

**Queens Creek Elementary School – Roof Repair**  
**Project No. 2019004**  
**Onslow County Schools**  
**Pre-Bid Conference Agenda**  
**May 9, 2019 at 2:00 p.m.**



**Owner:** Onslow County Schools  
200 Broadhurst Road  
Jacksonville, NC 28540

**Location:** Queens Creek Elementary School  
159 Queens Creek Rd.  
Swansboro NC 28584

**Architect:** Smith Sinnett Architecture, P.A.  
4600 Lake Boone Trail, Suite 205  
Raleigh, NC 27607  
Phone: (919) 781-8582  
Fax: (919) 781-3979

Ed Gordon  
Nizar Maddouri

**Items in (orange are notes from the meeting). Items in black below were read aloud.**

On behalf of the Owner and Smith Sinnett Architecture, we would like to thank you for your interest and attendance at this Pre-Bid Conference.

**I Bid:**

Bids will be received until **Thursday, May 23<sup>rd</sup>, 2019 by 2:00p.m.**, for a Single Prime Contract at:

Onslow County Schools Offices  
200 Broadhurst Road  
Jacksonville, NC 28540  
Maintenance Department Meeting Room **(Meeting Room #4)**

**All bids will be held until 2:00 p.m. on May 23<sup>rd</sup>, 2019 at which time the bids will then be opened and read aloud.**

**II Bid Day Documents: Refer to Specifications**

1. Proposal Form Pages 1 through 4
2. Bid Bond (5%) or Certified Check (5%)
3. Minority Business Guidelines (10% Goal)
4. Bid envelope should be sealed with the following information listed on the outside of the envelope.
  - a. Bidder's Name and Address
  - b. North Carolina Contractor's License Number
  - c. Name of Project
5. If awarded the Contract, the Bidder must provide an executed Performance Bond and Payment Bond for 100% of the Contract by a company licensed in North Carolina. Certificates of Insurance meeting the requirements indicated in the Specifications will also be required.
6. Any bids that have qualifying notes or comments will be rejected.
7. For mailed bids, it's the contractor's responsibility to ensure the bid arrives prior to the bid opening time. Place the bid in a double envelope with "Sealed Bid Do Not Open" written on the envelope.



### III Alternates / Allowances / Unit Prices:

#### ALTERNATES

**Alternate No.1; Asphalt Shingles, Replace Recovery Board:** State the amount to be added to the Base Bid for providing all labor and materials to remove and replace the existing roof recovery board (1-layer) to match existing 'Loadmaster' roofing assembly per the plans and specifications and as shown and noted in the Contract Documents.

**Alternate No. 2; Metal Roofing:** State the amount to be added to the Base Bid for providing all labor and materials to remove and replace the existing roof covering with metal roofing per the plans and specifications and as shown and noted in the Contract Documents

#### IV ALLOWANCES

(Refer to Division 01 Section 01 21 00 – Allowances for amounts to be included in bid)

**Allowance No. UP/A-1;** REMOVAL AND REPLACEMENT OF EXISTING METAL ROOF DECK:  
Allow an amount per square foot for removal and replacement of existing metal roof deck with new metal roof deck based on the unit price for removal and replacement of existing metal roof deck quoted in the Proposal.

**Quantity: 5,000 SF**

**Allowance No. UP/A-2;** REMOVAL AND REPLACEMENT OF EXISTING SUB-DECK PANELS:  
Allow an amount per square foot for removal and replacement of existing "Loadmaster" sub-deck panels (approx 1-1/2" thickness) and replacement with fiber reinforced gypsum panels on the unit price for Removal and Replacement of Existing Sub-Deck Panels quoted in the Proposal.

**Quantity: 5,000 SF**

**Allowance No. A-3;** CONTINGENCY:

Contingency allowance shall be provided as follows and the price shall be adjusted based on the actual cost of subcontracts, materials, and labor, excluding overhead and profit. Allowances for overhead and profit shall be provided within the contract price. If there is unused allowance at the conclusion of the project, the allowance plus 15% will be deducted from the contract.

**Contingency: \$25,000.00**

#### UNIT PRICES

**Unit Price No. UP/A-1;** REMOVAL AND REPLACEMENT OF EXISTING METAL ROOF DECK:  
Provide a Unit Price per square foot for removal and replacement of existing metal roof deck with new metal roof deck based at the unit price quoted in the Proposal.

**Unit Price No. UP/A-2;** REMOVAL AND REPLACEMENT OF EXISTING SUB-DECK PANELS:  
Provide a Unit Price per square foot for removal and replacement of existing "Loadmaster" sub-deck panels (approximate 1-1/2" thickness) and replacement with fiber reinforced gypsum panels at the unit price quoted in the Proposal.



**IV E-Procurement Vendors**

If the low bidder is an E-Procurement Vendor, the owner will not be responsible for any fees associated with the E-Procurement process incurred by the low bidder or any subcontractor. Refer to 009010 Special Conditions Article 8

**V Schedule: (Schedule will be verified via Addendum)**

**Notice to Proceed:** anticipated **June 6, 2019**. (verify w/ school system)

**Substantial Completion:** **November 30, 2019**.

**Final Completion:** shall occur on or before **December 30, 2019**. (30 days post Substantial)

**VI Liquidated Damages:**

See Supplementary General Conditions: **\$250.00 each calendar day** in excess of the stated completion time.

**VII Examination of Bid Documents:**

All Bidders are expected to fully examine and familiarize themselves with the Drawings, Specifications and Existing Conditions. All Bidders should read the scopes of the bid package. Any questions or clarifications should be directed to the Architect. No allowances will be made after the bids are received for any oversight due to failure to examine the documents.

**VIII Substitutions:**

Substitutions or approvals of “Equals” will only be accepted if approved by the Architect in writing at least 10 days prior to the receipt of bids: May 13, 2019.

**IX Technical Questions:**

Technical questions should be submitted to Architect as soon as possible by phone or preferred email.

**lparker@smithsinnett.com**  
**(919) 781-8582**

**X Construction Documents:**

This is a formal bid and construction documents can be accessed post request from our website

**XI Addenda:**

Addenda will be emailed to everyone on the Architect’s plan holders list.

**XII Plan Holders and Bidders List:**

Plan Holders and Bidders List will be posted on our website.



**XIII Architect’s brief description of the project:**

Project will involve the removal and replacement of roofing materials as described in the Contract Specifications and indicated per roofing assembly details on the Contract Drawings.

**Base Bid**

Involves the removal of the existing shingles and the replacement with ice and water shield and new asphalt shingles.

**Alternate 1**

Added to the based bid is the removal of the top layer of Loadmaster decking and the replacement of a new layer.

**Alternate 2**

Project consists of the careful removal of the existing shingle roof and permitting the underlying Loadmaster roofing substrate to dry. This will be followed by the installation of rigid insulation and a vapor barrier placed atop the insulation. Finally the metal roofing will be placed over the previous layers.

The owner may choose to award one or more alternates after the initial NTP is issued. The award will occur within the 60 days listed in the proposal form.

**Notes:**

**Contractors can get back to measure the building by calling the main office at the school and letting them know who you are and what you need to do. Once on site, stop at the main office and go through their procedures for being on campus.**

**All other questions asked during the meeting will be addressed in the Addenda.**