

Proposal Submission

RFP #26-16 – Roof Repair and Replacement Services

Bryant Neighborhood – City of Ann Arbor

Submitted By:

RoCo Enterprises LLC dba RoCo Roofing

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Addendum Acknowledgment

RoCo Roofing acknowledges receipt of Addendum No. 1 for RFP #26-16 and confirms that all clarifications and requirements contained within the addendum have been reviewed and incorporated into this proposal.

A. Professional Qualifications

Company Overview

RoCo Enterprises LLC, doing business as RoCo Roofing, is a licensed Michigan limited liability company headquartered in Holland, Michigan. The company was founded in 2017 and specializes in residential roofing installation, repair, and replacement.

RoCo Roofing regularly performs roofing work for private clients and for government-funded housing improvement programs, including projects supported through ARPA and Community Development Block Grant (CDBG) funding. Our team has extensive experience working with municipalities and program administrators to complete residential improvements in a safe, efficient, and well-coordinated manner.

RoCo Roofing sources all materials, tools, and equipment necessary to perform roofing work. Our crews routinely install architectural asphalt shingle systems compatible with solar-ready roof assemblies.

Project Management Personnel

Steve Roberts – General Manager

10 years roofing experience

Responsible for project oversight, scheduling, and coordination with City staff.

Rob Gifford – Operations Manager

20 years roofing experience

Responsible for daily field operations, crew management, and quality control.

Both individuals will be actively involved in project oversight and will ensure all assigned roofing work is completed according to project requirements.

Company Capacity

RoCo Roofing operates two full-time roofing crews consisting of five to six personnel per crew. Each crew is equipped with professional-grade roofing equipment including nail guns, ladders, fall protection systems, safety harnesses, and jobsite cleanup tools.

This operational structure allows RoCo Roofing to perform multiple roofing projects simultaneously while maintaining high quality standards and safe working conditions.

Typical residential roof installations are completed within one to three days depending on roof size, complexity, and weather conditions.

B. Past Involvement with Similar Projects

Kalkaska County District Health Department – 70 square roof replacement

Contact: Tony Parcher, DPW Director

625 Courthouse Dr NW, Kalkaska, MI 49646

Phone: (231) 384-1986

City of Jackson – CDBG Program – Asphalt shingle roof replacements

Contact: Sven Harrison, Inspector

161 W. Michigan Ave, Jackson, MI 49201

Phone: (517) 414-9117

Van Buren County Road Commission – Eavestrough replacement

Contact: Jill Brien

325 W James St, Lawrence, MI 49064

Phone: (269) 674-8011 ext. 236

Peace Lutheran Church of Otsego – Approximately 200 square roof replacement

Contact: Pastor Nathaniel

805 S Wilmott St, Otsego, MI 49078

Phone: (269) 694-6104

C. Proposed Work Plan

Project Initiation

Upon receipt of a work order from the City of Ann Arbor, RoCo Roofing will contact the resident within five days to schedule a site visit. Our team will inspect the existing roof conditions, take measurements, and prepare a project-specific estimate and scope of work for City approval.

Construction Phase

Once project scope approval is received, RoCo Roofing will perform roofing work including full tear-off of existing roofing materials, inspection and replacement of decking where required, installation of underlayment and ice and water shield, and installation of architectural asphalt shingles compatible with solar panel installation.

Flashing, pipe boots, drip edge, and ventilation components will be installed or repaired as necessary to ensure a watertight roofing system.

Solar Readiness

RoCo Roofing understands that roofing work under this program is intended to prepare homes for future solar panel installation. Roof systems will be installed using architectural shingles and roofing assemblies that are compatible with solar installations.

Safety and Cleanup

All debris will be removed from the property daily. Magnetic sweepers will be used to remove nails and fasteners from surrounding areas. Any gutters or fascia damaged during roofing work will be repaired or replaced by RoCo Roofing.

Project Documentation

RoCo Roofing will document completed work with photographs and submit documentation to the City's project coordinator via email for verification.

Unforeseen Conditions

If structural damage, mold, pests, or other unforeseen conditions are encountered, work will pause and the City's project manager will be contacted immediately for direction before proceeding.

Project Timeline

RoCo Roofing is prepared to begin work within 30 days of receiving a Notice to Proceed. With two crews operating simultaneously, the company can complete multiple homes per week depending on size and weather conditions.

This capacity allows RoCo Roofing to assist the City in completing the anticipated 40–60 roofing projects within the program timeline prior to August 1, 2026.

E. Authorized Negotiator

Courtney Yarbrough

Bid Coordinator

RoCo Enterprises LLC dba RoCo Roofing

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