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**BRUCE McMILLAN AIA
ARCHITECTS, P.A.**

Date: October 28, 2015
To: All Bidders
From: Bruce McMillan AIA Architects, P.A.
Project: Frankfort Grade School Roofing Repair & Replacement HTF 2015-03/14.19-01

Addendum No. 1: The following modifications shall be noted in the plans and specifications and be made a part of them as if originally issued.

Item No. 1 **Pre-Bid Meeting Minutes**
ADD: The Pre-Bid Meeting Minutes shall be added to the bid documents.
(attached)

BIDDERS ARE REQUIRED TO ACKNOWLEDGE ALL ADDENDA RECEIVED ON PROPOSAL FORM.

PRE-BID MEETING MINUTES

Date: October 27, 2015
By: Bruce McMillan AIA, Architects P.A.

Re: Frankfort Grade School
Roofing Repair & Replacement
Project No. 14.19-01

DISTRIBUTION

Frankfort Development Trust	Contractors	Office
Roxanne Tilley, Sonya Kee	See attached Sign-In Sheet	Bruce McMillan, Garric Baker

PRESENT

Frankfort Development Trust: Roxanne Tilley, Sonya Kee
KBS Construction: Tim Foster, Steve Spade
RF Construction: Brad Lyden
Trinium Contractors: Ryan McDonald
Bruce McMillan AIA, Architects, P.A.: Bruce McMillan, Garric Baker

The meeting was called as a pre-bid meeting for the Frankfort Grade School. Agenda attached.

1. Bruce McMillan opened the meeting with a brief project background and circumstances that lead up to the open bid of the project.
2. The State Legislators delayed the grant funding due to extended discussion on the State Budget resulting in a later construction timeline.
3. It is preferable to have as much work done as possible before the winter months to prevent further intrusion by the elements.
4. Sonya Kee made brief comments about the clean-up days, fundraising, and community involvement and support of the project.
5. Roxanne Tilley noted that the skylights need to be immediately removed or stabilized due to the unknown integrity of the surrounding structure.
6. Garric Baker proceeded to review process items and the construction documents.
7. The flat roof will be completed under Phase I; Phase II will consist of the North and East hip roofs as well as the low slope roofs adjacent to the areas. Phase III includes the South and West hip roofs as well as the remaining low slope roofs.
8. The porch reconstruction is listed as an alternate.
9. Gutters/Scuppers and downspouts will be listed as an alternate.
10. Unit prices include roof purlins, rafters, collar ties, decorative corbels, gutters, scuppers, and downspouts, as well as the roof soffit.
11. The entire roof area will be covered with 5/8" exterior plywood as well as a roofing felt option listed in the construction drawings.
12. Currently there is no roof on the bell tower area.
13. Up to 30% of the roof structure may be replaced in the base bid; any amount over 30% will be considered through unit prices and alternates.
14. There are no Davis-Bacon Wages included within the project.
15. The Heritage Trust Fund grant requirements will consist of: the SHPO staff reviewing construction documents, draft contracts, as well as viewing progress photographs submitted by the contractor or as part of the field reports generated by the architect.
16. The Specifications show a three-tab architectural asphalt shingle per the Kansas State Historical Society.
17. A \$25,000 contingency allowance will be included within the bidder's proposal.
18. Addendum No. 1 will be issued on October 28 by late afternoon.
19. Final questions for the project should be sent to the architectural firm no later than Monday November 2, 2015.
20. Bids are due on Wednesday, November 4, 2015 at 10:00am at City Hall.
21. A walk-through of the building followed the meeting.
22. Contractors will be given access to tour the building for preparing bids with adequate notice given to Roxanne Tilley.
23. Roxanne's contact information is: 785-292-4624. This is her home phone number and should she be unavailable, contractor may contact the architect for her cell phone number.

The above constitutes the writer's understanding of the items discussed and the conclusions reached. This understanding will be deemed correct unless any additions and/or corrections are made within 7 days of this memorandum.

BEM/gb/lb

**14.19-01 Frankfort Grade School
 PRE-BID MEETING ATTENDANCE ROSTER
 October 27, 2015 2:30pm**

NAME	COMPANY	PHONE #	EMAIL
Sonya Kee	Frankfort Development Trust	785-799-3140	sonya@keefamily.com
Roxanne Tilley	Frankfort Development Trust	785-292-4624	rtilley@bluevalley.net
Tim Foster	KBS Construction	785-268-1172	Timfoster95@gmail.com
Steve Spade	KBS Construction	785-266-4222	stevespade@kbsci.com
Brad Lyden	RF Construction	785-776-8855	blyden@rfconst.com
Ryan McDnoald	Trinium Contractors	785-587-8523	ryan@trinium-inc.com
Bruce McMillan	Bruce McMillan AIA Architects, P.A.	785-776-1011	bruce@mcmillanarchitects.com
Garric Baker	Bruce McMillan AIA Architects, P.A.	785-776-1011	garric@mcmillanarchitects.com