

<b>Project:</b>	City of Auburn, Maine – Engine 5 Fire Station – Roof Replacement Project	<b>Date:</b>	August 4, 2016
<b>Project No.:</b>	CCPG #994	<b>Bid No.:</b>	2017-002
<b>Meeting:</b>	Pre-Bid Meeting	<b>Time:</b>	9:00 a.m.
<b>Location:</b>	Engine 5 Fire Station, Auburn, Maine		

<u>Attendees</u>	<u>Company</u>	<u>E-Mail</u>
Derek Boulanger	City of Auburn, Facilities Manager/Purchasing Agent	<a href="mailto:dboulanger@auburnmaine.gov">dboulanger@auburnmaine.gov</a>
Mitch Daigle	Cordjia Capital Projects Group, LLC	<a href="mailto:mdaigle@cordjiacpg.com">mdaigle@cordjiacpg.com</a>
Timothy Allen	Auburn Fire Department	<a href="mailto:tallen@auburnmaine.gov">tallen@auburnmaine.gov</a>
Ray Perron	Ganneston Construction Corp	<a href="mailto:rperron@gannestonconstruction.com">rperron@gannestonconstruction.com</a>
Kent Wusterbarth	WH Demmons, Inc.	<a href="mailto:kwusterbarth@whdemmons.com">kwusterbarth@whdemmons.com</a>
Keith Smith	K.W. Smith & Son, Inc.	<a href="mailto:kevin@kswandson.com">kevin@kswandson.com</a>
Andy Guerin	Gladu Roofing Company, Inc.	<a href="mailto:gladuroofing@gmail.com">gladuroofing@gmail.com</a>
JD Emerson	GR Roofing	<a href="mailto:jdemerson@gwi.net">jdemerson@gwi.net</a>
Michel Mathieu	Hahnel Bros. Co.	<a href="mailto:mmathieu@hahnelbrosc.com">mmathieu@hahnelbrosc.com</a>
Eric Donegan	Saco Roofing	<a href="mailto:sacoroofting@yahoo.com">sacoroofting@yahoo.com</a>
Allan Hawes	G&E Roofing	<a href="mailto:ahawes@geroofting.com">ahawes@geroofting.com</a>
Greg Nazaroff	Beacon Sales Co.	<a href="mailto:gnazaroff@beaconsales.com">gnazaroff@beaconsales.com</a>
Steve Amero	ABC Supply Co.	<a href="mailto:steve.amero@abcsupply.com">steve.amero@abcsupply.com</a>
Brett Bernier	Glidden Roofing Corp.	<a href="mailto:cashmanb@gliddenroofing.com">cashmanb@gliddenroofing.com</a>
Conrad Gilman	IRC	<a href="mailto:conrad@ircmaine.com">conrad@ircmaine.com</a>
Steve Facteau	Firestone / Eastern	<a href="mailto:sfacteau@easternar.com">sfacteau@easternar.com</a>
Ryan Crocker	Fowler’s Roofing	<a href="mailto:fowlerroofing1@gmail.com">fowlerroofing1@gmail.com</a>

**Copy of Meeting Minutes sent to: Attendees Names listed above.**

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| 1. | <p>Bid opening will be at 2:00 pm on August 18, 2016 at 60 Court Street, Auburn, Maine. Bids must be delivered and stamped received prior to the 2:00 pm deadline.</p> <p>All bid questions and RFI’s must be submitted in writing to both Mr. Mitch Daigle of Cordjia Capital Projects Group (“Cordjia”) and Mr. Derek Boulanger of the City of Auburn (“COA”) prior to 2:00 pm on August 11, 2016. Email is preferred, but it is the responsibility of the contractor to confirm that the email correspondence has been received.</p> <p>Addendums and clarifications will be issued to the contractor’s email addresses that were provided on the pre-bid sign in sheet. The contractors should ensure that whoever this email address belongs to knows to distribute the addendums and clarifications to the correct person. Please allow read receipts for emails. The final addendum (if any) will be issued by 2:00 pm on August 15, 2016.</p> <p>The submitted BID PROPOSAL FORM must acknowledge all addendums issued and have the addendum number(s) and date(s) indicated and include the SCHEDULE OF VALUES FORM.</p> |
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ID	Discussion / Remark
2.	<p>Points of contact are as follows:</p> <p><u>Technical Inquiries:</u> Mr. Mitch Daigle - Cordjia; Office: 207-236-9970; Mobile: 207-333-2226; Email: <a href="mailto:mdaigle@cordjiacpg.com">mdaigle@cordjiacpg.com</a></p> <p><u>Bidding Inquiries &amp; Access to the Building:</u> Mr. Derek Boulanger – City of Auburn (COA); Office: 330-6601, ext. 1135; Email: <a href="mailto:dboulanger@auburnmaine.gov">dboulanger@auburnmaine.gov</a></p>
3.	<p>The selected contractor shall provide a copy of all certificates of insurance with limits pursuant to the City of Auburn’s requirements prior to commencing the work.</p>
4.	<p>Permits are the contractor’s responsibility for their scope of work and shall be included in the bid. The Authority Having Jurisdiction (AHJ) shall be contacted for verification of any applicable permitting requirements and fees. It is not anticipated that any permits are required; however it is the responsibility of the contractor to verify this with the AHJ.</p>
5.	<p>All new work completed under this contract shall be in compliance with MUBEC.</p>
6.	<p>The selected contractor is expected to start the work once a notice of award has been issued and substantially complete the work no later than September 30, 2016.</p>
7.	<p>This project is subject to compliance with all requirements of the Occupational Safety and Health Administration (OSHA), Volume 36, No. 105 of the Federal Register; U.S. Department of Labor published Saturday, May 29, 1971, as amended.</p>
8.	<p>There is adequate space at the project site and designated parking, storage, and mobilization areas will be further discussed prior to construction with the selected contractor.</p>
9.	<p>It will be the contractor’s responsibility for the proper legal disposal of all construction waste.</p>
10.	<p>The only personnel that is authorized to approve a change to the bid documents is Mr. Derek Boulanger. If a condition arises that warrants a change order it must be pre-approved by Mr. Derek Boulanger. No exceptions.</p>

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11.	The selected contractor shall submit as soon as possible to Cordjia and COA and before any material or equipment is purchased, the manufacturer's data, catalog cuts, samples, or other information as required for the items listed in the contract documents.
12.	The selected contractor will be responsible for direct coordination with the Owner and the Owner's other contractors for work that may be executed under separate contract.
13.	All construction materials shall be new, with the exception of materials designated for reuse, and shall be installed in accordance with the manufacturer in order to maintain the manufacturer's warranty.
14.	After the project presentation meeting, the contractors were toured through the premises which included all project proximities both interior and exterior. The contractors were informed to call Mr. Derek Boulanger for arrangement of additional site visits.
15.	<p>Specific Work Conditions &amp; Clarifications:</p> <ul style="list-style-type: none"> <li>a. The contractor shall continuously maintain adequate protection of all work from damage and shall protect the property from injury or loss for the duration of this contract, and shall make good any such damage, injury or loss. Maintain the building water-tight.</li> <li>b. The Owner's business operations must continue throughout the entire construction period. It is the contractor's responsibility to coordinate construction activities with the AFD Deputy Fire Chief.</li> <li>c. The access around the building must be kept clear at all times for emergency vehicles.</li> <li>d. The selected contractor will be responsible to coordinate in advance with the City of Auburn and the Building Occupants for access to the interior of the building.</li> <li>e. The Owner will remove all equipment and materials from the work area prior to the start of work. The contractor must notify the Owner that the work area needs to be cleared at least 72 hours in advance of the need to move furnishings, equipment, materials, etc. from the work area.</li> <li>f. Contractors will have access to the site between 7:00 AM and 6:00 PM (flexible). The Owner may provide special access on late weekdays, weekends, and holidays by special request with a minimum of 48 hours advance notice and approval by the Owner.</li> </ul>

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	<ul style="list-style-type: none"> <li>g. The selected contractor will be provided secure access to the work area. This will be discussed in further detail with the selected contractor prior to construction. The selected contractor will be responsible for their own jobsite security.</li> <li>h. No power or utility cutoff (if required) will be permitted without 3 days advance notice and approval by the Owner.</li> <li>i. Construction debris not immediately contained in a proper disposal container will not be tolerated at any time during the duration of this project.</li> <li>j. Smoking and tobacco products are allowed on the building grounds provided it occurs at the designated smoking area. Waste must be properly disposed of or taken off-site.</li> <li>k. The selected contractor is to provide all equipment and materials required for the prosecution of the work whether or not indicated in the contract documents at no additional cost to the Owner.</li> <li>l. The selected contractor is not required to provide a jobsite trailer unless they choose to do so. The contractor is required to provide their own bathroom facilities.</li> <li>m. The selected contractor will be required to submit a construction schedule and a schedule of values within 10 days of notice of award.</li> <li>n. There is existing fiberglass insulation above the suspended ceilings that the contractor will be responsible to remove and replace as required.</li> </ul>
16.	<p>The selected contractor shall request all scheduled inspections including the punch-list inspection in writing (email is acceptable) seven (7) days prior to the desired date.</p> <p>The punch-list inspection is to confirm that all equipment is in place and is functioning in accordance with the construction documents and should be cosmetic and minor in nature. It is NOT an additional site visit. If there are multiple page lists of deficiencies found during this inspection, the contractor will be responsible to provide funding for the cost of an additional punch-list inspection.</p>
17.	<p>The contractor shall submit closeout documentation (Redline Drawings and O&amp;M Manuals) to Cordjia and COA with claim for final Application for Payment. Closeout procedures will be strictly enforced and the progress of closeout documentation will be checked at regular intervals during construction.</p>

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18.	<p>Clarifications:</p> <ul style="list-style-type: none"> <li>a. Core samples: The lower roof had steel deck, 2 ¼" poly-iso, ½" cover board, and EPDM. The upper roof had steel deck, 2 ½" poly-iso, ½" cover board, and EPDM.</li> <li>b. Tapered Insulation: It was requested to reduce the tapered insulation design to be in accordance with NRCA recommendations. The recommended NRCA design would reduce the valley slope to approximately 1/16" per foot. The provided design in the bid documents provides an approximate 1/8" per foot slope in the valleys. The tapered insulation design within the bid documents shall be followed.</li> <li>c. Roof Drains: It was stated that secondary roof drains that are 2 inches higher than the existing roof drains would be accepted in lieu of the Hi/Lo Overflow Drains. If secondary drains are used, new baskets shall be provided for the existing roof drains.</li> <li>d. The specification calls for externally reinforced EPDM, is this correct? No, this was incorrect in the specification. The new EPDM is not required to be externally reinforced.</li> <li>e. The specifications call for details that are stricter than the details that the manufacturer may require for the specified warranty, can the lesser details be used? Yes, details of lesser construction may be used provided the work is completed and installed in compliance with the manufacturer's recommended methods in order to maintain the specified warranty.</li> <li>f. We noticed that there were loose bricks at the top course at the existing perimeter edge flashing. Should these loose bricks be repaired or flashed over? The loose bricks will need to be repaired under a change order once the quantity can be determined, prior to installing the new roofing and perimeter edge flashing.</li> <li>g. If the existing Poly-Iso and Cover Board is in good condition can it remain in place and have only one layer of new Poly-Iso installed over it? Yes, this is acceptable provided the new layer is mechanically fastened through the existing and into the existing steel deck in accordance with the manufacturer to attain the specified warranty. A unit price will be requested for one square of 2 ½" Poly-Iso should any deteriorated or wet insulation be discovered.</li> <li>h. Is a new Cover Board to be installed over the new insulation? No, a new cover board is not required. The new EPDM shall be fully adhered to the new insulation.</li> </ul>
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19.	Attachments: a. Pre-Bid Meeting Sign-In Sheet.
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Mitch Daigle  
VP & Senior Project Manager  
Cordjia Capital Projects Group, LLC

**Pre-Bid Meeting Sign-In**

**August 4, 2016**

**Time: 9:00 am**

<b>Client:</b>	<b>City of Auburn, Maine</b>
<b>Project:</b>	<b>Engine 5 Fire Station, Roof Replacement Project – Bid # 2017-002</b>

	Name	Company Name	Email Address	Phone Number
1.	Derek Boulanger	City of Auburn, Facilities Manager	dboulanger@auburnmaine.gov	207-333-6601, ext. 1135
2.	Mitchell Daigle	Cordjia Capital Projects Group	mdaigle@cordjiacpg.com	207-236-9970
3.	RAY PERRON	GANNESTON CONST. CORP.	PPERRON@GANNESTONCONSTRUCTION.COM	207-621-8505
4.	Eric Donegan	Saco Roofing	sacoroofing@yahoo.com	207-282-8780
5.	MIKE MATHIEU	HANDEL Bros Co	mmathieu@hahnelbrosc.com	207 784 6477
6.	Allan Hawes	G&E Roofing	ahawes@geroofing.com	207 557 9865
7.	Greg Nazarov	Deacon Sales Co.	gnazaroff@beaconsales.com	784-6429
8.	Andy Guerin	Gladu Roofing Co.	gladuroofing@gmail.com	782 7081
9.	Keith Smith	KWS & Son Roofing	kevin@kwsandson.com	207-551-8334
10.	STEVE AMERO	ABE SUPPLY	STEVE.AMERO@ABESUPPLY.COM	207-252-4000

**Pre-Bid Meeting Sign-In**

**August 4, 2016**

**Time: 9:00 am**

<b>Client:</b>	<b>City of Auburn, Maine</b>
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	Name	Company Name	Email Address	Phone Number
11.	Brett Bernier	Blidden Roofing Corp.	cashmanb@bliddenroofing.com	207-883-2608 <del>200</del>
12.	Kent Wisterbath	Wlt Neenans Inc	kwu@wltneenans.com	207-321-5883
13.	Conrad G. Lomas	IRC	Conrad@IRCMaine.com	207 629 8668
14.	J D Emerson	GR Roofing	jdemerson@gwr.net	(207) 570-4951
15.	Steve Fecteau	Firestone (Eastern	sfecteau@easternar.com	781.572.6631
16.	Ryan M Crocker	Fowler Roofing	fowlerroofing1@GMail.com	582-6622
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