

bostwick

A R C H I T E C T S L L C

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February 27, 2009

Project: Roof Replacement, Shakespeare Festival Theater Building
Owner: Town of Stratford
Ba #0903.01

Project Pre-Bid Meeting Minutes No. 01
February 27, 2009

Present: Bidding Contractors, (refer to Sign-In Sheet)
Maurice McCarthy, Director of Public Works, TOWN OF STRATFORD (TS)
Peter Bostwick – bostwick ARCHITECTS, LLC (bA)

The following is a summary of the meeting that was held on February 27, 2009. The meeting was held at the site at 9:00 A.M.

<u>ACTION</u>	<u>ITEM</u>	<u>DESCRIPTION</u>
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OLD BUSINESS

(Not Applicable).

NEW BUSINESS

(bA)	00.00.01	(bA) answered contractor's questions concerning the scope of the project work, the following items were discussed and the bidders were advised that an Addendum would be issued to address all issues discussed:
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- 1.) There is no asbestos testing information for the existing roofing materials to be removed. Bidders are to assume that the existing roofing materials do contain asbestos. Contractors to follow all local code requirements for proper disposal of all removed materials.
- 2.) The existing copper counter flashing at the high roof bulkhead that is secured under the under the board & batten sheathing, is to remain and be reused. The copper flashing is to be carefully lifted to remove existing roof material and install new roofing material. When new roof is installed, the existing flashing is to be reset in its original condition and secured without damage to the new roof membrane.
- 3.) The lighting on the high roof bulkhead pitched roof ridge is to remain and re-flashed into the new shingle roof system. The spot light fixtures are to be re-lamped with bulbs to match existing bulbs and tested for proper operation. Wiring and fixture repairs are to be made to insure proper operation.
- 4.) All lightning arrestors are to remain and are to be tested to insure proper continuity to approved ground.
- 5.) The project scope does not include the replacement of the roof and repair of the masonry chimney on the Mechanical Equipment Building adjacent to the east elevation of the Theater building

- 6.) One floor drain is to be added to each of the two concrete walkways located at the second floor fire exits on the east and west elevations of the Theater building.
- 7.) The existing multiply modified bitumen membrane a the existing second floor exterior deck is to be removed to the existing substrate and a new membrane and protective walk-on surface is to be installed.
- 8.) Repair all water damaged wood in copula scrape and paint.
- 9.) Verify all gutters and leaders are repaired to be in fully working order.

Peter Bostwick, AIA

CC: All Present
Joseph Hallisey (HEA)
J. Kirk Bostwick (bA)
Main file bA #0903.01