

**ITB-OBS-ROOF REPLACEMENT
UCC LEARNING COMMONS & LIBRARY**

**April 21, 2023
9:00 AM PST**

**Sue Shaffer Learning Commons & Library
1140 Umpqua College Road
Roseburg, OR 97470**



**Invitation to Bid (ITB) Mandatory Pre-Bid Conference
Meeting Notes and Reference Photographs**

1. Introductions made.
2. UCC Contractor provided information regarding the gutter replacement.
 - a. The roofing gutters have failed, the exposed fascia board and rafter tails have rotted.
 - b. The first two rows of tile will be removed, along with the failed gutters and rotted fascia board. The rotted rafter tails will be cut back behind the eaves edge so not to be exposed.
 - c. New gutters will be like those on the Campus Center.
 - d. Skylights will be removed, the skylights curbs will also be removed and sheeted over for the new roofing membrane to go over.
3. Director of Facilities reviewed Invitation to Bid process, start date, new gutters, and flat roof area.
4. UCC Crew and Bidders viewed high center flat roof section.
 - a. The "Pizza Hut" looking parapet is supported by 2x4s to hold the weight. The boards are a treated wood that are 57 years old and have been completely exposed to the elements for as long of time, future issues could occur. Bidders commented Carlisle will not warranty the membrane if these supports are not fixed at the bracket location where the flat roof and pitched roof transition.
 - b. UCC Responsibilities high center section of flat roof:
 - i. Fabricate and install a parapet bracing.
 - ii. Provide weight of the chiller. 4,130 pounds; see attachment.
 - iii. Remove curb and make flush skylight areas.
 - c. Bidder/Rofer responsibilities high center section of flat roof:
 - i. Flashing will be 24-gauge brown in color.
 - ii. Lifting chiller to place membrane under it.
5. UCC Crew and Bidders viewed the flat roof above the offices and bathrooms (North and South side).
 - a. Gutters to be replaced prior to roofing.
 - b. UCC Responsibilities North/South side flat roof:
 - i. Prepare the parapet rock for the roofer to run a membrane up and over.
 - c. Bidder/Rofer responsibilities North/South side flat roof:
 - i. Membrane to go over parapet, over the top of the rock wall.
 - ii. Metal cap to be placed on top of rock wall covering membranes (North and South sides of building).
6. Addition to initial statement of work to the bathroom flat roof (North side).
 - a. UCC will eliminate the current windows replacing it with flat wood sheeting ~~service~~ suitable for adhering membrane.
 - b. Bidder/Rofer will provide membrane to underside of roof.

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PHOTGRAPHS**

1. Main flat roof parapet bracing.



2. Chiller



3. Chiller



4. Skylights



5. Gutter on South side (over offices)



6. Gutter above South side (over offices) above flat roof.



7. South Side (flat roof over offices) Rock Wall



8. North Side (over bathrooms) window to remove



9. General Roof

