

# Request for Proposal

## Roof Repair Services

We invite experienced, qualified contractors to submit proposals for our roof repair project. Contractors must be licensed as a contractor and insured, and must have or obtain a City of San Pablo business license. Interested contractors may propose for one or both projects; see Painting RFP.

**Submission Deadline:** 08/15/2025

**Property Manager Contact Information:**

**Name:** Saeid Babay Hosseini

**Email:** Saeidb@sanpabloedc.org

**Phone:** 510-215-3205

**Mailing Address:** 1000 Gateway Avenue, San Pablo, CA 94806



## PURPOSE

The purpose of this project is to ensure the structural integrity and aesthetic quality of the roof over Suite B to Suite E at 14501 San Pablo Avenue, San Pablo, by addressing areas that have been compromised by weather-related damage and tile security. This will involve replacing rotted fascia, inspecting underlying plywood, and making necessary repairs to prevent further damage and prolong the life of the roof.

## PROJECT OVERVIEW

This roof repair project focuses on replacing damaged fascia beneath the roof in areas affected by rain, which has caused rot and structural wear. The work will include:

- **Fascia Replacement:** Removal and replacement of all fascia sections showing signs of rot or weather damage. The total fascia length is approximately 130 feet.
- **Plywood Inspection and Replacement:** In areas where the plywood beneath roof tiles is affected, removal of damaged plywood and installation of new material to ensure a solid underlayer. Contractors are expected to propose their recommendations for structural materials.
- **Tile Repair and Replacement:** A few broken tiles will need replacement. Additionally, roof tiles along the edge will be lifted as needed to inspect the underlayer. If no issues are found, tiles will simply be re-secured; if repairs are necessary, they will be completed to maintain a weather-resistant seal.

**Project Location:** 14501 San Pablo Avenue, San Pablo, CA 94806

## Vendor Qualification

Vendors shall provide a comprehensive scope of work and project proposal in accordance with the information provided in this request. The proposal must include the following elements:

- **Licensing and Insurance:** Vendors must hold valid licenses and insurance appropriate for commercial roofing repair in the State of California. Proof of licensure and insurance coverage must be included with the proposal.
- **Permit Acquisition:** The selected vendor will be responsible for obtaining all necessary permits for the project from the City of San Pablo.
- **Experience and Expertise:** Vendors should demonstrate experience with commercial roof repair projects similar in scope and complexity. This includes references or examples of past work on comparable properties.
- **Compliance with Codes and Regulations:** All work must comply with local building codes, safety standards, and regulations as mandated by the City of San Pablo.

## Proposal Submission

All proposals must be submitted to the property manager by the specified deadline. Please ensure that proposals include all required documentation and follow the outlined submission format. Proposals can be submitted via email or physical mail to the property manager's contact details below.