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PRE BID MEETING MINUTES

**GANADO UNIFIED SCHOOL DISTRICT 20
NEW HIGH SCHOOL ROOFING
BID # IFB-16-27-16**

SPS+ ARCHITECTS PROJECT NO. 1409A

**July 15, 2015
1:00 PM Local Time
GUSD 20 Board Room**

ATTENDANCE:

Name	Company/Title:	Telephone:	Email:
Jim Arnold	Lake Powell Construction	928.645.3587	jarnold@lpconst.com
Robert Martinez	SD Crane Builders	480.831.1777	rmartinez@sdcranebuilders.com
Wesley Begay	GUSD 20 Facilities	928.755.1071	wesley.begay@ganado.k12.az.us
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Jeremy Bloomer	SPS+ Architects Architect	480.991.0800	jtbloomer@spsplusarchitects.com
Matt Behmer	Flynn	928.213.1231	matt.behmer@flynncompanies.com
Scott Brown	JBS Roofing	623.247.9252	sb@jimbrownandsonsroofing.com
Darlene Jones	GUSD 20	928.755.3773	darlene.jones@ganado.k12.az.us
Joe Jasso	Roofing Southwest	602.680.9510	joejasso@sprayfoamsouthwest.com
Will Powell	Skyline Builders	602.421.5780	will@azsbr.com
Brian Reidhead	FCI Construction	623.238.4462	breidhead@fcio.com
Irvin Curtis	GUSD 20 Maintenance	928.347.0002	irvin.curtis@ganado.k12.az.us
Vernita James	GUSD 20	928.755.1043	verninta.james@ganado.k12.az.us

A pre bid meeting was held at the Governing Board Room of the Business Office of Ganado Unified School District 2. Due to a large thunderstorm in the area, the tour of the roof was cancelled. All

contractors bidding are to contact Wesley Begay to review the roof prior to bid. The following items were covered:

NEW ITEMS (per prepared agenda):

1. The pre-bid meeting, as advertised and specified, is not mandatory.
2. It was clarified that any verbal statements made today are not part of the contract unless recorded in these minutes to be issued in an addendum, thus making the minutes a part of the contract.
3. All parties were reminded that the bid date is July 23, 2015 1:00 pm local time at the Ganado Unified School District Business Office which is in the same building as the Governing Board Room off of Highway 264 in Ganado, Arizona.
4. No Fire Marshal or other building permits are required for this project.
5. This project is funded by the Arizona State School Facilities Board and Pat Cruse of SFB is the contact person.
6. As this is a State funded project, Davis Bacon wage rates do not apply. The Navajo Labor rate schedule included in the spec book does apply specifically to this project. Note: references to stucco replacement are in reference to patches required to install new reglets and flashing. Overall stucco replacement and repair are no longer a part of this project. Refer to plans for stucco work that is included.
7. Prime Contractor is to comply with all Navajo Nation construction requirements. It is the Prime Contractor's responsibility to contact the following offices and confirm for his own information and bidding purposes all current requirements from these offices. Copies of the following relevant documents are included in the spec book:
 - a. Office of Navajo Labor Relations (ONLR) Navajo Preference in Employment Act
 - b. Navajo Occupational Safety and Health Act of 2000.
8. An ONLR rep will be invited to attend the preconstruction meeting on August 10, 2015 at the site.
9. It is each and every Prime Contractor's responsibility to determine what taxes he is required to pay and include all applicable taxes in the amount of the bid.
10. Per Section 004200, Subcontractor Listing, a fully completed Subcontractor Listing will be submitted with bid package. Any last minute changes made to the Subcontractor Listing to be clearly crossed out and neatly re-written in ink. Any and all changed to be initialed by the person making the changes. No further changes to the Subcontractor listing will be permitted as of 1:00 pm local time on the bid date.
11. Bill Pittenger with SPS+ is the Partner in Charge and Jeremy Bloomer is the Project Manager. Bill and Jeremy will work as a team to administer the project.
12. Per SFB no allowances are included as part of this project. As unforeseen issues arise they will be reviewed and be considered for change orders.
13. All contractors in attendance were encouraged to review construction phasing. See Section 010100 Summary of Work, paragraph 1.07:
 - a. Contractor shall, upon "Notice to Proceed", order all equipment, materials, supplies, etc., as required to facilitate construction and also commence construction immediately upon "Notice to Proceed".
 - b. Demolition and reroofing work may proceed in all scheduled areas.
 - c. Roofing work is to be completed during such times that outdoor air temperatures and weather permit such work to proceed in conformance with specifications.
 - d. Contractor to coordinate with the District sequence of work to avoid or minimize disruptions to the learning environments of the students and work environments of staff.

- e. Coordinate the construction with the Owner and Architect, and provide a complete schedule.
 - f. Project will proceed in two distinct mobilizations. The first will be from NTP this summer and into the fall. The second will be in the spring. District, Architect and Prime Contractor will agree upon the termination and commencement dates of the two mobilizations which will together total 120 construction days. Days falling in between these two mobilizations which could be considered 'construction days' will not be considered as such and will not count toward the 120 construction days. Termination of fall mobilization will be based upon mean daily daytime temperatures falling below specifications for application of roofing for the foreseeable forecast, hours of available daylight as required for an eight hour working day and as determined by the Roofing Manufacturer. Commencement of spring mobilization will be based upon mean daily daytime temperatures rising to within specifications for application of roofing for the foreseeable forecast, hours of available daylight as required for an eight hour working day and as determined by the Roofing Manufacturer. Reference drawings for additional information.
14. All contractors in attendance were informed of the following:
- a. The existing single ply PVC roofing, other than at roofing identified to remain, is deteriorating, hail damaged and leaking in many areas.
 - b. The new base bid roofing specification is an APP modified bitumen roof which SPS+ has specified for decades and has served Districts and other clients very well throughout the State.
 - c. This spec is to be followed as a standard of quality that the District, SPS+ and SFB have agreed is desired. We have specified this roofing over throughout the State for many years and in our experience this roofing typically exceeds the 20 year warranty. Given the water intrusion damage to the interior of the building from the old leaking roofing and rural location, it is imperative to ensure the District has no further roofing issues for 20 years plus.
 - d. The APP roofing is 180 mil granule surfaced product with proven durability. It is triple reinforced with glass matt and combined glass and polyester mats. It conforms to ASTM D-6223-Type I, consists of three layers and weighs 100 lbs per square.
 - e. The APP roofing is installed over 2" R-12 polyisocyanurate rigid insulation conforming to ASTM C-1289-02 Type II as occurs or tapered insulation mechanically fastened to the existing steel roof deck. See plans.
 - f. The building is drained with internal roof drains in the middle of the roofing. Tapered insulation on top of the rigid provides the slope necessary for drainage and conforms to ASTM C-1289-02 Type II.
15. All contractors in attendance were informed of the following:
- a. Add Alternate #5 product is similar in specifications to the above.
 - b. The APP roofing is 164 mil ceramic coated granule surfaced product with proven durability. It is triple layer reinforced with fiberglass matt and combined fiberglass and polyester mats.
 - c. The APP roofing is installed over 2" R-12 polyisocyanurate rigid insulation conforming to ASTM C-1289-02 Type II mechanically fastened to roof deck as occurs or tapered insulation. See plans.

- d. The building is drained with internal roof drains in the middle of the roofing. Tapered insulation on top of the rigid provides the slope necessary for drainage and conforms to ASTM C-1289.
16. Prior approval submittal deadline is Wednesday July 15 1 p.m. local Ganado time. This is eight days prior to bid date and time as indicated per specifications in Instructions to Bidders Section 001000. Substitution requests submitted after this time will not be considered.
17. All demolition materials are the responsibility of the Prime Contractor to remove from the site and dispose of lawfully. Per Mr. Allsbrooks, there are no landfills on the Reservation.
18. There are nine Additive Alternates included per Section 010300:
 - a. #1 Modular Roof Replacement (adjacent modular classroom building with failing EPDM roof)
 - b. #2 Sealtite Flex Conduit (replace flex conduit to mechanical units with Sealtite or equal to reduce possibility of leaks through the conduit)
 - c. #3 Parapet Ladders (provide new steel parapet ladders per plans)
 - d. #4 Coating of Roof #4 (recoat existing PVC roof as indicated per plans)
 - e. #5 APP Roofing as discussed above.
 - f. #6 Skylight Delete Upgrades (internal finish work)
 - g. #7 De-icing System (power and heat trace to existing roof drains)
 - h. #8 Clearstory Coping (provide new coping at clearstory monitors per plans)
 - i. #9 Pipe Stands (provide new manufactured/engineered pipe stands as specified)
 - j. Award will be based upon lowest overall bid with any combination of additive alternates as selected by the Owner.
19. The High School Campus will be occupied throughout the project and the Prime Contractor is to maintain access to the buildings and facilities for staff, students and vendors. Coordinate with District.
20. The Prime Contractor and District will determine location of fenced secured construction yard(s), staging, dumpsters, construction access to roof, etc. as part of the pre-construction meeting.
21. Reviewed schedule per paragraph 32.0, Section 001000.
22. Weather delays are per Section 001000 paragraph 30.0. Refer to NOAA website for typical number of rain days for Ganado.
23. Liquidated Damages are per Section 001000 paragraph 29.0. All parties acknowledged the dollar amounts were understood.
24. Specifications indicated Prime Contractor to coordinate with local utility providers for temporary utilities such as water and power required for construction activities. Per Wesley Begay the District will provide 120V construction power but not higher voltages, such as 220V. There are a 120V outlets distributed over the roof. The District will provide water, if needed, from hose bibs located on the building.
25. Wesley Begay was introduced as the interim Maintenance Supervisor. After this week Davis Begay will return as the Maintenance Supervisor.
26. Teachers return on July 27th and students start school on July 30th. There is no summer school at the High School this year.
27. School starts at 8:00 and lets out at 3:30. Per Mr. Allsbrooks the school classrooms are fully occupied. Noisy, disruptive work should be minimized over occupied classrooms, however the District understands that the contractor will be permitted to work full 8 hour days at the site. The District can also provide access for weekend work if desired. Deliveries during school hours are acceptable.

28. Seek out local contractors in Flagstaff, Gallup and Holbrook. Wesley indicated there may be local contractors listed on the Navajo Nation's website.
29. Post Meeting Note: there are many odd, difficult conditions that will require custom fabricated fully soldered weather tight flashings.
30. It is the bidder's responsibility to determine with the Registrar of Contractors conformance to license requirements for this type of project. Arizona Registrar of Contractors license is required. General Contractor license or as applicable for the multiple types of construction including electrical, roofing, framing, drywall, plumbing and painting.
31. There is no ONLR tax, however there is a 5% local Navajo sales tax. There is no local Ganado tax or local option tax that the District is aware of. Bidders to confirm all taxes.
32. State of Arizona Level 1 fingerprint identification is required for all workers on site. The District's human resources office can provide this service for \$67 per person. Permanent card takes 6-8 weeks. Also refer to attached information from District Human Resources.
33. ID badges are required by the District. Bidders and their subs to provide their own badges. Provide photo of person, name and name of company.
34. For base bid roofing, manufacturer's rep Bob Alling clarified that both torch and adhesive are approved methods for installing the specified roofing. Torch applied is more common.
35. Nearest known equipment rental is Gallup.
36. Contact Navajo Sanitation of Arizona Waste Management for waste removal and dumpsters.
37. The closest lodging is in St. Michael's 26 miles away. Chinlee also has lodging and is 38 miles away. As reported per Wesley Begay, the District has 4 or 5 trailer lots at the RV park in Ganado available for the contractor. Rent is \$65 per month with a \$135 deposit. Contact NTUA to establish utility accounts and service, which will take a few days to complete.
38. Stucco patches are required where new reglets and flashing gets installed.
39. Post Meeting Note: Cameras need to remain in place and operational during construction. There is a detail to reinstall the cameras using the existing mounts and brackets.
40. Per Bob Alling, Base Bid roofing rep, the wood nailers are not existing at deck and must be provided. They are not required to extend up through the tapered insulation.
41. The 30 LF of repairs at roof #2 are to be completed under warranty by the Manufacturer and are not part of this project, including any coordination. That is all by the District.
42. Staging areas for material and equipment will be provided. The area will be later defined with the low bidder.
43. Review of plans:
 - a. Demolition to steel deck except roofing to remain (roofs 2, 4, 7 and 12 identified on the plans)
 - b. Remove abandoned District antennae and satellite dishes. Wesley has confirmed these may be removed.
 - c. Sheet metal building expansion joints are scheduled at existing flexible joints.
 - d. Remove and reset existing mechanical units on existing curbs unless noted otherwise.
 - e. Reset conduit and propane gas piping on specified pipe stands (base vs. alt #9).
 - f. Provide new heat trace at existing roof drains in all areas of work including power where not existing (most locations) – alt #7.
 - g. Provide new sheet metal coping as indicated per plans including at standing seam metal roofing (alt #8).
 - h. Provide new copper condensate drain lines to roof drains to replace failing pvc lines.
 - i. Replace roof hatches with new. Existing shaft and ladders to remain.
 - j. Provide new steel ladders as indicated – alt #3.

- k. Remove existing skylights and patch roof deck. Details show interior painting, framing and drywall work required as part of alt #6.
- l. Perform visual inspection of existing standing seam roofing for any obvious leak sources. If any are found we will address that through a change order for repairs.

Questions:

1. Q: Arizona State tax laws have changed and can be confusing. Can this be clarified? A: It is each and every bidder's responsibility to determine applicable tax requirements and include in his bid.
2. Q: Is Navajo Business Preference applicable? A: This project is per Arizona Procurement Code and is a lowest qualified bid process as outlined in the Project Specifications, Section 001000 Instructions to Bidders. Native American preference in contracting does not apply to this project.
3. Q: Will the District pay or otherwise be responsible for repairs resulting from construction activity? A: Contractor will be responsible for any damages and repairs to District facilities resulting from construction activity. Also review Insurance requirements indicated in construction contract and supplementary conditions per specifications.
4. Q: Can power to new de-icing system be run on top of roof or in roof insulation? A: preferred location to run new conduit is between ceiling and underside of roof. Exceptions will be made to run conduit on top of roof on pipe stands or mounted to walls/parapets where conditions restrict access to space between ceiling and roof deck (hard lid ceilings, for example).
5. Q: How far down the roof drain leader pipes to the de-icing cables extend? A: Follow specified manufacturer's written direction and standard specifications. See sheet A101.
6. Q: Is an electrical engineer required for power to de-icing system? A: it is anticipated that a licensed electrician shall be able to install the de-icing system and power thereto per applicable codes.
7. Q: Are the electrical panels centrally located or distributed? A: per Wesley the panels are distributed throughout the building and some are full.
8. Q: Roof slopes vary and 1/4" specified slope might be too steep causing too great a rise and interference with perimeter flashing. Can it be revised to 'match existing slope'? A: review of elevation points indicated on original Phase I building plans confirm 1/4" per foot slope minimum. Some slopes are steeper. It is acceptable to match steeper than 1/4" slopes but the minimum slope permissible remains 1/4" per foot.
9. Q: are all roof decks flat with tapered insulation or are some structural sloped decks? A: further review of available plans indicates roofs 1, 5 and 6 are structural sloped roofs (1/2" per foot) with tapered insulation used for crickets and a layer of 5/8" Type 'X' gypsum sheathing over the deck. No plans are available for roof 3. See addendum #1 for additional direction.
10. Q: Is there any asbestos? A: The building, including roofing, was tested for asbestos on Feb 18, 2014 and no asbestos containing materials were found. SPS+ has a copy of the report at our office.
11. Q: How do we address the fire sprinkler heads within the skylight shafts to be closed off? A: I visited the High School after the pre bid and reviewed all skylights. The sprinkler heads are located in the middle of the 45 degree flares. The flared openings are being left exposed per the details. Only the vertical shaft gets sealed off. This was reviewed with my fire protection engineer and there are no issues with sealing off the vertical shaft and leaving the sprinkler heads as is at the flared drywall below.
12. Q: With the phasing of the job, and direction to order all materials on notice to proceed, can the Contractor store the materials on site between phases? A: Yes. We discussed utilizing

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Contractor provided secured storage containers at the High School site at a mutually agreed location with the District.

SPS+ ARCHITECTS, LLP



Jeremy T. Bloomer, AIA
Architect

Enclosures: -

Cc: Attendees, William Allsbrooks, Judy James, Pat Cruse, SPS+ file

**PLEASE NOTIFY SPS + ARCHITECTS OF ANY CHANGES, CORRECTIONS, ADDITIONS AND/OR DELETIONS
WITHIN 24 HOURS FROM RECEIPT OF MEMO.**