



**Reno-Sparks Convention & Visitors Authority**  
**Facilities Department, Projects Division**  
**Phone (775) 335-8839 Fax (775) 827-7719**

FROM: RENO-SPARKS CONVENTION & VISITORS AUTHORITY  
Post Office Box 837  
Reno, NV 89504-0837

PROJECT: RENO-SPARKS CONVENTION CENTER SECTIONS D1, D2-1, AND D2-2 ROOF  
REPLACEMENT AND REFURBISHMENT PROJECT  
RFP# 2023-OP03 PWP-WA-2023-439

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**Addendum 1 to RFP# 2023-OP03 PWP-WA-2023-439**

**Please see attached documents. Included are both Addendum No. 1 and the minutes from the mandatory pre-bid meeting. Please sign below indicating you received both.**

This Addendum will become an integral part of the RFP. Respondents are required to acknowledge receipt of the same by signing and returning with the original RFP document.

Firm Name \_\_\_\_\_ Signed \_\_\_\_\_.



July 21, 2023

**Reno-Sparks Convention Center and Visitors Authority  
Reno-Sparks Convention Center  
2023 Roof Replacement and Refurbishment Project  
Sections D1, D2-1, and D2-2  
4590 South Virginia Street  
Reno, Nevada 89052  
Benchmark Project No. 23RENRENOR013B**

**ADDENDUM NO. 1**

This Addendum forms a part of the Contract Documents and modifies the original Bidding Documents dated July 10, 2023, as described below. Bidder shall acknowledge receipt of this Addendum where corresponding information is requested on the Bid Form. Failure to make such an acknowledgement may subject the Bidder to disqualification.

This Addendum consists of two pages, and the following attached documents:

1. Pre-bid Meeting Minutes dated July 21, 2023.

**APPLICABLE TO THE PROJECT MANUAL:**

**Item No. 1:** The pre-bid meeting minutes, dated July 21, 2023, are hereby incorporated into the project requirements.

**Item No. 2:** Reminder Bid Due Date is Thursday August 10, 2023, at 2:00 p.m. Follow all bid submission requirements per the RFP.

**Item No. 3:** Refer to Section 01 35 13 – Special Project Procedures, Article 3.06, Paragraph D. Delete Paragraph D and replace with the following Paragraph D:

D. Roof access for Contractor's personnel shall be via interior stairwell and roof hatch as approved by the Owner.

**Item No. 4:** Refer to Section 01 35 13 – Special Project Procedures, Article 3.06, Paragraph J. Delete Paragraph J from the Project Manual.

**Item No. 5:** The following clarification is hereby incorporated into the project requirements:

Contractor shall use a crane to load materials and remove debris. The crane shall be capable of loading everything safely over the signage cage to and from the roof and enabled with dunnage so as to not damage the concrete paver system.

**Item No. 6:** The following clarification is hereby incorporated into the project requirements:

Contractor shall include the installation of Detail 02 Sheet R2.03 in the Base Bid pricing.

**Item No. 7:** The following clarification is hereby incorporated into the project requirements:

If water is found to be trapped between two single-ply membranes on Sections D-1 and D2-2 during the roof refurbishment work, Contractor is to remove the drain rings and carefully remove the top layer. Remove the water and allow the area to completely dry. Clean the residual sealants on the drain bowl, apply new cutoff sealant, and reinstall the drain rings. Install the drain flashings as specified.

**Item No. 8:** The following clarification is hereby incorporated into the project requirements:

Sika Sarnafil single-ply membrane will be allowed as a substitute as provided the following materials are utilized and proper grease protection is installed:

- 80 mil S327 single-ply membrane is used in the field of the roof.
- 60-mil S327 single-ply membrane is used for all the flashing.
- G459 is used where grease collection systems are specified. It must be installed upside down under the collection system extending out the width of the sheet. It must be adhered in the center of the sheet and edges hot-air welded watertight. The G459 shall be extended down to the valley from each system to drainage devices.
- All other details as specified shall be followed using the substituted materials.

**- End of Addendum No. 1 -**



July 21, 2023

2023-OP05, PWP-WA-2023-439  
Reno-Sparks Convention Center  
2023 Roof Replacement and Refurbishment Project  
Sections D1, D2-1, and D2-2  
Reno, Nevada 89052  
Project No. 2023-OP03

#### PRE-BID MEETING MINUTES

Reno Sparks Convention Center and Benchmark, Inc. held a Pre-bid Meeting at 10:00 a.m. on Tuesday, July 18, 2023, at the above referenced project location. The purpose of the meeting was to review the bid documents, drawings, technical specifications, existing conditions, staging areas, and any special requirements by the Owner.

#### Bidding Requirements

- A. Bids due: August 10, 2023, at 2:00 p.m.
- B. Base Bid: Perform roof replacement on Section D2-1 and roof refurbishment on Section D2-2 as specified.
- C. Alternate Bid No. 1: Perform roof refurbishment on Section D-1, as specified in Section 01 23 00 - Alternates.
- D. Unit Pricing
  - Replace 3/4" to 1" sealant joint at existing masonry construction (Ln. Ft.)
  - Replace 1" to 1-1/2" sealant joint (Ln. Ft.)
  - Install roof system walkway (Ln. Ft.)
  - Replace insulation level with surrounding insulation (Sq. Ft.)
  - Paint surface rusted steel decking (Sq. Ft.)
  - Replace steel decking (Sq. Ft.)
- E. Bid Bond required.
- F. Performance Bond and Payment Bond required.
- G. Time of Commencement/Completion.

### Project Administration

- A. Submittals: Review requirements in Section 01 30 01 - Project Administration; all requirements as listed in each individual section of the specification using Section 01 33 24 - Schedule of Pre-Job Submittal Form in the specification.
- B. Preconstruction Damage Report: Use form in specification.
- C. Daily Reports: Use form in specification.
- D. Review the Bar Chart Schedule and Graphic Schedule and Sequence Plan that will be required.

### Special Project Requirements

- A. Qualifications of Supervisors:

Individuals supervising the work included in this specification section shall be competent and qualified person(s) who are a full-time employee of the prime contractor. A subcontractor's employee shall not be the project supervisor. The project supervisor shall be present on the project site throughout the entire construction process.

Contractor shall have a foreman or superintendent present on the project site throughout the entire construction project, who is fluent in the English language (both written and verbal) and is capable of clear communications with all crew members and Owner's Representatives.

- B. Coordination:

Coordinate all work throughout the duration of the project as to minimize disruption of facility operations.

- C. Temporary Facilities and Utilities:

Contractor must provide their own electricity and portable sanitary facilities, and the supervisor/foreman must have a mobile phone.

- D. Staging Areas: West end as shown on the roof plan.

- E. Minimum Roof Protection Requirements:

Contractor shall store all materials and equipment on 1" minimum moisture resistant insulation followed by 3/4" plywood on all new roof surfaces where material and equipment are stored. No exceptions.

- F. Roof Damage Control:

Contractor shall be responsible for protection of new and existing roof surfaces from construction traffic damage.

Contractor shall inspect all areas on a daily basis and repair any areas of damage before leaving the job site that day.

G. Access and Logistical Requirements:

Roof access for Contractor's personnel shall be via interior stairwell and roof hatch or as approved by the Owner's Representative.

The use of the Owner's facilities, such as cafeteria or washrooms will not be allowed.

Contractor shall only park in Owner-approved areas.

H. Interior Activities:

At any time that the deck requires removal, or an opening will be created, the Contractor shall provide a competent person to barricade off the interior floor a safe distance from the work area(s), provide warning signage, monitor the interior activities, notify employees of overhead hazards, restrict/coordinate access within the barricaded area, and manage housekeeping.

I. Work Hours:

Work hours shall be as approved by the Owner.

J. Security Requirements:

All workers shall sign in at the designated security station prior to accessing the facility.

All workers shall present a photo ID when signing in.

Personal belongings brought on site will be subject to search by security personnel at any time.

K. Rain Day Activities:

The Contractor shall visit the project site on all rain days and make all necessary corrections to ensure watertightness of the building and roof system, and proper protection of all materials.

L. Labor Forces and Completion of Work:

Once established, the crew size shall not be reduced by more than 20 percent without prior approval of the Owner.

M. Employee Conduct:

All Contractor employees shall conduct themselves in a professional manner at all times.

Safety

A. Standards:

Follow all OSHA as well as State, County, and City requirements, as applicable.

B. Submittals:

A site-specific safety plan will need to be submitted prior to work commencement.

C. Accident Reporting:

Follow OSHA requirements.

D. First Aid:

A fully stocked first aid kit must be on the roof in the work area.

E. Personal Protective Equipment (PPE):

All roof technicians shall wear all PPE as required for the job they are performing.

F. Fire Protection:

Furnish fully charged, inspected, and tagged fire extinguishers minimum 20lb., type A, B, C in quantities as specified.

Warranty

A. Contractor: Two-year, on form in Section 01 78 36 – Warranties.

B. Manufacturer: 15-year no dollar limit (NDL) labor and material warranty.

C. Accessory Manufacturer's warranty: 25-year minimum warranty for Kynar 500/Hylar 5000 metal finish.

Code Compliance

A. If the roof is installed as specified, it will meet the building code.

Review of Work

General

A. This summary of work is for the convenience of the Contractor only and shall not be construed as a complete accounting of all work to be performed.

B. The extent of the scope of work is indicated on the drawings and by the requirements of each section of the specifications.

C. The Contractor shall examine the site and shall be responsible for verifying all existing construction and conditions. Refer to Division 00 requirements.

### Quality Assurance by Roof System Manufacturer

- A. Membrane Manufacturer's technical representative, who shall be a full-time employee of the membrane Manufacturer, shall provide on-site training and quality assurance in conjunction with the beginning of membrane or coating installation. The manufacturer's technical representative shall then visit the site to provide quality assurance and follow-up training.

### Existing Roof System Information

- A. Refer to information below for a description of the existing roof assembly components as they are believed to exist; listed top to bottom.

1. Roof Section D2-1:

Roof membrane	Mech. Fast. TPO Single-ply
Roof membrane	Mech. Fast. TPO Single-ply
Insulation	2.5" Polyisocyanurate
Insulation	2.5" Polyisocyanurate
Thermal Barrier	5/8" Gypsum Board
Air Barrier	Polyethylene Sheeting
Roof Deck	Steel

- B. Contractor shall be responsible for field verification prior to basing bids on the provided information.
- C. Test cutting and immediate patching by the Contractor will be allowed at the pre-bid meeting, provided the associated work is performed by qualified personnel with suitable/compatible materials. Contractor shall possess all associated SDS and appropriate PPE.

### Demolition and Roof Preparation

- A. Coordinate all aspects of demolition work with Owner's Representative and all other trades.
- B. Provide protective measures around the roof and building as specified, prior to beginning work.
- C. Water test all drains to ensure proper operation prior to beginning work.
- D. Tear off existing roof membrane (two layers).
- E. Remove fasteners at existing membrane, insulation, carpentry, flashing terminations, and sheet metal components by backing out, whenever possible.
- F. Tear off existing roof insulation to the roof decking at wet or damaged insulation areas. Perform this work on a unit price basis.
- G. Tear off existing roof insulation around roof drains as shown on the drawings.



- H. Tear off all base flashings. Prepare all substrates as required by the Manufacturer of the replacement flashings.
- I. Seal all perimeters, penetrations, and drains as required to prevent construction materials from entering the building.
- J. Remove and dispose of existing roof-related sheet metal.
- K. Remove existing exterior insulation finish system (EIFS) stucco at the base of the wall as shown on the detail drawings.
- L. At insulation replacement areas, remove all debris from decking. All exposed areas of the deck shall be broomed clean at a minimum prior to installing new insulation.
- M. Clean existing drains down to the cast iron surface and prepare drains for membrane roofing. Remove broken drain bolts from drain castings where required.
- N. Remove debris from roof area and properly dispose of all materials off site.
- O. At the end of each day, ensure that all drains are in proper working order and that drain lines are totally unrestricted. Implement any required corrective measures before leaving the job site that day.

#### Liquid Applied Coating Surface Preparation

- A. Remove all loose and deteriorated coating to bondable base.
- B. Power wash all surfaces to receive liquid applied coating to remove surface contaminants as required by the coating manufacturer.
- C. Remove deteriorated sealants, backer rod, and loose backup materials at control joints, elevation changes, and cracks in substrate.

#### Decking Repair/Replacement

- A. Replace deteriorated decking as specified. Perform this work on a unit price basis.
- B. Clean, wire brush, and prime paint surface rusted steel encountered during post tear-off inspection of the decking. Perform this work on a unit price basis.

#### Rough Carpentry

- A. Install wood nailers as shown on the drawings.
- B. Install wood nailers where required to match height of new roof insulation system.
- C. Install wood nailers for curb extensions as required for minimum curb height of 8" above finished roof surface elevation.
- D. Install replacement wood sleepers where noted under rooftop equipment.

- E. Install plywood as shown on the drawings.

#### Masonry/Sealant Work

- A. Remove existing control joint materials at masonry walls. Clean and prime joints, and install backer rod and sealant per plans and specifications. Contractor must subcontract this work to a qualified sealant replacement contractor.

#### Miscellaneous Insulation

- A. Install replacement polyisocyanurate insulation at curbs and skylights.

#### Rigid Insulation

- A. Install tapered insulation drain sumps per drawings and specifications.
- B. Install tapered saddles, crickets, and edge strips as shown or specified.
- C. In spot tear-off areas, install replacement insulation level with existing roof surface. Perform this work on a unit price basis.
- D. Where existing insulation is specified for reuse and is found to be wet, damaged and/or deteriorated, install replacement insulation level with existing insulation. Perform this work on a unit price basis.
- E. Install cover board and means of attachment per drawings and specifications.

#### Liquid Applied Reinforced Roof Coating System

- A. Prior to starting work, verify acceptable field adhesion testing results have been achieved, and required reports have been received by the Owner's Representative. See specifications.
- B. Clean and prepare existing roof membrane and membrane flashings. Conduct high pressure wash with clean water as required by Manufacturer.
- C. Install preparatory work at drains, pipes, walls, and curbs
- D. Apply reinforced coating system to roof membrane and membrane flashings.

#### Low Slope Roofing Membrane And Flashings

- A. Install adhered, reinforced KEE single-ply membrane system.
- B. Install KEE flashings at all perimeters and penetrations.
- C. Install walkways as shown on drawings. Include this work in the bid. Install any additional locations of walkways as directed by the Owner's Representative on a unit price basis.

#### Roof-Related Sheet Metal

- A. Install roof-related sheet metal components per drawings and specifications.
- B. Provide all necessary sealant primers, sealants, fasteners, and other specified components to ensure a watertight installation.
- C. Install membrane clad metal flashings, fasteners, and heat-welded membrane strip flashings per the drawings and specifications.

#### Plumbing Work

- A. Free any clogged drains or drain piping.
- B. Install replacement drain bolts. Remove any broken bolts from drain castings, and prepare existing bolt sockets by re-tapping, where required.
- C. Clean, prime, and paint drain rings and drain strainers, as follows:
  - 1. Surface Preparation: Remove all old sealants, debris; and loose rust and loose paint using power-assisted hand tools and/or solvents.
  - 2. Primer: Apply one coat of Sherwin Williams Pro-cryl Universal Primer, or approved equal.
  - 3. Finish Coat: Apply one coat of Sherwin Williams Zero VOC acrylic, Semi-gloss, or approved equal.
- D. Functional clamping ring and drain strainer shall be installed at each drain during the same workday as membrane installation.

#### Mechanical Work

- A. Disconnect and reconnect rooftop mechanical units as required for lifting.
- B. Disconnect ductwork as necessary for lifting units.
- C. Extend ducts as required for raising curbs to finished elevations.
- D. Reconnect ductwork as required for proper operation.

#### Electrical Work

- A. Disconnect and reconnect rooftop mechanical units as required for lifting.

### Quantity Allowances

- A. The bid and contract price shall include the following stipulated quantity allowances, to be adjusted by the established unit prices. Refer to Divisions 00 and 01 specifications for unit price descriptions and related requirements.

<u>Abbreviated Description</u>	<u>Q.A.</u>	<u>U.O.M.</u>	<u>Roof Section</u>
Replace 3/4" to 1" sealant joint	8	Ln. Ft.	D2-1
Replace 1" to 1-1/2" sealant joint	180	Ln. Ft.	D2-1
Install roof system walkway	200	Ln. Ft.	D2-1

- B. Miscellaneous walkway applications shown on the roof plan or detail drawings shall be included in the bid independent of the listed quantity allowance for walkway installation.
- C. The value within the contract associated with each allowance item shall be separately listed on the schedule of values submitted with each application for payment. Refer to Division 01 administrative instructions for further information.

Roof Tour – The group toured the roof and staging area.

With no other business, the meeting adjourned. The above items represent the recollection of the author. Please contact the undersigned at 319.431.6041 or e-mail [dhenkel@benchmark-inc.com](mailto:dhenkel@benchmark-inc.com) with any questions, comments, or clarifications.

Respectfully submitted,

BENCHMARK, INC.

Doug Henkel  
Senior Consultant

DH/jj

Enclosure  
c: Attendees