



BUSHEY FEIGHT MORIN ARCHITECTS

PRE-BID MEETING

May 27, 2022

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HAGERSTOWN, MARYLAND 21740
301.733.5600
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BRENT A. FEIGHT, AIA
PRESIDENT

AARON K. HOUSE, AIA
VICE PRESIDENT

NORMAN E. MORIN, JR., R.A
PRINCIPAL

Re: WCPS: Smithsburg High School
Roof Replacement
PSC #: 21.026.22(CIP)
WCPS Bid No. 2022-05

Attachment No. 1, Addendum No. 2
June 6, 2022

File: 20050 / DP-15

ATTENDANCE:

Name	Representing	Telephone No.	E-Mail
Scott Bachtell	WCPS - Purchasing	301-766-2842	BachtSco@wcps.k12.md.us
Rob Rollins	WCPS - Facilities	301-766-2982	rollirob@wcps.k12.md.us
Leslie Winkler	WCPS - Facilities	301-766-8606	winklles@wcps.k12.md.us
Nectarious Psaromatis	Island Contracting	347-580-0994	ngpf88@gmail.com
Andy Anglin	Houck	717-512-5882	aanglin@houcks.com
Steve Jenkins	Kibart	410-494-1111	sjenkins@bowman.com
Michael Gehr	BFM Architects	301-733-5600	mgehr2@bfmarchitects.com

PRE-BID COMMENTS:

- PB.01 Leslie Winkler, WCPS, opened the meeting and introduced team members.
- PB.02 For bid inquiries, contact Scott Bachtell, Supervisor of Purchasing at 301-766-2842 or email BachtSco@wcps.k12.md.us and copy Rob Rollins via email rollirob@wcps.k12.md.us. Check website for documents and addendum information.
- PB.03 Bids are due Wednesday, June 16, 2022 at 11:00 AM at WCPS Center for Education Services. WCPS is looking to have Board approval at their 2nd meeting in May 2022. Electronic submission of bids are NOT permitted and will not be accepted. Bids must be formally submitted to the BOE office. Please submit Proposal Form, Bid Affidavit, Bid Bond and MBE Forms 'A' and 'B' as part of your bid packet.
- PB.04 Deadline for questions about this Bid Solicitation is Thursday, June 6, 2022 @ 12:00 PM. Email all questions to both R. Rollins and S. Bachtell. All questions will be answered via addendum only.
- PB.05 This is an MBE project. The overall certified MBE subcontracting goal for this project is 15% with no subgoals. Please refer to the State Regulations for how the goal can be achieved with suppliers, brokers, and installers. Waivers would be needed for the subgoal(s) if bidder cannot meet the goal. Bidders must fully complete all forms and the math must be correct.
- PB.06 The project is state funded and is being bid with Prevailing Wage Rates due to projected costs over \$500,000.
- PB.07 Provide Bid Security Bond in the amount of 5% of the total bid.
- PB.08 Provide insurance certificates per the stated contract requirements upon award. Performance and Payment Bond for 100% of contract value will be required within ten (10) days of Notice of Award of the Contract.

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- PB.09 Liquidated Damages in the amount of \$500.00 per calendar day will be changed if work extends beyond the contracted completion date. The project shall be substantially complete by August 18, 2023, with final completion by September 15, 2023. Any work after August 18, 2023 will need to be done after normal school operating hours.
- PB.10 WCPS will apply for the general building permit. The Bidder / Contactor will need to apply for any and all trades permits needed.
- PB.11 Construction can start on or about June 17, 2023, after school ends for the summer which is currently set for June 7, 2023. Staging ahead of time can be requested, but no formal response will be provided until a staging diagram is provided, and safety provisions are vetted to determine impact on daily and special activities of the facility.
- PB.12 WCPS has summer hours working Mon-Thurs only; off on Friday & Weekends. If the Contractor needs to access the building interior during Fridays or weekends, please coordinate with WCPS to get access. There is a fee of \$25/hr. with a 4 hr min. At this time WCPS is not anticipating work on any Fridays. However, Bidders are encouraged to submit questions to address by addendum.
- PB.13 Project Description:
a. This project will be replacing the roof area of approx. 95, 132 sf, including the lower level canopy overhangs. Base bid condition is to remove all roofing to the supporting deck and install new insulation, cover board, and single ply membrane at areas identified. Roof drains shall be replaced and will need height adjustment due to new insulation thicknesses, all roof edge metal work to be replaced to match the existing color. Adding roof access ladders and installing new expansion joints. Replacing and adding roof hatches, provide new access ladders, provide non-penetrating guardrail systems. Note: there are areas of 1/8inch tapered insulation system due to low flashing heights around the clerestory.
b. There are 8 unit costs, no alternates or allowances at this time.
- PB.14 If Bidder wishes to re-visit the site please contact R. Rollins, provide at least 24 hr. notice to schedule with the custodial staff. Visits would need to occur after 2:30 PM.
- PB.15 This is a school site so Contractors will be required to provide documentation of background checks of the employees that will be working on site.
- PB.16 All bidders need to be pre-qualified, which is good for 3-year period. Pre-Qualifications can take days to months, contact Bev Bergen at WCPS Purchasing Department.
- PB.17 Question: Please submit written questions regarding bidding with material cost escalation, roofer only at risk. There are issues with cover board. Densdeck not accepting order until January 2023. How do we get costs for this?
- PB.18 Walked roof area.

The above documents our understanding of the items discussed, and decisions reached at the subject meeting. Unless we are advised of comments or corrections within five (5) days of the issue date, we shall conclude that these minutes are accurate and complete.

Sincerely,

BUSHEY FEIGHT MORIN ARCHITECTS INC.

Michael L. Gehr

Michael L. Gehr, AIA

MLG/wlt