



Bay-Arenac ISD Pre-Bid Meeting Minutes



Prepared by:

Building Technology Associates, Inc.

21850 Greenfield Road
Oak Park, Michigan 48237-2553

1. **See Sign-In Sheet**
2. **Project: Roof Replacement at BAISD Education Service Center and LLC Bay**
3. **Schedule / Time Line – Request for Proposal (RFP)**
 - a. Release of RFP on or about Monday, March 20, 2023.
 - b. A mandatory pre-bid bid walk-through is scheduled for April 3, 2023. The walk-through will begin at 4228 2 Mile Rd., Bay City, MI., 48706 location at 10:00 a.m. and the 1435 West Center Rd [Essexville, MI](#) 48732 location immediately following.
 - c. Proposals are due at 1:00 p.m. on Monday, April 10, 2023.
 - d. Sealed Proposals will be opened at 1:15 p.m. on Monday, April 10, 2023, in the Bay City Room at the BAISD Educational Service Center, 4228 2 Mile Rd. Bay City, MI 48706.
 - e. Post-bid interviews may be conducted between April 11 – April 14, 2023.
 - f. Presented to the Board of Education for approval on Monday, April 17, 2023.
 - g. Notification to all Companies as soon as possible after Monday, April 17, 2023.
 - h. Commence work upon approval by the Board of Education notification.
 - i. Construction Schedule: June 17, 2023 – August 20, 2023
4. **Sealed Bids to include: (Bid Form)**
 - a. Bid Form
 - b. Roofing Manufacturers Prequalification Statement
 - c. Bid Bond
 - d. A Sample Insurance Certificate
 - e. Familiar Disclosure Form – Notarized
 - f. Assurances and Certifications
 - g. Brief Company Description- summary of recent roofing projects
5. **Scope of Work – Refer to Spec. Section 01 1100 Work Summary**
 - a. **Education Service Center Areas A01 and A02 as indicated on Drawings.**
 - (1) **A01** -Remove and dispose of the existing membrane, base flashings, sheet metal flashing, and associated penetration flashings. Leave existing insulation in place.
 - (2) **A02** - Remove and dispose of the existing thermoplastic membrane, base flashing, sheet metal and associated penetration flashing. Remove and discard the polystyrene cover board. Sweep and vacuum the existing aggregate. Leave existing the BUR membrane and insulation in place.
 - (3) Remove abandoned equipment, projections, and curbs as indicated on the drawings. Install new decking.
 - (4) At existing roof drains, remove and discard an 8-foot by 8-foot area of insulation to allow for the installation of a tapered sump.
 - (5) Provide required wood blocking where indicated on the project drawings.
 - (6) **A01** - Provide (1) one layer of 2-inch thick polyisocyanurate roof insulation mechanically fastened.
 - (7) **A02** - Provide (1) one layer of 3-inch thick polyisocyanurate roof insulation mechanically fastened.

Bay-Arenac ISD Pre-Bid Meeting Minutes

- (8) Provide (1) one layer 0.5-inch thick manufacturer's approved high-density cover board, adhered in low-rise foam adhesive.
- (9) Provide single-ply 60 mil EPDM roof system fully adhered, sheet metal components, and accessories.
- (10) Flash all penetrations per NRCA and/or manufacturer's recommended procedures, and as indicated on drawings.
- (11) Upon completion of work, provide a roofing manufacturer's 20-year warranty and a contractor's 5-year guarantee.

b. LLC Bay Area A01 as indicated on Drawings.

- (1) Remove existing thermoplastic membrane, base flashing, sheet metal, and associated penetration flashing. Remove and discard the polystyrene cover board. Sweep and vacuum the existing aggregate. Leave existing BUR membrane and insulation in place.
- (2) At existing roof drains, remove and discard an 8-foot by 8-foot area of insulation to allow for the installation of a tapered sump.
- (3) Provide required wood blocking where indicated on the project drawings
- (4) **A01** - Provide (1) one layer of 2-inch thick polyisocyanurate roof insulation mechanically fastened.
- (5) Provide (1) one layer 0.5-inch thick manufacturer's approved gypsum cover board, in low-rise foam adhesive.
- (6) Provide single-ply 60 mil EPDM roof system fully adhered, sheet metal components, and accessories.
- (7) Flash all penetrations per NRCA and/or manufacturer's recommended procedures, and as indicated on drawings.
- (8) Upon completion of work, provide a roofing manufacturer's 20-year warranty and a contractor's 5-year guarantee.

6. Safety

- a. Meet all OSHA requirements
- b. Provide a site-specific safety plan and Safety Data Sheets (SDS)
- c. Provide warning lines at staging areas.

7. Logistics

- a. Protect the building during construction
- b. Clean surfaces, and repair/replace damaged siding, concrete, or landscaping at no cost to the owner.
- c. Staging Areas, Material Storage locations, and On-site parking:
- d. The contractor is responsible for the proper storage of materials.
- e. The contractor is responsible for the security of construction materials and equipment.
- f. Workers to access the roof from temporary exterior ladders. On a daily basis, ladders are to be removed and secured prior to leaving the site.
- g. Contractor to provide and maintain portable toilets. Workers may not use school facilities.
- h. Bidders to verify all existing conditions, dimensions, and quantities.

8. Communication

- a. Communication is necessary to have a successful project. The contractor will need to communicate their daily work areas to allow the district to move personnel and students out of those areas of work.

9. Submittals- need to be submitted prior to starting the project

10. Questions –

- a. The District is asking for a 5-year contractor's guarantee (not a 5-year maintenance agreement) along with a

Bay-Arenac ISD Pre-Bid Meeting Minutes

20-year manufacturer's warranty. Can be submitted on your standard guarantee form or you can use the performance agreement form provided.

b. Loose aggregate needs to be removed from the existing built-up roof system. It does not necessarily need to be vacuumed.

c. Cover boards can either be a .05-inch high-density polyisocyanurate cover board or a .05-inch gypsum cover board.

d. The district will hire a mechanical contractor to raise necessary gas lines and rework necessary supply lines. The roofing contractor will provide the specified roof flashing details and specified supports.