



ATTACHMENT 1

Single Ply Roof Replacement Petersburg City Public Schools Vernon Johns Middle School, 3101 Homestead Drive Petersburg, VA

Pre-Bid Meeting Agenda

The non-mandatory Pre-Bid Meeting came to order at 9:00 a.m., on June 12, 2024

The following were in attendance for this meeting:

Jonathan Grant - RCS
Darrell Godette - Petersburg Public Schools
Lorie Newton - Petersburg Public Schools
Add attendees per Sign-In Sheet

The following items to be reviewed or discussed during the meeting:

1. The meeting minutes shall be made part of the contract documents. The information in the meeting minutes supersedes any contradictory information or omissions set forth in the contract documents.
2. Darrell Godette will be the Owner's representative on this project.
3. Bids will be received on June 25, 2024, by 2:00 p.m.
4. Sealed bids shall be received in the Petersburg City Public School Administrative Office, Front Reception Desk, 255 South Boulevard East, Petersburg, VA 23805 Bids shall be submitted in a sealed envelope with the IFB number and due date and time written on the outside of the envelope. **ANY NOTATION ON THE EXTERIOR OF THE ENVELOPE PURPORTING TO ALTER, AMEND, MODIFY OR REVISE THE BID CONTAINED WITHIN THE ENVELOPE SHALL BE OF NO EFFECT AND SHALL BE DISREGARDED.** The time of receipt shall be determined by the time clock stamp in the at the Front Reception Desk. Bidders are responsible for ensuring that their bids are stamped by Procurement Department personnel before the deadline. Late bids shall be rejected.
5. **Site Visits – Non-Mandatory:** Bidders submitting bids who wish to make additional site visits in conjunction with this solicitation are asked to schedule the site visit by contacting: Darrell Godette, Coordinator of School Facilities and Operations at (804) 479-6818.
6. The Bid Form within the specification package will be filled out and submitted as part of the bid process. All bids shall be accompanied by a bid bond from a surety company



selected by the bidder that is authorized to do business in Virginia. The amount of the bond shall be equal to five percent of the total bid price. Attorneys-in-fact who sign Bid Bonds must file with each bond a certified and effective dated copy of their power of attorney. Each Bid Bond and the accompanying power of attorney should bear the same date. In case of the failure of the bidder to execute the contract within the prescribed time, the School Board may, at its option consider the bidder in default, in which case the bid bond accompanying the bid shall become the property of the School Board

7. Questions which may arise as a result of this solicitation may be addressed to Tamika Freeland, by email to tafreeland@petersburg.k12.va.us. Inquiries must be received at least seven (7) business days prior to the bid due date to be considered.
8. Request for interpretation of the Summary of Work must be made to the Consultant. Roof Consulting Services, Jonathan Grant JGrantIV@roofdesign.com. Inquiries must be received at least seven (7) business days prior to the bid due date to be considered.
9. **The Base Bid** for this project consists of the following:

A. LUMP SUM BASE BID ONE - Single Ply TPO Roof System Installation - Roof Areas A thru M (Approximately 104,521 +/- square feet)

Roof Area Sq. Ft.

Area A = 17,825 +/- sf
Area B = 10,227 +/- sf
Area C = 792 +/- sf
Area D = 20,659 +/- sf
Area E = 1,914 +/- sf
Area F = 996 +/- sf
Area G = 431 +/- sf
Area H = 1,001 +/- sf
Area I = 7,902 +/- sf
Area J = 878 +/- sf
Area K = 2,775 +/- sf
Area L = 34,903 +/- sf
Area M = 4,218 +/- sf

Total Project Sq. Ft. = 104,521 +/- SF

10. Existing Roof System Compositions:

Roof Area A, B, C, D, G, I, J & K - 62,489 +/- sf

Acrylic Coating

1-Ply SBS Granular Surfaced Modified Membrane

3-Ply Fiberglass Felt Asphalt BUR

1-Inch Perlite Insulation

2-Inch Polyisocyanurate Insulation

2.25 to 3-Inch Polyisocyanurate Insulation

2 to 2.25-Inch Polyisocyanurate Insulation



Painted Metal Decking

Roof Area E – 1,914 +/- sf

Acrylic Coating

1-Ply SBS Granular Surfaced Modified Membrane

3-Ply Fiberglass Felt Asphalt BUR

1-Inch Perlite Insulation

2.25-Inch Polyisocyanurate Insulation

Painted Metal Decking

Roof Area F & H – 1,997 +/- sf

Acrylic Coating

1-Ply SBS Granular Surfaced Modified Membrane

3-Ply Fiberglass Felt Asphalt BUR

1-Inch Perlite Insulation

1 to 1.75-Inch Polyisocyanurate Insulation

2 to 2.25-Inch Polyisocyanurate Insulation

1.75 to 2.5-Inch Polyisocyanurate Insulation

Acoustical Painted Metal Decking

Roof Area L & M – 39,121 +/- sf

Acrylic Coating

2.5-Inch Sprayed Polyurethane Foam (SPF)

3-Ply Organic Felt Coal Tar Pitch BUR w/ Gravel Surfacing

1-ply Base Sheet

2-Inch Lightweight Concrete (area L only)

Metal Form Decking

Roof Area A thru E – 36,900 +/- sf

Recovery Sprayed Foam Roof System

Original 3-4 Ply Coal Tar BUR with Gravel

1/2-Inch Wood Fiber Insulation

1-1/2-Inch Urethane Insulation

Steel Roof Deck

Roof Area F – 5,863 +/- sf

EPDM Roof Membrane

2 Layers 2.25 Polyisocyanurate Insulation

Steel Roof Deck

Slope In deck (1/4" per foot)

Roof Area G thru I – 2,112 +/- sf

EPDM Roof Membrane

Tapered Polyisocyanurate Insulation

Steel Roof Deck

Slope: In deck (1/4" per foot)



Note: It is the contractor's sole responsibility to field verify all existing roof system compositions and conditions that will affect the prosecution of the work.

11. New Roof System Compositions

Roof Area A, C, D, I, J & K - 50,831 +/- sf

New 60 Mil TPO Roof Membrane (mechanically attached)

New Min 80 PSI High Density Polyisocyanurate Coverboard (mechanically attached)

New 2nd Layer 2.5-Inch Polyisocyanurate Insulation (loose laid)

New Base Layer 2.5-Inch Polyisocyanurate Insulation (loose laid)

Existing Painted Metal Decking

Roof Area B, F, G & H - 12,655 +/- sf

New 60 Mil TPO Roof Membrane (mechanically attached)

New Min 80 PSI High Density Polyisocyanurate Coverboard (mechanically attached)

New 1/8-Inch per foot Min 10inch Thick Tapered Polyisocyanurate Insulation (loose laid)

New 4-Inch Polyisocyanurate Insulation (loose laid)

New Fiberglass Batt Insulation in Deck Flutes @ Areas F & H only

Existing Painted Metal Decking (acoustical deck @ areas F & H)

Roof Area E - 1,914 +/- sf (open air bus canopy)

New 60 Mil TPO Roof Membrane (mechanically attached)

New Min 80 PSI High Density Polyisocyanurate Coverboard (mechanically attached)

New 1/8-Inch per foot Tapered Polyisocyanurate Insulation (loose laid)

New 1-1/2-Inch Polyisocyanurate Insulation (loose laid)

Existing Painted Metal Decking

Roof Area L – 34,903 +/- sf

New 60 Mil TPO Roof Membrane (mechanically attached)

New Min 80 PSI High Density Polyisocyanurate Coverboard (mechanically attached)

New 1/8-Inch per foot Tapered Polyisocyanurate Insulation (loose laid)

New 4-Inch Polyisocyanurate Insulation (loose laid)

Existing 2-Inch +/- Lightweight Concrete

Existing Painted Metal Form Decking

Roof Area M – 4,218 +/- sf

New 60 Mil TPO Roof Membrane (mechanically attached)

New Min 80 PSI High Density Polyisocyanurate Coverboard (mechanically attached)

New 1/8-Inch per foot Tapered Polyisocyanurate Insulation (loose laid)

New 4-Inch Polyisocyanurate Insulation (loose laid)

Existing Metal Deck



12. It is the Contractor's responsibility to follow all local, state, and federal codes and/or requirements for this project.
13. Substantial completion must be achieved by **September 15, 2024**. **\$500 per day liquidated damages** shall apply for late completion.
14. The Contractor shall obtain the Building Permit. The Owner will make application and submit drawings for the Building Permit. The Owner will pay for the Building Permit. The Contractor shall pay for all other fees as may be required by authorities, including those other than Petersburg City Public Schools, having jurisdiction over this project.
15. Emphasis on safety shall be a top priority for this entire project. All measures required to protect the employees and visitors to the site shall be taken. The contractor is to always provide safe access to and from the facility during the course of this project. Proper barricades shall be placed as needed at all work areas. Proper coordination with the Owner's on-site contact shall always be required.
16. Warranties – The Base Bid requires a Twenty (20) Year No Dollar Limit Labor and Material warranty and a two (2) year guaranty from the installation contractor.
17. **The Contractor may have access to the building** on school Holidays for Students and Teachers as published in the current Petersburg City Public Schools Instructional Calendar. Such access must be coordinated with the Owner's Representative.
18. The Contractor will have unrestricted access of the roof on days when school is not in session. Contractor shall coordinate work on these days with the Owner in the event that interior access is required.
19. If Petersburg Public Schools allows the work to commence / continue during the school year the work must start after the last class is finished and be completed prior to the start of school on the following day.
20. If the work commences when school is not in session work will be allowed to start no earlier than 7:00 a.m. and be completed by approx. 8:00 p.m. Weekend work will require approval by the Owner / General Contractor. The Contractor shall provide 48-hour notice of a request for weekend work. These work hours can be further discussed and negotiated at pre-construction meeting.
21. The Contractor will be responsible for complying with local noise ordinances for the County. Note: Weekend work might have a different start time per local ordinances.
22. Material and equipment staging must occur so as not to impede, block or in any way disrupt on-going vehicular and pedestrian traffic. All staging must be coordinated with the Owner & GC ahead of time.
23. The Contractor's personnel shall not be in the building except as required for the execution of the work.



24. Permission to interrupt utility service or existing building systems services shall be requested fourteen (14) calendar days in advance.
25. Smoking or use of any type of tobacco products is not permitted on the school property.
26. The Contractor shall strictly prohibit weapons, drugs, alcohol, and tobacco products in all school buildings and on school property.
27. A dress code that requires all construction personnel to wear shirts at all times (without slogans) shall be strictly enforced.
28. The Contractor shall provide photographic identity badges that must be visibly worn at all times by each construction worker while on school property.
29. Fraternization between construction workers and teachers or students is strictly prohibited.
30. The Contractor will access the roof by exterior means. Exterior access will be secured whenever the Contractor is off site.
31. The Contractor should provide his own portable toilet facilities for the duration of the project. Placement to be determined by the Owner.
32. The Contractor shall supply their own electric for this project.
33. The Contractor will provide all emergency phone contacts to the Owner prior to start of work.
34. The Contractor will provide to the store manager, a MSDS binder for all materials to be used on this project.
35. The Contractor's employees will not use any loud, abusive, and/or derogatory language while on site. No inappropriate language or behavior will be tolerated. The first occurrence may/will be dismissal of violator. Additional occurrences could be cause for dismissal of Contractor.
36. The presence of asbestos containing material was discovered on this project. Removal and disposal of asbestos containing material (ACM) shall be in accordance with all Local, State, and Federal regulations. Please reference the Asbestos Testing report for ACM results. Roof Plans are pinned for AB locations.
37. As part of this project the contractor shall remove all abandoned equipment as outlined on the roof plan / designated by the Owner. Repair/patch all openings in the roof deck as required to provide a structurally sound condition at all locations of equipment removal. Infill areas to match the height of the existing roof system. Verify all abandoned equipment removal with the owner.
38. The Contractor will be required to keep track of unit price items by notification to the



Owner's representative and by photograph documentation.

39. The Contractor will coordinate daily with the Owner as to the location of that day's work.
40. The Contractor's field personnel must have the means for proper communication with the Contractor's office, the Consultant, and/or the Owner. This would include cell phone capacity by the foreman or superintendent in charge of the field operation for the contractor.
41. The Contractor will be required to provide weekly updates at to progress with the project.
42. Ground staging may occur on site with locations to be determined by Owner. The Contractor will provide any required fencing for staged material.
43. The project Scope of Work was reviewed, and the contractors were permitted to tour the site.

The minutes of this meeting represent this writer's record of observations, discussions, issues, and statements as they occurred during the meeting. If any attendee disagrees with any portion of this report, they should respond in writing to this writer as soon as possible.

End of Pre-Bid Meeting Agenda