



## **Request for Proposals**

For

### **Stich Shelter House & Park Office Roof Replacement**

Posted on website

[www.independenceks.gov/bids](http://www.independenceks.gov/bids)

January 5, 2026

**Response Due: Prior to 12:00 PM, March 6, 2026**

Office of City Clerk

RFP – Park Roof

Replacement

City of Independence

120 N. 6<sup>th</sup> St.

Independence, Kansas 67301



*“Delivering Excellence”*

*Request for Proposal:*

**Park Roof Damage Repair – Stich Shelter House & Park Office**

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## **SECTION 1 INTRODUCTION & PROJECT SUMMARY**

This Request for Proposal (RFP) is to contract a professional roofing or construction company to perform a replacement of the roofing material on two historical buildings in Riverside Park

The Stich Shelter House was constructed in 1916, and still has the original terracotta clay tile roof. The roof has been experiencing leaks for a number of years and has a significant number of broken or missing tiles.

The Park Office, also known as the "Garden House", was constructed in 1936 and also has the original roof. The existing roof consists of diamond patterned asbestos shingles. The shingles have been chemically tested and are positive for asbestos.

The locations for repair and installation are:

- Stich Shelter House – 500 Shelter House Pl. Independence, KS 67301
- Park Office – 400 Mickey Mantle Way, Independence, KS 67301

## **SECTION 2 SCOPE OF WORK**

### **PHASE 1 – Estimate of repair for the above locations**

The City of Independence is requesting a proposal for the repair and/or replacement of the above locations' roofs, underlayment, decking, soffit and fascia. The contractor shall provide and pay for all materials, labor, tools, equipment, removal and disposal of tear-off material, clean site and transportation of every nature and all other services and facilities of every nature whatsoever, necessary to execute, complete and deliver the work within the specified time. All supplies and materials shall be new. In the case of the Park Office, removal and disposal of the asbestos shingles by a licensed remediation company should be included in the bid.

Because both of these buildings are listed on the local historic register, materials must be used that will minimally alter the aesthetic appearance of the buildings. The following materials will be considered by the city commission. Bidders should include pricing for all products listed, as well as warranty information for each product.

Stich Shelter House – Flat slab clay tiles (terracotta red)  
Flat metal tiles of a similar aesthetic appearance (terracotta red)

Park Office – Certainteed Grand Manor Slate-Look Shingles (stonegate gray)  
Pabco Cascade Diamond Cut Shingles (Pewter Gray)



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## **PHASE 2 – City will award the contract**

The City of Independence will award the contract with the contractor completing the work within 30 days of the award date based on the availability of materials needed to complete the roof repairs.

### **Existing Conditions**

The contractor, in undertaking the work under this contract, is assumed to have visited the premises and to have taken into consideration all conditions which might affect the work. No consideration will be given to any claims based on lack of knowledge of existing conditions.

## **SECTION 3 PROPOSED SCHEDULES**

### **TENTATIVE SCHEDULE OF DATES:**

Advertise for Proposals

Date: J a n u a r y 5, 2026

Deadline for Proposal Submission

Date: M a r c h 6 , 2026, at 12:00 PM

Questions or access

Contact Scott Patton – 620.205.7527

Proposal Award:

Date: Anticipate by March 20, 2026

Projects Completed:

Date: Project schedule to be discussed with the successful bidder

## **SECTION 4 PROPOSED CONTENT**

### **PROPOSAL CONTENT**

Proposals shall address the following items in numerical order.

1. Qualifications and Experience. Detailed information on the history, qualifications, and experience of the firm and key personnel participating on the project, including identifying the project manager.
2. Insurance. Proof of liability insurance, personal injury including death and workers compensation coverage.
3. Licensed with the City of Independence and the State of Kansas to do roofing
4. Project Approach. Provide a timeline of the proposed building repairs.
5. Cost Proposal.

Proposals will be evaluated based primarily on the following criteria:

1. Overall proposal quality and responsiveness to the Request for Proposals, including but not limited to the completeness, clarity, conciseness, and overall comprehension of the scope of work.
2. Qualifications of the respondents, as evidenced by knowledge, skills and experience

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3. Demonstrated proven experience with similar projects
4. Respondent's personnel and available resources devoted to the project
5. Ability to complete the work in the designated period.
6. Project Cost

## **SECTION 5 INSTRUCTIONS FOR SUBMITTAL**

### **INSTRUCTIONS:**

Submissions must include one electronic pdf copy of the proposal by 12:00 p.m. CST on March 6, 2026. Email copies should be sent to [davids@independenceks.gov](mailto:davids@independenceks.gov) and [scott@independenceks.gov](mailto:scott@independenceks.gov) You will receive a confirmation of email receipt.

### **Proposals shall be directed to:**

David Schwenker, City of Independence, 120 N. 6<sup>th</sup> St., Independence, Kansas 67301, 620-332-2500, [davids@independenceks.gov](mailto:davids@independenceks.gov)

Proposals must be received by the time specified at the address listed above. Any proposals received after the deadline will not be considered.

***The City of Independence reserves the right to reject to add or delete options after the proposal is awarded, and expects appropriate credit or debit for said options. The City of Independence reserves the right to accept or reject any or all bids or to waive any irregularities should any occur as may best benefit the City.***

This proposal is good for 60 days from the opening date.



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