

Exhibit C
Statement of Work

Scope. **Scope of the Work** - This is a Request for Proposal (RFP) for Roofing Inspections and Consultation. The intent of this solicitation is to establish primary and backup qualified firm(s) to provide a variety of roof inspections required annually to maintain roof warranties, reporting, and consultation services (required to validate the need for roof replacement and repairs) on a task order basis for the Okeechobee County School Board per the specifications, drawings and terms and conditions. The School Board's buildings have flat, metal and/or shingle roofs.

The required services may include, but are not limited to:

- Visual Roof Inspections & Condition Reports
- Infrared Roof Moisture Surveys
- Roof Repair and Replacement Documents
- Document Review & Bidding Services
- Project Management & Construction Administration
- Quality Control & Inspection
- Roof Maintenance Programs
- Prepare specifications for task orders

Recommendations and budget estimates for maintenance, repairs, modifications and/or replacement or other alternatives as applicable, shall be included as part of all reports developed as a result of this contract.

Task orders and detailed scope of services will be developed for each individual specific need and issued by purchase order.

Company Qualifications' Resume (a proposal submission)

All firms should have the qualifications and experience desired below and will be scored accordingly. **Your company resume should be submitted with your proposal.**

1. RRO, RRC, and Infrared roof moisture survey certifications
2. **Provide resume of primary person** assigned to oversee and perform majority of work for Okeechobee County School Board.
3. **Must provide references** for successful experience in roof inspection and construction, repair monitoring and report writing for other government agencies and list of **roofing contractors** your firm has monitored.
4. Provide documentation of 10 years' experience preferably in the State of Florida.
5. Be experienced with materials and methods commonly employed in the construction of commercial roofs and roof structures.
6. Be qualified in recommending repairs and/or replacements according to specific manufacturer's specifications
7. Preparing complete plans and specifications for repairs, rehabilitations and/or replacement of roof if needed

Okeechobee County School Board
RFP # 2022/2023-01
Roof Inspections & Consulting, District Wide

Roofing Inspector/Consultant Qualifications' Resume (a proposal submission)

The individual(s) performing inspections, filing reports and performing other duties under this contract, shall have applicable work experience in the roofing industry and be familiar with all applicable codes, industry standards, and regional practices. Additionally, the individual(s) shall be knowledgeable of standard and accepted industry terms, forms of reporting and communications.

All inspector(s)/consultant(s) assigned to the District should have the preferred qualifications and experience desired below and will be scored accordingly. **His/her Resume(s) should be submitted with your proposal.**

1. Roof repair and maintenance investigator
2. Building envelope forensic investigator
3. Professional designation of RRO 10 years
4. Certified Level 2 Thermographer
5. Ten continuous years (most recent 10 years) as a full time Florida resident
6. Ten years as a Florida licensed certified roofing contractor (status must be currently inactive)
7. Ten years as a roofing consultant
8. Ten years providing inspections of multifaceted facilities with public schools in the State of Florida
9. Ability to write qualitative reports to include roof CAD; **provide a sample report with you proposal** (you may redact any customer references)
10. Ability to write roofing specifications
11. Possess high quality building diagnostic tools of the trade with annual maintenance and calibration records
12. Thirty (30) hours annually in continued education; provide **your most recent training certification(s) with your proposal.**
13. Memberships with trade organizations to include serving on boards and committees such as
 - a) FRSA- Florida Roofing and sheet Metal Assoc.
 - b) IIBEC- International Institute of Building Consultants
 - c) RICOWI- Roofing Industry Committee on Weather Issues
 - d) NRCA- National Roofing Contractors Association
 - e) NAIS – National Association of Infra-red Surveyors
 - f) ASNT- American Society for Non-destructive Testing
 - g) ASTM- American Society for Testing Materials
 - h) MICRO- Mold Inspection Consulting and Remediation Organization