



Pre-Bid Meeting Notes
Guilford County Schools
Roofing Project: Southwest Middle School
RTD Project #: 04-R16-17031-DOS
Date: January 30, 2018 11:00 AM

Agenda:

1. Opening Remarks
2. Introductions of the Key Parties
3. The Role of RTD was Reviewed with All Parties
4. Review of Project Specifications
 - Invitation to Bid
 - Agreement
 - M/WBE
 - Instructions to Bidders
 - Form of Proposal
 - Technical Specifications

Members in Attendance:

Name:

Association:

Tommy Hunter	RTD Associates
David Kemp	Guilford County Schools
Velicia Moore	Guilford County Schools
Kerrie m. Douglas	Southwest Middle School
Dan Peeper	TectaAmerica, NC
Mike Nichols	Owens Roofing
Andy Apply	Greensboro Roofing
Dale Sloan	Greensboro Roofing
Brad Gallimore	Martin Roofing Services
Joey Tillman	Triad Roofing Company
Brad Kurth	AAR of NC
Mark Strickland	Allied Roofing
Mike Calvin	Blu Sky
Gary Fennie	Blu Sky

Members in Attendance:

Name:

Sean Dougherty

Robyn Hogan

Association:

Johns Manville

Carolina Disposal Services

Key Parties Involved:

Facility Contacts for the Project:

Mr. David Kemp
Title: Program Administrator, Construction
Telephone: 336-370-2391
Fax: 336-370-2398
Email: Kempt@gcsnc.com

Ms. Velicia Moore
Title: Purchasing
Telephone: 336-370-3240
Fax:
Email: Gaddyv@gcsnc.com

Engineer's Project Manager:

Mr. Robért Hinojosa, PE, RRC RWC, REWC, RBEC
Telephone: 704-882-7517
Fax : 704-882-7530
Email : robert@rjhassoc.com
Mobile: 281-387-8625

Asst. Project Manager

Mr. Tommy Hunter
Telephone 336-324-8773
Fax: 336-542-3226
Email: Tommy.Hunter@RTDAssociates.com
Mobile: 336-324-8773

Engineer's Inspector
Mr. Ray Brake
Telephone: 704-882-7517
Fax: 704-882-7530
Email : Ray.brake@RTDAssociates.com

Project Assistant:

Ms. Tanya Person
Telephone: 704-882-7517 x 222
Fax: 704-882-7530
Email : Tanya.Person@RTDAssociates.com

Opening Remarks:

- Introduction of facility contacts were made.
- All Contractors were welcomed and thanked for coming.
- The Contractors are required to make additional site visits.
- Contractors were informed they must report to the office and identify themselves before proceeding to the designated roof areas
- Meeting adjourned so to allow parties to start their site visits.

Addendum Process:

- Addendums will be sent via Fax. RTD Associates will e-mail addendums if e-mail addresses are provided.
- No addendum will be issued within five days of the bid due date.
- Any issued addendum becomes part of the contract documents.

Review Specification in Detail:

- Invitation to Bid: **DISCUSSED**
 - Bid Due Date. February 15, 2018 at 2:00 PM
 - Additional Site Visits Must be requested to Mr. David Kemp Kempt@gcsnc.com
- Instructions to Bidders:
- Form of Proposal:
 - Unit Prices - See Section 01 22 00 Summary of Work. Include with bid
 - Itemized Bidding
- Contractor's Pre-Qualification Statement:
 - Required with each bid
 - Change monthly, copy of previous accepted
- Bond Documents or security deposits:
 - Contractor's Performance Bond: **Required for this project**
 - Contractor's Payment Bond: **Required for this project**
- Technical Specifications: **DISCUSSED**
 - Safety
 - Warranties
 - Conditions
 - Lightning Protection (If applicable)
 - Execution
- Plans and Details: **DISCUSSED**
 - Area Roof Plans
 - Design Details
- Project Management Forms: **DISCUSSED**
 - Application and Certificate for Payment
 - Application for Payment Continuation Sheet
 - Change Orders

RTD Associate's Role in the Construction Process:

- A. Pre-Construction:
Perform a pre-construction conference with the awarded contractor and facility representatives.
- B. During Construction
Tommy Hunter and or Ray Brake will provide selected site visits at all facilities
- C. Project Closeout
Perform a Final Inspection to include RTD Associates and the Owners representative. Review and forward the close-out package.

Comments and Questions:

The following questions and comments were noted during the pre-bid.

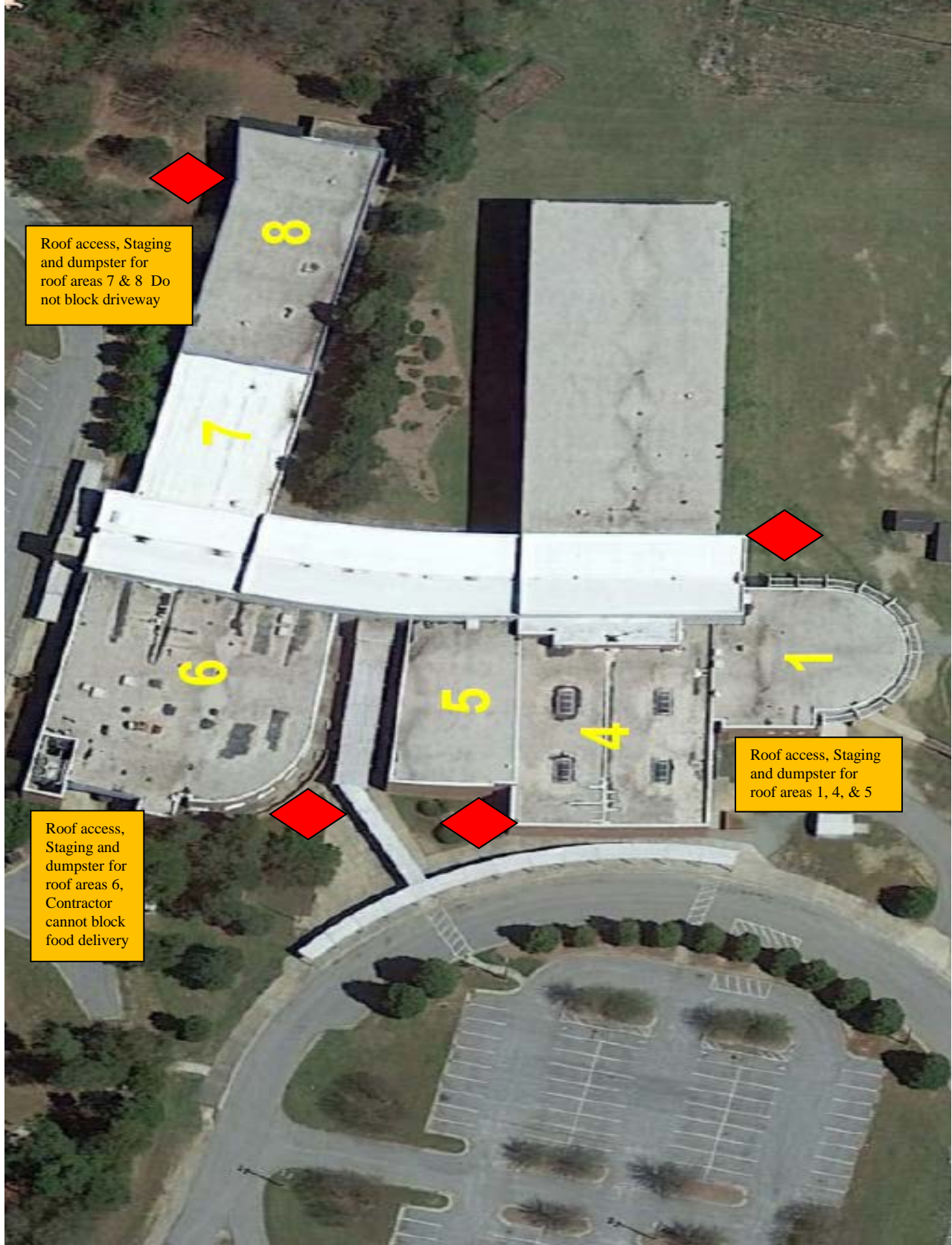
- 1. Working Hour
- 2. ShareFile access was provided to those contractors who did not have this access
Link <https://rtdassociates.sharefile.com/d-s803cdd441d44889a>
- 3. All Addendum will be emailed and placed on Sharefile
- 4. Minority participation target is 12.46%. Include all Affidavit documents with bids
- 5. Iran Divestment Act Certification is no longer required with bid.
- 6. Remove 5/8" gypsum board from base bid specification
- 7. Affidavit A. If the contractor checks box 1 or 7, back up must be submitted with bid
- 8. Appendix E must be submitted with all pay applications
- 9. Contractor to submit bid on Revised Form of Proposal provided with Addendum # 1
- 10. Contractor to submit Unit Pricing on revised Unit price page provided with Addendum # 1
- 11. Form of Proposal will include section to submit "Days to Complete" for both base and Alternate bid.
- 12. Skylights on roof area \$ are to be removed. Additional technical outline and details to follow with Addendum # 2

13. Are there Liquidated Damages. Please read the Guilford County Schools front ends for clarification.
14. TrueLo Max® Asphalt is the Asphalt of preference and to be included in the base bid
15. Low rise foam is acceptable cold adhesive
16. No addendum will be issues less than 5 working days from the bid due date
17. All contractors were instructed to read and familiar themselves with the complete specification package including all Front Ends.
18. All questions need to be submitted in writing to
 - a. Robert Hinojosa, PE RTD Associate Robert@rjhassoc.com
 - b. Tommy Hunter, VP RTD Associates Tommy.hunter@rtdassociates.comNo later than 3:00 PM February 8, 2018
19. All Contractors are requested to submit their bid in duplicate

Clarification to Specifications

1. Remove 5/8" Gypsum Board from base bid
2. Base bid is Hot mopped base sheet and torched cap sheet
3. See Addendum # 1

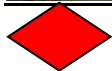
Staging and Laydown areas



Roof access, Staging and dumpster for roof areas 7 & 8 Do not block driveway

Roof access, Staging and dumpster for roof areas 1, 4, & 5

Roof access, Staging and dumpster for roof areas 6, Contractor cannot block food delivery



Potential kettle locations

Distribution

Mr. David Kemp	Guilford Co. Schools	kempt@gcsnc.com
Ms. Velicia Moore	Guilford Co Schools	gaddy@gcsnc.com
Ms. Kerrie M. Douglas	Southwest Middle School	Douglask@gcsnc.com
Mr. Robert Hinojosa	RTD Associate	Robert@RJHAssoc.com
Mr. Dan Peeper	TectaAmerica	dpeeper@tectaaamerica.com
Mike Nichols	Oven Roofing	Mike@Owensroofing.com
Mr. Andy Apple	Greensboro Roofing	Andy@Greensbororoofing.com
Mr. Dale Sloan	Greensboro Roofing	Dale@GreensboroRoofing.com
Mr. Brad Gallimore	Martin Roofing Company	Bradgallimore@martinroofingservices.com
Mr. Joey Tillman	Triad Roofing	Joey@TriadRoofing.com
Mr. Brad Kurth	AAR of NC	Brad@AARNC.com
Mr. Mark Strickland	Allied Roofing	MStrickland@Alliedrfg.com
Mr. Mike Calvin	Blu Sky	Mcalvin@goblusky.com
Mr. Gary FennieBlu Sky		Gfennie@goblusky.com