

December 21, 2018

**Pre-Bid Conference of December 18, 2018 – Roof Replacement of Quincy Street Station**

10:00 – 11:30am

Attendees: Chip Falldine, CFO & Procurement Officer  
Sam Hicks, Accounting Clerk  
Alan Parrish, Director of Maintenance  
Theodore Demonchaux, Tevis Architects

Chip Falldine had no clarifications to the RFB document and asked for preliminary questions. There were none. The meeting is being recorded. A summary will be prepared including questions and answers. Once completed, it will be emailed to those potential bidders present. It will also be posted on the Topeka Metro website.

Theodore Demonchaux addressed the group. The Quincy Street Station (QSS) roof received hail damage. The contractor will need to replace shingles, metal flashing, metal roofing and trim around dormers that are above the mechanical room on the south wing of the building. The site is comprised of a main building and three small outbuilding shelters in the center drive. This is an active bus site with lots of traffic coming into the site area from three directions. The site will need to remain active with minimal disruption during roof replacement. The three small outbuildings are where bus riders take shelter, so a minimum of two of the shelters will need to be “in play” (used by owner and public) during roof replacement. There is flexibility for scheduling. Roof tear off could perhaps take place on a Sunday when Topeka Metro is closed.

The chosen vendor will need to have barriers put up to keep access limited to the worksite area for pedestrian safety. On the north end of the main building there is a radius roof. Base bid is for asphalt shingles. The shelters have an Epic metal deck on them with a profile that hides some of the fastener locations. If toe boards will be installed, they will have to be coordinated with the decking so no damage occurs to the exposed deck face.

Question was asked of when there is rotation of the bus schedules. Buses run every half hour except during middle of the day which is every hour. Monday through Friday: 6am to 10am is peak time – every half hour runs; non-peak is 10am to 2pm – every hour runs; then back to peak time from 2pm to 6pm. Saturday schedule is one run every hour with less bus traffic. Chip Falldine will attach a bus schedule to the summary of the meeting to aid bidders. The buses always go forward and do not back up. Any construction vehicles used during roof replacement need to follow this as well.

Schedule is up to the bidder, the price quote form includes spaces for your estimated start and completion dates. Bids must be valid for at least 90 days. Early spring is the anticipated timeframe of project completion.

A tour of the facility will comprise the rest of the meeting. Chip Falldine, Alan Parrish and Theodore Demonchaux will answer any questions that arise during the tour.

Outdoor tour starts.

Guttering is not part of the job. Include a per-unit cost for roof sheathing. Above the mechanical yard there is access to roof. Light pole concrete bases on the property can be used to support temporary fencing. The EPDM membrane on the north canopy will need to be replaced, and contractor will need to evaluate any additional damage – core samples are not needed. Weather vane needs to be salvaged. Glass canopies need to be protected during work. The three outbuilding shelters have epic decks with plywood on top, refer to the original drawings for details. Salvage and reinstall the snow/ice guards.

Outdoor tour complete.

If using a subcontractor, please try to use a DBE firm. Bids are due January 22<sup>nd</sup>. We anticipate that the governing board will award the contract at the February board meeting. However, depending on how long it takes for KDOT to approve awarding the contract, the contract may have to be awarded at the March board meeting.

As there are no further questions, thank you for coming. We look forward to receiving your bids.

End of pre-bid meeting.

Quincy Street Station Bus Schedule

Buses arrive at Quincy Street Station at 10 minutes after the hour and at 40 minutes after the hour, all day long Monday – Friday. The first buses arrive at 5:40a, and the last buses arrive at 7:10p. The buses are on-station for five minutes, departing at 15 minutes and 45 minutes after the hour.

AM Arrive	AM Depart	PM Arrive	PM Depart
5:40	5:45	12:10	12:15
6:10	6:15	12:40	12:45
6:40	6:45	1:10	1:15
7:10	7:15	1:40	1:45
7:40	7:45	2:10	2:15
8:10	8:15	2:40	2:45
8:40	8:45	3:10	3:15
9:10	9:15	3:40	3:45
9:40	9:45	4:10	4:15
10:10	10:15	4:40	4:45
10:40	10:45	5:10	5:15
11:10	11:15	5:40	5:45
11:40	11:45	6:10	6:15
		6:40	6:45
		7:10	7:15

Times in yellow are Saturday arrival and departure times. The bus system does not run on Sunday.