



PROCUREMENT SERVICES

ADDENDUM TO CONTRACT DOCUMENTS

ADDENDUM NO.: 2

PROJECT NAME: RFQ No. CQ19-0027TA – **Roofing Consultant Services**
Re-roofing of North Fort Myers High School

DATE OF ISSUE: October 8, 2019

The following information shall be included in the RFQ documents and is hereby made part of the contract documents in the form of clarification, addition, deletion or revision to the instruction to respondent and specifications.

- Q1. Will the CMAR provide pre-construction services including cost opinion?
A1. No, the CMAR will not provide pre-construction services for this project.

Please replace page 20 and 21 of the RFQ Documents with the attached REVISED Scope of Work.

There are no other changes at this time. Please acknowledge this addendum via Attachment D. Addenda Acknowledgement Form.

Thank you for your interest in The School Board of Lee County.

Tracey Adams, CLGPO
Procurement Coordinator

SCOPE OF WORK

RFQ No. CQ19-0027TA

ROOFING CONSULTANT SERVICES

RE-ROOFING OF NORTH FORT MYERS HIGH SCHOOL

1. **SCOPE OF PROJECT:** Provide Roofing Consultant Services to include creation of plans, design development, creation of construction drawings and construction administration for re-roofing North Fort Myers High School. The basis of design for the flat roof system is Siplast. The basis of design for the standing seam roof is Berridge Zee Lock. This project to include new gutters and down spouts. All lightning protection systems must be protected, removed and reinstalled. Work will be done on an occupied campus.
2. **PROJECT DESCRIPTION:** Removal and re-roofing approximately 168,020 square feet of flat roof at North Fort Myers High School and removal and re-roofing approximately 12,150 of standing seam metal roof on the Gymnasium.
3. **PROJECT LOCATION:** The location of this project is 5000 Orange Grove Blvd., North Fort Myers, Florida 33903.
4. **ROOFING CONSULTANT DUTIES:** The Board intends to award a contract to the Respondent that it deems most qualified and responsive to this request to provide Roofing Consultant Services inclusive of all subordinate design specialties for the removal and re-roofing of North Fort Myers High School.
5. **PROJECT ACTIVITIES:** Activities for this project include but not limited to the following:
 - a) Provide or review project requirements, educational specifications, on and off-site development, survey requirements, preliminary budget, and make recommendations for revisions.
 - b) Prepare project schedule, including critical path elements, responsibilities of the owner, construction manager, mechanical engineer, and outside agencies and update monthly throughout the duration of the contract.
 - c) Where the program includes renovation or expansion of existing structures, working with the design team, prepare an analysis package outlining the condition of existing structures, existing finishes and existing equipment, code deficiencies, energy use, and life expectancy of other building systems. The package should contain recommendations and cost estimates.
 - d) Provide project delivery options for the design, bid, and packaging of projects for efficient scheduling, cost control and financial resource management.
 - e) Utilize information and reporting system to provide the Board with accurate and current cost control, work status, including, but not limited to, work narrative, work completed/anticipated, schedules, estimated expenditures, and project accounting systems of the project at all times.
 - f) Provide a project manual which shall describe, at a minimum, the work plan, job responsibilities, and written procedures for reports, meetings, inspections, changes to the project, etc.
 - g) Provide value engineering recommendations to maximize the School Board's return on capital outlay and operations resources.
 - h) Attend all project-related meetings.

- i) Periodically provide and update cost estimates and make recommendations to keep the project within the budget.
- j) Periodically update the project schedule and make recommendations for recovery of lost time, if any.
- k) Secure and monitor the review and approval process of governing authorities.
- l) Monitor and review all addenda and coordinate code review compliance.
- m) Receive and review pre-contract documents as required; with School Board staff.
- n) Develop and review the schedule of values for balance of tasks vs. dollars and compliance with the project schedule.
- o) Review bids and make recommendations.
- p) Schedule and conduct the pre-construction conference.
- q) Provide contract administration; monitor and record the construction progress; review and approve as-builts and maintenance and warranty manuals from all subcontractors; and keep a log of all site visits and observations.
- r) Develop and implement procedures to monitor, record, review, and approve all submittals, shop drawings, change orders, pay requests, and field orders for budget and schedule impact, and compliance with the contract documents.
- s) Provide inspection of all work, materials, and tests, including substantial completion and occupancy inspections.
- t) Ensure that the trade contractors are keeping as-builts up to date.
- u) Make recommendations for correction of nonconforming or substandard work, if any.
- v) Coordinate ordering and delivery of owner-supplied equipment.
- w) Coordinate the testing, inspections and approvals of project, delivery of instructions for operating all building systems, including training of maintenance staff for the owner.
- x) Attend all project related meetings, prepare and distribute minutes.

6. **Minimum One-Year Warranty:**

- a) Assist owner in completion of warranty work during the warranty period.
- b) Assist owner in the warranty inspections and completion of required work generated by the inspections.
- c) Assist in the transfer of the project to the School Board including the delivery of as-builts, warranties, guarantees, and operating instructions.
- d) Assist with acquiring manufacture 20 year warranty.

This is a renovation school construction project. The School is owned by the School Board of Lee County. Roofing Consultant will comply with Florida State Statutes, State Requirements for Educational Facilities (SREF), School Board requirements, SMART School criteria and all codes relevant to school construction.