



March 20, 2014

Re: **Slidell Jr. High School Roof Repairs**
333 Pennsylvania Ave.
Slidell, LA 70458
STPSB # 1321
Pre-Bid Agenda

Cameron Tipton, Lead Construction Supervisor, STPSB
Sammy Mannino, Construction Supervisor, STPSB
Kevin J. Kinchen, Chief Architect, Dammon Engineering

1. Sign-in Sheet provided. Plans and specifications are available to plan holders via internet website, plan rooms, or hard copies at the office of Dammon Engineering.
2. Summary of Work:
 - a. Tear-off and re-roof of the old Sixth-Grade Wing and old Cafeteria buildings where indicated.
 - b. Remove unused gravity vents where shown and patch roof deck openings as required by roof membrane manufacturer.
 - c. Remove existing metal gutter and fascias adjacent to new roof to be replaced with new metal fascia and gutters and downspouts.
 - d. Existing canopy at Fourth Street to be cleaned and receive new roof coating.
 - i. Existing roof membrane and gutters/fascia to remain.
 - e. Existing covered walkway adjacent to old Cafeteria to be cleaned and receive new roof coating.
 - i. Existing roof membrane and gutters/fascia to remain.
 - f. Where structural roof deck is flat (indicated on drawings), new tapered insulation is to be provided.
 - g. Where structural roof deck is sloped, new 2 ½" roof insulation is to be provided.
3. The construction operations for this project must take place during the STPSB Summer Holidays. It is anticipated that the on-site construction operations will begin on or about May 27, 2014. The Architect is expected to issue a notice to proceed on or about May 1, 2014, after the Agreement as been executed, in order to allow time for submittal reviews and material orders and deliveries to take place prior to the beginning of the summer holidays. It is the intent to perform all work prior to the beginning of the 2014 - 2015 school year.
4. Project bids will be received until April 2, 2:00 PM. Construction time is 60 calendar days. Liquated damages are \$750.00 per day, subject to time extensions beyond reasonably anticipated days as listed in Supplementary Conditions. Construction budget is \$315,700.
5. Deadline for prior approvals to be submitted is no later than 10 calendar days prior to bid date which is
6. Addendum #1 to be released via email and US Mail, Tuesday, March 25 to all plan holders.
7. Bid Bond, Performance Bond & Payment Bond, Bonding Requirements apply to this project. Refer to specifications for additional information.
8. Building permit with St. Tammany Parish is not required for this project.

9. Identification of project boundaries and staging area. Fencing of project is not required. No work outside the buildings receiving new roof or roof coating is required.
10. Review contractor jobsite sign-in requirements, dress code, no smoking on STPSB property.
11. School will not be in session during the summer of 2014; however, access to all portions of the campus must be provided to the school system.
12. Testing: Testing shall be in accordance with the parameters published in ASTM D 5147 and ASTM D 6298 and indicate Quality Assurance/Quality Control data as required to meet the specified properties.
13. Scope of Site Cleanup includes removal from jobsite all construction materials. Any damage to any parts of the campus must be cleaned, remediated, or replaced.
14. All outdoor furniture items, plaques, etc... that are removed from the staging area and stored are to be re-installed with coordination with STPSB.
15. Questions and Comments.
16. Contractors are invited to view project roof and grounds.
17. Meeting Adjourned.