



Shepard & Associates, LLC

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July 26, 2012
State Project No. H27-6094
S&A PF 11012.003.004

Mr. Dale Branham
Manager – Maintenance Support Group
Facilities Services – University of South Carolina
743 Greene Street
Columbia, SC 29208

Subject: USC Humanities Office & Classroom Buildings
Reroofing Construction Project

Dear Mr. Branham:

A pre-bid meeting was held at 10:00 am on July 25, 2012 at the Facilities Services Office and on site at the Humanities Office & Classroom Buildings for the subject project. The following people were in attendance (attached is the meeting sign-in sheet):

Mr. Dana Neville Aqua Seal Roofing & Mfg	Ph: 803/936-0420 Fax: 803/936-1855	Mr. Paul Cromer Fort Roofing & Sheet Metal, Inc.	Ph: 803/773-9391 Fax: 803/773-7711
Mr. Adam Yelton Ben Hill Roofing	Ph: 770/949-3514 Fax: 770/949-6517	Mr. Edwin Furr Heritage Roofing Co.	Ph: 803/796-3327 Fax: 803/794-0438
Mr. Kenneth Fennell C.E. Bourne and Company, Inc.	Ph: 864/377-0743 Fax: 864/223-6516	Mr. Josh Britt Martin Roofing Services	Ph: 336/667-4997 Fax: 336/667-6223
Mr. John Gann Coastal Commercial Roofing	Ph: 843/369-4101 Fax: 843/369-4103	Mr. Casey Hayes Metalcrafts, Inc.	Ph: 912/236-0615 Fax: 912/233-3284
Mr. Chris Geury USC Facility Services	Ph: 803/331-6761 Fax:	Mr. McSwain Miles Roofco, Inc.	Ph: 803/775-8560 Fax: 803/775-0974
Mr. Darryl Washington USC Facility Services	Ph: 803/917-0291 Fax: 803/777-3993	Mr. Wyman Windham Scott Royster Watts & Associates Roofing, Inc.	Ph: 803/786-4610 Fax: 803/786-0952
Mr. Dale Branham Ms. Juaquana Brookins University of South Carolina	Ph: 803/777-1288 Fax:		
Mr. Richard Parrish Mr. Blount Shepard Shepard & Associates	Ph: 803/407-8284 Fax: 803/407-8206		

DISCUSSION

The Owner, University of South Carolina, has retained Shepard & Associates, LLC, Architects, to prepare contract documents for competitive bidding and for the administration of the contract for construction of the subject work. The point of contact for the Architect is Mr. Richard Parrish. Mr. Dale Branham is the day-to-day contact for the Owner.

- 1) All attendees were reminded to sign the roster to confirm their firm's presence at the pre-bid conference.
- 2) Ms. Brookins announced that the bid opening date is Tuesday, August 7, 2012, and time, 2:00PM, and location, the Conference Roof of the USC Facilities Services Office, 743 Green Street, Columbia, SC.
- 3) Bidders were reminded that it is their responsibility to make sure that their bid has been received by the Owner's representative. Late bids will be rejected as being non-responsive.
- 4) Bidders were informed that AIA Document A701-1997 Instructions to Bidders applies to this project.
- 5) The Bid Form was reviewed and announcement made that all blanks on the form must be filled in by the Contractor.
- 6) There is a requirement for a bid bond in the amount of 5% of the Base Bid amount on this project.
- 7) There will be a requirement of the successful bidder to provide a 100% Performance Bond, and Labor and Material Payment Bond.
- 8) All bids submitted are to be good for a period of no less than 60 days.
- 9) The Owner wishes to have the project begin within 14 days after Notice to Proceed and completed in the Fall of 2012. The project must be substantially completed in 60 calendar days from the date of commencement.
- 10) Liquidated Damages will be assessed against final payment in the amount of \$200.00 per day for every calendar day that final completion exceeds the established project end date.
- 11) Weather delays were discussed and Bidders were informed that 5 calendar days per month have been built into the project schedule for adverse weather.
- 12) The Bidders were informed that the Unit Price quantities expressed in the Bid Documents are to be included in the Base Bid price. Refer to SECTION 01025 MEASUREMENT AND PAYMENT.
- 13) Visits to the site during the bid period are permitted. Contractors should contact Mr. Dale Branham at (803) 777-1288 to let him know of their presence prior to performing any field work and to check out when they leave.
- 14) There is a requirement for the Contractor to provide an Asbestos Free warranty for all work at all locations under this contract.
- 15) There is a requirement for the Contractor to provide an installer's 2-year watertight warranty for all work at all locations under this contract.
- 16) There is a requirement for the Contractor to provide a manufacturer's 20-year NDL warranty for all work at all locations under this contract.
- 17) The successful Contractor is responsible for all permits and licenses required for the work contained in the project.
- 18) The successful Contractor will be responsible for maintaining the roof areas included in this project watertight for the entire duration of the project.

- 19) Any contractor questions must be submitted in writing to the Architect by 5:00 pm Wednesday, August 1, 2012, to be considered by the Architect. An Addendum will be issued no later than 2:00 pm on Thursday, August 2, 2012, to clarify any Contractor questions which may come up during the bid period.
- 20) The Bidders were reminded that by executing their bids they are certifying that their firms maintain a drug free workplace in accordance with SC law.
- 21) The project existing conditions, removals, preparation requirements and installations of new materials were discussed during a review of the project specifications and drawings.

The following comments and questions were addressed in the meeting:

- 22) Mr. Branham stated that for the purposes of the bidding process, both the Classroom and Office building would be awarded as one project to the successful low combined bid. The Contractor will provide incremental pricing in their bid to breakdown the combined bid by building, and once awarded, each building will be treated as an individual project with all documentation and billing being separate.
- 23) Mr. Branham stated that the University would be supplying the successful low Contractor with all galvanized safety anchors, base plates, and angle iron assemblies with cleat angles. The Contractor will be responsible for providing all bolts, nuts, washers and anchors to install the new safety anchor.
- 24) A question was asked regarding time limitations for work conducted on this project. The answer is that work will be permitted to take place Monday-Friday from 6am-8pm. Weekend and/or night work will be required to complete reroofing work in front of Verizon equipment on the Office building. The Contractor will be responsible for coordination of reroofing work in front of Verizon antennas with Verizon's designated representative.
- 25) Mr. Branham stated that the Contractor must coordinate the installation of new safety anchors on RA 3 of the Classroom building to make sure that no classes are disturbed. RA 3 is the only area directly over classrooms.
- 26) Mr. Branham issued a copy of the minimum requirements for construction fencing. A copy of that diagram is attached to the meeting minutes. Contractor will need to add fencing, covered walkway, etc. as required to protect people on the ground from overhead work. Final plan must be approved by University PM, University Fire Marshall, and University roof consultant before commencement of work.
- 27) A question was asked regarding whether torching of the two ply membrane would be permitted. The answer is no.
- 28) There are concrete conduit stands on the Office Building to support coax cable for each of the Verizon antennas on the roof. These stands have been removed by Verizon to allow the Contractor to install the new roof system and Verizon will relocate stands once the roof has been installed. The Contractor will provide a new cap sheet sacrificial layer under each of the conduit stands and locate the placement of the stands. New wood blocking will be installed beneath the roof membrane to provide support for each of the conduit stands. The wood blocking is not shown on detail 2/D3 and will be clarified by addendum.

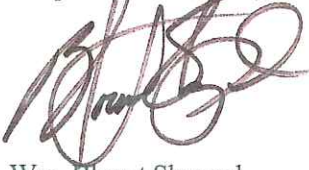
A site visit to the Humanities Office & Classroom building was conducted to give meeting attendees a physical/visual reference of the locations of the work to be performed and to observe existing conditions of the facility.

- 29) A question was asked regarding whether the Contractor could install polyisocyanurate insulation on the Classroom building in low rise foam adhesive. The answer is yes, the Contractor will be permitted to use low rise foam adhesive to adhere the insulation on the Classroom building.
- 30) Mr. Branham stated that the Contractor will only be able to access the roof on the Classroom building by use of the stairway. The Contractor will not be allowed to use the elevator to access the roof. The Contractor will be responsible for placing protective coverings over interior finishes to avoid damage while trafficking through the building.
- 31) A question was asked regarding what was to be done with the existing lightning protection system at the Office building. The answer is that the Contractor is to remove and store for reinstallation the existing lightning protection system and provide and missing or damage parts to the system. Recertification is not required.

There being no further questions or discussion the meeting was adjourned at approximately 12:00 pm. All recipients of this summary are requested to notify the office of the Architect in writing of any item they feel is stated in error or has been omitted such that the item may become a part of the written project record.

If you should have any questions regarding these meeting minutes, please do not hesitate to contact me directly at 803/407-8284.

Respectfully,
Shepard & Associates, LLC



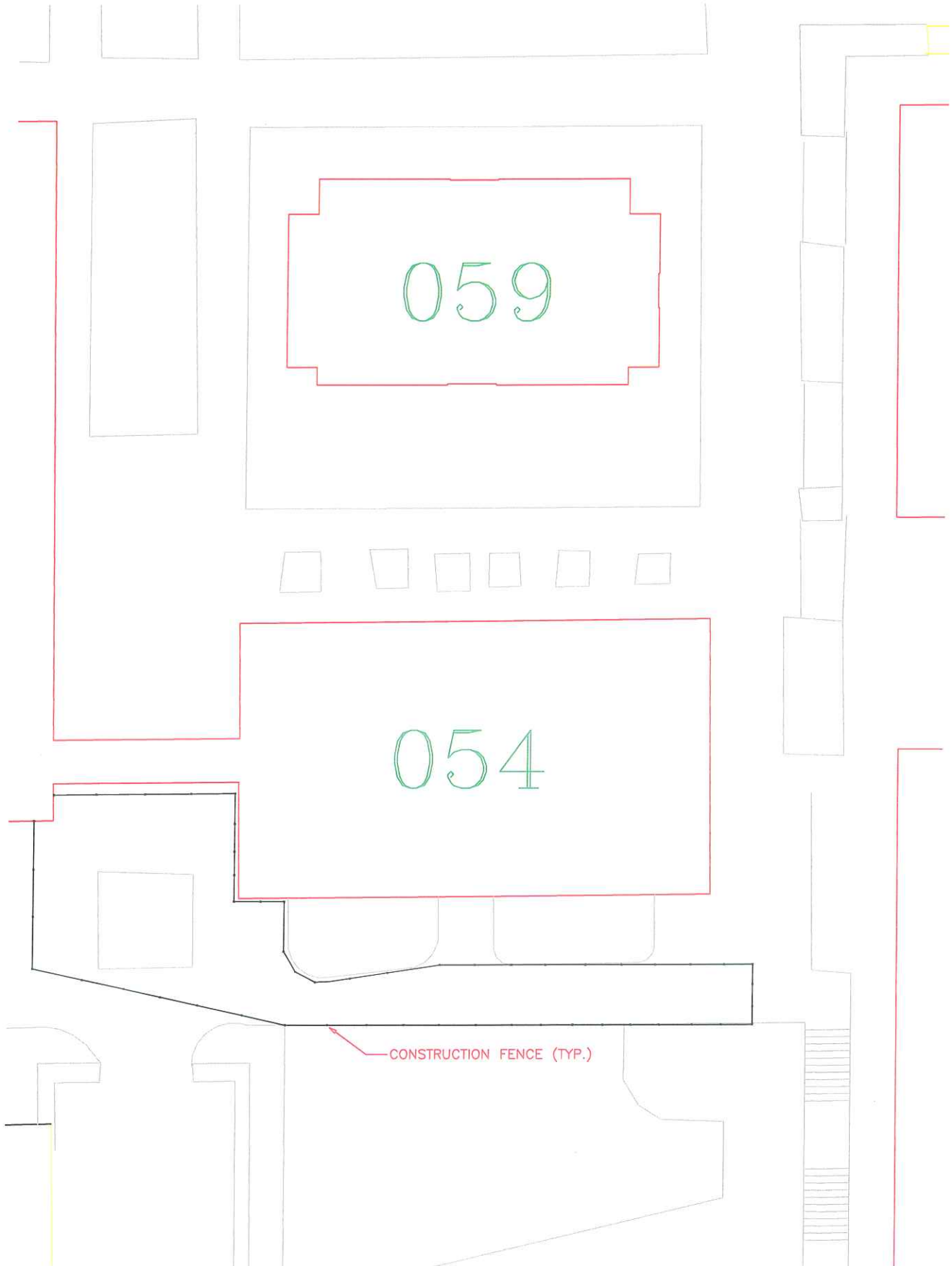
Wm. Blount Shepard
Principal

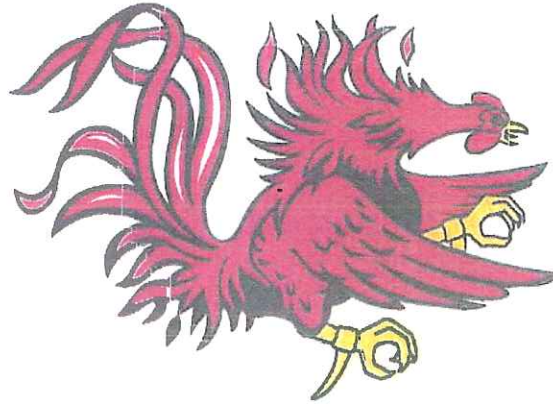
CC: All Attendees

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CONSTRUCTION FENCE (TYP.)





University of South Carolina
Columbia, South Carolina
Project Name & Number: Humanities Office and Classroom Buildings Roof
Replacement/H27-6094-B
Pre-Bid, July 25, 2012 @ 10am

ATTENDEE'S NAME

COMPANY NAME & MAILING ADDRESS

W. Swain Miles

Roofco inc.

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CCR

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Kenneth Fennell

C.E. Bourne & CO. INC.

140 Industrial Dr.

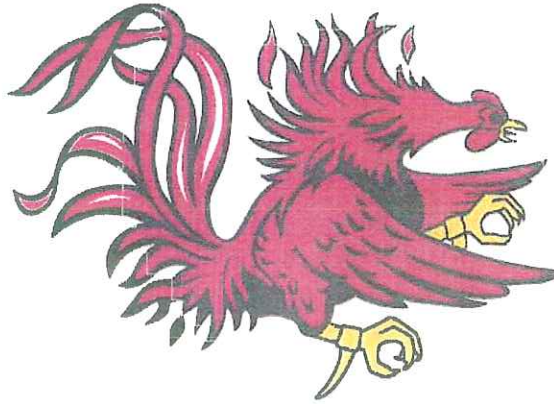
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FAX# 864 223 6516

EMAIL Kenneth@ceboune.com

Make sure to include your company name (on this form) as registered with LLR.



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ATTENDEE'S NAME

COMPANY NAME & MAILING ADDRESS

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Fort Roofing

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Wuman Windham

Watts & Assoc Roofing, Inc

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FAX# 803-786-0952

EMAIL SCOTT@wattsroofing.com

Scott Royster

Watts & Assoc. Roofing, Inc

P.O. Box 21273 / 7416 Fairfield Rd.

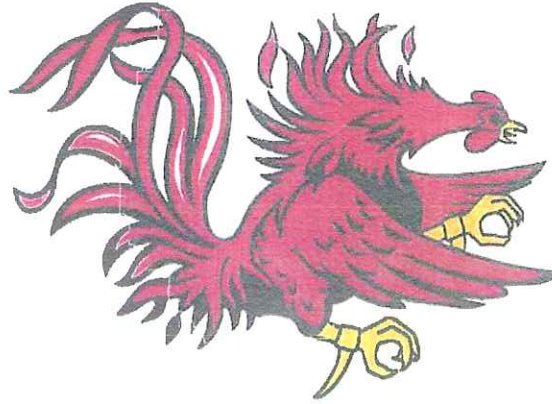
Cola, SC 29221

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EMAIL SRoyster@Wattsroofing.com

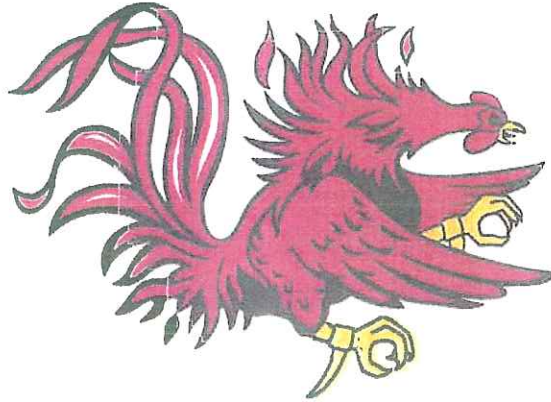
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ATTENDEE'S NAME	COMPANY NAME & MAILING ADDRESS
<u>CASEY HAYES</u>	<u>Metalcrafts, Inc</u> <u>4522 Ogechee Rd - PO Box 1665</u> <u>Swanah, GA 31405</u> <u>PHONE# 912-238-0618</u> <u>FAX# 912-233-3284</u> <u>EMAIL casey@metalcraftsinc.com</u>
<u>Chris Gaury</u>	<u>USC Facilities Service</u> <u>743 Greene St</u> <u>Columbia SC 29208</u> <u>PHONE# 803-331-6761</u> <u>FAX#</u> <u>EMAIL CGaury@fac.sc.edu</u>
<u>Darryl Washington II</u>	<u>USC Facilities Service</u> <u>743 Greene St</u> <u>Columbia SC 29208</u> <u>PHONE# 803-977-0291</u> <u>FAX# 777-3993</u> <u>EMAIL washingtond@fac.sc.edu</u>
<u>DANA NEVILLE</u>	<u>AQUASEAL MFG & ROOFING, INC</u> <u>P.O. Box 2238</u> <u>WEST COLUMBIA, SC 29171</u> <u>PHONE# 803-936-0920</u> <u>FAX# 936-1855</u> <u>EMAIL dana@aquasealsc.com</u>

Make sure to include your company name (on this form) as registered with LLR.



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ATTENDEE'S NAME

Edwin Farr

COMPANY NAME & MAILING ADDRESS

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DALE BRANNAN

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FAX#

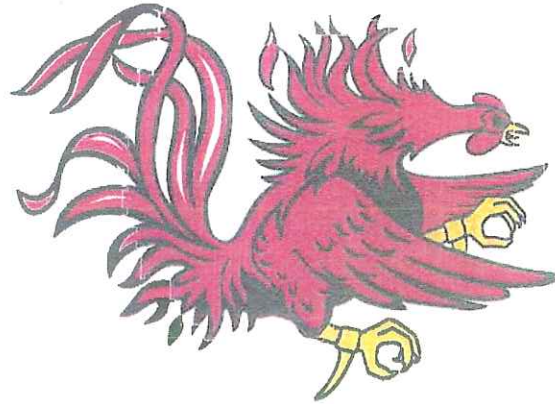
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ATTENDEE'S NAME

COMPANY NAME & MAILING ADDRESS

RICHARD PARRISH
BLOUNT SHEPARD

SHEPARD & ASSOCIATES
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