

Date: 17 December, 2011

**Project: Roofing Replacement**  
**Northern Virginia Mental Health Institute**  
3302 Gallows Road, Falls Church, Virginia

DBHDS PC No. 720-10880-28-07; IFB 11-21; DGS PC No. 720-09720-015

### **ADDENDUM No. 1**

The Bidding Documents dated 1 November, 2011, for roofing replacement of the Northern Virginia Mental Health Institute, are hereby modified, revised, and amended in the following respects and these particulars only. All other work shall be as indicated in the Bidding Documents.

#### **PROJECT MANUAL ITEMS**

**Item No. 1:** Section 07531 - Ethylene-Propylene-Diene-Monomer (EPDM) Roofing:  
Change paragraph 2.2, A., 3. To be: "3. Exposed Face Color: Black".  
Delete paragraph 2.2, A., 3., a.

#### **PREBID CONFERENCE**

Add attached pre-bid Meeting Minutes dated November 17, 2011

End of Addendum No. 1

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**Meeting Minutes**

*Telephone 703 684.5994  
Fax 703 548.0975*

Date: November 17, 2011

Project: Northern Virginia Mental Health Institute – Roofing Replacement – Pre-bid Conference  
DBHDS PC No. 720-10880-28-07; IFB 11-21; DGS PC No. 720-09720-015

Project No: 09006.01

Conference Date: November 17, 2011

Attending: See attached attendance sign-in sheet

**Remarks**

The pre-bid conference for the Northern Virginia Mental Health Institute roofing replacement was held at the NVMHI facility at 3302 Gallows Road, Falls Church, Virginia. A review of the bidding procedures and requirements, facility, and scope of work was presented by the architect followed by a question and answer session and a tour of the facility, including the roof and representative interior area.

Attending was Mr. Dan Long, Maintenance and Operations Manager for the Virginia Department of Behavioral Health and Developmental Services, Richard Lopez, Facilities Administrator for NVMHI, J. R. Posey, Building and Grounds Supervisor/Building Engineer for NVMHI, and Douglas Denny, project manager for Cole & Denny Incorporated. Bidder representatives attending are listed on the attached attendance sheets.

- To revisit the site, contact Sheila Kyer (703) 207-7483 to make arrangements.
- Bids are due on or before Wednesday, December 7, 2011, 2:00 pm, at Department of Behavioral Health and Developmental Services - Office of Architectural and Engineering Services, in Richmond. See Notice of Invitation for Bids
- Bids submitted after that time will not considered. If hand delivering, allow time for security check in at building lobby.
- Bids will be opened and read aloud at 2:00 pm on Thursday, December 8<sup>th</sup> at same location.
- Bid Guarantee in the amount of 5% of total of base bid and all Additive Bid Items is required. Refer to Instructions to Bidders
- eVA vendor registration is required prior to award. All eVA costs must be included in bid.
- A valid Virginia contractors license is required
- Building Permit will be obtained by Owner. All other permits, if any, are responsibility of contractor.
- All bid questions must be in writing on Pre-Bid Question form, included in the Project Manual, submitted to the Architect & Owner.
- Answers to submitted questions will be provided by Addendum. If answers are contained in the Contract Documents, they will not be included in addendum. Addenda will be posted on

Architect's FTP site, retrievable the same as the plans and Project Manual., and e-mailed to conference attendees.

- Time requirements for completion of construction are indicated on the Bid Form.
- The Bid form must be filled out completely, signed, and dated
- General Conditions for the project is DGS form CO-7. There are two Supplemental General Conditions sections, one related to Builder's Risk Insurance, and the other related to small, women owned, and minority owned companies (SWAM). General and Supplemental Conditions are included in the Project Manual.
- Bidders are cautioned to review the plans and Project Manual carefully before submitting their bid.
- Access to work, temporary construction facilities & utilities, work hour restrictions, and similar information is included in the Project Manual.
- Building Description
  - Mostly 1 story
  - Original Building constructed in 1965
  - Additions in 1997 – taller building portions, infills, north wing, and toilet additions on patient wings; blue metal roofs are part of the 1997 addition.
  - The original red mansard roof removal and replacement with EIFS fascias and removal of ceiling insulation, all a part of the previous addition work , was discussed.
- Project Description
  - Complete tear-off of low-slope roofing; 1965-coal tar; 1997 addition portions-modified bitumen.
  - Replacement with 60 mil white EPDM roofing warranted for 20 years.
  - Extensive building expansion joints
  - EIFS removal and repair at base flashings
  - Some metal deck repair
  - Metal roof edges and copings must be manufactured products. Shop fabricated units are not acceptable. Shop drawings must be prepared by the manufacturer.
  - Snow guards are being added on some curved metal roofs as a part of the base bid.
  - All roof drains will be replaced, relocated, or abandoned. New roof drains will be added. Roof drain work includes interior piping, and disturbing & repairing finishes.
  - Asbestos removal includes mudded fittings on storm piping and roofing materials. Refer to the Project Manual.
  - Lead flashings will require special handling. Refer to the Project Manual.
  - Unit prices are required for replacement of unforeseen deteriorated metal roof deck replacement. Generally, the metal roof deck is in good condition and significant replacement is not anticipated.
- A full time superintendent qualified to supervise roofing work and manage subcontractors will be required.
- Owner will retain full time third party inspector.
- Off-hour work requirements for parts of inside work are described on the drawings and in the Project Manual.

- The building and grounds are fully occupied at all times. Interior circulation control and facility security is to be coordinated with Owner.
- Control of dust, fumes, and protection of HVAC intakes is important. Equipment shut downs, where allowed, must be coordinated with Owner
- Use of site and parking is described on drawings and in Project Manual.

## Questions and Answers

- What is the cut-off date for submitting questions. *This information will be provided. NOTE: Answer - Bidding questions must reach the architect on the Prebid Question Form no later than 6 days prior to the time set for the receipt of bids, as described in the Instructions to Bidders section of the Project Manual.*
- There were questions related to completion times and new roofing membrane specification suggesting bidders' information was coming from documents from a prior bidding. *Architect will confirm correct documents are on architect's FTP site. NOTE: The FTP site has been checked and the correct documents are posted. The correct drawings and project manual, posted on the FTP site, are dated 1 November 2011.*
- To what extent will rooms undergoing plumbing and asbestos removal be reoccupied at the end of the work day. *The answer was rooms will always be reoccupied at the end of each day. In review, this will not necessarily always be the case however. Areas will be vacated on a rotating basis to accomplish the work. The documents specify working hour restrictions for various parts of the building. Work areas will be re-occupied during the times outside of the allowed working hours, with the exception that areas where asbestos abatement is in progress will not be re-occupied. The contractor will be expected to complete asbestos work in each area by the end of the day to the maximum extent possible, and such areas allowed to be unoccupied will be limited and must be with the Owners approval. The documents describe requirements for temporary protection of various areas while work is on-going as well as during non-working, re-occupied periods. Locations of work areas and times for vacation of work areas must be approved by and coordinated and scheduled with the Owner on an on-going basis. Refer to Project Manual sections 01010 and 01500 and drawing C1.1, and other provisions of the contract documents for additional information.*

**The meeting was followed by a tour on the roof and corridor and typical patient type room inside the building.**

PRE-BID CONFERENCE ATTENDEES  
SIGN-IN SHEET

Company Name: RAYCO ROOF SERVICE General Contractor ( ) Subcontractor  Supplier ( )

Address: MANASSAS VA

Telephone Number: 703-631-2211 Fax Number: 703-631-2211

Attendee Name: PETER REGUT Email: RAYCOPREGUT@yahoo.com

Company Name: Battlefield Roofing General Contractor ( ) Subcontractor  Supplier ( )

Address: 47770 Angus Dr, Warrenton VA

Telephone Number: 703-754-1338 Fax Number: 703-754-1438

Attendee Name: RON ESTES Email: Battlefield Roofing at Concept - Net

Company Name: Breeding Construction General Contractor ( ) Subcontractor ( ) Supplier ( )

Address: 8241 BACKLICK ROAD, LORTON VA 22079

Telephone Number: 703-339-0054 Fax Number: 703-339-6009

Attendee Name: Steve Clark Email: Breeding CONSTRUC@AOL.COM

Company Name: Autumn Contracting, INC General Contractor  Subcontractor ( ) Supplier ( )

Address: 5228 EISENHOWER AVE, ALEXANDRIA, VA 22304

Telephone Number: (703) 595-4100 Fax Number: (703) 496-3998

Attendee Name: STEVE LEE Email: STEVE@AUTUMNCI.COM

Company Name: Interstate Corp General Contractor  Subcontractor ( ) Supplier ( )

Address: 8040 Queenair Drive Gaithersburg MD 20879

Telephone Number: (654) 254-4723 Fax Number: (654) 254-4733

Attendee Name: David Choi Email: david@icroof.com

Company Name: OLD DOMINION RFB, General Contractor  Subcontractor ( ) Supplier ( )

Address: 3709 Goodell Rd., Richmond, VA 23223

Telephone Number: 804-225-7164 Fax Number: 804 225-7169

Attendee Name: GERRY Little Email: GERRY@OLDDOMINIUMROOFING.COM

PRE-BID CONFERENCE ATTENDEES  
SIGN-IN SHEET

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Company Name: Simpson Unlimited General Contractor ( ) Subcontractor ( ) Supplier ( )  
Address: 11121 Industrial Road, Manassas VA 20109  
Telephone Number: 703-361-0841 Fax Number: 703-361-1341  
Attendee Name: Lenny Peters Email: lenny@simpsonunlimited.com

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Company Name: FUNCTION ENTERPRISES General Contractor ( ) Subcontractor ( ) Supplier ( )  
Address: 7954 CAMERON BROWN COURT SPRINGFIELD VA 22153.  
Telephone Number: 703-569-2422 Fax Number: 703 569 9661  
Attendee Name: DON HATAHOSKI Email: DON@FUNCTION.NET

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Company Name: ROOFPRO / CARLISLE General Contractor ( ) Subcontractor ( ) Supplier (X)  
Address: 708 MELVIN AVE. ANNAPOLIS, MD 21401  
Telephone Number: 443-875-7379 Fax Number: 410-697-6139  
Attendee Name: GREG SHAPARD Email: greg@roofproinc.com

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Company Name: Kalkreuth Roofing + Sheet Metal General Contractor ( ) Subcontractor ( ) Supplier ( )  
Address: 9001 Baltimore Rd. P.O. Box 4008  
Cell: 301-524-4884  
Telephone Number: 301-418-6100 Fax Number: 301-418-6350  
Attendee Name: Steve Cook Email: scook@krsms.net

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Company Name: Cleo Enterprises Inc General Contractor ( ) Subcontractor (X) Supplier ( )  
Address: 3010 Ridgewood Avenue Suite 209 Baltimore MD 21215  
Telephone Number: 410-367-2050 Fax Number: 410 367 2052  
Attendee Name: Dierdre Ford Email: cleoenterprises@Verizon.net

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Company Name: Peak Safety Systems General Contractor ( ) Subcontractor (X) Supplier ( )  
Address: 56 Merlena Cir, Hanover, PA 17331  
Telephone Number: 301 370-0192 Fax Number: (717) 964-6227  
Attendee Name: Monica Barnett Email: mbarnett@peaksafety.net

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PRE-BID CONFERENCE ATTENDEES  
SIGN-IN SHEET

Company Name: SGK Contracting General Contractor  Subcontractor ( ) Supplier ( )  
Address: 6540 Hobbird Ave Baltimore Md 21224  
Telephone Number: 410-631-0105 Fax Number: 410-631-0107  
Attendee Name: Brian Kauffman Email: george.sgk@me.com

Company Name: NATIONAL ROOFING General Contractor ( ) Subcontractor ( ) Supplier ( )  
Address: 4011 Roland Av BALTIMORE MD 21211  
Telephone Number: 410 235 5827 Fax Number: 410 235 1463  
Attendee Name: ED RIDINGER Email: ERIDINGER@NATIONALROOFINGSA.COM

Company Name: Waco Inc. General Contractor ( ) Subcontractor  Supplier ( )  
Address: 38592 Brent Way, Suite 7, Mechanicsville, MD 20659  
Telephone Number: 301-290-1353 Fax Number: 301-290-5222  
Attendee Name: Ralph Baldyga Email: Rbaldyga@wacoinc.net

Company Name: GEORGETOWN ROOFING, INC General Contractor ( ) Subcontractor ( ) Supplier ( )  
Address: 5225 KILMER PLACE, HYATTSVILLE, MD 20781  
Telephone Number: 301-277-1730 Fax Number: 301-277-1729  
Attendee Name: CHRISTOPHER KROMEL Email: CKROMEL@GEORGETOWNROOFING.COM

Company Name: Melvin T. Morgan Roofing General Contractor  Subcontractor ( ) Supplier ( )  
Address: 10412 Dow Gil Rd, Ashland Va, 23005  
Telephone Number: 804-798-0300 Fax Number: 804-798-3100  
Attendee Name: William Payne Email: paynechamplain@aol.com

Company Name: Cole Roofing Co Inc General Contractor  Subcontractor ( ) Supplier ( )  
Address: 3915 Colledge Ave Baltimore MD 21229  
Telephone Number: 410-242-0600 Fax Number: 410 242-8007  
Attendee Name: Email: dcush@coleroofing.com