

ADDENDUM #1

WOODBURY BRACKETT MUNICIPAL GARAGE ROOF REPLACEMENT PROJECT **BID NO. 2018-014**

City of Auburn, Maine

November 22, 2017

Please include the following recommended changes:

GENERAL ITEMS:

1. Refer to the attached Pre-Bid Meeting Minutes for items discussed, bid clarifications and individuals present at the mandatory pre-bid meeting.

CHANGES TO THE SPECIFICATIONS:

1. **REMOVE** Section 01 00 00, Administrative Provisions in its entirety and **INSERT** the enclosed revised Section 01 00 00, Administrative Provisions. Note: Changes to this section include eliminating parts that are not applicable to this project.
2. Section 07 53 00, Elastomeric Membrane Roofing: At Part 1.09 Warranty, **DELETE** Part A. in its entirety. **ADD** in its place: "Provide twenty (20) year full system water-tightness, no dollar limit warranty. Warranty shall include wind damage up to 72 MPH per ASCE 7".

CHANGES TO THE DRAWINGS:

Drawing A1-1: On the Phase 1 (office area) roof, **DELETE** the note that reads "New cricket with 1/8" per ft. tapered insulation". **ADD** in its place: "New cricket with 1/4" per ft. tapered insulation".

Drawing A1-1: On the Phase 2 (garage area) roof, **DELETE** the note that reads "New cricket with 1/8" per ft. tapered insulation –typical to provide positive pitch to drain as required by the IBC". **ADD** in its place: "New cricket with 1/4" per ft. tapered insulation –typical to provide positive pitch to drain as required by the IBC".

CLARIFICATIONS AND QUESTIONS ASKED BY BIDDERS:

1. *Should the crickets be a minimum slope of 1/4" (twice the roof slope) to match industry standard?* Yes. The slope of the crickets will be changed to 1/4" per foot. Refer to the changes to the drawings above.
2. *Has the existing roof system (asphalt felts on deck) been tested for any hazardous material such as asbestos?* No. The asphalt felts have not been tested. The project shall be bid as if the felts are negative for asbestos. The Owner will have the felts tested if needed when the felts are exposed.
3. *Should we include anticipated cost increases for phase 2 or will this be addressed via change order with the winning bidder?* Phase 2 cost increases will be addressed via change order with the selected contractor. We encourage the bidders to discuss anticipated cost increases in their cover letter.
4. *Who is responsible for extending electrical and/or plumbing at the roof curbs if necessary due to the increased insulation thickness?* The Owner will contract directly with a mechanical/electrical contractor for any required extensions to electrical and/or plumbing.
5. *Should all bidders carry the same dollar amount determined by the owner for an allowance for extending electrical and/or plumbing?* No. Refer to clarification #4.
6. *Will the owner pay for stored materials or will we be required to deliver all the materials to the site at once in order to requisition payment?* Yes. Materials stored offsite may be requisitioned with appropriate right-of-entry and insurance documentation and the materials have been confirmed.
7. *Please let us know if we are changing the warranty to a 20-year 72 MPH? This would not change the specified design requirements only the warranty rider which would save the owner some money.* Yes. Refer to the changes in the specifications above.

ADDENDUM #1

WOODBURY BRACKETT MUNICIPAL GARAGE ROOF REPLACEMENT PROJECT
BID NO. 2018-014

City of Auburn, Maine

November 22, 2017

ATTACHMENTS:

1. Revised Specification Section 01 00 00, Administrative Provisions.
2. Pre-Bid Meeting Minutes.

END OF ADDENDUM #1

SECTION 01 00 00
ADMINISTRATIVE PROVISIONS

PART 1 GENERAL

1.01 CONTRACT REQUIREMENTS

A. Scope of Work

1. The Work of the Contract includes Phased removal and disposal of the existing EPDM, select damaged poly-iso insulation, penetration flashings and the perimeter flashing; installation of replacement poly-iso insulation, the addition of poly-iso insulation, blocking and the installation of new EPDM covering, replacement dome strainers, walkway pads, perimeter flashing and other roof specialties at the Woodbury Brackett Municipal Garage in accordance with the Contract Documents. Phase 1 involves the roof over the administrative office area consisting of approximately 3,195 square feet. Phase 2 involves the roof over the garage area consisting of approximately 41,930 square feet. Work under this contract will be in accordance with plans and specifications created by Cordjia Capital Projects Group, LLC dated November 10, 2017 and as amended.

B. Contract Method

1. Basis of award of this Contract will be in accordance with the Conditions and Instructions to Bidders section within the RFP.
2. Contract type: City of Auburn, Maine, Standard Form of Agreement. A Sample Agreement is located within the RFP.
3. The project will be constructed under a single lump sum contract. The work associated with Phase 2 (Garage Area) will be executed via change order should the Owner elect to do so, which is dependent on the availability of funding.

C. Work Sequence

1. Work of the Contract and related provisions are as described in the Contract Documents.

D. Contractor Use of Premises

1. Work of this Contract includes coordinating the work with the daily operations of the Owner.
2. Limit use of premises for Work and construction operations only, allow for Owner occupancy, work by other Contractors, and public access.
4. Limit access to Owner's site, hours of operations are 7:00 A.M. - 6:00 P.M. If Contractor would like to work on weekends or federal and state holiday's he/she must request permission from Owner three working days in advance. The Owner reserves the right to accept or reject the Contractor's request.
6. Coordinate use of premises under direction of Owner.

7. The Contractor shall be responsible for his/her security in Construction Area until substantial completion. The contractor shall coordinate security of Building with Owner.

E. Owner Occupancy

1. Owner will occupy the facility during entire period of construction, to conduct Owner's normal operations. The Contractor shall cooperate with Owner to minimize conflict to the Owner's operations.

F. Owner-furnished Products: Not Used

G. Schedule of Allowances: Not Used

H. Alternates Bid Items (ABI):

1. Phase 1 (Office Area) - ABI #1 – Additive amount to increase the base bid (2”) poly-iso insulation on the office area roof to 3” thick poly-iso insulation.
2. Phase 2 (Garage Area) - ABI #2 – Additive amount to increase the base bid (1”) poly-iso insulation on the garage area roof to 2” thick poly-iso insulation.

I. Unit Prices (UPR):

1. Phase 1 (Office Area) - UPR #1 – Price increase to remove and replace 100 square feet of damaged 1/8” per foot tapered poly-iso insulation.
2. Phase 2 (Garage Area) - UPR #2 – Price increase to remove and replace 100 square feet of damaged 3” thick, two 1-1/2” layers, of flat poly-iso insulation.
3. Phase 2 (Garage Area) - UPR #3 – Price decrease to leave in place/reuse 100 square feet of undamaged 1-1/2” thick layer of flat poly-iso insulation.

J. Applications for Payment:

1. Submit Two (2) copies of each application using a form that is acceptable to the Owner and the Architect/Engineer, hereafter referred to solely as Owner.

K. Coordination:

1. Work of this Contract includes coordination of the entire Work of the Project.
2. The Contractor shall obtain and pay for all necessary construction/building permits. The Contractor shall send two (2) copies of all permits to the Owner.
3. Coordinate work with all utilities. Interruption of services shall be coordinated with an appropriate official at the facility to minimize the disruption of operations within the facility.
4. Notify an appropriate official at the facility at least three days in advance of the need to move furnishings, equipment, materials, etc. from areas to be affected by the construction.
5. Control on-site activities to minimize the disruption of the occupants.

6. Coordinate the work of equipment and material suppliers and subcontractors.
7. Make arrangements for the timely delivery of materials and supplies to the job site and for their temporary storage on site.
8. Maintain the project site in a neat condition.
9. Assist the Owner during periodic site visits and in the review of construction.
10. Maintain up to date progress records and as-built drawings.

L. Conflicts

1. Contractor shall notify Owner in writing of any real or apparent conflicts in the Contract Documents and, except in cases of emergency, await Owner's determination before proceeding.
2. The Owner's Project Manager shall resolve conflicts that arise during construction.
3. If two or more solutions are indicated in the Contract Documents, the Contractor shall assume the cost of the more expensive solution unless otherwise directed by the Owner.

M. Field Engineering

1. The Contractor shall be responsible for all field engineering as required.
2. The Contractor shall be responsible for obtaining any permits necessary.

N. Reference Standards

1. For products specified by association or trade standards, comply with requirements of the standard, except when more rigid requirements are specified or are required by applicable codes.
2. The date of the standard is that in effect as of the Bid date, or date of Owner-Contractor Agreement when there are no bids, except when a specific date is given.
3. Obtain copies of standards when required by Contract Documents. Maintain copy at job site during progress of the specific work.

1.02 SCHEDULING AND PHASING OF WORK

A. Commencement: Work of the Contract may commence when:

1. Phase 1 (Office Area): Once the contract requirements have been met and the Contractor and Owner deems the weather acceptable to commence construction activities.
2. Phase 2 (Garage Area): On or about July 1, 2018 depending on the availability of funding.

- B. Substantial Completion: Work of the Contract must be Substantially Completed by:
 - 1. Phase 1 (Office Area): **June 30, 2018.**
 - 2. Phase 2 (Garage Area): **October 31, 2018.**
- C. Final completion of all Work of this Contract shall be by:
 - 1. Phase 1 (Office Area): **July 31, 2018.**
 - 2. Phase 2 (Garage Area): **November 30, 2018.**
- D. Except as otherwise specified, Substantial Completion is hereby defined to mean a stage of completion sufficient for the Owner to have full beneficial use and occupancy of the structure involved, less only minor corrections and repairs that can be performed without undue annoyance to building occupants which shall be documented on the "punch list" as specified hereinafter. Beneficial use and occupancy means removal of all debris, interior and exterior scaffolding, surplus equipment and material and cleaning as required under the Contract completed.
- E. Normal building operations will continue throughout the length of the Project. The successful Contractor shall develop a schedule of work that is respectful of the Owner's needs but with a mutual understanding that temporary relocation of personnel within the facility may be required.
- F. Within ten (10) working days following receipt of the fully executed formal Contract Agreement by the Contractor, the Contractor shall prepare a proposed Phasing and Progress Schedule. The final Schedule shall be as mutually agreed to by the Owner and Contractor, and within the following guidelines:
 - 1. The Owner's business operations must continue throughout the entire construction period.
 - 2. Work within the building interior must comply with the Owner's requirements for continued use and occupancy.
 - 3. Applicable egress codes must be complied with during the construction period. In particular, building entrances and exit ways must be kept open at all times.

1.03 REGULATORY REQUIREMENTS

- A. Conform to Local, State and Federal codes.

1.04 PROJECT MEETINGS

- A. Requirements:
 - 1. Contractor shall, upon acceptance of a Contract and before commencing Work, contact the Owner and request a pre-construction conference.
- B. Pre-construction Conference
 - 1. The Owner will administer a pre-construction conference for execution of Owner-Contractor Agreement and exchange of information and preliminary submittals.

C. Construction Progress Meetings

1. The Contractor shall schedule and administer Project meetings throughout progress of the Work, called meetings, and pre-installation conferences.
2. The Contractor shall make physical arrangements for meetings, prepare agenda with copies for participants, preside at meetings, record minutes, and distribute copies within two days to Owner, participants, and those affected by decisions made at meetings.
3. Attendance: Job superintendent, major Subcontractors and suppliers, Owner and those appropriate to agenda topics for each meeting.
4. Suggested Agenda: Review of Work progress, status of progress schedule and adjustments thereto, delivery schedules, submittals, maintenance of quality standards, pending changes and substitutions, and other items affecting progress of Work.

1.05 SUBMITTALS

A. Procedures

1. In all submittals always refer to the project name and bid number.
2. Submit the number of copies which Contractor requires, plus two copies, which will be retained by Owner.
3. Submittals can be delivered electronically to both the Architect/Engineer and Owner. If submitting by e-mail, submit to the Architect/Engineer for approval, and the Owner for review, at the e-mail address below:

Architect/Engineer: mdaigle@cordjiacpg.com

Owner: dboulanger@auburnmaine.gov

4. Submittals can be delivered in paper form. Deliver copies of submittals to Architect/Engineer for approval at the address below:

Mitch Daigle
16 Tannery Lane, Suite 23
PO Box 1367
Camden, ME 04843
And one (1) copy to the Owner for review:

Derek Boulanger
Facilities Manager / Purchasing Agent
City of Auburn
60 Court St.
Auburn, Me 04210

5. Submittal Sheets:
 - a. Transmit each item, as specified, using a form that is acceptable to the Owner;

- b. Identify Project, Bid No., Contractor, Subcontractor, major supplier;
 - c. Identify drawing sheet and detail number, and Specification Section number, as appropriate;
 - d. Identify deviations from Contract Documents.
6. Comply with progress schedule for submittals related to Work progress. Coordinate submittal of related items.
 7. Architect/Engineer shall have 14 calendar days for review of submittals.
 8. After the Architect/Engineer's review of submittal, revise and resubmit as required identifying changes made since previous submittal.
 9. Distribute copies of reviewed submittals to concerned persons. Instruct recipients to promptly report any inability to comply with provisions.

B. Construction Progress Schedule

1. Submit an Initial Construction Progress Schedule in duplicate, see 1.02.A.3 this section for submission information. After review by Owner revise and resubmit as required.
2. The Contractor shall submit a Final Construction Progress Schedule within 4 calendar days of Owner review.
3. Show submittal dates required for Shop Drawings, Product Data, and Samples, and product delivery dates, including those furnished by Owner and those under Allowances as applicable.
4. Submit revised schedules with each Application for Payment, reflecting changes since previous submittal.

C. Schedule Of Values

1. Submit Contract Schedule Of Values within 10 days after date of Owner - Contractor Agreement. The Contractor shall include in their Contract Schedule of Values a Closeout Documentation Line Item. The Closeout Documentation Line Item shall consist of 5% of the total contract amount. This Closeout Documentation Line Item is to ensure that all Closeout Documentation are provided to the Owner and Consultant in a timely manner as stated in these Contract Documents.
2. Submit Contract Schedule Of Values on a form that is acceptable to the Owner, such as the AIA G703 form.
3. Format: Table of Contents of this Project Manual.
4. Include in each line item a directly proportional amount of Contractor's overhead and profit.
5. Revise schedule to list change orders, for each application for payment.

D. Shop Drawings

1. Shop drawings will be submitted to Owner, in accordance with para. 1.05 of this Section.

E. Product Data

1. Mark each copy to identify applicable products, models, options, and other data; supplement manufacturers' standard data to provide information unique to the Work.
2. Submit the number of copies required in 1.05.A.2, this Section.

F. Manufacturer's Instructions

1. Submit the number of copies required in 1.05.A.2, this Section, of Manufacturer's Instructions.

G. Samples Not Used

H. Field Samples Not Used

1.06 QUALITY CONTROL

A. Quality Control, General

1. Maintain quality control over suppliers, manufacturers, products, services, site conditions, and workmanship, to produce work of specified quality.

B. Workmanship

1. Comply with industry standards except when more restrictive tolerances or specified requirements indicate more rigid standards or more precise workmanship.
2. Perform work by persons qualified to produce workmanship of specified quality.
3. Secure products in place with positive anchorage devices designed and sized to withstand stresses, vibration, and racking and as otherwise indicated by the manufacturer.

C. Manufacturers' Instructions

1. Comply with instructions in full detail, including each step in sequence. Should instructions conflict with Contract Documents, request clarification from Owner before proceeding.

D. Manufacturers' Certificates

1. When required by individual Specifications Section, submit manufacturer's certificate, in duplicate, those products that meet or exceed specified requirements.

1.07 CONSTRUCTION FACILITIES AND TEMPORARY CONTROLS

A. Electricity

1. The Contractor shall be allowed to hook to existing electrical panel in building, for temporary power. The Contractor will not disrupt power at building. The Owner will only pay for cost of electricity and reserves the right to deny should the use become excessive.
2. The Contractor shall provide all temporary electrical panels.

3. The Contractor shall be responsible to fix any damages, caused by modifications for temporary services.

B. Heat, Ventilation

1. The Contractor shall provide source of heating as required to protect materials from freezing. The Contractor shall not use electrical heating units, if the Owner is supplying electrical power to the Contractor.

C. Water

1. The Contractor shall be allowed to hook to existing water in building, for temporary water supply. The Contractor will pay for cost of water usage for dust control and compaction [large amounts of water].

D. Sanitary Facilities

1. The Contractor shall provide their own Sanitary Facilities.

E. Barriers

1. Provide as required to prevent public entry to construction areas, to provide for Owner's use of site, and to protect existing facilities and adjacent properties from damage from construction operations.

F. The Contractor will provide as necessary:

1. Office Trailer: Weather tight, with lighting, electrical receptacles, heating, cooling and drawing display table. The office trailer will have separate office space for the project manager to conduct his/her daily business.
2. Storage Sheds for Tools, Materials, and Equipment: Weather tight, with adequate space for organized storage and access, and lighting for inspection of stored materials.
3. His/her own on-site telephone, if so required for the conduct of his/her business.
4. Protected storage.
5. Temporary barricades to separate the Contract Site areas from the Owner's area or public area.

G. Protection and Restoration

1. The Contractor shall be responsible for all damages to furnishings, equipment, supplies, existing construction, including finished surfaces, caused by Work of Contract.
2. The Contractor shall be fully responsible for maintaining weather-tight integrity of the roofing system and wall systems, including permanent and temporary flashings, during the entire construction period.
3. The Contractor's responsibilities shall include the cost to repair damage to the existing building's structure, finishes and contents associated with the Contractor's failure to maintain

the watertight integrity of the roofing system and wall system, whether permanent or temporary, at no additional cost to the Owner.

4. The Contractor shall protect paved areas and lawns around the Building from damage associated with the construction. Costs to repair damage to paved areas and lawns will be deducted from Contractor's final payment to cover Owner's expenses to repair damage should the Contractor fail to repair the damages to the Owners satisfaction. The Owner will determine if damages are minor or major.

H. Security

1. Provide security program and facilities to protect Work, existing facilities, and Owner's operations from unauthorized entry, vandalism, and theft. Coordinate with Owner's security program.

I. Water Control Not Used

J. Cleaning during Construction

1. Throughout the construction period the Contractor shall be responsible for maintaining building and site areas affected by the Work in a standard of cleanliness.
 - a. Retain stored items in an orderly arrangement allowing maximum access, not impeding traffic or drainage, and providing protection of materials.
 - b. Completely remove all scrap, debris, waste material and other items not required for construction from the site at least once a week.
 - c. Provide adequate storage for all items awaiting removal from the job site, observing requirements for fire protection and protection of the ecology.
2. Conduct daily inspection, more often if necessary, to verify that requirements for cleanliness are being satisfied.
3. Provide required personnel, equipment and materials needed to maintain the specified standard of cleanliness.
4. Use only those cleaning materials and equipment that are compatible with the surface being cleaned, as recommended by the manufacturer of the material.

K. Removal

1. Unless otherwise specified, materials to be removed, including all components and accessories, become property of the Contractor and shall be promptly removed from the Contract Site and legally disposed of at Contractor's expense.
2. Remove temporary materials, equipment, services, and construction prior to Substantial Completion inspection.
3. Clean and repair damage caused by installation or use of temporary facilities. Restore existing facilities used during construction to specified, or to original, condition.

4. The Contractor shall be responsible for removing and disposing of solid wastes (including construction/demolition debris) per Section 01 35 43.

1.08 MATERIAL AND EQUIPMENT

A. Products

1. Products include material, equipment, and systems.
2. Comply with Specifications and referenced standards as minimum requirements.
3. Components required to be supplied in quantity within a Specification section shall be the same, and shall be interchangeable.
4. Do not use materials and equipment removed from existing structure, except as specifically required, or allowed, by the Contract Documents.
5. ACBM (ASBESTOS CONTAINING BUILDING MATERIALS) ARE NOT ALLOWED, materials containing asbestos in any manner or quantity are not allowed on this Project. If such materials are installed they shall be removed and replaced at no additional cost to the Owner.

B. Transportation and Handling

1. Transport products by methods to avoid product damage; deliver in undamaged condition in manufacturer's unopened containers or packaging, dry.
2. Provide equipment and personnel to handle products by methods to prevent soiling or damage.
3. Promptly inspect shipments to assure that products comply with requirements, quantities are correct, and products are undamaged.

C. Storage and Protection

1. For exterior storage of fabricated products, place on sloped supports above ground. Cover products subject to deterioration with impervious sheet covering; provide ventilation to avoid condensation.
2. Arrange storage to provide access for inspection. Periodically inspect to assure products are undamaged, and are maintained under required conditions.
3. Products Specified by Reference Standards or by Description Only: Any product meeting those standards.
4. Products Specified by Naming One or More Manufacturers with a Provision for Substitutions: Submit a request for substitution for any manufacturer not specifically named.

D. Products List

1. Within 15 days after date of Owner-Contractor Agreement, submit complete list of major products proposed for use, with name of manufacturer, trade name, and model number of each product.

E. Substitutions

1. Substitutions shall be submitted to Architect/Engineer a minimum of 7 days prior to bid date for review. Any substitutions not submitted 7 days prior to bid date shall not be reviewed or considered.
2. Do not assume that "or Equal" or terms of similar meaning indicate automatic approval of substitute products.
3. Document each request with complete data substantiating compliance of proposed substitution with Contract Documents.
4. Request constitutes a representation that the Contractor:
 - a. Has investigated proposed product and determined that it meets or exceeds, in all respects, specified product.
 - b. Will provide the same warranty for substitution as for specified product.
 - c. Waives claims for additional costs, which may subsequently become apparent.
5. The Owner will determine acceptability of proposed substitution, and will notify the Contractor of acceptance or rejection in writing within a reasonable time.

1.09 CONTRACT CLOSEOUT

A. Closeout Procedures

1. Submit Closeout Documentation to the Architect/Engineer 10 days prior to the Substantial Completion Date. The Architect/Engineer shall confirm that the Contractor has fulfilled the Contract Closeout Documentation Requirements 10 days prior to the Substantial Completion Date. The Contractor shall not submit for Final Application for Payment until the Architect/Engineer has notified the Owner that Contractor has fulfilled the Contract Closeout Documentation Requirements.
2. When the Owner considers the Work of this contract has reached Substantial Completion, the Contractor and Owner shall sign a Certificate of Substantial Completion. Substantial Completion is the stage in the progress of the Work when the Work or designated portion thereof is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. This Certificate of Substantial Completion will be prepared by the Architect/Engineer. When the Certificate of Substantial Completion has been signed by the Owner and the Contractor, the completed Certificate of Substantial Completion shall set the date for Substantial Completion of the work or a designated portion of the work.
3. When the Contractor considers the Work of this contract has reached final completion, the Contractor shall submit written certification that Contract Documents have been reviewed, Work has been inspected, and that Work is complete in accordance with Contract Documents and ready for OWNER's inspection. This written notification shall be submitted to the Owner 7 calendar days prior to the proposed inspection date. The Contractor shall not call for final inspection of any portion of the Work that is not complete and permanently installed. The Contractor will be found liable for the re-inspection expenses of individuals called to final inspection meetings prematurely.

4. In addition to submittals required by the conditions of the Contract, provide release of all liens, claims and submit final requisition.
5. The Contractor's failures to comply with Closeout Procedures, if the Closeout Documentation Requirements are not completed by the Substantial Completion Date. The Owner reserves the right to recover the costs to complete the Closeout Documentation Requirements from the Retainage. The Owner reserves the right to hire an Architect/Engineer to complete the required Contract Closeout Documentation.

B. Final Cleaning

1. Execute prior to final inspection.
2. Clean site; sweep hard surfaced areas, rake clean other surfaces.
3. Remove waste and surplus materials, rubbish, and construction facilities from the Project and from the site. Owner will be responsible for cleaning after acceptance.

C. Project Record Documents

1. Store documents separate from those used for construction.
2. Keep documents current; do not permanently conceal any work until Owner has inspected and required information has been recorded.
3. At Contract Closeout, submit documents with transmittal letter containing date, Project title, Contractor's name and address, list of documents, and signature of Contractor.

PART 2 PRODUCTS

Not Used

PART 3 EXECUTION

3.01 FINAL CLEANING

- A. Execute final cleaning before final project assessment.
- B. Clean debris from roofs, gutters, downspouts, and drainage systems.
- C. Remove waste and surplus materials, rubbish, and construction facilities from site.

3.02 PROTECTING INSTALLED CONSTRUCTION

- A. Protect installed Work and provide special protection where specified in individual specification sections.
- B. Provide temporary and removable protection for installed products. Control activity in immediate work area to prevent damage.
- C. Provide protective coverings at walls, projections, jambs, sills, and soffits of openings.
- D. Protect finished surfaces from traffic, dirt, wear, damage, or movement of heavy objects, by protecting with durable sheet materials.

- E. Prohibit traffic or storage upon waterproofed or roofed surfaces. When traffic or activity is necessary, obtain recommendations for protection from waterproofing or roofing material manufacturer.
- F. Prohibit traffic from landscaped areas.

3.03 PROJECT RECORD DOCUMENTS

- A. Maintain on site one set of the following record documents; record actual revisions to the Work:
 - 1. Drawings.
 - 2. Specifications.
 - 3. Addenda.
 - 4. Change Orders and other modifications to the Contract.
 - 5. Reviewed Shop Drawings, Product Data, and Samples.
 - 6. Manufacturer's instruction for assembly, installation, and adjusting.
- B. Ensure entries are complete and accurate, enabling future reference by Owner.
- C. Store record documents separate from documents used for construction.
- D. Record information concurrent with construction progress, not less than weekly.
- E. Specifications: Legibly mark and record at each product section description of actual products installed, including the following:
 - 1. Manufacturer's name and product model and number.
 - 2. Product substitutions or alternates used.
 - 3. Changes made by Addenda and modifications.
- F. Record Drawings: Legibly mark each item to record actual construction including:
 - 1. Field changes of dimension and detail.
 - 2. Details not on original Contract drawings.
- G. Project Summary: The first page in binder should include a paragraph describing the Project followed by a Contact List. The Contact List is to include Owner name along with company name, contact name, address, and telephone number for the Architect/Engineer, Contractor, Subcontractors, and major equipment suppliers.
- H. Submit three (3) copies of data on 8-1/2 x 11-inch text pages, bound in three (3) separate D side ring binders with durable plastic covers. **Contractor shall also provide the project record documents in electronic form on CD/DVD.**

- I. Submit Closeout Documentation to the Architect/Engineer 10 days prior to the Substantial Completion Date. The Architect/Engineer shall confirm that the Contractor has fulfilled the Contract Closeout Documentation Requirements prior to the Substantial Completion Date.

3.07 PRODUCT WARRANTIES AND PRODUCT BONDS

- A. Execute and assemble transferable warranty documents and bonds from subcontractors, suppliers, and manufacturers.
- B. Verify documents are in proper form, contain full information, and are notarized.
- C. Co-execute submittals when required.
- D. Submit with project record documents and before final Application for Payment.

END OF SECTION 01 00 00

Project:	City of Auburn, Maine – Woodbury Brackett Municipal Garage – Roof Replacement Project	Date:	November 15, 2017
Project No.:	CCPG #1102	Bid No.:	2018-014
Meeting:	Pre-Bid Meeting	Time:	3:00 p.m.
Location:	296 Gracelawn Road, Auburn, ME		

<u>Attendees</u>	<u>Company</u>	<u>E-Mail</u>
Derek Boulanger	City of Auburn, Facilities Manager/Purchasing Agent	dboulanger@auburnmaine.gov
Mitch Daigle	Cordjia Capital Projects Group, LLC	mdaigle@cordjiacpg.com
Bart Smith	K.W. Smith & Son, Inc.	kevin@kswandson.com
Bob Gladu	Gladu Roofing Company, Inc.	gladuroofing@gmail.com
JD Emerson	GR Roofing	jdemerson@gwi.net
John Ferland	Hahnel Bros. Co.	jferland@hanhelbroscos.com
Philip Bouchard	Saco Roofing	sacoroofting@yahoo.com
Chris Russell	G&E Roofing	crussell@geroofting.com
Greg Nazaroff	Beacon Sales Co.	gnazaroff@beaconsales.com
Kevin Howe	Tecta America	khowe@tectamerica.com
Brett Bernier	Glidden Roofing Corp.	cashmanb@gliddenroofing.com
Conrad Gilman	IRC	conrad@ircmaine.com
Steve Facteau	Firestone / Eastern	sfacteau@easternar.com

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

1.	<p>Bid opening will be at 2:00 pm on November 30, 2017 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 November 22, 2017. 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. An addendum will be issued by no later than 2:00 pm on November 27, 2017.</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 Phase 1 and Phase 2 SCHEDULE OF VALUES FORMS.</p> <p>A bid bond shall be submitted with appropriate bid forms in the amount of 5% of the total contract value.</p>
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Project:	City of Auburn, Maine – Woodbury Brackett Municipal Garage – Roof Replacement Project	Date:	November 15, 2017
Project No.:	CCPG #1102	Bid No.:	2018-014
Meeting:	Pre-Bid Meeting	Time:	3:00 p.m.
Location:	296 Gracelawn Road, Auburn, ME		

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: mdaigle@cordjiacpg.com</p> <p><u>Bidding Inquiries & Access to the Building:</u> Mr. Derek Boulanger – City of Auburn (COA); Office: 330-6601, ext. 1135; Email: dboulanger@auburnmaine.gov</p>
3.	<p>The selected contractor shall provide 100% performance and payment bonds and 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 or as weather conditions allow. Project final completion is to be achieved by no later than July 31, 2018 for Phase 1 and November 30, 2018 for Phase 2.</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 specified 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 if necessary.
15.	<p>Specific Work Conditions & Clarifications:</p> <ul style="list-style-type: none"> 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. 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 Owner's designated personnel. c. The access around the building must be kept clear at all times for emergency vehicles. 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. e. The Owner will remove all equipment and materials from the work area prior to the start of work (if required). 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. 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.

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	<ul style="list-style-type: none"> 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. h. No power or utility cutoff (if required) will be permitted without 3 days advance notice and approval by the Owner. i. Construction debris not immediately contained in a proper disposal container will not be tolerated at any time during the duration of this project. 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. Smoking will not be permitted on the roof. 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. 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. m. The selected contractor will be required to submit a preliminary construction schedule and a schedule of values within 10 days following receipt of the fully executed formal Contract Agreement. The schedule of values shall include a Closeout Documentation line item in the amount of 5% of the contract value.
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 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> <ol style="list-style-type: none"> a. The term “as necessary” may be deemed necessary by the Contractor for the proper execution of the work. b. Specification section 01 00 00 will be revised to eliminate parts that are not applicable to this project. c. <i>Should the crickets be a minimum slope of ¼” (twice the roof slope) to match industry standard?</i> Yes. The slope of the crickets will be changed to ¼” per foot. d. <i>Has the existing roof system (asphalt felts on deck) been tested for any hazardous material such as asbestos?</i> No. The asphalt felts have not been tested. The project shall be bid as if the felts are negative for asbestos. The Owner will have the felts tested if needed when the felts are exposed. e. <i>Should we include anticipated cost increases for phase 2 or will this be addressed via change order with the winning bidder?</i> Phase 2 cost increases will be addressed via change order with the selected contractor. We encourage the bidders to discuss anticipated cost increases in their cover letter. f. <i>Who is responsible for extending electrical and/or plumbing at the roof curbs if necessary due to the increased insulation thickness?</i> The Owner will contract directly with a mechanical/electrical contractor for any required extensions to electrical and/or plumbing. g. <i>Should all bidders carry the same dollar amount determined by the owner for an allowance for extending electrical and/or plumbing?</i> No. h. <i>Will the owner pay for stored materials or will we be required to deliver all the materials to the site at once in order to requisition payment?</i> Yes. Materials stored offsite may be requisitioned with appropriate right-of-entry and insurance documentation and the materials have been confirmed: i. <i>Please let us know if we are changing the warranty to a 20-year 72 MPH? This would not change the specified design requirements only the warranty rider which would save the owner some money.</i> Yes. Specification section 07 53 00, Elastomeric Membrane Roofing, will be amended to change the warranty requirement to 72 MPH. <p>These clarifications will be included in an addendum that will be issued before the deadline.</p>
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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

November 15, 2017

Time: 3:00 pm

Client:	City of Auburn, Maine
Project:	Woodbury Brackett Municipal Garage, Roof Replacement Project – Bid # 2018-014

	Name	Company Name	Email Address	Phone Number
1.	Esey Nazarov	Beacon Sales Co.	gnazarov@beaconsales.com	653-2384
2.	Philip Boechar	Saco Roofing	SacoRoofing@yahoo.com	282-8780
3.	Bart Smith	Kevin W. Smith & Son	kevin@kwsandson.com	207-551-8334
4.	JDEmerson	GR Roofing	jdemerson@Gwi.net	(207) 262-5818
5.	Kevin Howe	TECTA AMERICA	khowe@tectamerica.com	207-878-1722
6.	Steve Fataeu	Firestone / Eastern	sfataeu@eastern.com	781.572.6631
7.	Brett Bernier	Glidden Roofing Corp.	cashman@gliddenroofing.com	207-883-2608
8.	John Ferland	Hohnl Bros Co	Jferland@hohnlbros.com	207-759-6195
9.	Bob Glau	GLAD Roofing Co, Inc.	GlauRoofing@gmail.com	207-782-7001
10.	Chris Russell	G+E Roofing	crussell@geroofing.com	207 622-9503

Conrad Gilman

IRC

Conrad@IRCMaine.com

207 629 8668