

**K-900-15 Sustainable Roofing Design/Build Services
Pre-Proposal Meeting Notes and Addendum 1
April 11, 2016, 10:00 AM,
CLE FSS Building, 6C/24C Conference Room**

Attachments:

1. Pre-proposal presentation
2. Attendance record
3. Latest CAD/BIM/DATA Specs
4. PDF drawings of roofs

Presentation:

- Slide 2: Structural Analysis (preliminary) and asbestos (non-intrusive) performed, but contractor will need to perform their own to verify.
- Goal is to start construction on or before Republic National Convention (RNC) (mid-July 2016) or have signs that state the future sustainable roofs. If there is a need for temporary signage on foamboard in order to meet the RNC timeframe, it may be acceptable. This will be handled with the successful bidder.
- CAD/BIM standards will be sent as part of Addendum 1. Geospatial coordinate system in CAD is the most applicable for this project.
- OEO and other forms must be signed or proposal can be disqualified
- If submitting hard copies, please submit signed originals, not copies. If you are to email, make sure PDFs are PDF/Electronically signed and/or signed and scanned. Email is the official received (and must arrive before deadline of 4pm on April 27, 2016).

Questions:

1. **Q:** Equipment on the roof for surveying?
A: Any equipment that is on the roof is existing and will not be moving during the project. Work will need to be worked around.
2. **Q:** More explanation on the timeframe of this project
A: Tentative contract procurement timeframe:
April 27th 4PM: Proposals received
May 10th: City Council Review Committee (CRC)
May 18th: Board of Control (BOC)
May 20th: Administrative Notice to Proceed (i.e. paperwork can start)
1st week of June: potential certified contract
RNC (mid-July): If project is not started, signs will be displayed to show and detail the upcoming project
3. **Q:** Are there existing drawings of the roofs?
A: Yes. CLE did preliminary structural study from them and on-site, but the drawings do not reflect the current membrane. Any drawings provided do not remove the responsibility of the bidder to do their research and due diligence of existing conditions. Drawings provided are considered record drawings and not as-builts.
4. **Q:** Can the existing drawings be sent as the addendum?
A: Yes, will be PDF or images.
5. **Q:** Is the project funded through a grant or City.
A: Both, 60% Grant, 40% City.