
PROJECT:	Patton Building Roof Replacement Roof Replacement	DATE OF ISSUANCE:	2/1/2023
OWNER:	Blue Ridge Community College	ENGINEER:	REI Engineers
		REI PROJECT NO:	022CLT-249

Participants: Refer to the attached sign-in sheet.

This confirms and records REI's interpretation of the discussions which occurred, and our understanding reached during this meeting unless notified in writing within three days of receipt of minutes.

1. Mr. Urbaniuk opened the meeting and a sign-in sheet was circulated.
2. A brief introduction of the project was provided.

Section 00 11 13-Advertisement for Bids

3. Bids shall be received by Owner until **02:00 PM on February 15, 2023 at 100 North King Street, Suite 206, Hendersonville, NC 28792**. The bids shall be publicly opened and read at this location in the meeting room located on the first floor.
4. Bidder attendance at this pre-bid meeting is mandatory.

Section 00 21 13-Instructions to Bidders

5. Bid Security will be required and shall be submitted with Contractor's bid.
6. Performance and Payment Bonds will be required.
7. Roof system manufacturer shall be listed on the bid form and the RMA Form shall be submitted with Contractor's bid.
8. Contractor shall obtain all necessary building permits.

Section 00 41 13-Bid Form

9. The alternates listed for this project are as follows:
 - a. **Provide roof replacement on Roof Areas D, E, and F.**
 - b. **Provide roof replacement of Roof Area G.**
 - c. **Provide fixed metal ladders where indicated on roof plan.**
10. One manufacturer for the roof system shall be listed on the Bid Form.
11. A **\$20,000.00** contingency allowance shall be contained in the Base Bid.
12. The following Quantity Allowances shall be contained in the Base Bid.
 - a. Repair 800 SF of Corroded Steel Deck (Corrosion Degree 1) with Coating. Refer to Section 05 01 30 "Steel Roof Deck Repair and Securement."
 - b. Repair 100 SF of Steel Deck (Corrosion Degree 2) with Steel Plates. Refer to Section 05 01 30 "Steel Roof Deck Repair and Securement."
 - c. Overlay 400 SF of Deteriorated Steel Deck (Corrosion Degree 3) with Steel Deck. Refer to Section 05 01 30 "Steel Roof Deck Repair and Securement."
 - d. Replace 400 SF of Deteriorated Steel Deck (Corrosion Degree 4). Refer to Section 05 01 30 "Steel Roof Deck Repair and Securement."
 - e. Replace 500 BF of Deteriorated Wood Blocking. Refer to Section 06 10 00 "Rough Carpentry."
 - f. Provide 100 SF of Additional Manufacturer's Walk Pad Material. Refer to Section 07 54 23 "Thermoplastic-Polyolefin Roofing."

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- g. Replace 1 EA of damaged roof drain bowl to match similar style and same diameter as existing. Provide no-hub connection to existing vertical drain leader and insulate underside of bowl and leader.

13. Unit prices shall be provided and utilized to determine the applicable quantity allowances.

14. Schedule of Completion:

- a. The construction duration (including any alternates accepted) for this project shall be **60** calendar days from the date of commencement before Liquid Damages shall be incurred of \$500.00 per calendar day.
- b. A written Notice to Proceed is expected to be given to the successful Contractor approximately fourteen (30) days after bids are opened.

15. Provide all bid enclosures listed on the Bid Form including the following:

- a. Bid Bond
- b. Identification of HUB/MBE Form
- c. State of North Carolina Affidavit A - Listing of Good Faith Effort
or
- d. State of North Carolina Affidavit B - Intent to Perform Contract with Own Workforce
- e. Roof Manufacturer's Acknowledgement Form
- f. Applicable NC Contractors License
- g. Copy of COI and W-9 Form

Section 00 43 40-MWSBE Participation

16. Bidders shall follow the Owner's HUB/MBE Program and shall submit the required forms contained in the project manual with their bid.

Section 01 11 00-Summary of Work

17. A brief outline of the scope of work was reviewed.

18. **Roof Areas A, B, and C:**

- a) Remove and dispose of the roof system including flashings and sheet metal down to the steel deck.
- b) Secure the steel deck to structural framing members as specified in Section 05 01 30 "Steel Roof Deck Repair and Securement."
- c) Provide roof insulation system as specified in Section 07 22 16 "Roof Insulation."
- d) Fully adhere thermoplastic polyolefin (TPO) membrane along with flashings and accessories as specified in Section 07 54 23 "Thermoplastic-Polyolefin Roofing."
- e) Replace sheet metal flashings and trim as specified in Section 07 62 00 "Sheet Metal Flashing and Trim."
- f) Provide a complete, watertight, 20-year warrantable roof assembly.

19. **Asbestos Containing Roofing Materials**

- a) Sample Testing Results
 - i. The presence of Asbestos Containing Roofing Materials (ACRM) has been detected in test samples of the built-up asphalt roof membrane and flashings on Roof Areas A, B, C, D, and G. Remove and dispose of ACRM in a safe and legal manner.

PRE-BID MEETING MINUTES

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- b) It is the intention of these specifications that no asbestos bearing materials be incorporated into the work. In the event the contractor determines unanticipated asbestos bearing materials present in the building components, stop work in the affected area, notify the Engineer and Owner, and provide temporary protection as required. Costs incurred due to the presence of hidden or unanticipated asbestos bearing materials will be authorized by Change order to this contract.

Section 01 14 00-Work Restrictions

20. Works hours shall generally be performed during normal business hours. Normal business hours will be clarified in Addendum 01. Should the Contractor elect to work on Saturday or Sunday, notification to the Owner and Engineer at least 48 hours in advance shall be required.

Section 01 77 00-Closeout Procedures

21. A two-year contractor's warranty, asbestos free warranty, and a twenty-year roofing manufacturer's warranty shall be required.

Miscellaneous

22. Staging and Material storage areas are as follows:

- a. Staging and material storage areas shall be determined at the Pre-Construction Meeting.
- b. Access to the roof shall be via a Contractor provided extension ladder that shall be taken down every night and secured.
- c. The Contractor will provide a portable toilet facility.

23. Bidders wishing to make additional site visits shall contact REI to coordinate an appointment for additional visits. Please allow 24 hours of advance notice to schedule the site visit.

24. 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.

25. The owner has requested that contractors include making repairs to a leak on the plan northwest corner of Roof Area in their base bid. This will be done after a purchase order from the owner has been issued, and prior to the date of commencement for the roof replacement. Time spent on the repair will not be counted against the construction duration period of the project.

26. All bidding or specification related questions are to be directed to Bryan Rhodes in writing (email) at brhodes@hendersoncountync.gov by 4:00 PM on **February 6, 2023** in an effort to keep addenda from being issued after **February 7th, 2023**.

PREPARED BY:
REI Engineers


George Urbaniuk
RRC, RRO, CDT

02-01-2023
Date

Attachments: Pre Bid Sign-in Sheet

Copies: Owner Engineer Contractor



Blue Ridge Community College
 Patton Building (OLD) Roof Replacement Project
 Mandatory Pre-Bid Meeting February 1, 2023

Name	Company	Phone #	Email
Kenneth Bezio	Eskola LLC	423-231-7130	kbezio@eskoleroofing.com
See Bartholomew	SBC	828-776-2261	See@Div 7.com
John Austin	Rike Rfg	704 776 0380	jaustin@rike.com john@rikerooting.com
Joey Tillman	AAR of NC	376-877-8890	joey@aar-nc.com
KARIANN DALRYMPLE	JOHNS MANVILLE	615-615-5505	kariann.dalrymple@jm.com
Brian Dugan	tecta America Carolina	704-576-5417	bdugan@tectaamerica.com
Dustin Phillips	REI	828-674-6392	dphillips@reirengineers.com
Austin Lanham	ABG	425-587-0638	dustin@abg-caulking.com
Todd Kirby	Cannon	828-606-0942	TKirby@cannonroofing.com
Daniel Venn	ACR	678 358 6396	Daniel@AlphaCommercialRoof.com
Kerth Williams	CAELISLE	704 242 0946	lkerth@PremierBldgFloors.com
Lin Tucker	ITC	704 525 3143	lt@interstateroofing.com
Mike Penkosz	Daveco Roofing and steel metal	(704) 309-1665	mikep@davecroofing.com

Blue Ridge Community College
Patton Building (OLD) Roof Replacement Project
Mandatory Pre-Bid Meeting February 1, 2023

Name

Company

Phone #

Email

Ken Fisher

Johnson's Roofing

803-802-6502

Ken@johnsonroofinginc.com

DAVID WRIGHT

ATD Roofing

864 887 8600

DWRIGHT@ATDROOFING.COM

Jessica Awad

Jess Benton Roofing

823 273 7378

jessicaa@bentonroofing.com

GEORGE URBANIUK

REI ENGINEERS, INC

803-367-6117

gurbaniuk@reiengineers.com

MATT WALKER

NATIONS ROOF

704-277-0458

MWALKER@NATIONSROOF.COM