

REI ENGINEERS

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January 18, 2017

FROM: REI Engineers

TO: Bidders of Record

REFERENCE: Addendum No.2
Pre-Bid Meeting Minutes
Charles D. Owen Middle School
Areas A2-A7 Metal Roof Retrofit
REI Project No. 016CLT-203

A Pre-Bid Meeting was held at 10:00 AM on January 5, 2017 at the project site to discuss the details of the above referenced project. Refer to the attached sign in sheet for the attendance. The following points of interest were discussed:

1. Mr. Webster opened the meeting.
2. Bids shall be received by Owner (Buncombe County Schools, Purchasing Division, 175 Bingham Road, Asheville, NC 28806) until 3:00 PM on January 25, 2015.
3. MBE requirements will be in effect if total cost exceeds \$300,000.00.
4. A \$10,000.00 contingency allowance shall be contained in the Base Bid.
5. Four alternate bids were discussed. After further discussion among attendees, it was determined the alternate bids will be removed from the metal retrofit scope of work and the alternate bid roof areas will become a stand-alone project; this will include Roof Areas C3, C4, C5 and N2.
6. Two unit prices shall be provided:
 - a. Remove EPDM roof membrane, replace wet or deteriorated wood fiber insulation and provide EPDM membrane patch over replacement area.
 - b. Provide fall arrest anchor.
7. It was discussed that a contingency allowance and unit price for wood deck replacement would be included in the low slope roof replacement project (Areas C3-C5 and N2).
8. One manufacturer for the metal roof system shall be listed on the Bid Form.
9. Schedule of Completion:
 - a. Project approval will be requested during March 2, 2017 BOE Meeting.
 - b. Work shall commence on June 12, 2017
 - c. All work to be accomplished under the Base Bid and all alternates accepted shall be substantially completed within 150 calendar days (modified via addendum). Contractor is

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- subject to liquidated damages in the amount of \$250.00 per calendar day for each day in excess of the substantial completion deadline until completion is obtained.
- d. Final completion of all work shall be obtained within 15 days of substantial completion. Contractor is subject to liquidated damages in the amount of \$250.00 per calendar day for each day in excess of the final completion.
 - e. All work for Areas C3-C5 and N2 shall be completed within 60 sixty days from June 12, 2017 due to some of these areas being located at the front entrance of the school.
- 10. Contractor shall note attendance at pre-bid meeting and receipt of addenda on bid form.
 - 11. To be considered a responsible bidder qualifications for the metal retrofit are listed in the RFP.
 - 12. Bid Security will be required for the project. This will be addressed via addendum. Bid Security shall be submitted in a separate sealed envelope with bid.
 - 13. Performance and Payment Bonds are required for this project. Utilize forms contained in the project manual.
 - 14. The scope of work was reviewed:
 - a. Areas A2, A3, A4, A5, A6 and A7: Prepare existing low slope EPDM roof and provide steep slope retrofit framing and standing seam metal roof including new wall panels, soffit panels, sheet metal flashings, gutters, downspouts, and accessories to provide a complete, watertight, 20-year warrantable roof assembly.
 - b. Contractor shall be responsible to ensure retrofit framing and fasteners penetrating EPDM roof system are installed in a watertight condition.
 - c. Provide snow guard system along gutter edge of Areas A2-A7.
 - d. Provide twelve (12) mill finish aluminum standing seam roof anchors certified for 5,000 lbs. by OSHA/ANSI in locations as determined by Owner. Install and tighten in accordance with manufacturer's printed installation instructions.
 - 15. Work hours shall generally be performed during normal business hours. Contractor shall coordinate with school's testing and special events schedule.
 - 16. The scope of work was reviewed for the low slope areas:
 - a. Alternate No. 1: Provide roof replacement on Roof Area C3. Remove and dispose of the existing roof system including flashings and sheet metal down to the existing wood plank deck; secure the wood plank deck to structural framing members; adhere tapered insulation system in foam adhesive; adhere overlayment insulation in foam adhesive; fully adhere thermoplastic polyolefin single ply membrane along with flashings and accessories; provide new sheet metal flashings and trim to provide a complete, watertight, 20-year warrantable roof assembly.
 - b. Alternate No. 2: Provide roof replacement on Roof Area C4. Remove and dispose of the existing roof system including flashings and sheet metal down to the existing wood plank deck; secure the wood plank deck to structural framing members; adhere tapered insulation system in foam adhesive; adhere overlayment insulation in foam adhesive; fully adhere thermoplastic polyolefin single ply membrane along with flashings and accessories; provide new sheet metal flashings and trim to provide a complete, watertight, 20-year warrantable roof assembly.
 - c. Alternate No. 3: Provide roof replacement on Roof Area C5. Remove and dispose of the existing roof system including flashings and sheet metal down to the existing wood plank



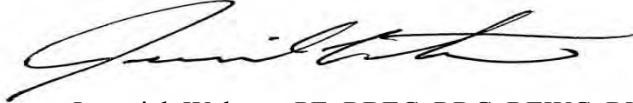
deck; secure the wood plank deck to structural framing members; adhere tapered insulation system in foam adhesive; adhere overlayment insulation in foam adhesive; fully adhere thermoplastic polyolefin single ply membrane along with flashings and accessories; provide new sheet metal flashings and trim to provide a complete, watertight, 20-year warrantable roof assembly.

- d. Alternate No. 4: Provide roof replacement on Roof Area N2. Remove and dispose of the existing ballast, roof membrane, flashings and sheet metal down to the existing tapered insulation system to remain; mechanically attach overlayment insulation; fully adhere thermoplastic polyolefin single ply membrane along with flashings and accessories; provide new sheet metal flashings and trim to provide a complete, watertight, 20-year warrantable roof assembly.
- 17. BCS utilities, water and power that are accessible from the exterior may be utilized, but excessive, wasteful, or disruptive use shall result in requirement to provide temporary utilities at the Contractors expense.
- 18. Access to the roof shall be via a Contractor provided extension ladder that shall be taken down every night and secured.
- 19. The Contractor will provide a portable toilet facility.
- 20. Staging and material storage areas shall be determined at the pre-construction meeting however is anticipated to be the West side of Areas A2-A3.
- 21. Bidders wishing to make additional site visits shall provide an extension ladder for access to the roof and must check in at the office immediately upon arrival to the facility.

Please contact our office if you have any questions or corrections regarding these minutes.

Sincerely,

REI Engineers



Jeremiah Webster, PE, RBEC, RRC, REWC, RWC, RRO
Project Engineer

cc: Attendees



PRE-BID MEETING SIGN-IN
OWNER: BUNCOMBE COUNTY SCHOOLS
PROJECT: CDOMS AREAS A2-A7 METAL ROOF RETROFIT

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