

Roof Replacement  
Dr Charles Drew Elementary School  
3819 St Claude Ave  
New Orleans, LA 70117  
Orleans Parish School Board No 23-FAC-0030

## **ADDENDUM NO. 1**

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Date: **October 25, 2023**

From: Perez, APC  
2525 Burgundy St.  
New Orleans, LA 70117  
Phone: (504) 584-5100

To: All Bidders

Enclosed: Answers to Questions / Clarifications

This Addendum forms part of the Contract Documents and modifies and clarifies the original Bidding Documents dated **September 22, 2023**. Bidders shall take cognizance of the items contained herein and include in their bid. Bidders shall acknowledge receipt of this Addendum in their Bid Proposal Form. The following items shall be considered part of the Contract Documents for the above referenced project and shall take precedence over any conflicting statements contained therein. Revise all other notes, schedules, details, elevations, and sections as required.

### Attachments:

Addendum Summary	2 pages
Pre-Bid Meeting Minutes	2 pages
Pre-Bid Sign In Sheet	3 pages

## **GENERAL INFORMATION:**

- AD 1.01** A Non-Mandatory Pre-Bid Conference was held October 19, 2023, at the project site. Included herein is a copy of the meeting minutes and attendees sign-in sheet, for reference.
- AD 1.02 Contractor Questions:** Questions must be submitted in writing via email to Karri Maggio at Perez [kmaggio@e-perez.com](mailto:kmaggio@e-perez.com) with cc to OPSB at [procurement@nolapublicschools.org](mailto:procurement@nolapublicschools.org). The deadline for submitting questions is Friday October 27, 2023, 3:00pm
- AD 1.03** There is no change in bid date. ***Sealed bids shall be received for the Orleans Parish School Board (OPSB) by the Office of Business Partnerships, Room 5055, 2401 Westbend Parkway, New Orleans, Louisiana 70114, until 3:00 PM on November 2, 2023.***

## **QUESTIONS:**

- AD 1.04** QUESTION: What are the change order procedures?

*ANSWER: Refer to Specification Division 01 26 00 section 1.6 for Change Order procedures. Refer to Specification Division 00 for standard AIA Change Order*

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*document G701.*

**AD 1.05** QUESTION: What is the project budget?

*ANSWER: Available Funds for Construction (AFC) is \$643,125.00*

**AD 1.06** QUESTION: Is temporary removal and reinstallation of roof equipment in the scope of work?

*ANSWER: All roof-mounted equipment shall remain operational during replacement of roof. If equipment must be temporarily moved to accommodate roof work, the removal and re-setting of equipment shall be included in the lump sum bid.*

**AD 1.07** QUESTION: Are there any areas of modified bitumen roof that shall remain (no work)?

*ANSWER: Yes. Refer to areas marked with keynote 7 on sheet A1.00 Roof Plan. In addition to these areas, the small roof area located on the 1<sup>st</sup> floor southwest corner of the courtyard shall also remain in place (no work) as will the small roof area to the east of the chimney at the 2<sup>nd</sup> floor center addition.*

**END OF ADDENDUM NO. 1**

**(Attachments Following)**



ARCHITECTURE  
PLANNING  
INTERIORS  
LANDSCAPE  
CONSTRUCTION  
DEVELOPMENT

## Meeting Minutes

**PROJECT NAME** Roof Replacement @ Dr Charles Drew Elementary School  
**PROJECT NO.** 01-22-1013-01  
**MEETING DATE** 10/19/2023  
**DATE ISSUED** 10/25/2023  
**MINUTES BY** Wei Xiao

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### ATTENDEES, COMPANY

Interested Bidders

Ray Lauga

Atlas

Karri Maggio

Perez

Wei Xiao

Perez

Alisha Hayes

Middle School Operations Manager

*See attached for scan of sign-in sheet*

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### MEETING MINUTES

This meeting was a non-mandatory pre-bid conference for the subject project. The meeting was held at the school, located at 3819 St Claude Avenue, New Orleans, LA 70117.

Ray Lauga addressed the group, introducing the design team, school operations, and Orleans Parish School Board contacts in attendance. Karri Maggio, project architect and primary point of contact for the design team, provided a summary of the scope of work to attendees.

Karri directed the interested bidders to thoroughly review the advertisement for bid, provided in the project manual, for directions for submitting their lump sum bids. Bid opening shall be held in person at the Orleans Parish School Board office, located at 2401 Westbend Parkway, New Orleans, LA 70114, on November 2<sup>nd</sup>, 3pm. The final addendum shall be issued prior to Monday October 30<sup>th</sup>, 3pm.

Disadvantaged Business Enterprise reporting shall be submitted post-bid, by the selected Contractor.

The school shall be occupied for the duration of the construction period. All roof-mounted mechanical equipment must remain operational during construction.

# Perez.

Roof Replacement @ Dr Charles Drew Elementary School  
Pre-Bid Conference Meeting Minutes  
10/19/2023  
Page 2 of 2

Karri stated that alternative approaches to roof access other than indicated in bid documents may be considered, but must be approved by the OPSB and school operations.

Alisha Hayes stated that the contractor may utilize the fenced dumpster area along Alvar Street for temporary facilities during construction, as long as access to the school's dumpsters is not blocked for service and access.

Interested bidders were provided a tour of the school and access to the roof for review of existing conditions.

Answers to questions asked in the field shall be provided in writing and issued via addendum.

#### **END OF MINUTES**

This accurately reflects the discussions which took place at the meeting. Unless alterations are requested in writing within seven days from the date of these minutes by anyone in attendance, the information contained herein can be relied upon as a basis for the work on the project to proceed.

# Perez.

MEETING DATE 10/19/2023

PROJECT NAME Roof Replacement @ Dr Charles Drew Elementary School, 3819 St Claude Ave., New Orleans, LA 70117

PROJECT NUMBER 23-FAC-0030

NAME	ORGANIZATION	TELEPHONE	EMAIL
Jackson Bordelon	225-754-2055	Coleman Roofing	Drew @ Colemanroof.com
Keith Alexander	(504) 487-3697	Elite Roofing Supply	Kalexander@eliteroofingsupply.com
Matt Trahan	337-349-4802	Matt K Companies	Matt K Companies@gmail.com
Karri Maggio	Perez	504-383-7051	kmaggio@e-perez.com
Wei Xiao	Perez	504-812-3712	wxiao@e-perez.com

# Perez.

MEETING DATE 10/19/2023  
 PROJECT NAME Roof Replacement @ Dr Charles Drew Elementary School, 3819 St Claude Ave., New Orleans, LA 70117  
 PROJECT NUMBER 23-FAC-0030

NAME	ORGANIZATION	TELEPHONE	EMAIL
RAY LAURE	ATLAS (OPSB)	504 390 8731	RAY.LAURE@ONEATLAS.COM
Caleb Hensley	Plaid	504-450-3465	Stacey@Plaidintl.com
Tony Serro	Plaid	504-450-3465	Stacey@Plaidintl.com
Glen St. Martin	Elite Roofing Supply	225-315-2828	gstmartin@eliteroofingsupply.com
Ali Shauk	Morris Jeff Rep	504-494-2532	ashauk@morrisjeffschool.org

# Meeting Sign In Sheet

MEETING DATE 10/19/2023

PROJECT NAME Roof Replacement @ Dr Charles Drew Elementary School, 3819 St Claude Ave., New Orleans, LA 70117

PROJECT NUMBER 23-FAC-0030

## Non-Mandatory Pre-Bid Conference and Site Visit

NAME	ORGANIZATION	TELEPHONE	EMAIL
James Cou	LAP services	225 290 0337	James@lapservicesla.com
Ted Fernandez	Roofing Solutions LLC	504-376-9806	tfernandez@roofingsolutionsla.com
Matt Trahan	Matt K Companies	337-349-4802	MattKCompanies@gmail.com
Joshua Asuayo	Lance Bickham contracting	918-924-4976	2004jaguayo@gmail.com
Noah Gaultier	Lance Bickham contracting	918-734-7452	noahgaultier@gmail.com