

Addendum #1 for Construction RFB

Project Name: Capitol Complex A4 - Roofing

DAS RFB #: 0218335005

DAS Project #: 8963.00-.03

Date: 09/05/2017

Addendum #1:

- 1) Bid time has been revised to 3:00 PM on September 7th, 2017
- 2) Jessie Parker Roof Replacement has been removed from the Project's Scope of Work
- 3) The Cooling Tower and Liebert Unit on the South Side of the Lucas Building will be removed by the State of Iowa prior to roofing work taking place.
- 4) Section 00 1113 – Notice to Bidders
 - a) Remove Jessie Parker Building from project description
 - b) Change Bid time to 3:00 PM from 2:00 PM
- 5) Section 00 2113 – Instructions to Bidders
 - a) Remove Jessie Parker Building from project description
 - b) Paragraph 3.06 – Revise Bid Time to 3:00 PM from 2:00 PM
- 6) Section 00 4116 – Bid Form
 - a) Remove Alternate 1 and 2
 - b) Remove Unit Prices 1 and 2
- 7) Section 01 1200
 - a) Paragraph 1.03 – Remove Jessie Parker Scope from Project Summary
 - b) Paragraph 1.09 – Remove Paragraphs D, E, F and G (Unit Price #1 & #2, Alternates #1 & #2)
- 8) Section 07 2220 – Roof and Deck Insulation
 - a) Paragraph 1.3.C.1 – Delete sections c, d, e, f, g and h
- 9) Section 07 2220 – Roof and Deck Insulation
 - a) Paragraph 1.3.C.2 – Delete
- 10) Section 07 5400 – TPO Membrane Roofing – Fully Adhered
 - a) Remove from Project Manual
- 11) Drawings – Modifications have been bubbled on the drawing sheets

SECTION 00 1113

NOTICE TO BIDDERS

RFB #0218335005

The Iowa Department of Administrative Services – Central Procurement Bureau, Hoover State Office Building, Level 3, 1305 East Walnut Street, Des Moines, Iowa 50319 will be receiving bids for a project consisting of roofing work at the Lucas Building and ~~Jessie Parker Building~~ located on the Capitol Complex in Des Moines, Iowa 50319.

The Iowa Department of Administrative Services anticipates construction to begin October 11th, 2017 and end on November, 22nd 2017.

Bids must be received no later than ~~2:00~~ **3:00** PM, local time, September 7th, 2017. Late bids will not be considered. Bids are to be delivered to the Office of the Department of Administrative Services – Central Procurement Bureau, Hoover State Office Building, Level 3, 1305 East Walnut Street, Des Moines, Iowa, 50319. Bids under \$135,000.00 may also be delivered via e-mail to Randall Stapp at randall.stapp@iowa.gov. Bids shall be submitted on the Bid Form and shall be accompanied by a Bid Security as set forth in the Instructions to Bidders in the amount of 5% of the total bid amount. Scanned and emailed bids must be legible. For emailed bids, the bidder must include a scanned image of a bid bond prepared by a bonding company licensed to transact business in the State of Iowa. Each bid shall be accompanied by a bid bond, cashier's check or a certified check drawn upon a solvent bank chartered under the laws of the United States of America. If providing bid security in forms other than a bid bond, then the bid must be hand delivered and not emailed.

The Iowa Department of Administrative Services reserves the right to reject any and all bids, and to waive irregularities and to accept a bid that is deemed in the best interest of the State of Iowa.

Bidders must comply with all affirmative action/equal employment opportunity provisions of the State of Iowa and the Federal Government.

This project is exempt from Iowa Sales Tax. Davis Bacon Wages will not apply to this project.

An **optional** Pre-Bid meeting will be held on August 29th, 2017 at 10:00 AM at DAS' Office located at 109 SE 13th Street, Des Moines, Iowa 50319. Walking tours of Lucas and Jessie Parker roofs will take place after the meeting. This meeting is not mandatory but is highly recommended.

Bidding Documents may be obtained from Rapids Reproductions by visiting www.rapidsrepro.com or by calling (515) 251-3222 on Monday, August 21st, 2017.

For further information regarding this project contact:
Randall Stapp– Issuing Officer
Iowa Department of Administrative Services – Central Procurement Bureau
1305 East Walnut Street
Des Moines, Iowa 50319
Phone: (515) 242-5005
E-Mail: randall.stapp@iowa.gov

END OF SECTION

SECTION 00 2113
INSTRUCTIONS TO BIDDERS

RFB #0218335005

PART 1 - GENERAL

1.01 SECTION INCLUDES

- A. Project Description
- B. Owner
- C. State Agency Representatives and Contacts
- D. Proposal Form and Submissions
- E. Taxes
- F. Alternate Bids
- G. Drawings
- H. Bid Security
- I. Due Date and Time for Receipt of Bids
- J. Commencement and Completion Date
- K. Site Visit
- L. Pre-bid Meeting
- M. Questions
- N. Addenda and Interpretations of the Contract Documents
- O. Substitutions
- P. Obligation of Bidder
- Q. Public Records and Requests for Confidential Treatment
- R. Withdrawal of Bid
- S. Bid Closing
- T. Basis of Bids
- U. Informalities/Rejection of Bids
- V. Consideration of Bids
- W. Preference
- X. Qualifications
- Y. Insurance
- Z. Form of Agreement between Owner and Contractor
- AA. Execution of Contract
- BB. Laws and Regulations
- CC. Contract Documents and Order of Precedence
- DD. Conditions of the Work
- EE. Subcontracts
- FF. Project Manual/Drawings

1.02 PROJECT DESCRIPTION

- A. Project Description: The project consists of roofing work at ~~two (2) different buildings~~ the Lucas Building only located on the Capitol Complex.
 - 1. Lucas Building – Replacement of existing rubber membrane roof with new EPDM membrane roof
 - 2. ~~Jessie Parker Building – Replacement of existing built-up ballasted roof with TPO membrane roof.~~

1.03 OWNER

- A. State of Iowa, Department of Administrative Services, Hoover State Office Building, Level 3, 1305 East Walnut Street, Des Moines, IA 50319

1.04 STATE AGENCY REPRESENTATIVES AND CONTACTS

- A. PURCHASING AGENT: Randall Stapp – Issuing Officer, State of Iowa, Department of Administrative Services, Central Procurement Bureau, Hoover State Office Building, 3rd floor, 1305 East Walnut Street, Des Moines, IA 50319-0105, Phone: 515-242-5005 email: randall.stapp@iowa.gov

- B. OWNER REPRESENTATIVE:

1. Josh Herman
2. State Design & Construction Resources Bureau
3. 109 SE 13th Street
4. Des Moines, IA 50319
5. Phone: 515-725-1293
6. email: josh.herman@iowa.gov

- C. CONSTRUCTION MANAGER CONTACT:

1. DCI Group
2. Michael Steen
3. Project Manager
4. 1925 High Street
5. Des Moines, IA 50309
6. Phone: 515-975-8348
7. email: MichaelS@dcigroupia.com

- D. DESIGN PROFESSIONAL CONTACT:

1. Shive-Hattery
2. Kevin Long
3. 4125 Westown Parkway, Suite 100
4. West Des Moines, IA 50266
5. Phone: 515-223-8104
6. email: klong@shive-hattery.com

PART 2 - PRODUCTS – NOT USED

PART 3 - EXECUTION

3.01 PROPOSAL FORM AND SUBMISSION

- A. A properly prepared and submitted bid document is the bidder's responsibility. Bids are to be made in accordance with these Instructions to Bidders and items included on the Bid Form. Failure to comply may be cause for rejection.
- B. The Bid is to consist of the "Bid Form" (required) or exact copy of the form, together with the other documents specified below to be submitted with the Bid, in which copies are included with these Bidding Documents.
 1. The total bid package submitted is required to include the following documents (properly completed) and submitted in properly labeled envelopes:
 - a. A **SEALED BID** envelope (a regular envelope furnished by the Bidder) identified with the name and address of the company submitting the bid, the project name, the bid package name and/or number, sealed bid number, due date and time for bids' receipt, and clearly labeled **SEALED BID** containing:
 - 1) Bid Form (blank form included in Project Manual) (Required)

- 2) Non-discrimination Clause form (blank form included in Project Manual)
 - 3) Targeted Small Business Pre-bid Contact form (blank form included in Project Manual)
 - 4) Bid Security (documentation provided by Bidder) (Is to be submitted in a separate envelope) (Required)
2. **BIDS LESS THAN \$135,000.00 MAY BE EMAILED TO RANDALL.STAPP@IOWA.GOV ALONG WITH ALL REQUIRED BID DOCUMENTS. SCANNED AND EMAILED BIDS MUST BE LEGIBLE. SCANNED IMAGES OF CHECKS FOR BID SECURITY WILL NOT BE ACCEPTED FOR EMAILED BIDS. FOR EMAILED BIDS, THE BIDDER MUST INCLUDE A SCANNED IMAGE OF A BID BOND PREPARED BY A BONDING COMPANY LICENSED TO TRANSACT BUSINESS IN THE STATE OF IOWA. BIDS OVER \$135,000.00 WILL BE CONSIDERED FORMAL BIDS AND MUST BE DELIVERED IN HARD COPY TO THE PURCHASING OFFICER LISTED ABOVE BEFORE THE BID DEADLINE.**
- C. All blank spaces on each document are to be completed, in ink or typewritten, unless the blank has otherwise been noted by Owner as “Not Applicable to this Project.” Erasures or corrections shall be initialed by the person signing the bid. Where requested, amounts shall be stated in both words and figures. If words and figures do not agree, the amount written in words shall be considered correct.
 - D. Include the amount for performing all work described in the drawings and specifications for Base Bid and for each Alternate Bid requested.
 - E. Acknowledge receipt of all Addenda issued, where so indicated on the Bid Form.
 - F. The Bid Form and other required documents are to be signed, where so indicated, by an officer of the company having authority to bind the company in a contract. The name of the person signing the bid and his/her title shall be typed or printed below the signature.
 - G. Commencement of the work of the contract shall begin with the Contractor’s receipt of a fully executed contract (signed by both parties).
 - H. The Owner reserves the right to award a contract for Base Bid only, or for Base Bid in combination with any, or all, identified Alternate Bids. The Owner reserves the right to award a contract for individual Bid Packages, or any combination of Bid Packages. Each Bidder must comply with all of the General Requirements of the project and any requirements of the Project manual that apply to their scope of work.
 - I. The company’s Federal I.D. Number and the Iowa Contractors Registration Number shall be included in the Bid Form.
 - J. Unless indicated otherwise, the Bid shall be for a single responsibility contract for all work as indicated on the Drawings and specified in the Project Manual, and shall be a lump sum amount. All requested Alternate Bids are to be bid. Failure to do so may result in disqualification of your bid. If no change in the Base Bid amount is required with respect to consideration of a particular Alternate Bid, enter “No Change” in the blank for that Alternate Bid.
 - K. Where so requested, provide Unit Prices for the designated types of work and in the units specified, in which the Unit Prices would be used as adjustments to the quantities described in the Bidding Documents as the basis for the Base Bid and any Alternate Bid work. A Unit Price would be applicable in the event the Owner should request additional work of that type beyond the extent and quantity that has been established as the scope of the work by graphic delineation and notations on the Drawings, or by otherwise stipulating in the Bidding Documents a numerical quantity of the work, for the Bidder’s use in determining the lump sum bid amount for the Base Bid and any requested Alternate Bid containing such work. The Unit Prices shall also be used to adjust the Contract Amount for actual quantities of work involved when the work subject to Unit Price adjustment differs by being less in quantity than that contemplated by the Bidding Documents’ original scope of work for the respective Base Bid or Alternate Bid.
 - L. A Completed State of Iowa Nondiscrimination Clause form and Subcontractor Targeted Small Business Enterprise Pre-Bid Contact Information form, included in these Bidding Documents, are to accompany the Bid. Bidders shall comply with all affirmative action/equal opportunity provisions of State and Federal laws. The Owner seeks to provide opportunities for Targeted Small Businesses in accordance with the provisions of Chapter 73 of the Code of Iowa.
 - M. The completed Bid Form, and above referenced documents, are to be placed in the Sealed Bid envelope included with these Bidding Documents. Any required Bid Security shall be provided, in

the form and amount specified elsewhere in these Instructions to Bidders, at the time of submission of the Bid. When a site visit is mandatory as specified elsewhere in these Instructions to Bidders, and a Certificate of Site Visit is required to be submitted with the Bid as evidence of such visit having occurred for purposes of observing the conditions of the site and the work proposed therein, the Certificate shall be enclosed in the Sealed Bid envelope containing the Bid Form, Bid Security and other documents.

3.02 TAXES

- A. In accordance with Section 423 of the Code of Iowa and 701-19 of the Iowa Administrative Rules, Iowa Construction Sales Tax Exemption Certificates for this project will be issued. Do not include Iowa sales tax or use tax, or any local option sales tax, on construction materials in determining your bid prices. The successful Contractor will be required to notify the Department of Administrative Services project manager of all Subcontractors within 48 hours of the determination of the apparent low bidder and receipt of the "Notification of Intent to Award a Contract" for the project's construction. Information on the Contractor and each Subcontractor shall include the firms' name, address, contact person, federal tax identification number, and the Iowa contractor registration number. For the Contractor and each Subcontractor, designate the type of trade or category of work that is to be provided on the project. The Construction Manager for the Department of Administrative Services must be informed when any Subcontractor is added to the project. Following receipt of the information, the Construction Manager for the Department of Administrative Services will arrange to have an authorization letter and certificate (please see sample, included in the Project Manual) issued on behalf of the Contractor and each Subcontractor and will forward the documents to the Contractor for distribution and use by each in purchasing construction materials for this project. Certificates issued for this project shall be used for tax-exempt purchasing construction materials for this project only.

3.03 ALTERNATE BIDS

- A. Bidders are to bid all Alternates requested on the Bid Form. Alternates quoted will be reviewed and accepted or rejected at the option of the Department of Administrative Services. Accepted Alternates will be identified in the Owner-Contractor agreement. Indicate the price for Alternates described, as shown on the Drawings and specified in the Project Manual, and identify in the correct location on the Bid Form.

3.04 DRAWINGS

- A. All drawing sheets bearing the project name: DAS CC J.P & Lucas Roof Envelope Repairs – Dated 8/21/17

3.05 BID SECURITY

- A. Each Bid shall be accompanied by Bid Security in a separate sealed envelope.
- B. The Bid Security shall be in the form of a Certified check, Cashier's check or a Bid Bond in an amount not less than five percent (5%) of the maximum value of the Bid, including any additive Alternates. **NOTE:** Checks other than Certified checks and Cashier's checks will not be accepted. Bonds shall be issued by a bonding company licensed to transact business in the State of Iowa. The Attorney in Fact who signs the Bond shall file with the Bond a certified and effectively dated copy of their Power of Attorney. The Bid Security shall be made payable to the Iowa Department of Administrative Services, and shall accompany the Bid. For emailed bids, a scanned copy of a Bid Bond may be submitted with the Bid. If a Bid Bond is not used, Certified checks or Cashier's checks must be hand delivered or mailed in a sealed envelope even if the Bid is emailed. The Bid Security shall serve as a guarantee that a Bidder who is offered a contract will enter into an Agreement with the State of Iowa and will file an approved surety company's Performance Bond, Payment Bond and the Insurance Certificates as evidence of the required Insurance within ten days of execution of the Contract for construction of this Project, but not later than the start of construction in any event. Upon failure to comply, the Bid Security shall

be forfeited as liquidated damages. The governmental entity shall retain the bid security furnished by the successful bidder until the approved contract form has been fully executed, a bond has been filed by the bidder guaranteeing the performance of the contract, and the contract and bond have been approved by the governmental entity. The provisions of chapter 573, where applicable, apply to contracts awarded under this chapter. The governmental entity shall promptly return the checks or bidder's bonds of unsuccessful bidders to the bidders once the Notice of Intent to Award is issued.

3.06 DUE DATE AND TIME FOR RECEIPT OF BIDS

- A. Properly completed Bids shall be received at the place, and not later than the time, specified below for receipt of Bids, or any extension thereof made by Addendum issued subsequent to issuing the Bidding Documents. Oral or telephonic Bids are invalid, and will not receive consideration. The Bidder shall assume full responsibility for the timely delivery and receipt of the Bid by the Procurement Division of the Department of Administrative Services at the location herein specified. Late bids will not be accepted, and will be returned unopened to the Bidder.
- B. Sealed Bids will be received at the time and location as follows:
 - 1. On or ~~before 2:00~~ **3:00** PM Central Time, September 7th, 2017
State of Iowa, Department of Administrative Services
Central Procurement Bureau
Hoover State Office Building, Level 3
1305 East Walnut Street
Des Moines, Iowa 50319-0105
Attention: Randall Stapp – Issuing Officer

3.07 COMMENCEMENT AND COMPLETION DATES

- A. Commencement of the Work of the Contract shall be the day of receipt by the selected Contractor of the fully-executed contract. Final completion of the Work of the contract shall be acknowledged as a part of the Contractor's proposal.

3.08 SITE VISIT

- A. A site visit by the prospective bidder is highly recommended at the time of the Pre-Bid Meeting of this project.

3.09 PRE-BID MEETING

- A. An optional Pre-Bid meeting will be held on August 29th at 10:00 AM at DAS' office located at 109 SE 13th Street, Des Moines, Iowa 50319. Walking tours of Lucas and Jessi Parker's roofs will take place after the meeting. This meeting is not mandatory but is highly recommended.

3.010 QUESTIONS

- A. Questions on this project may be raised and discussed at the time of the Pre-Bid Meeting. Questions should be submitted, in writing, by 5:00 PM, September 1st, 2017 to the Purchasing Agent previously indicated in these Instructions to Bidders.

3.011 ADDENDA AND INTERPRETATIONS OF THE CONTRACT DOCUMENTS

- A. Any person contemplating submitting a proposal for the proposed Contract, who is in doubt as to the true meaning of any part of the Bidding Documents, shall submit a written request for an interpretation thereof. The person submitting a request will be responsible for its prompt delivery. Every request for such interpretation should reference the Bid Number specified in the Bidding Documents, and shall be made in writing (email preferred). Questions shall be submitted to the previously identified Purchasing Agent for the Department of Administrative Services. To be given consideration, requests shall be received by 5:00 PM September 1st, 2017. Replies, which

revise or correct the Bidding Documents, or provide necessary clarifications, will be issued in the form of a written Addendum to the Bidding Documents. Interpretations, corrections or changes of the Bidding Documents made in any other manner will not be binding, and Bidders shall not rely upon such interpretations, corrections, or changes. The Bidder is to include any resultant cost changes in the Bid Sum. Addenda will be posted electronically at the respective bid site where the bid is initially posted. Acknowledgment by the Bidder of each issued Addendum shall be noted on the Bidder's proposal, in the location so indicated on the Bid Form. All Addenda issued shall become part of the Contract Documents.

3.012 SUBSTITUTIONS

- A. Where the Bidding Documents stipulate a specific product be provided by naming one or more manufacturer and model, and include a statement such as "or equal", "equal to", "equivalent to", or "basis of design", a substitute product will be considered when written request is received by 5:00 PM September 1st, 2017.
- B. The written request shall be on the "Request for Substitution" form included in the Project Manual. If no such form is included, the request shall be provided on the letterhead of the company making the request.
- C. **Subsequently, substitutions will be viewed in the context of a Change Order to the Contract, and consideration will only be given in the event a product becomes unavailable or not practical due to no fault of the Contractor, or the substitution is substantially to the Owner's advantage (equal product for less cost or higher quality product at no change in Contract Sum).**
- D. Document each substitution request with complete data substantiating compliance of the proposed substitution with the Bidding Documents. Each request shall identify the specified product for which the substitution is requested, and shall clearly describe the product for which approval is requested. The burden shall be on the requester to demonstrate the proposed substitute product's suitability for use in the Work and its equivalency or superiority in function, appearance, quality, and performance with the product named in the Bidding Documents.
- E. A description of any changes to the Bidding Documents that the proposed substitution will require shall be included with the request. The requester shall affirm that dimensions shown on the Drawings will not be affected by the substitute product, and that it will have no adverse affect on other trades, the construction schedule, or specified warranty requirements. The request for use of a substitute product shall be signed by an authorized representative of the firm submitting the request, who shall state that the firm will pay for any changes to the building design, including Design Professional's design, detailing, and construction cost caused by the requested substitution if the substitution is approved for use in the Work.
- F. All such substitute products approved for use in the Work during the established period of time before receipt of Bids will be identified in a subsequent Addendum to the Bidding Documents.

3.013 OBLIGATION OF BIDDER

- A. It shall be the responsibility of each Bidder contemplating the submission of a Bid for the proposed Contract to fully acquaint himself/herself with conditions at the work site, project requirements, and to become acquainted thoroughly with the work, and all conditions that may be related to it. No considerations or revision in the contract price or scope of the project will be considered by the Owner for any item that could have been revealed by a thorough on-site inspection and examination.
- B. By submission of a Bid, it shall be understood that the Bidder assures that he/she has reviewed and is thoroughly familiar with the project requirements, contract conditions and supplementary conditions, the drawings, specifications, addenda, and that the bidder is aware of the conditions existing at the site that may relate to the work of this project. Failure of any Bidder to examine any form, document, or other instrument shall in no way relieve the Bidder from any obligation in respect to his/her Bid.

3.014 PUBLIC RECORDS AND REQUESTS FOR CONFIDENTIAL TREATMENT

- A. The Agency's release of public records is governed by Iowa Code chapter 22. Contractors are encouraged to familiarize themselves with Chapter 22 before submitting a Proposal. The Agency will copy and produce public records upon request as required to comply with Chapter 22 and will treat all information submitted by a Contractor as non-confidential records unless Contractor requests specific parts of the Proposal be treated as confidential at the time of the submission as set forth herein AND the information is confidential under Iowa or other applicable law.
- B. A Contractor requesting confidential treatment of specific information must: (1) fully complete Form 22 (Available at <https://das.iowa.gov/sites/default/files/procurement/pdf/Form%2022-ConfidentialityRequest-RFB.pdf>), (2) identify the request in the transmittal letter with the Contractor's Proposal, (3) conspicuously mark the outside of its Proposal as containing confidential information, (4) mark each page upon which confidential information appears, and (5) submit a "Public Copy" from which the confidential information has been excised.
- C. Form 22 will not be considered fully complete unless, for each confidentiality request, the Contractor: (1) enumerates the specific grounds in Iowa Code chapter 22 or other applicable law that supports treatment of the material as confidential, (2) justifies why the material should be maintained in confidence, (3) explains why disclosure of the material would not be in the best interest of the public, and (4) sets forth the name, address, telephone, and e-mail for the person authorized by Contractor to respond to inquiries by the Agency concerning the confidential status of such material.
- D. The Public Copy from which confidential information has been excised is in addition to the number of copies requested in Section 3 of this RFP. The confidential material must be excised in such a way as to allow the public to determine the general nature of the material removed and to retain as much of the Proposal as possible.
- E. **Failure to request information be treated as confidential as specified herein shall relieve Agency and State personnel from any responsibility for maintaining the information in confidence. Contractors may not request confidential treatment with respect to pricing information and transmittal letters. A contractor's request for confidentiality that does not comply with this section or a contractor's request for confidentiality on information or material that cannot be held in confidence as set forth herein are grounds for rejecting contractor's Proposal as non-responsive. Requests to maintain an entire Proposal as confidential will be rejected as non-responsive.**
- F. If Agency receives a request for information that Contractor has marked as confidential and if a judicial or administrative proceeding is initiated to compel the release of such material, Contractor shall, at its sole expense, appear in such action and defend its request for confidentiality. If Contractor fails to do so, Agency may release the information or material with or without providing advance notice to Contractor and with or without affording Contractor the opportunity to obtain an order restraining its release from a court possessing competent jurisdiction. Additionally, if Contractor fails to comply with the request process set forth herein, if Contractor's request for confidentiality is unreasonable, or if Contractor rescinds its request for confidential treatment, Agency may release such information or material with or without providing advance notice to Contractor and with or without affording Contractor the opportunity to obtain an order restraining its release from a court possessing competent jurisdiction.

3.015 WITHDRAWAL OF BID

- A. A Bid may be modified or withdrawn only before the time and date for receipt of Bids. Said request for modification or withdrawal of formal sealed bid must be made in writing and delivered to the previously designated Purchasing Agent for the Department of Administrative Services in a sealed envelope, properly identifying the bid that is to be modified. A Bid shall remain valid for consideration by the Owner for the following period(s) of time after the date specified for receipt of Bids, or until such time following that period that the apparent low bidder requests in writing that the Bid be withdrawn, after which the Bid may be withdrawn without forfeiture of any required Bid Security. The Base Bid shall be valid for not less than thirty (30) calendar days after the date Bids are specified to be due. With the approval of the Department of Administrative Services, a bid may be withdrawn after opening, but only if the bidder provides prompt written notification that adequately documents the commission of an honest error that may cause undue financial loss.

3.016 BID CLOSING

- A. Bids received prior to the time of opening will be securely kept, unopened. The Purchasing Agent for the Department of Administrative Services designated to receive Bids will determine when the specified time has arrived. No bid received thereafter will be considered.

3.017 BASIS OF BIDS

- A. The Bidder shall include all additional documents or appendices that are requested to be submitted concurrent with the Bid Form; failure to comply may be cause for rejection.
- B. In accordance with Iowa law, Section 8A.311: A bidder, to be considered for an award of a state construction contract, shall disclose to the state agency awarding the contract the names of all subcontractors and suppliers who will work on the project being bid, within forty-eight (48) hours after the published date and time by which bids must be submitted. A bidder shall not replace a subcontractor or supplier disclosed without the approval of the state agency awarding the contract.
 - 1. A bidder, prior to an award or who is awarded a state construction contract, shall disclose all of the following, as applicable:
 - a. If a subcontractor or supplier disclosed (under the preceding) by a bidder is replaced, the reason for replacement and the name of the new subcontractor or supplier;
 - b. If the cost of work to be done by a subcontractor or supplier is changed or if the replacement of a subcontractor or supplier results in a change in the cost, the amount of the change in cost.
 - c. Any reduction in subcontractor or supplier price as a result of the change, if the change is approved by the Owner, shall be deducted from the Trade Contract via a deductive Change Order. Any such changes, if approved by the Owner, which result in an increase in the Trade Contract Price shall be borne by the Trade Contractor.
- C. The Bidder is specifically advised that any person, firm or other party to whom it is proposed to award a subcontract under this contract must:
 - 1. Be registered in the State of Iowa and have an Iowa Contractor's Registration number, and
 - 2. Be acceptable to the Owner.

3.018 INFORMALITIES/ REJECTION OF BIDS

- A. The Iowa Department of Administrative Services reserves the right to waive any irregularities or informalities and to enter into a Contract with a Bidder, or to reject any or all bids as it deems to be in the best interest of the State, without penalty.

3.019 CONSIDERATION OF BIDS

- A. It is the intent of the Department of Administrative Services to award a Contract to the lowest responsible Bidder, provided the Bid has been submitted in accordance with the requirements of the Bidding Documents and is determined to be compliant with all Bidding Requirements, and does not exceed the funds available for construction.
- B. Bidder is to bid on each Alternate Bid requested. Failure to do so may result in disqualification of the bid. The Department of Administrative Services reserves the right to accept any, or no, Alternate Bid. Alternate Bids may be considered in any order or combination, and the low successful Bidder will be determined on the basis of the sum of the Base Bid and the Alternate(s) accepted at the time of the Contract award.
- C. In evaluating Bids, any proposal offered by a Bidder for an alternate design, or for materials other than those shown or specified for the Base Bid or for Alternate Bid construction under the proposed Construction Documents or called for by any issued Addenda to those Construction Documents, will not be considered in determining the low successful Bidder. However, the Department of Administrative Services reserves the right to consider any such Bidder-proposed (Contractor's Alternate) alternate designs or materials with the low successful Bidder, after the low successful Bidder is determined in the manner described above (A and B).

3.020 PREFERENCE

- A. By virtue of statutory authority, a preference shall be given to Iowa domestic labor, products produced and provisions grown within the state of Iowa, in accordance with the provisions of Chapter 73, Code of Iowa and any amendments thereto.
- B. Enforcement of reciprocal resident bidder preference and resident labor force preference codified at Iowa Code Section 73A.21.
 - 1. NOTICE: Failure on the part of the bidder to carefully read the following paragraphs and to provide the information requested below may make the bidder's bid materially nonresponsive and therefore ineligible for contract award. Violations of Iowa Code Section 73A.21 may, among other things, result in civil penalties assessed by the Commissioner of the Division of Labor of Iowa Workforce Development. The bidder should seek out the advice of an attorney if he or she has questions about Iowa Code Section 73A.21.
As a part of the competitive procurement of contracts for Public Improvements that must be awarded to the low bidder (if the bid is responsive and the bidder is deemed responsible), Public Bodies shall allow a preference to Resident Bidders if a Nonresident Bidder places a bid for the contract for the Public Improvement and that Nonresident Bidder's state or foreign country gives resident bidders of that state or foreign country a preference (including a labor force preference or any type of preferential treatment). The preference allowed, or reciprocally applied, shall be equal to the preference given or required by the state or foreign country in which the Nonresident Bidder is a resident bidder.
"Public Body" means the State of Iowa (and its agencies) and any of its political subdivisions, including school districts, public utilities, and the state board of regents.
"Public Improvement" means a building or other construction work to be paid for in whole or in part by the use of funds of the State of Iowa, its agencies, and any of its political subdivisions and includes road construction, reconstruction, and maintenance projects.
"Resident Bidder" means a person or entity authorized to transact business in of the State of Iowa and having a place of business for transacting business within the State of Iowa at which it is conducting and has conducted business for at least three years prior to the date of the first advertisement for the public improvement. Note, however, that if a nonresident bidder's state or foreign country has a more stringent definition of a resident bidder, the more stringent definition is applicable as to bidders from that state or foreign country.
"Nonresident Bidder" means a person or entity who does not meet the definition of a resident bidder.
- C. Nonresident bidders shall be required to certify on the Bid Form, where so indicated, the state or foreign country in which the firm is a resident, and if that state or foreign country uses a percentage for in-state bidders and the amount of the preference.
- D. If it is determined that this may cause denial of federal funds which would otherwise be available, or would otherwise be inconsistent with requirements of federal law, this section shall be suspended, but only to the extent necessary to prevent denial of the funds or to eliminate the inconsistency with federal requirements.

3.021 QUALIFICATIONS

- A. In accordance with Iowa Code 26.9(2) and 26.16, no potential bidder shall be required to provide confidential or proprietary information or meet any class requirements as a precondition to submitting a responsive bid. However, as noted in Iowa Code 26.9(2), the lowest responsive bidder may be required to provide additional information to verify responsibility prior to and as a condition of obtaining final award of the contract. Any qualification requirements contained in any bid document indicates on preferred qualifications, not a precondition to bid, and the lowest responsive bidder's qualifications will be evaluated individually based on all information provided.
- B. The Owner may make such investigations as he or she deems necessary to determine the ability of the awarded Bidder to perform the required work, and the awarded Bidder shall furnish to the Owner all such information and data for this purpose. The Owner reserves the right to rescind any awarded Bid if the evidence submitted by, or in investigation of, such Bidder fails to satisfy

the Owner that the Bidder is properly qualified to carry-out the obligations of the Contract and to complete the Work contemplated therein.

- C. Bidders shall be registered as a Construction Contractor with the Labor Commissioner, Iowa Workforce Development Department, as required by Chapter 91C of the Code of Iowa. Bidder's Iowa Contractor Registration Number shall be included in the location provided in the Bid Form.
- D. Non-resident corporations submitting bids must be in compliance with Section 490.1501 of the Code of Iowa and legally authorized thereby to carry-on such business in the State of Iowa as is required by the Contract Documents.
- E. An out-of-state Bidder, if awarded a contract, will be required to submit evidence of authorization to do business in the State of Iowa.

3.022 INSURANCE

- A. Insurance Requirements
 - 1. The Contractor shall maintain in effect, with insurance companies of recognized responsibility, at its expense, insurance covering its work of the type and in amounts required by this Contract. The Contractor's insurance shall, among other things, insure against any loss or damage resulting from the Contractor's performance of this Contract. All such insurance policies shall remain in full force and effect for the entire life of this Contract and shall not be canceled or changed except after thirty (30) days written notice to the Owner.
 - 2. **Amounts of Insurance Required – Refer to ConsensusDOCS 802 (see template in Project Manual)**
- B. Certificates of Coverage
 - 1. Certificates of the insurance described above shall be submitted to the Owner before starting any construction activities and shall be subject to approval by the Owner. The Contractor shall provide certificates for the insurance required. The insurer shall state in the certificate that no cancellation of the insurance will be made without at least thirty (30) days prior written notice to the Contractor. Upon receipt of any notice of cancellation or alteration, Contractor shall within ten (10) days procure other policies of insurance, similar in all respects to the policy or policies, about to be canceled or altered, and, if the Contractor fails to provide, procure, and deliver acceptable policies of insurance, or satisfactory evidence thereof, in accordance with the terms hereof then, at the Owner's option, Owner may obtain such insurance at the cost and expense of Contractor, without the need of any notice to Contractor.
- C. No Limitation of Liability
 - 1. Acceptance of the insurance certificates by the Owner shall not act to relieve the Contractor of any obligation under this Contract. All insurance policies and certificates shall be issued only by companies authorized to transact business in the State of Iowa. It shall be the responsibility of the Contractor to keep the respective insurance policies and coverage's current and in force during the life of this agreement.
 - 2. A Sample Certificate of Insurance is attached for reference following this Section.

3.023 FORM OF AGREEMENT BETWEEN OWNER AND CONTRACTOR

- A. The Agreement for the Work will be written on ConsensusDOCS 802 Form of Agreement between Owner and Contractor (sample of the document with modifications incorporated is bound in this Project Manual).

3.024 EXECUTION OF CONTRACT

- A. Contract documents shall mean and include the following:
 - 1. Contract: ConsensusDOCS 802
 - 2. Performance and Payment Bonds
 - 3. Project Manual
 - 4. Drawings
 - 5. Numbered Addenda issued after initial publication of Bid Documents

6. Numbered Modifications (Change Orders) issued after Contract is signed

3.025 LAWS AND REGULATIONS

- A. The Bidder's attention is directed to the fact that all applicable laws and regulations of Federal and State agencies having jurisdiction over the construction of this project shall apply to any contract resulting from this proposal, and it shall be deemed that those rules and regulations are made a part of such contract the same as if set forth in their entirety therein. By submitting a Bid, the Bidder confirms that he/she is familiar with and understands the Contractor's responsibility under all Federal and State of Iowa laws and regulations with respect to the Work described by the proposed Contract Documents.

3.026 CONTRACT DOCUMENTS AND ORDER OF PRECEDENCE

- A. Where an irreconcilable conflict exists among Applicable Legal Requirements, this Contract, the specifications in the Materials and the Drawings, the earliest item mentioned in this sentence involving a conflict shall control over any later mentioned item or items subject to such conflict unless doing so would result in reducing the Bidder's duty of care or obligations under this Contract, in which case the terms resulting in the highest requirements for Bidder performance shall control.

3.027 CONDITIONS OF THE WORK

- A. Each bidder must fully inform him/herself of the conditions under which the work is to be performed at the site of the work, the obstacles which may be encountered, and all other relevant matters concerning the work to be performed. Failure to do so will not relieve a successful bidder of the obligation to furnish all material and labor necessary to carry out the provisions of the contract. When a site visit is required by provisions located elsewhere in these Instructions to Bidders, as a site tour in conjunction with a mandatory Pre-Bid Meeting, it shall be the Bidder's responsibility to fulfill this obligation as a condition of bidding the Work described in the Bidding Documents.
- B. No allowance will be made for any additional compensation by reason of any matter or condition with which the bidder might have fully informed him/herself, but failed to do so prior to bidding. Insofar as possible, the Contractor and all subcontractors shall employ such methods or means in carrying out the work so as not to cause any interruption of, or interference with, the work of any other subcontractor or trade.

3.028 SUBCONTRACTS

- A. The Prime Contractor shall be responsible for notifying all subcontractors and suppliers and informing them that they are bound in each case by all applicable provisions of the bidding information and those of the proposed Form of Agreements as defined in the Contract Documents.

3.029 PROJECT MANUAL/ DRAWINGS

- A. This Project Manual is intended to supplement the Project Drawings prepared by Shive Hattery dated August 21st, 2017.

END OF SECTION

SECTION 00 4116

BID FORM

RFB #0218335005

BID FORM for CONSTRUCTION CONTRACT

For

A4 - Roofing

Des Moines, Iowa

Project 8963.00~.03

Iowa Department of Administrative Services
GSE-Central Procurement Bureau
Hoover State Office Building, Level 3
1305 East Walnut Street
Des Moines, Iowa 50319-0105

The following documents are to be completed and submitted with your bid.

1. Bid Proposal Form (Required)
2. Non Discrimination Clause Form
3. Contractor Targeted Small Business Enterprise Pre-Bid Contract Information Form
4. Bid Security – 5% of total Bid amount (Is to be submit in separate envelope) (Required)

Authorized Representative:

The undersigned Bidder, in response to your Request for Bid for construction of the above project, having examined the Drawings, Specifications, and other Bidding Documents dated August 21st 7th, 2017 and Addenda issued and acknowledged below as received and being familiar with all the conditions surrounding the construction of the proposed project including the availability of materials and labor, hereby proposes to furnish all labor, materials, equipment and supplies to perform all work to construct the project in strict accordance with the proposed Contract Documents, within the time and at the prices stated below. Prices are to cover all expenses incurred in performing the work required under the proposed Contract Documents, of which this bid is a part.

Bidder acknowledges receipt of the following Addenda which are a part of the Bidding Documents and for which any effect on cost of the Work is included in the bid amounts indicated:

Number _____

Dated _____

Note that the State of Iowa is exempt from State and Local sales and use taxes (including local option and school option) for this project. Taxes on construction materials shall NOT be included in the bid amounts.

Amounts shall be indicated in both words and figures. In case of discrepancy, the amount indicated in words shall govern.

BID PACKAGES:

Bid Package #1 - Roofing

Description: Removal and disposal of existing roofs at the Lucas Building and ~~Jessie Parker Buildings~~. Removal and Disposal of Satellite dish on Lucas building as shown on project documents. Installation of new roofing assemblies at Lucas Building and ~~Jessie Parker Building~~ per the Contract Documents.

Bidder proposes and agrees to perform all work as described in the Construction Documents for the sum of: _____ Dollars
(\$ _____).

ALTERNATES:

Alternate #1 – Lightweight Concrete Demolition

~~Description: Complete removal of the existing light weight concrete as identified on the contract documents for the Jessie Parker Roof Replacement.~~

~~Bidder proposes and agrees to perform all work as described in the Construction Documents for the sum of: _____ Dollars
(\$ _____).~~

Alternate #2 – Removal and Disposal of Abandoned Cooling Tower and Condensing Unit

~~Description: Complete removal and disposal of the existing abandoned cooling and tower and condensing unit located on the Lucas Roof.~~

~~Bidder proposes and agrees to perform all work as described in the Construction Documents for the sum of: _____ Dollars
(\$ _____).~~

UNIT PRICES:

Unit Price #1 – Lightweight Concrete Demolition

~~Description: Complete removal of the existing light weight concrete as identified on the contract documents for the Jessie Parker Roof Replacement.~~

~~Bidder proposes and agrees to perform all work as described in the Construction Documents in quantities to be determined by the designer for the unit price of:~~

~~_____ Dollars
(\$ _____) per square foot.~~

Unit Price #2 – Concrete Deck Patching

Description: Patching of deteriorated concrete decking

Bidder proposes and agrees to perform all work as described in the Construction Documents in quantities to be determined by the designer for the unit price of:

_____ Dollars
(\$ _____) per square foot.

Bidder hereby certifies that:

1. This bid is genuine and is not made in the interest of or on behalf of any undisclosed person, firm or corporation;
2. Bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid; Bidder has not solicited or induced any person, firm or corporation to refrain from bidding; and Bidder has not sought by collusion to obtain any advantage over any other bidder or over the Owner.
3. Bidder hereby certifies that the Bidder is registered with the Iowa Labor Commissioner as a Contractor as required by Chapter 91C, Code of Iowa.

4. Bidder agrees to comply with all Federal and State Affirmative Action/Equal Employment Opportunity requirements concerning fair employment and will not discriminate between or among them by reason of race, color, religion, sex, national origin or physical handicap.
5. All construction under this Contract shall conform to the requirements of the *Iowa State Building Code*.
6. Bidder agrees that this bid shall remain valid and shall not be withdrawn for a period of thirty (30) calendar days after the date for receipt of bids.
7. Bidder agrees that if written notice of acceptance of this bid is mailed, emailed, or delivered to the undersigned within thirty (30) days after the date in which bids are due, or at any time thereafter before it is withdrawn, the undersigned will sign and return the Contract Agreement, prepared in accord with the Bidding Documents and this bid as accepted; and will also provide proof of insurance coverage and required surety bonds.
8. Bidder understands that the Owner reserves the right to reject any and all bids, and to waive irregularities or informalities and enter into a contract for the work, as the Owner deems to be in the best interest of the State.
9. Bidder understands that the Owner reserves the right to accept any, or no, Alternate Bid, if requested, and that the Alternate Bids may be considered in any order or combination, and the low Bidder shall be determined on the basis of the sum of the base bid and any Alternate(s) accepted.

Subcontractors:

The Trade Contractor must identify all Subcontractors and Suppliers within 48 hours of the published date and time for which bids must be submitted, in accordance with Iowa Code Section 8A311, as amended by House File 646 in 2011. Subcontractors and suppliers may not be changed without the approval of the Owner. Requests for changing a Subcontractor or supplier must identify the reason for the proposed change, the name of the new Subcontractor or supplier, and the change in the subcontractor or supplier price as a result of the change. Any reduction in subcontractor or supplier price as a result of the change, if the change is approved by the Owner, shall be deducted from the Trade Contract Price via a deductive Change Order. Any such changes, if approved by the Owner, which result in an increase in the Trade Contract Price shall be borne by the Trade Contractor.

Enforcement of Reciprocal Resident Bidder Preference, per Iowa Code 73A.21.

All bidders shall either check the box next to "Resident Bidder" or check the box next to "Nonresident Bidder" and by doing so and signing thereafter certifies and attests to the same. All information requested must be provided. Seek out the advice of an attorney if you have questions.

"Resident Bidder" means a person or entity authorized to transact business in of the State of Iowa and having a place of business for transacting business within the State of Iowa at which it is conducting and has conducted business for at least three years prior to the date of the first advertisement for the public improvement. Note, however, that if a nonresident bidder's state or foreign country has a more stringent definition of a resident bidder, the more stringent definition is applicable as to bidders from that state or foreign country.

Resident Bidder

Name of Resident Bidder: _____

By: _____
 Authorized Agent and Signatory of Resident Bidder

OR:

Nonresident Bidder

Name of Nonresident Bidder: _____

Name of State or Foreign Country of Nonresident Bidder: _____

Particularly identify and describe any preference, labor preference, or any other type of preferential treatment, in effect in the nonresident bidder's state or foreign country at the time of this bid:

NOTICE: Nonresident Bidders domiciled in a state or country with a resident labor force preference shall make and keep, for a period of not less than three years, accurate records of all workers employed on the public improvement. The records shall include each worker's name, address, telephone number when available, social security number, trade classification, and the starting ending time of employment.

By: _____
Authorized Agent and Signatory of Nonresident Bidder

Bid Form shall be signed by an officer of the company with authority to bind in a contract. Notice of acceptance of this bid, or request for additional information by the Department of Administrative Services, may be addressed to the undersigned at the address set forth below:

Legal Name of Firm: _____

Date: _____

Signature of Bidder: _____

Title: _____

Typed Name of Signatory: _____

Email: _____

Business Address:

Telephone Number: _____ Fax Number: _____

Federal Tax Identification Number: _____

Iowa Contractor Registration Number: _____

Bidder Safety Manager Name: _____

For an out-of-state Bidder, Bidder certifies that the Resident Preference given by the State or Foreign Country of Bidder's residence, _____, is _____ %.

END OF SECTION

SECTION 01 1200

CONTRACT SUMMARY

PART 1 - GENERAL

1.01 SECTION INCLUDES

- A. Project Information
- B. Project Summary
- C. Bid Scope Summary
- D. Work Hour Restrictions
- E. Access to Site
- F. Coordination with Occupants
- G. Rules for Construction Workers
- H. Bid Package Instructions

1.02 PROJECT INFORMATION

- A. Facility Name/Location: Capitol Complex, Des Moines, Iowa 50319
- B. DAS Project #: 8963.00 ~ .03
- C. Owner: State of Iowa, Department of Administrative Services, Hoover State Office Building, Level 3, 1305 East Walnut Street, Des Moines, IA 50319
- D. Owner's Representative: Josh Herman, Iowa Department of Administrative Services, 109 SE 13th Street, Des Moines, IA 50319
- E. Construction Manager: Michael Steen, DCI Group, 220 SE 6th Street, Suite 220, Des Moines, Iowa 50319

1.03 PROJECT SUMMARY

- A. The project consists of roofing work at two (2) different buildings located on the Capitol Complex.
 - 1. Lucas Building – Replacement of existing rubber membrane roof with new EPDM membrane roof.
 - 2. ~~Jessie Parker Building – Replacement of existing built-up ballasted roof with new TPO membrane roof.~~
- B. Target date to provide substantial completion is November, 22nd, 2017.

1.04 BID SCOPE SUMMARY

- A. Scope Applicable to All Bid Packages:
 - 1. The Contractor's Work includes all labor, supervision, materials, equipment, services, supplies, tools, facilities, transportation, hoisting, storage, receiving, licenses, inspections, certifications, overhead, profit, or other items required or reasonably inferable to properly and timely perform and complete all work and services to be performed by the Contractor pursuant to this Agreement. Unless specifically stated otherwise, incidental work required to accomplish the work of this Bid Package shall be included the bid. This would include, but not be limited to, temporary facilities, protection of the work, security of equipment, materials, and work in progress, etc. Contractor's Work shall be performed in accordance with the Drawings, Specification Divisions 00 and 01, and Specification sections applicable to each Contractor's scope.
 - 2. Contractor is responsible for all labor and equipment to unload, account for all material delivered, stock, and delivery for this scope of work. Storage and delivery of materials and equipment at the Site shall be permitted only to the extent approved in advance by

the Construction Manager, and if anything so stored obstructs the progress of any portion of the work, it shall be promptly removed or relocated by the Contractor without reimbursement.

3. Any and all layout required.
4. On site supervision by Prime Contractor at all times work by that contractor or their subcontractors/suppliers is taking place.
5. Provide all temporary facilities required for this scope of work including trailer, trailer power, telephone, secured storage, temporary power for work, temporary and task lighting for work, etc. as determined necessary by Contractor. Coordinate location of trailers, material storage and utility lines with Construction Manager. Limited space is available, and permission to bring any such facility or excess materials on to the site shall be approved by the Construction Manager.
6. Contractor shall provide all equipment and tools for Contractor's own cleanup. Clean up shall be done at end of every shift or more frequently if required for the Contractor to perform their work, for other Contractors to perform their work, as required by the Owner's operations, and at the discretion of the Construction Manager.
7. All turf, landscaping, and subgrade disturbances caused by equipment traffic or other activities related to the Contractor's scope shall be repaired or restored to proper conditions by the Contractor.
8. Protect adjacent existing building elements from damage from Scope of work. Repair existing building elements damaged during Contractor's Scope of work.
9. Prior to commencement of work, it will be the responsibility of this contractor, in cooperation with the Construction Manager, to fully inspect and provide to the Construction Manager a record of damaged conditions to existing conditions and devices that are to remain. Any damage that occurs during removal or installation will be replaced and/or repaired by this contractor at this contractor's expense. Provide all protection for adjacent surfaces to remain.
10. Shutdowns of plumbing, mechanical, electrical, fire alarm, communications and technology systems shall be coordinated with the Construction Manager a minimum of 48 hours in advance of work.
11. This Contractor shall provide final cleaning of the construction area at the completion of work. Perform final cleaning as defined in the contract documents. This includes, but is not limited to, removing all debris from construction work.

1.05 WORK HOUR RESTRICTIONS

- A. Work hours are from 7:00 AM to 5:00 PM, Monday through Friday unless arrangements are made in advance.

1.06 CONTRACTOR USE OF SITE AND PREMISES

- A. Construction Operations: Limited to areas noted on Drawings.
- B. Provide access to and from site as required by law and Owner:
 1. Emergency Building Exits During Construction: Keep all exits required by code open during construction period; provide temporary exit signs if exit routes are temporarily altered.
 2. Do not obstruct roadways, sidewalks, or other public ways without permission of Owner and permit if required.
- C. Facility will be occupied at all times during duration of work. Contractor personnel shall conduct themselves in an agreeable manner at all times. Failure to do so may result in removal from the work site.
- D. Provide temporary restroom facilities in quantities sufficient to meet OSHA requirements. Coordinate location of facilities with Construction Manager and Owner.

1.07 OWNER OCCUPANCY

- A. Owner intends to occupy the Project upon Substantial Completion.
- B. Cooperate with Owner to minimize conflict and to facilitate Owner's operations.
- C. Schedule the Work to accommodate Owner occupancy.

1.08 RULES FOR CONSTRUCTION WORKERS

- A. The staff of the State of Iowa has a responsibility to protect the public by providing a secure environment. All work site rules must be followed to the letter, at all times.
- B. All construction workers must have a background check completed prior to entering the campus to perform work.
- C. Hot Work Permit Processes and Fire Watch, when necessary, will be adhered to for this project.
- D. All State properties are tobacco free. No smoking will be permitted or tolerated on campus unless in designated areas.
- E. You are permitted access only to the work site and no other area of the institution.
- F. No drugs, alcohol, or firearms are allowed on the work site.
- G. Do not leave money, drugs, alcohol, or firearms in your personal vehicle.
- H. Company and personal vehicles are to be parked and locked in designated or authorized area of the work.
- I. Secure all tools at the end of the day.
- J. Maintain control of all tools, supplies, and debris at all times during the work.
- K. Never leave keys in any vehicle. If a security officer finds keys in a vehicle, they are under orders to turn them in to a security supervisor.

1.09 BID PACKAGE INSTRUCTIONS –

A. GENERAL WORK REQUIREMENTS:

1. Bidding:
 - a. Trade Contractor shall include all applicable fees, permits, freight, hoisting, scaffolding, clean up, supervision, overhead, etc. to perform his work.
 - b. The owner will provide the general building permit only. All other permits required for completion of contractor's scope of work or by any governing body are the responsibility of said contractor.
 - c. All questions concerning the bid requirements should be addressed to the DAS Procurement Officer in writing and will be clarified by Addendum.
 - d. Bidders to review ALL Bid Packages to fully understand the requirements of each package. Where two bid packages conflict, confirm with Construction Manager as to which package is to perform the work noted before bidding. After bidding, any conflict noted will be evaluated by the construction manager. The construction manager will then determine which package should perform the work and which package will credit the associated work's cost.
 - e. Where conditions conflict in the project manual or project drawings with construction manager's general work requirements, special work requirements, or bid package conditions, contact the construction manager for clarification. When in doubt figure the more extensive requirement.
 - f. Each contractor is responsible for the identification of alternates and how they relate to each bid package. If a bid package is affected in ANY way by ANY of the alternates, an add/deduct should be noted on the bid form. If there is no change in cost write zero dollars.
 - g. The Contractor should visit the site of the work to acquaint the firm with all local conditions affecting the Contract, including the structure of the ground, the obstacles which may be encountered, and all other conditions relative to the work to be performed; and shall not be allowed any extra compensation by reason of any difficulties or obstacles which the Bidder could have discovered or reasonably anticipated prior to Bidding. Contractor shall review Instructions to Bidders for coordination of site visits.

- h. On all project drawings, figures take precedence over measurement by scale, and any scaling is done at the contractor's own risk. The design professional shall decide on questions that may arise regarding the meaning and intent of the Project Drawings and Project Specifications. Should any details or figures have been omitted which are necessary to a clear understanding of the Work or should any error appear in either, or should discrepancies be found between the Project Drawings and Project Specifications, it shall be the duty of the contractor to notify the construction manager of such omissions, errors, or discrepancies, and in no case proceed in uncertainty. Mistakes resulting from the contractor's neglect to notify the Construction Manager in such matters shall be corrected at the expense of the Contractor. Bidders are responsible for all electronic documents and their use is at their risk.
- i. Construction Manager (DCI Group) has been engaged for this Project to serve as an advisor to the Owner and to provide assistance in administering the Contract for Construction between Owner and the Contractor. The Construction Manager will not be providing any self-performed work for this Project.
- j. Parking and material staging on site will be limited. All contractors shall coordinate one's parking and material staging with the DCI Group Project Manager, DCI Group Superintendent, or DCI Group's designated personnel.
- k. All Contractors are responsible for on the job supervision, by one of their supervisors, for their self-performed work and work performed by their subcontractors. An onsite Superintendent or lead foreman is required during any time that work is being performed to coordinate their work and work with other trades. No superintendent or lead foreman may be replaced without approval of the Owner and DCI Group. Any work necessary to be performed after the regular working hours shall be supervised and shall be done at no additional cost to the Owner.
- l. The jobsite is on public property and smoking or smokeless tobacco WILL NOT be allowed.
- m. All food and drinks shall be confined to CM designated areas and a maintained covered trash container shall be provided by the contractor. No shelled sunflower seeds are allowed inside the enclosed facility or on the roofs. Failure to comply with this rule may cause a need for extra cleaning efforts by others which will result in a back charge to the Contractor.
- n. Tools, materials, and equipment storage and security is the responsibility of each Contractor.
- o. All work shall comply with the applicable codes and standards adopted by the Authority having Jurisdiction.
- p. All Authorities having Jurisdiction inspections shall be requested by the responsible contractor and coordinated through the Construction Manager. Attendance by contractors is mandatory as applicable to the work being inspected.
- q. All contractors must have the appropriate licenses to perform work in the jurisdictions.
- r. Before ordering any materials or performing any Work, the Contractors shall verify all measurements at the Project Site for the particular Work and be responsible for the correctness of same. No extra charge or compensation will be allowed to the Contractor on account of differences between actual dimensions and the measurements shown on the Project Drawings. Any noticeable discrepancy in this request shall be reported to the Construction Manager immediately for their consideration and decision. All the component parts of the Work shall be carefully checked and laid out in order that the structure as a whole shall conform to the intent of the Project Drawings and Project Manual.
- s. The Contractor shall have personnel attending regular project meetings. These meetings will be held at intervals established by the Construction Manager. Contractor must have a representative attending when they are on the job or needed for coordination prior to having work start on the project. The

representative attending must be able to adequately represent the contractor and speak on the contractor's behalf providing valuable information to the meeting; specifically, things such as schedule, cost, production, manpower, and etc.

- t. Contractor will be required to attend all pre-installation conferences before commencement of related work.
- u. Contractor will be required to attend a meeting prior to start of demolition activities to determine Owner salvage items and means for turnover as identified in the construction documents.
- v. Trade Contractor shall complete a daily log for each work day on site and be submitted to the construction manager before noon of the following business day. Content of daily log will be directed by the construction manager.
- w. Contractors shall maintain accurate as-built construction records and provide complete clean and legible copies to construction manager on completion of work. All contractors will be required to provide electronic copies as well as hard copies of all O&Ms and as-built drawings. See Project Manual for additional closeout requirements.

2. Safety:

- a. The contractor shall comply with all local and federal, safety and health requirements. Each prime contractor shall provide a qualified competent person for ensuring that a Site Specific Safety Plan is established and has been provided to the construction manager prior to any work being performed. While work is being performed under their bid package the prime contractor's competent person shall be on site at all times and be responsible to ensure all OSHA standards are being followed by their employees as well as their Subcontractor's employees. The construction manager reserves the right to stop work and remove individuals from the project if inherent safety violations are observed. Stopped work and removal of safety violators will NOT be grounds for schedule extensions to the contract.
- b. Contractor will provide a safety plan customized for the project to DCI Group. The Site Specific Safety Plan shall be submitted in EADOC through the typical submittal process for review by the construction manager.
- c. It is the contractor's responsibility to notify other contractors on the jobsite of any hazardous materials to which their employees may be exposed.
- d. All Contractors shall inform their employees to immediately advise their supervisor of any unsafe conditions that are encountered. The supervisor shall promptly remediate such danger and/or contact the construction manager.
- e. Contractors performing hot work are to have a fire extinguisher within 20' of the work area(s) at all times as applicable.
- f. All Contractors are responsible for their own fall protection.
- g. Contractors are required to provide emergency phone numbers upon the request of the construction manager. Emergency phone numbers are numbers where the contractor can be reached during off hours.
- h. This contractor shall provide, install, and maintain all temporary fall protection barriers for hazards created by this bid package. At no time shall an opening be left unprotected from fall hazard. All Contractors shall protect and maintain such devices per OSHA standards. When a device conflicts with the work of this bid package or when the work of this bid package replaces the need for such devices, this Contractor is responsible for removal. If the work of this Contractor requires additional holes/penetrations, this Contractor shall provide necessary protection until final materials are installed.
- i. No fire exit can be blocked at any time.
- j. Contractor shall provide to the construction manager a copy of their weekly employee safety talks.
- k. Contractor shall participate in a daily safety observation documentation program. The template for the site safety observation form to be completed by each

contractor and used in the construction team safety discussions will be distributed by DCI Group.

- I. Hardhats and safety glasses shall be worn at all times during construction.

3. Site Management:

- a. Prior to the commencement of work, it will be the responsibility of this contractor, in cooperation with the construction manager, to fully inspect and provide to the construction manager a record of damaged conditions to existing grounds, structures, services, and devices that are to remain or be relocated. Documentation shall consist of photos with location and description. Any damage discovered after construction and not previously identified will be replaced and/or repaired by this contractor at this contractor's expense.
- b. It will be the responsibility of this Contractor to bring all areas affected by work in this bid package back to existing conditions. This includes, but not limited to, all area gates/fencing that has been installed, dumpsters, concrete washouts, existing sidewalks or slab edge protection, staging areas, landscaping, etc.
- c. All contractors are responsible for all their own utility locates. This shall include both public and private locates. All Contractors shall coordinate locates with One Call Services and the Owner.
- d. When active services are encountered in the work, protect, brace and support existing active sewers, gas, electric, or other services, where required for proper execution of the work. If existing active services are encountered that require relocation, make request in writing for determination. Do not proceed with work until written directions are received. Do not prevent or disturb operation of active services that are to remain.
- e. All contractors are required to protect their work from construction activities and exposure to the elements. Provide proper protection for all existing work performed by others when performing your work next to, or around, their materials. Repair or replacement of any damaged material will be the responsibility of the contractor who damaged it.
- f. This contractor shall be liable to protect all openings made to any existing and new building's envelope for the entire time work is being conducted until the new work scope is completed. This protection shall include but is not limited to protection against; rain, snow, wind infiltration, and temperature fluctuations. Contractor will maintain all weather protection provisions until permanent work is completed. Contractor shall submit a weather protection plan to Construction Manager. All cost relating to damage incurred to existing facilities as a result of improper weather protection provisions will be borne by the contractor.
- g. All contractors and vendors are responsible for their own cutting and patching unless otherwise specified.
- h. All contractors are responsible for maintaining dust control during their work.
- i. Contractors shall be responsible for maintaining traffic control. The contractor shall coordinate road blockages and closures with the Owner, DCI Group, and the Authority Having Jurisdiction.
- j. Public and private roadways will be maintained and cleaned as required by the contractor leaving debris, mud, excess gravel, etc. on roadways at their expense as defined in bid packages.
- k. This contractor shall be responsible for general cleanup of dust, dirt, mud and debris not identifiable as part of a Contract.
- l. No steel track mounted equipment will be allowed on finished paved surfaces. Any damage to the finished paved surfaces will be repaired at the cost to the contractor causing such damage.
- m. Bridging of finished pavement will be responsibility of the contractor. This includes bridging curbs, pavement, sidewalks, etc. Any damage to the aforementioned

including pavement markings will be repaired or replaced at the cost of the contractor causing such damage.

- n. Contractors that have work that requires equipment off of the existing roadways are required to locate and protect from damage all under and above ground existing features such as utilities, tunnels, landscaping, etc. The Contractor will be responsible to repair back to original condition any damages that occur, including but not limited to ruts and sod damage.
- o. Any areas disturbed or damaged by one's operation are to be repaired to Owner/Construction Manager's satisfaction.
- p. Contractor shall clean their installed materials prior to the next successor activity.
- q. Any signs located on the jobsite must be approved by the Construction Manager. Signage will not be allowed in most cases unless it is required for safety or provides instruction.
- r. Receiving, unloading, and handling of material provided by the bid package shall be included. Spotting location shall be coordinated with the Construction Manager. All deliveries shall be coordinated with other contractors and Construction Manager in advance of the delivery. Provide freight to the jobsite for any material provided. If storage is not available on site, each bid package shall include other means of secure storage. If contractor is not onsite to unload delivery, the delivery will be rejected and will have to be re-scheduled at the contractor's expense. Materials must be stored off the ground, out of the mud and on a solid surface. As required or needed, material should be stored on dunnage or pallets in order to keep it off the ground or surface below. Special storage is the responsibility of respective contractor.
- s. Contractor shall not store materials within construction designated locations without approval from Construction Manager. No materials storage will be allowed that may inhibit construction progress.
- t. The Contractors shall layout and correctly establish all lines, levels, grades, positions, walls, partitions, equipment and location of all Work on the Project and be responsible for their accuracy and proper correlation with control lines, monuments and data furnished. Such monuments and data shall be carefully preserved and, if displaced, reset at the expense of the persons displacing them.
- u. All Contractors are responsible for the coordination of their work with the complete set of specifications, construction drawings, addenda, request for information (RFI's), Architect's Supplemental Instruction to the Contractor (ASI), shop drawings, coordination drawings, and other contract modifications.
- v. Contractor shall carefully inspect any work performed by others that is to receive, align, abut or similarly relate to the Contractor's work and shall immediately notify the Construction Manager in writing of any apparent defects or inconsistencies. The Contractor is responsible for coordinating and verifying the dimension, measurements, and elevations at the project site relevant to the Contractor's work. If Contractor commences his work without such written notice, such commencement shall constitute acceptance of all such work performed by others and of all such field conditions, and all costs incurred in connection with the Contractor's work as a result thereof shall be borne by Contractor.
- w. Incorporate construction tolerances for the work of others into the design of the systems in this scope of work. Include field measurements of work by others and any necessary adjustments to systems prior to fabrication to accommodate such allowable tolerances, or accept all costs to correct materials, which do not fit job conditions.
- x. Any interior work that is scheduled to be completed while Owner is in normal operation must be sensitive to the owner's continued use of the building. No workers are allowed to be in areas of the building that are not directly related to scope of work. Hallways and general access paths to construction areas must also be kept clean at all times. The Owner has the right at any time to shut down

any construction activities that they deem to be too much of a distraction to the occupants of the building.

- y. All contractors are responsible for familiarizing themselves with the coordination and sequencing requirements related to Owner furnished equipment.
- z. If not already required by the contract documents and reasonably requested by the Construction Manager, the Contractor shall prepare coordinated drawings in areas of congestion specifically noting and advising the Construction Manager of potential conflicts between the Contractor's work and other work at the project. Even with such cooperative and coordinated efforts should a conflict occur the Construction Manager will determine how such conflicts should be resolved and their decision in that regard will be final. The Contractor agrees to abide by such decisions and make any changes required to eliminate such conflict without additional costs or expense to the Owner.

4. Schedule Management:

- a. Prior to the commencement of the construction for the prime contract work, the prime contractor shall participate in a minimum of two (2) joint planning meetings with the construction manager and other prime contractors for the purpose of planning the overall construction schedule. One week prior to the first joint planning meeting, each prime contractor shall provide a preliminary schedule of their activities and the activities of their subcontractors with durations and sequencing. A preliminary construction schedule as developed by the construction manager will be used as the basis of the overall construction schedule. In consultation with the prime contractor, the construction manager shall incorporate the prime contract work and work of other prime contractors into the overall construction schedule for the entire project. Critical milestones and working hours as defined by the construction manager (as included in the bidding documents) will not be altered.
- b. The prime contractor shall on a weekly basis (at a minimum) provide the Construction Manager scheduling information with regards to progress and work to be performed in the next 4 (four) weeks. The prime contractor shall be bound by the construction schedule. Nothing in the Prime Contract Agreement shall relieve the prime contractor of any liability for any unexcused failure to comply with the agreed upon overall construction schedule or any completion dates established in the contract documents. The construction manager shall have the right to coordinate the prime contractors, including the right, if necessary, to change the time, order and priority in which the various portions of the prime contract work and other work associated with the project shall be performed.
- c. All contractors shall cooperate with the construction manager and with other prime contractors. The completion of the project will depend upon a collective effort by all parties involved.

5. General Housekeeping:

- a. Daily cleanup (broom clean) of dust and debris from construction operation is part of each contractor's scope of work. If any contractor fails to keep the site clean and organized on a continuous basis, the construction manager will notify the contractor in writing only once. The contractor will then have 24 hours to correct the situation. If the contractor fails to correct the situation, the construction manager will hire another party for cleaning and the cost of cleaning will be borne by the prime contractor responsible. Trade Contractor shall submit, prior to beginning work, a plan to the Construction Manager defining manpower and methods for achieving daily cleanup. If construction manager deems necessary, each prime contractor shall provide 1 employee for each 5 employees on the project to clean all work areas and/or staging areas to a broom clean condition. If

the prime contractor has less than 5 employees on site, the contractor will provide 1 employee to the necessary cleanup requirement. Cleanup duration will take as long as it takes to achieve the broom clean results.

- b. Contractors shall provide their own means for the cleaning of tools (i.e. paint brushes and rollers, trowels, and etc.) and equipment as needed. At no time shall new or existing owner fixtures be utilized for this purpose.

B. SPECIAL WORK REQUIREMENTS:

1. Bidders are to hold their bids for a period of thirty (30) days after the bid.
2. All questions concerning the bid requirements should be addressed to the DAS purchasing agent previously identified with Iowa Department of Administrative Services and will be clarified in writing by Addendum.
3. Contractors and their employees shall show utmost respect for the occupying staff. Profanity, unnecessary loud language, shelled seeds, chew, and radios will not be tolerated.
4. Contractors shall instruct their personnel to not allow staff to follow them into work areas.
5. Each contractor working in owner occupied space will provide necessary means of protection to floors, walls, ceilings, equipment, and etc. as required to accomplish work without harming or damaging existing conditions. All damage incurred during this work will be charged to the responsible prime contractor.
6. Each Contractor working in owner occupied space will final clean after work is completed. Occupied space will be put back to the condition in which it was found.
7. Contractor's deliveries will require an attendant to guide truck traffic into the designated construction entrance(s) per the site logistics plan. All deliveries must be accepted by the contractor and coordinated with DCI Group.
8. Owner will provide snow removal to all existing pavements on campus that are not under construction. Additional snow and ice removal necessary for access to dumpster, staging, and restroom facilities will be the responsibility of each Prime Contractor for their scope of work.
9. Contractors to include complete cleanup and haul off to dumpster for all construction dust and debris resulting from their scope of work. It will be the responsibility each Prime Contractor to provide dumpster service for refuse generated by their Bid Package and to be available for use by their subcontractors, excluding dumpsters for hazardous materials. Each prime contractor to provide brooms, shovels and other equipment for cleanup for their respective scope of work. Excess materials shall be removed from the site at the contractor's expense.
10. Hot work permits are required on a daily basis for any task involving sparks or flames. The contractor can obtain permits from the construction manager. Note that it is the contractor's responsibility to provide full time supervision for the area of hot work during and for a minimum of 30 minutes after the last spark and to notify the construction manager within those 30 minutes of the time of last spark. Periodic monitoring of the area will be required for 4 hours after last spark and if monitoring is required after work hours this must be coordinated with DCI Group and DAS staff. Before the first time of occurrence the Contractor performing hot work will be required to have their onsite supervisors, and for each future supervisor, attend a preparatory meeting to review all requirements set forth by DAS.
11. Contractors will be responsible to provide portable generators or an alternative power source for all tools and equipment that require a power source.
12. Prior to performing work in areas with smoke and fire detection systems the contractor shall coordinate with the construction manager precautionary measures to eliminate false alarms. If the fire alarm system is activated and there is not an emergency the contractor responsible for the false activation shall be responsible to pay for all resulting owner incurred expenses such as Emergency Response fees.

13. It shall be the responsibility of each Prime Contractor to provide temporary toilet facilities for ALL contractors performing work on their Bid Package for the entire duration of the project. Temporary toilets shall meet all OSHA regulations.
14. Contractors shall document existing conditions prior to start of work. All damage to existing pavements, landscaped areas, finishes, and all other existing property will be repaired by the responsible Contractor.
15. The prime contractors shall provide the construction manager detailed information as outlined below for the purpose of developing the Construction Schedule:
16. SUBMITTALS:
 - a. Submittal Schedule: Prime Contractors shall submit a submittal schedule listing all required submittals, submittal "To CM" dates, procurement durations, and expected dates for materials to be on the jobsite. The submittal schedule shall be submitted to the CM within five (5) business days of receipt of Owner/Prime Contractor Agreement. CM will provide a template with all A/E identified submittals.
 - b. Format: Submittal Schedule shall be prepared in an Excel spreadsheet.
 - c. Materials & Long Lead Procurement: Prime Contractor shall identify any/all submittal items that require "field verifies" and also identify the dates when these field verifies can be taken.
17. See milestone construction schedule in Section 00 3113R Preliminary Schedule. This schedule will aid the bidder(s) in understanding the preliminary scheduling and planning for the project. As the construction schedule is finalized the Prime Contractor and their Subcontractors shall participate in a meeting with the Construction Manager and other Prime Contractors for the purpose of presenting the overall Construction Schedule. These "Subcontractors" shall be any/all subcontractors who will be performing Work on the project.
18. The contractors shall acknowledge and make provisions for multiple mobilizations, phases, sub-phases, material deliveries, and milestone completion dates required in order to complete the work.
19. Expected work hours will be 7:00 AM to 5:00 PM Monday thru Friday (5-day work week). Contractors requiring working time other than these hours are to coordinate and receive approval in advance from the construction manager. The contractor shall provide at his expense increased work crews and/or overtime necessary to meet the scheduled milestones. Contractor shall immediately notify the construction manager of any delays in the work.
20. The contractor shall have personnel attending regular project meetings. These meetings will be held at intervals established by the Construction Manager. These meetings will be in addition to the meeting defined under Division 01 of the Contract Documents. Contractor must have a representative attending when they are on the job or needed for coordination prior to having work start on the project. The representative attending must be able to adequately represent the Contractor and speak on the Contractor's behalf providing valuable information to the meeting; specifically, things such as schedule, cost, production, manpower, etc. In addition, the project superintendent will conduct daily standup production meetings to review safety, coordination, and upcoming issues with the foremen on the project. All Prime Contractor foreman and pertinent Subcontractor foreman are required to attend and take an active participation role in discussions and planning.
21. All workers on site will be required to attend an onsite orientation prior to starting work on site. A weekly orientation meeting will be scheduled for the beginning of each week. It will be the responsibility of the prime contractor to notify the construction manager of personnel who will be in attendance. This meeting will only be held when the

construction manager has been made aware of new personnel who will be attending the orientation.

22. Prime Contractors shall complete a detailed daily log for their work and all of their subcontractors work for each work day on site and submit to Construction Manager. Content of daily log will be directed by Construction Manager.
23. After contract award, all Prime Contractors are required to attend a meeting with the Construction Manager to review bid package scopes.
24. Parking and material staging on site will be limited. All contractors shall coordinate one's parking and material staging with the construction manager.
25. The jobsite is on public property. Smoking or smokeless tobacco WILL NOT be allowed. Also, no shelled sunflower seeds are allowed inside the enclosed facility or on the roof.
26. No radios or headsets are allowed in the construction areas.
27. All noise, vibration, disconnections and disruptions caused by one's work MUST be coordinated in advance with the Construction Manager and Owner. Provide a minimum of 48 hours' notice of any such disruption.
28. All warranties start at Project Substantial Completion, Contractor will be required to provide from this date and not the startup date of the equipment. Contractor will not be compensated for any cost related to purchasing extended warranties to meet this requirement. It is anticipated this project will contain multiple substantial completion dates for the separate phases of construction.
29. Contractors shall maintain accurate as-built construction records and provide complete clean and legible copies to Construction Manager on completion of work. All Contractors will be required to provide electronic copies as well as hard copies of all O&M's and as-built drawings. See Project Manual for additional Closeout requirements.
30. Contractors are to provide adequate floor protection to ensure flooring is not marred, stained, or damaged during their scopes of work. Floor remediation of marred, stained, or damaged floors will be borne by the causing prime contractor.
31. All contractors working on this project will be required to undergo background checks by the State of Iowa. Contractors shall provide a list of all names with birthdates of anticipated personnel within 5 days of execution of contracts.
32. Contractor shall be responsible for maintaining water tight conditions throughout duration of project.

C. **Bid Package #01 – Roofing:** Trade Contractor shall include all of the following, but not limited to, as part of the contract:

1. Includes Specification(s)

- a. DIVISION 00 – PROCUREMENT AND CONTRACTING REQUIREMENTS
- b. DIVISION 01 – GENERAL REQUIREMENTS
- c. 02 2225 Roof Demolition and Cleanup
- d. 06 6105 Rough Carpentry – Reroofing
- e. 07 2200 Roof and Deck Insulation
- f. 07 5310 Elastomeric Membrane Roofing – Fully Adhered
- g. 07 5400 TPO Membrane Roofing – Fully Adhered
- h. 07 6200 Sheet Metal Flashing and Trim
- i. 07 9200 Joint Sealants

2. Temporary Needs:

- a. This Contractor will be responsible for maintaining any staging area as necessary for this Bid Packages scope. Staging Area will be limited in size and will be

available for short term small tool, equipment, and material storage. Location to be determined by Owner and Construction Manager. This staging area is to be used for staging materials, temporary toilets, dumpsters, etc. Staging area is to be brought back to pre-existing conditions at time of substantial completion.

- b. This contractor shall be aware that the soil around the Lucas Building is a soft compost soil and equipment for hoisting or removing material from roof will not be allowed on the lawn. It will be the responsibility of this contractor to coordinate with DCI Group to verify locations for equipment. Damage due to construction activities will be repaired at the expense of the contractor.
- c. It will be the responsibility of this Contractor to provide and maintain temporary restroom facilities for all contractors working on Bid Package #01 in quantities sufficient to meet OSHA requirements for the duration of the project. The Owner's facilities will be off limits to all contractors.
- d. Contractors are required to place all debris from construction activities in dumpster at end of every workday. Dumpsters to be emptied on an as needed basis.
- e. This contractor shall submit a fall protection plan to the construction manager for review a minimum of 10-days prior to starting work. No anchors will be allowed to be drilled into the deck or stone panels at Grimes.

3. Demolition of Existing Roofing Assemblies:

- a. This contractor shall be responsible for the complete removal and disposal of all existing roofing assemblies down to their decks, including any sheet metal as noted on drawings. Any loose or crumbling concrete deck will need removed and prepped to receive new roofing assemblies.
- b. It shall be the responsibility of this contractor to remove and dispose of all existing concrete pavers currently being utilized for ballast and walk pads.
- c. This contractor shall remove all equipment identified for removal in the contract documents.
- d. Contractor will be responsible to remove any abandoned supports down to the roof deck.
- e. It shall be the responsibility of this contractor to complete all temporary removals necessary for the installation of the new roofing system.
- f. Removal of existing roof system shall be coordinated with the installation of the new roof to prevent exposure to weather conditions and potential water infiltration into the building. This contractor shall be responsible for maintaining a watertight envelope at all times.
- g. Contractor to provide a plan which identifies all requirements for safety devices, dumpster location, chutes or other methods of removal of roofing material, protection from exposure to weather, protection of property and personnel, contractor use of the building and premises, equipment and material storage, waste disposal, etc.
- h. This contractor shall review the concrete deck after removal of all existing roofing systems for damage and disrepair. This contractor shall coordinate with the designer and construction manager on the evaluation of damage and disrepair and corrective actions. Any repairs necessary for the existing deck will be addressed by change order.

4. Roofing Assemblies:

- a. This contractor will be responsible for the complete installation of the new roof assembly per the contract documents. This includes, but is not limited to, new insulation system, roof membrane, flashing, sealants, parapet assembly, drains, gutters, downspouts, scuppers, spill out conductor head, pipe boots, and curb details.
- b. New concrete splash blocks at downspouts shall be provided by this contractor.
- c. This contractor shall install all roofing assemblies in accordance with all building codes and manufacturer's recommended specifications.
- d. Where existing equipment is present, it shall be the responsibility of this contractor to raise existing equipment to allow installation of new roofing system over existing curbs. Where necessary, this shall include disconnection and reconnection of mechanical, electrical, plumbing, and low voltage connections. This contractor shall coordinate with the Owner to ensure all equipment is operational prior to removal and after re-installation.
- e. This contractor shall provide and install all new walk pads as shown.
- f. It shall be the responsibility of this contractor to remove, salvage, and reinstall all lightning protection.
- g. This contractor shall make adjustments to existing roof drains to facilitate the installation of the new insulation system. Any plastic, damaged, or missing drain grates shall be replaced with new metal drain gates.
- h. All vents and curbs below the 8" minimum flashing height shall be adjusted by this contractor.
- i. The contractor shall field verify all dimensions of building and drain locations before ordering tapered insulation materials. Contractor to submit tapered insulation layout plan.
- j. This contractor to properly flash any scuppers, curbs, vents and stacks to provide a weather tight finished product.
- k. This contractor shall supply and install all new wood blocking as called for in project documents.
- l. This contractor shall supply and install required metal flashings as called for in project documents.
- m. This contractor shall remove any metal hoods, vents, caps, etc. and properly re-install to provide a weather tight finished product.
- n. Contractor will be responsible to furnish and install any life line supports as identified in the documents per manufacturer's recommendations.
- o. This contractor shall complete all work associated with the new roof anchor installation and brick repair at the existing roof access ladder as identified in the contract documents.
- p. This contractor shall ensure all debris is cleaned up from the perimeter of building including from adjacent building roof tops, paving, and vegetation. This shall include the use of magnets to pick up discarded metal and fasteners.

~~D. **Unit Price #01** — Lightweight Concrete Demolition: Trade Contractor shall provide a per square foot unit price for lightweight concrete demolition that meets the requirements of Alternate #01.~~

~~E. **Unit Price #02** — Concrete Deck Patching: Trade Contractor shall provide a per square foot unit price for concrete patching of deteriorated concrete decking.~~

~~F. **Alternate #01** — Lightweight Concrete Demolition: Trade Contractor shall include all of the following, but not limited to, as part of the contract:~~

1. ~~This contractor shall provide all labor, material, and equipment necessary for the complete removal of the light weight concrete as identified on the contract documents for the Jessie Parker roof replacement.~~
2. ~~Coordination: Revise or adjust affected adjacent work as necessary to completely integrate work of the alternate into Project.~~
3. ~~Include as part of each alternate, miscellaneous devices, accessory objects, and similar items incidental to or required for a complete installation whether or not indicated as part of alternate.~~
4. ~~Execute accepted alternates under the same conditions as other work of the Contract.~~
5. ~~This alternate will be reviewed for acceptance after the removal of existing roofing material and exposure of lightweight concrete.~~

G. ~~**Alternate #02** Removal and Disposal of Abandoned Cooling Tower and Condensing Unit: Trade Contractor shall include all of the following, but not limited to, as part of the contract:~~

1. ~~This contractor shall provide all labor, material, and equipment necessary for the complete removal and disposal of the existing roof top cooling tower and condensing unit located on the South side of the Lucas roof as identified on the contract documents for the Jessie Parker roof replacement.~~
2. ~~Coordination: Revise or adjust affected adjacent work as necessary to completely integrate work of the alternate into Project.~~
3. ~~This contractor shall be responsible for providing a crane for the removal of the existing units.~~
4. ~~A coordination plan shall be developed with the cooperation of the construction manager and Owner to coordinate the demolition and removal activities.~~
5. ~~Include as part of each alternate, miscellaneous devices, accessory objects, and similar items incidental to or required for a complete installation whether or not indicated as part of alternate.~~
6. ~~Execute accepted alternates under the same conditions as other work of the Contract.~~
7. ~~This alternate will be reviewed for acceptance after the removal of existing roofing material and exposure of lightweight concrete.~~
8. ~~This contractor shall haul offsite the removed units the same day they are removed from the roof. No space will be provided for temporary storage of removed units.~~
9. ~~This contractor shall remove all supports flush with the existing roof deck prior to new roof installation.~~

H. **Work Performed by Owner:** The State will perform the following work items:

1. Re-calibration of existing equipment temporarily relocated during construction.
2. Disconnection of abandoned cooling tower and condensing unit. **State will remove the Cooling Tower and Condensing Unit from the roof prior to work beginning on the roof.**

PART 2 - PRODUCTS – NOT USED

PART 3 - EXECUTION – NOT USED

END OF SECTION

SECTION 07 2200
ROOF AND DECK INSULATION

PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Rigid Board Insulation
- B. Fasteners and Plates
- C. Vapor Retarder
- D. Cover Board

1.2 REFERENCES

- A. ASTM C165 Test Method for Measuring Compressive Properties of Thermal Insulation
- B. ASTM C208 Specification for Insulating Board (Cellulosic Fiber), Structural and Decorative
- C. ASTM C209 Methods of Testing Insulating Board (Cellulosic Fiber), Structural and Decorative
- D. ASTM C272 Test Method for Water Absorption of Core Materials for Structural Sandwich Constructions
- E. ASTM C473 Test Methods for Physical Testing of Gypsum Board Products and Gypsum Lath
- F. ASTM C518 Test Method for Steady-State Heat Flux Measurements and Thermal Transmission Properties by Means of the Heat Flow Meter Apparatus
- G. ASTM C578-971a Specification for Preformed, Cellular Polystyrene Thermal Insulation
- H. ASTM C728 Specification for Perlite Thermal Insulation Board
- I. ASTM C1177 Specification for Glass Matt Gypsum Substrate for use as Sheathing
- J. ASTM C1289 Specification for Faced Rigid Cellular Polyisocyanurate Thermal Insulation Board
- K. ASTM D41 Specification for Asphalt Primer Used in Roofing and Waterproofing
- L. ASTM D1621 Test Method for Compressive Properties of Rigid Cellular Plastics
- M. ASTM D1622 Test Method for Apparent Density of Rigid Cellular Plastics
- N. ASTM D2126 Test Method for Response of Rigid Cellular Plastics to Thermal and Humid Aging
- O. ASTM D4601 Specification for Asphalt Coated Glass Fiber Base Sheet Used in Roofing
- P. ASTM E96 Test Methods for Water Vapor Transmission of Materials
- Q. FM Factory Mutual Engineering Corporation -
- R. Data Sheet 1-28 Insulated Steel Deck

1.3 SYSTEM DESCRIPTION

A. UL Class "A" Rating

1. It is the intent of this specification to provide a roof system with a UL Class "A" Rating. The descriptions given below are general descriptions. The insulation, recovery board, and other components shall be as required by the membrane manufacturer to obtain a UL Class "A" Rating.

B. Roof Drains

1. Provide tapered insulation sump at all roof drains. Tapered insulation sump shall start with a thickness of one-half inch (0.5") or one and one-half inch (1.5") at the drain bowl to the specified thickness two feet (2'-0") from the centerline of the drain. Insulation shall be secured as specified below.

C. The work of this project is identified as follows:

1. BASE BID

- a. Lucas Bldg. - Roof Levels A and B - Remove the existing roof system down to the existing concrete deck. Insulation shall consist of a tapered polyisocyanurate insulation sloped at a rate of one-eighth inch per foot (1/8"/ft.) with a starting thickness of two and one-half inch (2.5"), adhered in a layer of foam adhesive to the concrete deck at a rate sufficient to meet the requirements of FM 1-90. Insulation joints shall be staggered a minimum of 1 ft. - 0 in. in all layers. Install tapered polyisocyanurate saddles in a layer of foam adhesive as noted on Roof Plan. Installation shall then consist of .25 inch (1/4") cover board, adhered in a layer of foam adhesive.
- b. Lucas Bldg. - Roof Level H - Remove the existing roof system down to the existing metal deck. Insulation shall consist of a tapered polyisocyanurate insulation sloped at a rate of one-eighth inch per foot (1/8"/ft.) with a starting thickness of one and one-half inch (1.5"), mechanically fasten the insulation to the metal deck at a rate sufficient to meet the requirements of FM I-90 but not less than eight (8) fasteners per 4x4 board. Insulation joints shall be staggered a minimum of 1 ft. - 0 in. in all layers. Install tapered polyisocyanurate saddles in a layer of foam adhesive as noted on Roof Plan. Installation shall then consist of .25 inch (1/4") cover board, adhered in a layer of foam adhesive.

1.4 SUBMITTALS

A. Manufacturer's Product Data:

1. Most recent copy of manufacturer's literature applicable to products and specifications to be used, including material characteristics, test data, installation recommendations, material safety data sheets (MSDS).

B. Manufacturer's Installation Instructions:

1. Most recent copy of manufacturer's installation instructions for applications detailing products and specifications to be used.

C. Shop Drawings

1. Submit manufacturer's shop drawings for tapered insulation systems. Shop drawings shall show board-by-board layout pattern of the tapered system and shall comply with the drainage pattern as indicated on the plans.
 - a. The responsibility of providing shop drawings for the tapered insulation system lies solely with the manufacturer of the tapered insulation system. Shop drawings by others will not be accepted.
 - b. Shop drawings shall include: Outline of roof, location of drains, scuppers, or gutters, complete board layout of tapered insulation components, thicknesses, and the average "R" value for the completed insulation system.
 - c. The roofing contractor shall verify all roof dimensions and drain locations and confirm same with the manufacturer prior for fabrication of tapered insulation.
2. Submit layout pattern for mechanical fasteners for the top layer of insulation that is fastened.

D. Samples:

1. Submit samples listed below, if specifically requested by the Engineer/Architect.
 - a. Sample of each insulation type.
 - b. Sample of each type of mechanical fastener and plate.
 - c. Sample of each type of vapor retarder.

1.5 DELIVERY, STORAGE, AND HANDLING

- A. Store all insulation materials in a manner to protect them from the wind, sun, and moisture damage prior to and during installation. Any insulation that has been exposed to any moisture shall be removed from the project site.
- B. Keep materials enclosed in a watertight, yet ventilated enclosure (i.e., tarpaulins).
- C. Store materials off of the ground. Any warped or broken insulation boards shall be removed from the site.
- D. Insulation packages shall be labeled to include manufacturer, material name, and production date.

1.6 TESTING

- A. Contractor shall have the manufacturer or an independent party acceptable to the manufacturer and Engineer/Architect conduct pullout-resistance test on gypsum and cementitious wood fiber decks to receive mechanically fastened insulation as specified herein.
- B. Pullout tests shall be conducted in accordance with the requirements of the membrane manufacturer, insulation manufacturer, and fastener manufacturer.
- C. The party conducting the pullout tests shall generate a report outlining the results of the tests. The reports shall be provided to the manufacturer, contractor, and Engineer/Architect.
- D. The party conducting the pullout tests shall notify Engineer/Architect in writing of any test that does not meet the manufacturer's requirements.

PART 2 PRODUCTS

2.1 APPROVED EQUIVALENT

- A. Contractor must submit any product not specified a minimum five days before the bid date to Engineer/Architect in order for product to be considered for approval. The Engineer/Architect will notify Contractor, in writing, of decision to accept or reject request.

2.2 INSULATION MATERIALS

A. Polyisocyanurate

1. Acceptable Manufacturers

- a. Firestone ISO 95
- b. Carlisle HP-H Polyiso
- c. Approved Equivalent

2. Insulation board shall meet the following requirements:

- a. UL listed under Roof Systems

3. Physical Properties

a. Property	Test Method	Specifications
b. Dimensional Stability	ASTM D2126	2% max.
c. Compressive Strength	ASTM D1621	18 psi min.
d. Water Absorption	ASTM C209	1% max.
e. Vapor Permeability	ASTM E96	1 perm max.
f. Foam Core Density	ASTM D1622	2.0 pcf min.
g. R-Factor HR (sq. ft. per degree Fahrenheit per BTU) per inch thickness	ASTM C518 5.6	(Design value)

2.3 COVER BOARD

A. Attachment with Adhesive

1. Gypsum Cover Board

- a. Gypsum board shall be one-quarter inch (1/4") "DensDeck Prime" by Georgia Pacific.
- b. Gypsum board shall be one-quarter inch (1/4") "Securock Gypsum-Fiber Roof Board" by USG.

2.4 MECHANICAL FASTENERS FOR INSULATION MATERIALS

A. Mechanical Fasteners and Plates for Metal Deck (22-gauge)

1. Acceptable Manufacturers:
 - a. Construction Fasteners
 - b. ITW Buildex
 - c. The Tru-Fast Corporation
 - d. The Rawlplug Company, Inc.
 - e. Olympic Fasteners
 - f. Approved Equivalent
2. Requirements
 - a. Plates shall be three inches in diameter minimum and composed of galvanized steel.
 - b. Fastener and plates shall meet requirements of FM Standard 4470, passing the SRIU Corrosion Test Procedures - Kesternich DIN-50018 with 15% red rust allowable.
 - c. Fastener and plate shall be approved within applicable FM tested roof system.

B. Wood Components

1. Use Factory Mutual approved fasteners and fastening pattern to install wood blocking and nailers.

2.5 ADHESIVE FOAM

A. Adhered Insulation.

1. Adhesive shall be "OlyBond 500" by Elastomeric Roofing Systems, Inc., 50 Medina St., Loretto, MN, 55357. Telephone number 612-479-6690 or 800-403-7747.
2. 'Millennium Weather-Tite One Step Foamable Adhesive', Millennium Adhesive Products, Inc., 16855 Park Circle Drive, Chagrin Falls, Ohio 44023, Telephone Number 440-708-1212 or 888-564-9733, Fax 440-708-1211.
3. Firestone 'I.S.O. Twin Pack™' Insulation Adhesive by Firestone, 525 Congressional Blvd., Carmel, Indiana 46032. Telephone Number Sales 800-428-4442, Technical 800-428-4511.
4. Carlisle Fleece Back Fast Bag in a Box Adhesive by Carlisle, PO Box 7000, Carlisle, PA 17013. Telephone Number 800-479-6832.
5. Approved equivalent.

PART 3 EXECUTION

3.1 INSPECTION OF SURFACES

- A. Examine surfaces for adequate anchorage, foreign materials, moisture and other conditions which would adversely affect the roofing application and performance.

- B. The roofing contractor shall be responsible for preparing an adequate substrate to receive insulation.

3.2 INSTALLATION

A. Roof Insulation (General Requirements)

1. Insulation shall be laid in parallel courses with all joints staggered between courses.
2. Insulation shall be neatly fitted to all roof penetrations, projections and nailers with no gaps greater than 1/4-inch.
3. Tapered insulation sump shall be installed around roof drains and scuppers with downspouts. Tapered insulation sump shall start with a thickness of one-half inch (0.5"), one and one-half inch (1.5"), or three inches (3.0") at the drain bowl to the specified thickness and distance from the centerline of the drain. Install tapered insulation sump in such a way to provide proper slope for runoff. Shape insulation with tool as required to provide a smooth surface.
 - a. Under no circumstances will the membrane be left unsupported in an area greater than one-fourth inch (1/4"). Install recovery board over tapered insulation sump as required.
4. When more than one layer of insulation is used, joints shall be staggered a minimum of 1ft.-0 in. apart where possible with relation to the layer beneath, and each layer shall be fully attached to the roof deck in accordance with these specifications.
5. No more insulation shall be placed on the surface to receive roof membrane than can be covered with roofing membrane before the end of the day's work or before the onset of inclement weather.
6. Discard all damaged or broken insulation boards. Insulation shall be dry when installed and protected from weather during application. All materials which become wet or warped shall be removed from the site and replaced with new dry materials.
7. Provide insulation saddles at all curbs.
8. The practice of "glazing-in" insulation as a temporary roof is considered phased construction, and will not be accepted.
9. Cut tapered insulation for final adjustments where insulation is thinnest. Dress down mismatches in surface greater than one-eighth inch (1/8").

B. Attachment With Mechanical Fasteners

1. Approved insulation board shall be fully attached to the deck with an approved mechanical fastening system. At a minimum, the amount of fasteners shall be in accordance with manufacturer's recommendation for FM 1-90 approved system. **Otherwise, a minimum of eight (8) fasteners per 4x4 board.**
2. Filler pieces of insulation require at least two fasteners if size of insulation is less than four square feet.
3. If insulation facer is damaged in application and/or under foot or cart traffic, refer to insulation manufacturer's recommendations for patching facer, or replace damaged insulation boards with new.

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Des Moines, Iowa

DAS#8963.00

RFB217335044

SH Project #: 417378-0

4. Spacing pattern of fasteners shall be as per manufacturer's recommendations to meet the FM requirements. Placement of any fastener from edge of insulation board shall be a minimum of three inches, and a maximum of six inches.
 5. Minimum penetration into deck shall be as recommended by the fastener manufacturer. There is an one-inch (1") minimum for metal, wood, and structural concrete decks where not specified by the manufacturer. For gypsum and cement-wood fiber decks, penetration shall be determined from pull-out test results with a minimum penetration of one and one-half inches (1-1/2"). Contractor shall only use the required length of fastener needed to secure insulation into the top of the flutes.
- C. Attachment with Adhesive
1. Attachment of insulation to substrate with adhesive shall be as recommended by the insulation manufacturer. Size of insulation board shall be 4' x 4' maximum. **(4x8 sheets, cut down to 4x4, will not be allowed.)**
 2. Embed roof insulation boards in adhesive. Lay in parallel courses. Butt each panel to adjoining panels. Carefully walk in each piece of insulation and continue to walk in and test for adhesion until adhesive has set and provided complete securement. Boards which can be lifted up without breaking are inadequately adhered and shall be reset in fresh moppings.
 3. If insulation facer is damaged in application and/or under foot or cart traffic, refer to insulation manufacturer's recommendations for patching facer, or replace damaged insulation boards with new.
 4. Required adhesion will not be achieved unless the insulation contacts the adhesive before it sets. Contact is best achieved by passing the loaded insulation cart over the row of insulation as it is being laid, taking insulation from the cart. Sufficient "walking in" will also result from the installer stepping on each square foot of surface before the adhesive sets, but the common practice of shoving each board in and kicking it in one place will not achieve acceptable adhesion. Adhesion will not occur at a later date but must be achieved as laid.
 5. Cutting and fitting and trying around irregularities or protrusions shall be done before adhering insulation to the substrate.

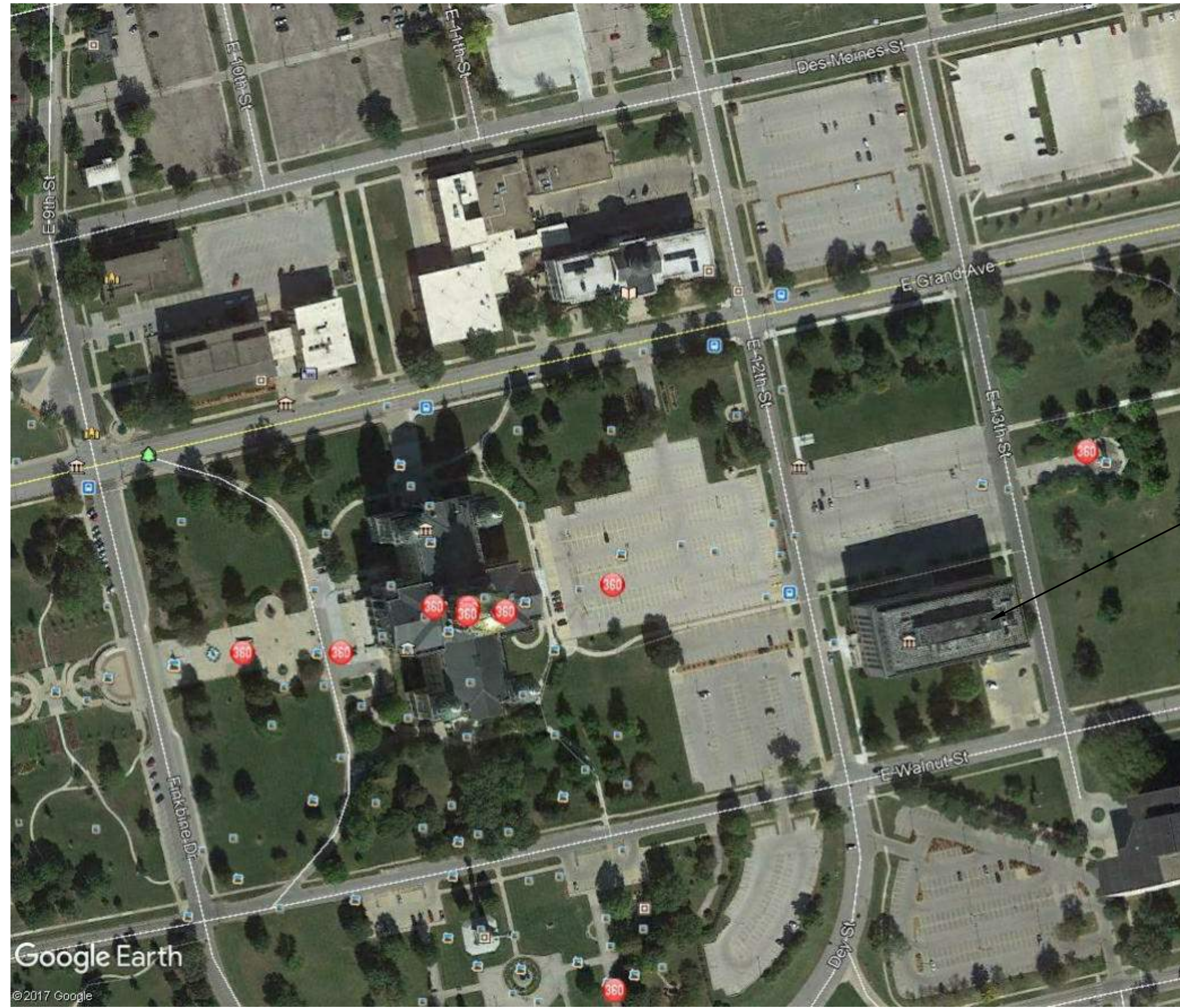
END OF SECTION

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SH Project #: 417378-0**

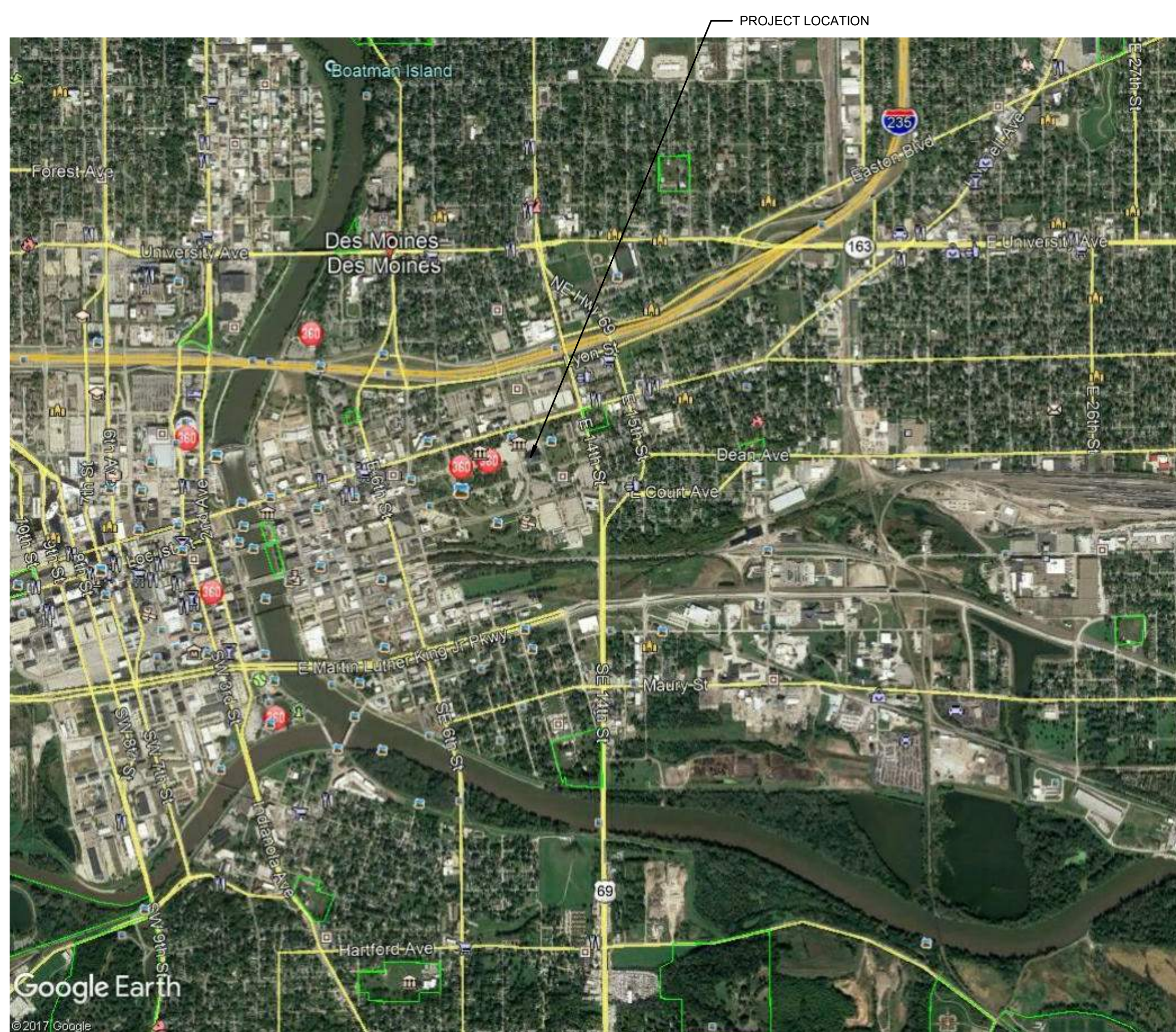
DAS CC J.P. & LUCAS ROOF ENVELOPE REPAIRS

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES

321 EAST 12TH STREET, DES MOINES, IA



NORTH
SITE MAP
NOT TO SCALE



NORTH
PROJECT LOCATION
NOT TO SCALE

SHEET INDEX

GENERAL
G000 COVER SHEET

ROOFING
R101 ROOF PLAN & NOTES
R500 DETAILS

CERTIFICATIONS

ARCHITECT

<small>HEREBY CERTIFY THAT THE PORTION OF THIS TECHNICAL SUBMISSION DESCRIBED BELOW WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND RESPONSIBLE CHARGE. I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF IOWA.</small>	
Signature	Date
Phillip J. Parrott	9/8/1995
<small>Printed or typed name</small>	<small>Date Issued</small>
6/30/2019	9/8/1995
<small>License Expires</small>	<small>Date Issued</small>
<small>PAGES, SHEETS OR DIVISIONS COVERED BY THIS SEAL:</small>	
G000, R101, R102, R500, R501, & R502	



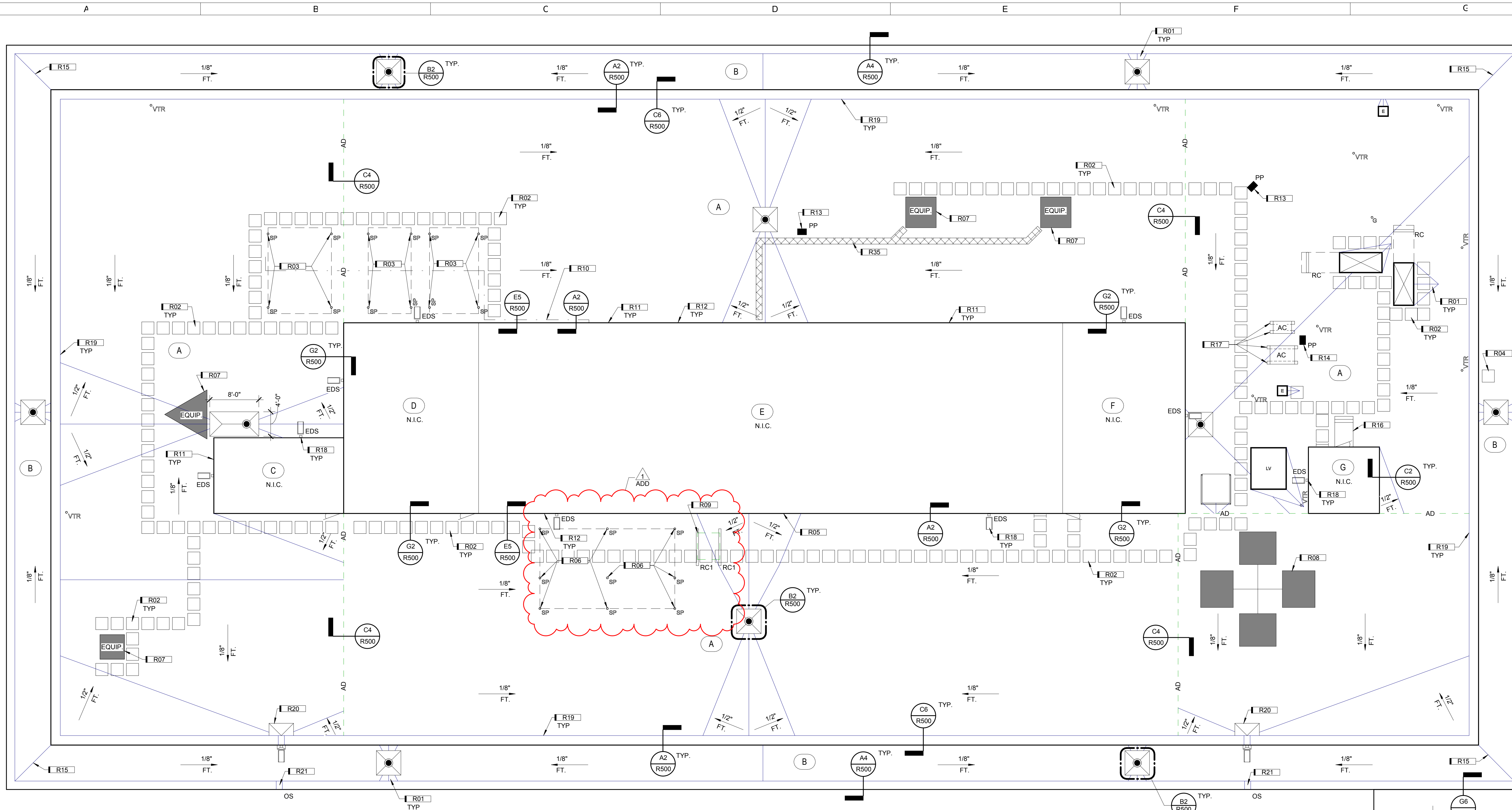
CONSTRUCTION MANAGER;
DCI GROUP
220 SE 6TH STREET, SUITE 200
DES MOINES, IA 50309
515-244-5043
CONTACT: MICHAEL STEEN



IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES
109 SE 13TH STREET
DES MOINES, IA 50319

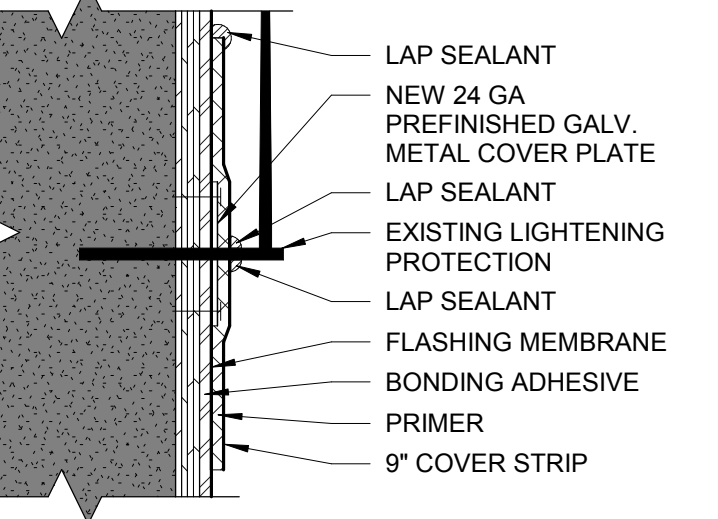
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ADD. 1	05/2017	Addendum 1
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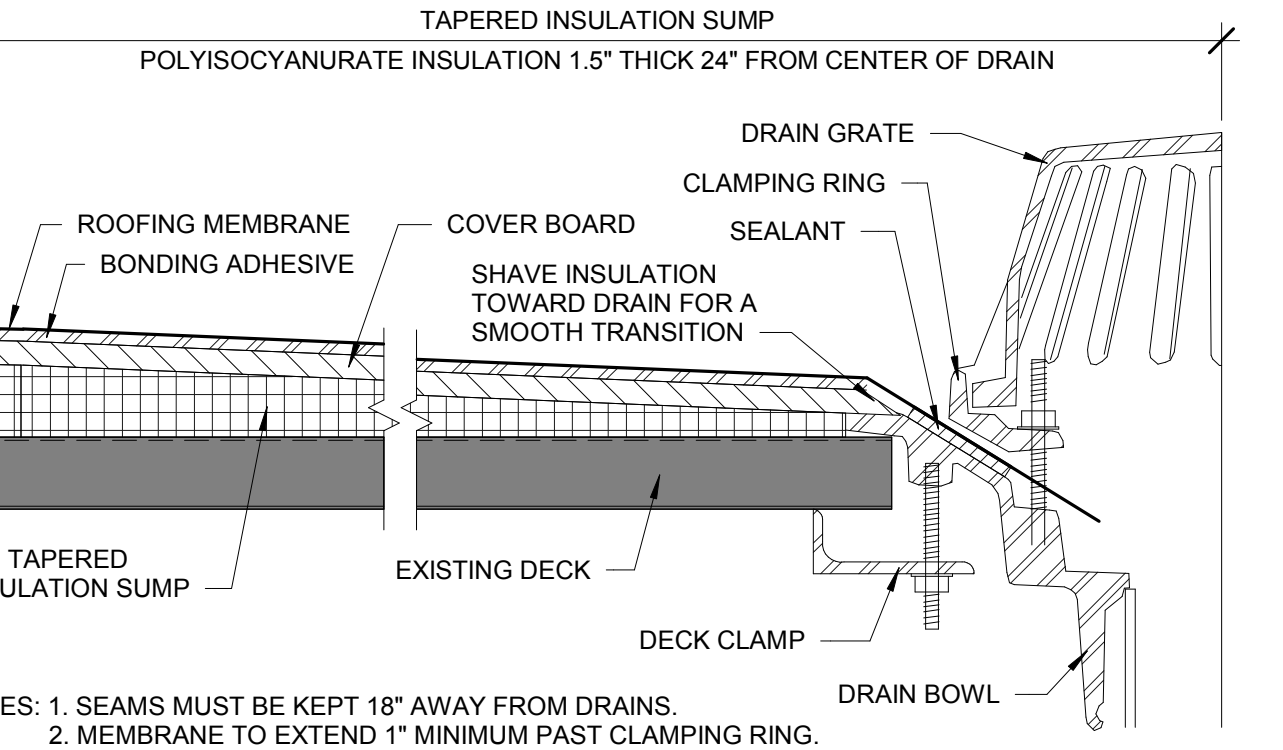


- ### KEYNOTE LEGEND
- | KEY | NOTE |
|-----|--|
| R01 | ALL TAPERED INSULATION USED TO CREATE ADEQUATE DRAINAGE BEHIND MECHANICAL UNITS AND FOR CRICKETS/SADDLES SHALL BE SLOPED AT 1/2" FT ON INDICATED ROOF AREAS. |
| R02 | CONTRACTOR TO FURNISH AND INSTALL MANUFACTURER APPROVED WALKWAY PADS IN INDICATED LOCATIONS. CONTRACTOR SHALL CUT A 6" WIDE SECTION OUT OF THE WALKWAY PADS IN VALLEY LINES OF CRICKETS. |
| R03 | CONTRACTOR SHALL REMOVE AND DISPOSE OF THE EXISTING ROOF CURBS AROUND THE SUPPORT POST. ONCE THE NEW ROOF SYSTEM HAS BEEN INSTALLED THE CONTRACTOR SHALL FLASH THE SUPPORT POST PER DETAIL 04 SHEET R500. |
| R04 | CONTRACTOR SHALL FURNISH AND INSTALL A MANUFACTURER APPROVED WALKWAY PAD IN FRONT OF THE ROOF ACCESS WINDOW. |
| R05 | CONTRACTOR SHALL CONTRACT WITH A PLUMBING CONTRACTOR AS REQUIRED TO DISCONNECT THE EXISTING WATER LINE AND WALL MOUNTS AS REQUIRED TO RE-FLASH THE EXISTING WALL PER DETAIL AS SHEET R500 ALONG THE INDICATED WALL. |
| R06 | CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATING WORK SCHEDULE WITH THE OWNER AS THE OWNER IS GOING TO HAVE THE EXISTING COOLING TOWER EQUIPMENT AND FRAMING REMOVED FROM THE ROOF. |
| R07 | CONTRACTOR SHALL BE RESPONSIBLE FOR TEMPORARILY MOVING THE EXISTING EQUIPMENT TO FACILITATE THE INSTALLATION OF THE NEW ROOF SYSTEM. ONCE THE NEW ROOF SYSTEM HAS BEEN INSTALLED THE CONTRACTOR SHALL SET THE EQUIPMENT BACK IN ITS ORIGINAL LOCATION AND COORDINATE WITH THE OWNER WHO IS RESPONSIBLE FOR RECALIBRATION. CONTRACTOR SHALL SCHEDULE THIS WORK WITH THE OWNER AND VERIFY THAT THE EQUIPMENT IS IN WORKING ORDER PRIOR TO COMPLETION OF THE PROJECT. WALKWAY PADS SHALL BE INSTALLED UNDERNEATH THE EQUIPMENT SUPPORTS. |
| R08 | CONTRACTOR SHALL REMOVE AND DISPOSE OF THE EXISTING SATELLITE DISH AND ITS SUPPORTS IN THE INDICATED LOCATION ON THE ROOF PLAN. THE CONTRACTOR SHALL CUT THE CABLES BACK TO WHERE THEY ENTER THE BUILDING AND SEAL. THE PENETRATION WATER TIGHT. |
| R09 | CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATING WORK SCHEDULE WITH THE OWNER AS THE OWNER IS GOING TO HAVE THE EXISTING MECHANICAL EQUIPMENT REMOVED. THE CONTRACTOR SHALL REMOVE AND DISPOSE OF THE EXISTING RAIL CURBS. |
| R10 | CONTRACTOR SHALL BE RESPONSIBLE FOR TEMPORARILY DISCONNECTING THE EXISTING REFRIGERANT LINES FROM THE WALL AS REQUIRED TO INSTALL THE NEW ROOF MEMBRANE FLASHING. CONTRACTOR SHALL NOT INSTALL PLYWOOD ALONG THIS STRETCH OF WALL SO THAT THE EXISTING REFRIGERANT LINE BRACKETS CAN BE REINSTALLED TO ATTACH THE EXISTING REFRIGERANT LINES ONCE THE NEW ROOF SYSTEM HAS BEEN INSTALLED. CONTRACTOR SHALL CUT THE EXISTING BRACKETS AS REQUIRED TO ACCOMMODATE THE NEW ROOF SYSTEM THICKNESS. |
| R11 | CONTRACTOR SHALL BE RESPONSIBLE FOR TEMPORARILY DISCONNECTING THE EXISTING CABLES ALONG THE WALL WITH THEIR MOUNTING BRACKETS AS REQUIRED TO INSTALL THE NEW ROOF FLASHING. ONCE THE NEW ROOF SYSTEM HAS BEEN INSTALLED THE CONTRACTOR SHALL REINSTALL THE EXISTING CABLES AND THEIR MOUNTING BRACKETS BACK INTO THEIR ORIGINAL LOCATION ALONG THE WALL. |
| R12 | CONTRACTOR SHALL FLASH THE PENETRATIONS THROUGH THE ROOF MEMBRANE FLASHING ALONG THE WALL SIMILAR TO DETAIL 4D SHEET R500 IN ALL LOCATIONS. |
| R13 | CONTRACTOR SHALL REMOVE AND DISPOSE OF THE EXISTING ROOF CURBS AROUND ROOF CABLES. ONCE THE NEW ROOF SYSTEM HAS BEEN INSTALLED THE CONTRACTOR SHALL FURNISH AND INSTALL PITCH PANS AROUND THE EXISTING ANCHOR CABLES. PITCH PANS SHALL BE MILLENNIUM LOCK POCKET INTERLOCKING FLASHING SYSTEM AS MANUFACTURED BY ROYAL ADHESIVE & SEALANT PHONE #800(248-4010, OR APPROVED EQUIVALENT, AND SHALL BE INSTALLED AS REQUIRED BY THE MANUFACTURER. PROVIDE THE PITCH PAN MANUFACTURER'S 15 YEAR WARRANTY. |
| R14 | CONTRACTOR SHALL REMOVE AND DISPOSE OF THE EXISTING ROOF CURBS AROUND MECHANICAL UNIT PENETRATIONS. ONCE THE NEW ROOF SYSTEM HAS BEEN INSTALLED THE CONTRACTOR SHALL FURNISH AND INSTALL A PITCH PAN AROUND THE EXISTING MECHANICAL UNIT PENETRATIONS. PITCH PANS SHALL BE MILLENNIUM LOCK POCKET INTERLOCKING FLASHING SYSTEM AS MANUFACTURED BY ROYAL ADHESIVE & SEALANT PHONE #800(248-4010, OR APPROVED EQUIVALENT, AND SHALL BE INSTALLED AS REQUIRED BY THE MANUFACTURER. PROVIDE THE PITCH PAN MANUFACTURER'S 15 YEAR WARRANTY. |
| R15 | CONTRACTOR SHALL SHAVE INSULATION AND INSTALL TAPERED EDGE STRIP AS REQUIRED FOR A SMOOTH TRANSITION ALONG THE INSULATION RIDGE. |
| R16 | CONTRACTOR SHALL BE RESPONSIBLE FOR TEMPORARILY DISCONNECTING THE EXISTING STAIRS FROM THE WALL AS REQUIRED TO INSTALL THE NEW ROOF SYSTEM. ONCE THE NEW ROOF SYSTEM HAS BEEN INSTALLED THE CONTRACTOR SHALL REINSTALL THE EXISTING STAIRS BACK INTO THEIR ORIGINAL LOCATION BUT A FEW INCHES LOWER ON THE WALL AS THE NEW ROOF SYSTEM ISN'T AS THICK AS THE EXISTING. CONTRACTOR SHALL INSTALL A NEW CONCRETE PAVER WITH A WALKWAY PAD IN EACH OF THE TWO STAIR SUPPORTS. |
| R17 | CONTRACTOR SHALL FURNISH AND INSTALL NEW 4X4 GREEN TREATED WOOD SLEEPERS UNDER EACH UNIT IN INDICATED LOCATIONS ON THE ROOF PLANS. |
| R18 | EXISTING DOWNSPOUT IS TO REMAIN IN PLACE. CONTRACTOR SHALL FURNISH AND INSTALL A NEW CONCRETE SPLASH BLOCK AT EACH EXISTING DOWNSPOUT. |
| R19 | CONTRACTOR SHALL BE RESPONSIBLE FOR TEMPORARILY DISCONNECTING, REMOVING, AND STORING IN A SAFE PLACE THE EXISTING LIGHTENING PROTECTION AS REQUIRED TO INSTALL THE NEW ROOF SYSTEM. ONCE THE NEW ROOF SYSTEM HAS BEEN INSTALLED THE CONTRACTOR SHALL REINSTALL THE EXISTING LIGHTENING PROTECTION BACK INTO ITS ORIGINAL LOCATION. REFER TO DETAIL A5 SHEET R101. |
| R20 | 1/2" TAPERED INSULATION SUMP WITH A STARTING THICKNESS OF 1 1/2" AT THE CENTERLINE OF THE SCUPPER OPENING SLOPING UP TO A 2 1/2" THICKNESS 2' FROM THE CENTERLINE OF THE SCUPPER OPENING. CONTRACTOR SHALL ADJUST THE EXISTING SCUPPER OPENING AS REQUIRED TO ACCOMMODATE THE NEW INSULATION HEIGHT. |
| R21 | CONTRACTOR SHALL MODIFY THE BASE OF THE EXISTING OVERFLOW SCUPPERS AS REQUIRED TO MATCH THE NEW INSULATION THICKNESS AND TO MAINTAIN PROPER WATER FLOW. |
| R35 | CONTRACTOR SHALL BE RESPONSIBLE FOR TEMPORARILY MOVING THE EXISTING CABLE TRAY TO FACILITATE THE INSTALLATION OF THE NEW ROOF SYSTEM. ONCE THE NEW ROOF SYSTEM HAS BEEN INSTALLED THE CONTRACTOR SHALL SET THE CABLE TRAY BACK IN ITS ORIGINAL LOCATION. CONTRACTOR SHALL SCHEDULE THIS WORK WITH THE OWNER AND VERIFY THAT THE ATTACHED EQUIPMENT IS IN WORKING ORDER PRIOR TO COMPLETION OF THE PROJECT. WALKWAY PADS SHALL BE INSTALLED UNDERNEATH THE CABLE TRAY SUPPORTS. |

A4 LUCAS BUILDING - ROOF PLAN
1/8" = 1'-0" 0" 6" 12"



A5 LIGHTNING ROD DETAIL
3" = 1'-0" 0" 6"



A6 ROOF DRAIN DETAIL
3" = 1'-0" 0" 6"

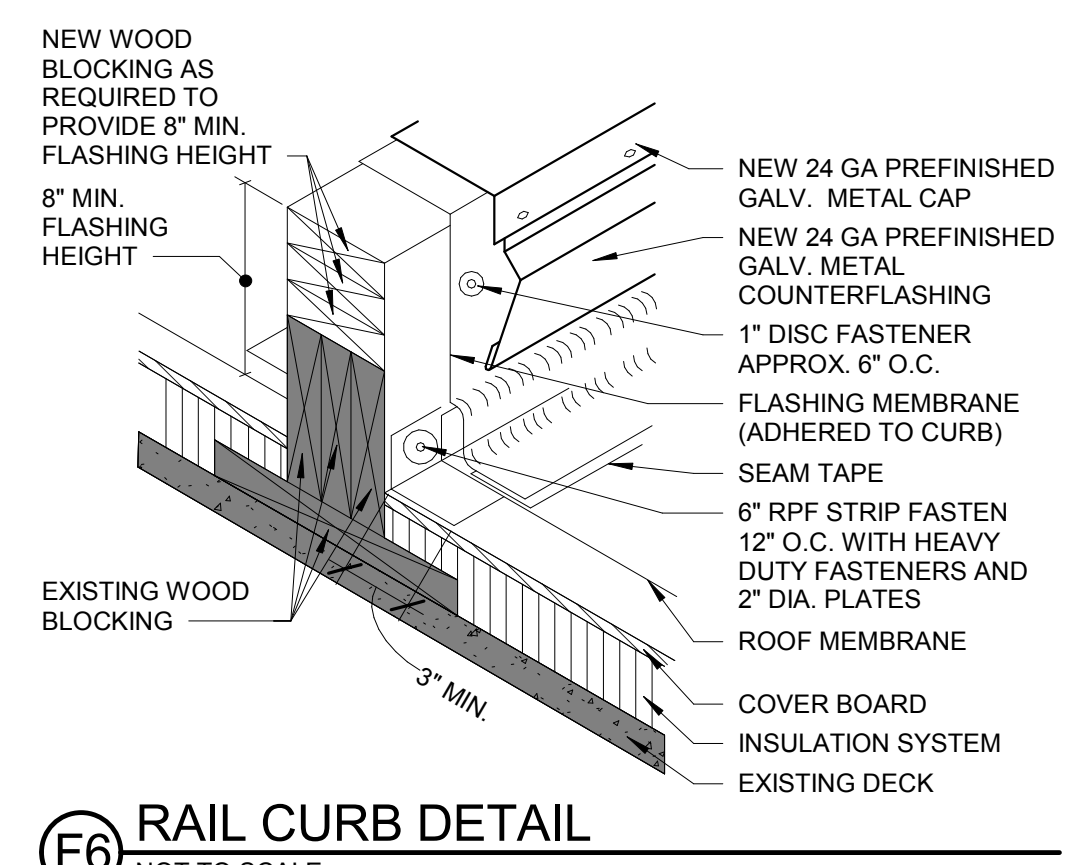
ROOF PLAN GENERAL NOTES:

- ROOF PLAN LAYOUT, LOCATION, AND SECTIONS WERE TAKEN FROM FIELD CONDITIONS. THE CONTRACTOR SHALL VERIFY ALL CONDITIONS.
- THE EXACT LOCATION AND ELEVATION OF ALL PUBLIC UTILITIES MUST BE DETERMINED BY THE CONTRACTOR. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO ASCERTAIN WHETHER ANY ADDITIONAL UTILITIES OTHER THAN THOSE SHOWN ON THE PLANS MAY BE PRESENT.
- REMOVE EXISTING ROOF SYSTEMS DOWN TO THE EXISTING DECKS ON ROOF LEVELS A, B, AND H OF THE LUCAS BUILDING.
- REMOVE EXISTING SHEET METAL, UNLESS NOTED OTHERWISE, AND REPLACE WITH NEW AS PLANS SHOW. ALL PERIMETER WOOD BLOCKING SHALL BE OF UNIFORM HEIGHT AND OF A MINIMUM HEIGHT TO MATCH THE THICKNESS OF THE NEW INSULATION SYSTEM. THE CONTRACTOR SHALL VERIFY HEIGHT OF ALL WOOD BLOCKING.
- THE CONTRACTOR SHALL FIELD VERIFY ALL DIMENSIONS OF BUILDING AND DRAIN LOCATIONS BEFORE ORDERING TAPERED INSULATION MATERIALS. SUBMIT TAPERED INSULATION LAYOUT PLAN. SEE SPECIFICATION SECTION 07 22 00 FOR SYSTEM DESCRIPTION.
- ALL EXISTING METAL HOODS, VENTS, CAPS, ETC., REMOVED AND REINSTALLED DURING CONSTRUCTION SHALL BE PROPERLY REFASTENED TO PROVIDE WATER TIGHT CONDITIONS.
- RAISE ALL CURBS AND VENTS WHICH DO NOT MEET THE 8" MINIMUM FLASHING HEIGHT REQUIREMENT.
- FLASH ALL SCUPPERS, CURBS, VENTS AND STACKS AS SHOWN IN PLAN. REFER TO MANUFACTURER'S STANDARD DETAILS AND RECOMMENDATIONS FOR ANY MISCELLANEOUS DETAILS NOT SHOWN IN THE PLANS.
- USE OF MANUFACTURER-APPROVED PENETRATION POCKET WILL NOT BE PERMITTED UNLESS APPROVAL IS OBTAINED IN WRITING FROM SHIVE-HATTERY, INC. PRIOR TO INSTALLATION.
- PROVIDE DISCONNECT AND RECONNECT OF MECHANICAL AND ELECTRICAL EQUIPMENT AS REQUIRED TO ACCOMMODATE INSTALLATION OF NEW ROOF SYSTEM AND INCREASE IN HEIGHT OF CURB. VERIFY EQUIPMENT IS OPERATIONAL WHEN WORK IS COMPLETE. COORDINATE THIS WORK WITH THE OWNER.
- CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTAINING WATER TIGHT CONDITIONS AT ALL TIMES DURING CONSTRUCTION.
- CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF THE ROOF SYSTEM ON THE BUILDING. A MINIMUM LAYER OF 1.5" INSULATION WITH A LAYER OF 1/2" PLYWOOD SHALL BE LAID OVER THE ROOF SYSTEM IN A CONTINUOUS FASHION AS WORK PROGRESSES AROUND THE BUILDING. ANY DAMAGE TO THE ROOF SYSTEM WILL BE THE CONTRACTORS RESPONSIBILITY TO REPAIR.
- CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION AND REPAIR OF ANY DAMAGE CAUSED DURING CONSTRUCTION TO THE SURROUNDING GROUNDS, (GRASS, CONCRETE, ETC.)
- CONTRACTOR SHALL BE RESPONSIBLE FOR THE RAISING/LOWERING OF EXISTING ROOF DRAINS TO FACILITATE THE INSTALLATION OF NEW INSULATION SYSTEM.
- REPLACE ANY DAMAGED BROKEN OR MISSING DRAIN GRATES, CLAMPING RINGS AND BOLTS WITH NEW. NEW DRAIN PARTS SHALL MATCH EXISTING DRAIN DESIGN. NEW DRAIN GRATES SHALL BE METAL. EXISTING PLASTIC DRAIN GRATES SHALL BE REPLACED WITH METAL DRAIN GRATES. ALL DRAINS SHALL BE TESTED AND MADE OPERATIONAL PRIOR TO COMPLETION OF PROJECT.
- KEYNOTE LIST IS SPECIFIC TO THIS SHEET.

ROOF TYPES:
BASE BID:
ROOF LEVELS A & B
60 MIL EPDM FULLY ADHERED
25" COVER BOARD
TAPERED POLYISOCYANURATE INSULATION 1/8" SLOPE, 2.5" START EXISTING CONCRETE DECK
ROOF LEVEL H
60 MIL EPDM FULLY ADHERED
25" COVER BOARD
TAPERED POLYISOCYANURATE INSULATION 1/8" SLOPE, 1.5" START EXISTING METAL DECK

ROOF LEGEND

PLAN MARK	DESCRIPTION	REFERENCE
1/8" FT	TAPERED INSULATION	N/A
X	DESIGNATES ROOF TYPE, SEE ROOF NOTES.	N/A
XXX	KEYNOTES	N/A
1 A1.0	DESIGNATES DETAIL MARK SEE DETAIL 1 ON SHEET A1.0	N/A
[Symbol]	WALK PADS - NEW	[R02]
[Symbol]	DOOR	DETAIL F2 SHEET R500
[Symbol]	LADDER	N/A
[Symbol]	ROOF EDGE	REFER TO ROOF PLAN
[Symbol]	PARAPET WALL	REFER TO ROOF PLAN
[Symbol]	REFRIGERANT LINE	[R09]
-AD	AREA DIVIDER	DETAIL C4 SHEET R500
[Symbol]	PRIMARY ROOF DRAIN W/ SUMP	REFER TO ROOF PLAN
[Symbol]	OVERFLOW SCUPPER	DETAIL G4 & A5 SHEET R500 [R21]
[Symbol]	SCUPPER W/ CONDUCTOR HEAD	DETAIL G6 SHEET R500
[Symbol]	SPLASH BLOCK	DETAIL C5 SHEET R500
[Symbol]	EXISTING DOWNSPOUT	[R16]
[Symbol]	PENETRATION POCKET	[R13] [R14]
[Symbol]	VENT THROUGH ROOF	DETAIL F4 SHEET R500
[Symbol]	SUPPORT POST	[R03] [R06]
[Symbol]	AC UNIT ON SLEEPERS	[R17]
[Symbol]	MECHANICAL UNIT	DETAIL B6 SHEET R500
[Symbol]	ELECTRICAL ROOF VENT	DETAIL B6 SHEET R500
[Symbol]	ROOF HATCH	DETAIL B5 SHEET R500
[Symbol]	LOUVER	DETAIL B6 SHEET R500
[Symbol]	RAIL CURB	DETAIL A6 SHEET R500
[Symbol]	RAIL CURB	DETAIL F6 SHEET R101



F6 RAIL CURB DETAIL
NOT TO SCALE

