

Project:	CATA Fluid-Applied Roof Restoration
Date:	May 1, 2024
File No:	75820019
Location of Event:	4615 Tranter
Purpose of Event	Pre-bid Meeting

1. Introduction and Roles

- a. CATA
 - 1) Nicole Wilson – Purchasing Manager
 - 2) Norm VanAlstine – Facilities Manager
- b. Progressive AE
 - 1) Chris Sholl – Construction Administrator

2. Instructions to Bidders

- a. Contract Documents – Drawings and Specifications available electronically
- b. Bid Proposal Form 00 4100 – Bid Form is to be used. A bid breakdown per building is provided. Contractors may supplement the bid form as noted.
- c. Unit Price Form 00 4322 – This form is to be submitted as part of bid. Quantity of insulation replacement to be determined with Thermal Scan that is to be included in proposer’s bid (re: 07 0150.19 – Preparation for re-roofing). Roof drain unit price is for drain body’s at the Tranter Storage Facility that need to be re-set with new membrane patched to clamping ring.
- d. Subcontractor Form 00 4336 – This form is to be submitted as part of bid to cover scope of work performed by other trades.
- e. Request For Information – All RFIs to be submitted to Chris Sholl and Pam Young via email at CSholl@weareprogressive.com and PYoung@weareprogressive.com. The last date for RFIs is May 13 at 5:00 pm. Barring any major changes an Addendum would be issued on Tuesday, May 14th. Reminder that verbal answers are not binding on any party.
- f. A bid bond is required, either an AIA A310 or a cashier’s check in the amount of 5% of your bid.
- g. Include performance and payment bond information as an added cost, but do not include the cost in your base bid.
- h. Davis Bacon wage rates apply to this project, wage rates will be added by Addendum to the specifications manual.
- i. Federal certificates must be signed and dated as part of your bid submission to be considered for the project. Certificates incomplete will result in forfeiture of bid.
 - 1) DBE Participation
 - 2) Debarment Primary and Secondary
 - 3) Iran Form
 - 4) Bid and Buy America Cert.
 - 5) Lobbying
- j. Tax status – All bidders are responsible for including sales tax in their bid.
- k. Terms and Conditions – Refer to 00 2113 – Instruction to Bidders. Bidders to review terms and conditions as they are non-negotiable.
- l. Available Project Information – refer to Section 00 3100 for roof coring information.

3. Scope of Work

a. Tranter Street

- 1) Conduct moisture survey of roof area and replace any damaged/wet insulation based on unit price.
- 2) Replace portions of roof area that has cupped roof insulation. Area limits will be further defined in addendum.
- 3) Membrane 'tenting' along perimeter edges to be cut and patched to eliminate air gap.
- 4) Replace roof drain body's per unit price.
- 5) Add roof drain at northeast area of roof coating project.
- 6) Restore roof area with new 20-year fluid-applied system.

b. CTC

- 1) Conduct moisture survey of roof area and replace any damaged/wet insulation based on unit price.
- 2) Provide saddles and custom tapered insulation in areas indicated at 1/4" per foot to eliminate ponding. Existing roof drains and equipment to be raised/adjusted at existing locations where insulation is added.
- 3) Review detailed conditions as shown: clean/prep for integral gutter, EIFS demo/repair and new flashings, parapet walls, blocking and expansion joint curb, etc...)
- 4) Restore roof area with new 20-year fluid-applied system.

4. Schedule

- a. Bids due May 20th at 2:00 p.m. Deliver to 4615 Tranter Street, Lansing, MI. A public opening will be conducted. Mailed bids are acceptable provided they are received prior to bid opening. Any bids received after 2:00 p.m. will not be accepted.
- b. Post Bid Interview(s) will occur a few days after the opening.
- c. Board approval will be required before notice to proceed – *Scheduled for the July board meeting.*
- d. We expect the start time will be on or around August 15, 2024.
- e. Each contractor to submit a schedule with their bid.

5. Parking and Material Storage/Delivery

- a. CATA reviewed parking, material laydown, and roof access areas with contractors during site tour.

6. Site Tour

- a. After the pre-bid meeting, bidders were provided access to the roofs at both the Tranter Street Facility and the CTC where they observed field conditions.
- b. At the Tranter Storage Facility, it was determined that the drain body to be added at northeast corner of building does exist but was 'roofed' over. This roof drain will be clarified in addendum and be addressed with the unit price cost for replacement.

7. Other

- a. Sign in sheet is attached to this document

Chris Sholl
Construction Administrator
CTS



PRE-BID MEETING SIGN IN SHEET
IFB 2024 75820019, CATA Fluid-Applied
Roofing Restoration
May 1, 2024

Company	Name	Phone	E-Mail
Progressive AE	Chris Sholl	616-826-1809	Csholl@weareprogressive.com
Summit Point Roofing	Gary Burnett	616-914-1198	gburnett@summitpointroofing.com
Tremco	Brad Hayden	2699081738	bhayden@tremcoinc.com
McDonald Roofing	Bill Bush	517-749-7824	billb@mcdonaldroofing.biz
Schena Roofing	George Featherstone	8105690272	gfeatherstone@schenarroofing.com
Modern Roofing	Adam Hillary	6167172054	adam@modernroofinginc.com
Lutz Roofing	Joe Sekula	5867391148	jsekula@lutzroofing.com
Schreiber Roofing	Cody Serafin	3137990186	cody.serafin@schreiberroofing.com
Hoekstra Roofing, C&I	Joe Minnis	6167457721	joem@cibminc.com
Billy White Roofing	George Shain	5174800881	george@billywhiteroofing.com
Tremco	josh higbie	9895063850	jhigbie@tremcoinc.com
CATA	Nicole Wilson	517-394-1100	nwilson@cata.org
CATA	Norm VanAlstine		