

**ADDENDUM ONE****Science Building Roof Replacement Phase II - 2024**

2101 E Coliseum Blvd  
Fort Wayne, Indiana 46805

**MARTINRILEY** architects ▪ engineers  
221 West Baker Street  
Fort Wayne, Indiana 46802  
260-422-7994

Commission No.: F24053  
Addendum Date: August 13, 2024

**Conditions:** The following clarifications, amendments, additions, deletions, revisions and modifications are a part of the contract documents and change the original documents only in the manner and to the extent stated.

Copies of the Addendum shall be bound with all contract sets of drawings and specifications.

**Receipt:** Addendum Number ONE shall be acknowledged by Bidders on their Bid Form.

**CLARIFICATION:**

Coordinate with owner ballast removal to prevent disturbance of building inhabitants.

**CHANGES TO THE SPECIFICATIONS:**

Not applicable

**CHANGES TO THE DRAWINGS:**

Not applicable

**END OF ADDENDUM NUMBER ONE**

Attachments:

Pre-bid Meeting Minutes

Pre-bid Attendee List

W:\2024 Projects\F24053 PFW Science Bldg Ph II 2024\Project Management\05-Bidding\Addendum 1\Addendum One.doc



# PREBID MEETING MINUTES

---

Project: Science Building Roof Replacement Phase II - 2024  
Meeting Date: August 13, 2024  
Commission No: F24053

---

I. Design Team Introduction:

1. John Sheets, Project Manager, PFW  
Office: 260-481-4195; Cell: 260-710-6511 email: [sheetsj@pfw.edu](mailto:sheetsj@pfw.edu)
2. Kevin Howard, Construction Inspector,  
Cell: 260-481-6797 email: [howardkt@pfw.edu](mailto:howardkt@pfw.edu)
3. Mike Hamilton, Principal-in-Charge, [MARTINRILEY architects•engineers](#)  
Office: 260.422.7994; Cell: 260.223.9014; email: [mhamilton@martin-riley.com](mailto:mhamilton@martin-riley.com)
4. JD Sitton, Project Manager, [MARTINRILEY architects•engineers](#)  
Office: 260.422.7994; Cell: 260.444.6265; email: [jsitton@martin-riley.com](mailto:jsitton@martin-riley.com)
5. Clarence White, Project Manager, [MARTINRILEY architects•engineers](#)  
Office: 260.422.7994; Cell: 260.445.7332; email: [cwhite@martin-riley.com](mailto:cwhite@martin-riley.com)

II. Scope of Work:

The Scope of roofing and related work includes Base Work

**Base Work**

The complete removal of the existing ballasted flexible sheet roof system and replace with new 2 - ply modified bituminous roof system on roof areas <2>, <3>, and <4> for the complete construction as required by the Contract Documents

III. Timeline

1. Address all questions to [MARTINRILEY](#) by the end of the day August 28, 2024 in order to fairly disseminate all information to all bidders in the Addendum date of issuance of August 29, 2024. **Be certain all questions have been asked, as the submission of bids by the contractor suggests there are no questions regarding ambiguity, and you are submitting bids that will result in a complete project. Failure to do so will result in contractor's compliance with the Owner or Architects interpretation, at no contract increase.**
2. Bids will be due at the Office of the director of the Physical Plant, Room 103, Ginsberg Hall, on the PFW North Campus, 5190 Saint Joe Road, Fort Wayne, Indiana 46835 before 11:00 a.m. local time on September 5<sup>th</sup>, 2024.
3. Bids will be opened and read aloud immediately after submission of bids in Room 114 of Ginsberg Hall.
4. It is the intent of the owner to have work start immediately following Award of Contract and must be completed before December 15, 2024.
5. Final completion includes all of the Architect's Punch List items.

IV. Additional items

1. Bidders may obtain bidding documents from Eastern Engineering (260) 426-3119.
2. The owner reserves the right to accept or reject any and all bids and to waive any informalities in bidding
3. Questions relating to the project should be directed to Mike Hamilton, JD Sitton, or Clarence White at the office of [MARTINRILEY architects•engineers](#)
4. Non-Collusion Affidavit is required with bid

5. Liquidated damages may be assessed in the amount of \$1,500.00 for each calendar day beyond the contracted end date if the Contractor is found to be in default.
6. Abide by rules and regulations on each project site identified in the project manual
7. A Pre-construction Conference will be held prior to any commencement of work
8. Insurance guidelines are outlined in the project manual.
9. The owner intends to continue to occupy the site and existing building the entire construction period.
10. The Contractor will have limited use of premises, including the site. Keep all driveways and entrances clear. Do not use these areas for parking or material storage.
11. Any damage to building or site incurred due to the roofing operations are the responsibility of the Contractor to repair back to the original condition. All damages shall be repaired according to PFW specifications.
12. **Refer to section 01 2900 - Payment Procedures in the project manual for all application for payment requirements.**
  - a. **Pay applications will be handled differently than in the recent past. Purdue shall provide required documents to properly process pay requests.**
13. Materials supplied for this project are exempt from Indiana State sales tax
14. **Record Drawings that show actual daily installation of areas reroofed with dimensions, start times, areas of deck replacement, concealed elements (i.e. buried conduit) (if any).**
15. It will be the Contractor's responsibility to photograph or videotape any existing conditions of adjoining construction and site improvements that might be misconstrued as damage caused by selective demolition operations.
16. The contractor is to provide interior protection with suitable coverings when necessary.
17. Contractor is also responsible for daily interior inspections to verify the presence of water infiltration (if any), need for interior clean-up.
18. The contractor shall pick up all trash and debris along with screws/nails every day.
19. Contractor shall pay close attention to 01 7700 – Contract Close-Out to properly provide Operation and Maintenance Binders with requested information including record drawings.
20. Water and electricity are available for the contractor to use at the Owners discretion. Toilet and wash facilities are the responsibility of the contractor
21. The contractor is responsible to verify, in writing, that all mechanical equipment, power ventilators, HVAC units and all roof gutters/downspouts, prior to beginning work are operational and free from defects. Once work has commenced all, said items, are the responsibility of the contractor to be in working condition.
22. Smoking or use of tobacco products is not permitted on any PFW properties.
23. All submittals must be submitted through Procore.
24. Close-out documents and record drawings are to be submitted to **MARTINRILEY** electronic pdf. format
25. Bidders may core roofs for existing conditions, but need to notify PFW in advance and record all core locations and ID each core on roof with the contractor name and date marked with grease pen.
26. Contractor will maintain suitable housekeeping at each site, including daily trash pickup and no stockpiled trash on roof. **Failure to clean site each day will result in \$100 fine per day.**
27. Do not block any path of egress needed by university police.
28. Staging and use of site will be addressed at the pre-construction meeting.
29. Mock-Ups of all Sheet metal will be required before commencement of sheet metal install begins.

V.

Review Drawings

1. Review drawings on project.
2. Bid each project per drawings, specifications, and addendum(s). Contractors will be held accountable to the bidding documents.
3. Tour the roof(s) on project site.

NAME, COMPANY

PHONE, EMAIL

CLARENCE, MR  
WHITE

260-445-7332, cwhite@porter-riley.com

JD SITTON  
MARTIN ZILEY

260 444 6265 JSITTON@MARTIN-ZILEY.COM  
260 422 7994

Garrett VanBrocklin  
Fort Wayne Roofing

260 579 7074  
gvanbrocklin@tectamerica.com

Jonathan Shetler  
Shetler Construction LLC

260-463-8957 ext 2  
shetlerconst@ibyfax.com

KEVIN YOUNG  
SCHUST CONSTRUCTION

260 410 1705  
KTY@SCHUSTCONSTRUCTION.COM

Jeffery Acton  
Millwood Roofing & Construction

574-269-3099  
jeffery@millwoodconstruction.com

JOHN SHEETS PFW

sheetsj@pfw.edu  
260.710.6511

KEVIN HOWARD PFW

HOWARD KT@PFW.EDU  
260-437-1005