Employer's Liability - \$500,000.00 Each Occurrence.
- FIRM shall furnish the City copies of all insurance polies or certificates of insurance relating to the insurance policies that must be maintained hereunder.

In addition, insurance policies applicable hereto shall contain a provision that the City shall be given thirty (30) days written notice by the insurance company before each policy is substantially changed or cancelled.

Nondiscrimination Agreement

The Recipient, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.