



Washoe County School District

**Purchasing Department • 14101 Old Virginia Road • Reno, NV 89521
Phone (775) 850-8025 • Fax (775) 857-3175**

ADDENDUM #1 – QUESTIONS & ANSWERS

District-Wide Roofing Inspection, Assessment & Data Management Services

RFP #21-002

December 15, 2020

The following information, clarifications, changes and modifications are by reference incorporated into the Request for Proposal (RFP) document for the above referenced project. Any work item or contract provision not changed or modified will remain in full force and effect. It is the prospective Proposer’s responsibility to read the entire RFP and all appendices and to respond to all requirements completely.

All prospective Proposers should acknowledge receipt of this Addendum by signing this document and returning it with the RFP submission. Failure to acknowledge receipt of this Addendum may result in a rejection of RFP submission.

- QUESTION:** Exhibit A, WCSD Building Inventory List.XLS - Tab District vs. Tabs Non-Academic, High School, Middle School, Elementary, Other Academic - Discrepancies in Square Footage from District tab to other tabs. For example, *District Tab* total is 8,093,498 sf. Adding totals for all individual tabs (Non-Academic, High School, Middle School, Elementary, Other Academic) total is 7,908,780 sf. Which total square foot is correct to use for the bidding process?

ANSWER: See attached revised inventory list. Square footages have been revised to include support buildings that are required to be included in your pricing. However, WCSD acknowledges that there may be additional structures not included in this inventory such as; sheds, shade structures, etc. We ask that proposers include a line item allowance of 3% of your fee (not including data base managements software) to inspect, assess and create CAD drawings for these potential structures not included in the inventory.

- QUESTION:** Can we submit a Certificate of Insurance in lieu of a copy of our insurance policy (reference item 14.10)?

ANSWER: Section 14.10 does not require submission of a proposer’s insurance policy. It reserves the District’s right to ask for it. Section 14.1 requires the winning proposer furnish the District with a Certificate of Insurance (COI) form with Additional Insured Endorsement(s) demonstrating the required coverages.

- QUESTION:** Can you provide a list of types of roofs will need inspection services?

ANSWER: District has all roof types including, but not limited to, metal (standing seam, corrugated), asphalt shingle, single ply PVC, etc. See inventory list with key.

- QUESTION:** Can you please clarify “Provide a Table of Contents with separate tables for the various sections of the proposal?” Is the school district looking for multiple different tables throughout? Can you



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please clarify the proposal format/sections for each table? Is each bullet under section *51.0 Proposal Format & Submittal Requirements* its own section?

ANSWER: Under Section 51.0, the first bullet should read, "Provide a complete TABLE OF CONTENTS with separate tabs for the various sections of the proposals. There are no tables required to be submitted. The District requests that proposers use tabs for the different sections called out in the table of contents of its proposal so that it is presented in an organized fashion and so committee members can go directly to a certain part of the proposal when needed.

5. **QUESTION:** What are the anticipated hours facilities will be accessible?

ANSWER: Coordination must be done through Capital Projects staff. Hours are 7:00 a.m. until 3:30 p.m., Monday – Friday.

6. **QUESTION:** For those roofs that are visibly damaged, can asbestos sampling and testing be done or do we coordinate with another firm?

ANSWER: The District has completed numerous hazardous materials testing/results which will be shared with the awarded vendor. However, if coring is needed, consultant shall retain properly licensed asbestos/lead trained personnel in order to perform those services following all WCSD attachment and penetration procedures. Vendor is additionally responsible for all roof repairs required after sampling/coring. The coring and roof repair may be billed separately at WCSD cost.

Alternatively, if the consultant or staff would like to take their own cores/samples, they may acquire a current AHERA Building Inspector certification if asbestos exists. If lead exists, they must have a current OSHA Action level training. If lead exists and the site meets the EPA definition of a childcare facility, an EPA Lead Inspector certification is required. This is for sampling only and not for interpreting results.

7. **QUESTION:** Is proposer to provide lump sum price, implying that invoicing would be based on percent of progress, or not-to-exceed price, and invoicing will be billed on a time and material (expense) basis?

ANSWER: Cost shall be on a lump sum not to exceed basis and invoicing shall be on a time and material basis by site/building for 47.1a and 47.1b. Also, see answer to question 31 below.

8. **QUESTION:** What is the intent of providing pricing for each individual school/building? Is there potential that individual schools will be awarded based on these line item prices or are the line item prices simply allocations based on the total district wide price?

ANSWER: This is for informational purposes only. No schools or sites will be awarded separately.

9. **QUESTION:** Are the individual school proposal prices to be based on the provided square footage as a variable? Will actual square footage be used to calculate billable cost?

ANSWER: No, pricing should be based on time and material it takes to get the assessments completed. Square footage is for general information only.



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10. **QUESTION:** 47.1 a. Building Inspections - Are the Modulars/Non-permanent buildings in the spreadsheet you provided the "support" buildings which require assessment and CAD? If not, how should we estimate the effort involved if the number of buildings and size of those buildings is unknown?

ANSWER: See answer to question 1 above.

11. **QUESTION:** 47.1 a. Building Inspections - The phrase "may require coring" is open ended. Do you have requirements as to what will require coring?

ANSWER: There is no specific requirement for coring related to this RFP. That information is being provided for the awarded consultant for potential investigation, cost estimating, aaaaaa or to identify the composition of the assembly or hazard materials.

12. **QUESTION:** 47.1 a. Building Inspections - Can you provide an example of a CAD drawing to better understand the expectations of the format and depth of the detail?

ANSWER: See attached. The CAD drawings shall include all information shown on the attached plan.

13. **QUESTION:** 47.1 a. Building Inspections - Will there be special requirements for accessing the roofs at each school that could delay each day's efforts (i.e. sign-in, wait for engineering support, etc.)?

ANSWER: A 24-48 hour advanced notice is required. Should a consultant or contractor wish to visit the site during school hours, it is MANDATORY that all visitors check in at the Administration Office. The Capital Projects staff and the site facilities coordinator shall be informed of your presence and your reason for visiting. However, this should not hold up your progress. If a consultant wishes to visit this site before submitting their proposal related to this RFP, the same process shall apply. Please do not question the SFC about anything pertinent to the project. All questions are to be submitted via email to solicitations@washoeschools.net during the Questions and Answer period.

14. **QUESTION:** 47.1 a. Building Inspections - It appears that there is an incumbent roof consultant at Washoe County Schools. Will the existing as-built data be provided to the successful bidder to significantly reduce time spent in the field and allow all bidders to competitively bid against the incumbent?

ANSWER: Yes, all data is owned by WCSD and successful bidder will be provided that information.

15. **QUESTION:** 52.0 F. Itemized Cost/Fee Schedule - Please clarify: Pricing for work associated in sections 47.1a and 47.1b. Proposed cost which will be used to compare bids shall be a NTE Lump Sum. Should backup information, in Excel format, be by site or building or square footage? Are you asking for a \$/sf price? Different \$/sf price per building? Is the extra line item to inventory and draw existing plans of all support buildings literally an extra column in Excel with an additional fee for this work, by site? (Please note question above about the magnitude of these "support buildings". Without a quantity or size it is difficult to estimate and pricing may be higher than necessary in order to safely cover costs)

ANSWER: The pricing shall be listed on the spreadsheet with a line item cost for every building by site. We have included the SF for support buildings for information only. Yes, please provide extra line items for all support building to be drawn in CAD. Also, see answer to question 9 above.



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16. **QUESTION:** 52.0 F. Itemized Cost/Fee Schedule - Pricing for work associated in sections 47.1c: In order to best price this work, an estimated number of projects and budget per year would help estimate the effort. Can this be provided?

ANSWER: The District's annual Capital Renewal budget for roofing replacements and repairs ranges anywhere from \$2-\$5 million and typically includes three (3) – four (4) major projects and approximately a dozen repair sites.

17. **QUESTION:** Roof coring is not necessarily required to perform a roof assessment, but can be used to determine as-built construction of the roofing assembly and/or identify hazardous materials. In particular, coring for the identification of hazardous materials requires specific procedures and personnel. Please clarify the intent of the potential coring which is indicated may be required for the project (identification of as-built assemblies, hazardous material determination, other)?

ANSWER: See answer to question 6 and 11 above.

18. **QUESTION:** If the sole intent of coring is to identify existing roofing assembly composition, could this coring be performed in a later phase as an additional service for any roofs which the visual assessment determines require roof replacement within the 5-year term?

ANSWER: See answer to question 6 and 11 above.

19. **QUESTION:** Is there documentation available of which roofs are under manufacturer's warranty, and if so, could that list be provided (including the manufacturer(s) of the roofs under warranty)? If coring is to be included in this initial scope, coring of roofs under manufacturer's warranty must be performed by a proper party to avoid voiding the warranty, and this list is important to proposal preparation.

ANSWER: Coring not needed in this phase, see answer to question 6 and 11 above.

20. **QUESTION:** Is there documentation available of which roofs are under contractor's workmanship warranty, and if so, could that list be provided (including names of contractors holding the warranties)? If coring is to be included in this initial scope, coring of roofs under contractor's warranty typically must be performed by the installing contractor to avoid voiding the warranty, so this list would be important to proposal preparation.

ANSWER: See answer to question 6 and 11 above.

21. **QUESTION:** If coring is included in this initial phase, should a roof be cored if it remains under either manufacturer's or contractor's warranty?

ANSWER: See answer to question 6 and 11 above.

22. **QUESTION:** When coring is performed for existing roof assembly verification, it is typical to perform one core per low-slope roof section. If coring is to be performed for this purpose, please confirm this is the desired frequency of coring.

ANSWER: See answer to question 6 and 11 above. Necessity for coring may be discussed during investigation/assessment phase with WCSD.



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23. **QUESTION:** The scope indicates that if coring is required, Washoe County's hazardous material procedures must be followed. If coring is included in this initial phase, could Washoe County's hazardous materials procedures be provided to assist with proposal preparation?

ANSWER: See answer to question 6 and 11 above.

24. **QUESTION:** The scope indicates that coring must be patched by a certified roofer. Does Washoe County have a list of preferred and/or acceptable roofers to use if coring is required for this proposal?

ANSWER: The contractor making repairs shall be certified to make repairs on the particular roof system. Also see answer to question 6 and 11 above.

25. **QUESTION:** If coring is required for this scope, does Washoe County intend to direct-contract the roofer, or should the certified roofer required for core patching be included as a subcontractor to the consultant?

ANSWER: Sub contractor to consultant. See answer to 6 and 11 above.

26. **QUESTION:** The scope indicates that existing drawings will be provided to the selected consultant, if they exist. Is there a list of which buildings have available drawings, and which format they are in (CAD, PDF, other)? If so, could that list be provided to assist with proposal preparation?

ANSWER: Please assume all buildings have a CAD drawing available except the support buildings.

27. **QUESTION:** The scope indicates that "support buildings" should be included for each building. What is meant by "support buildings," and are these "support buildings" included in the building counts/square footages provided in the Building Inventory?

ANSWER: See answer to question 1 above.

28. **QUESTION:** The schedule for the project includes milestones which require 1/3 of the buildings delivered each trimester after NTP. Are these deadlines for evaluation of the buildings, for providing reports for evaluated buildings, or to provide reports and database entries for the evaluated buildings?

ANSWER: The anticipated schedule is as follows after receipt of purchase order:

- Notice of award April 5, 2021
- April – July 2021 – first third of inspections. August 2021- enter information into database
- August – November 2021 – second third of inspections. December 2021 – enter information into database
- December 2021 – March 2022 – last third of inspections. April 2022 enter info into database
- Provide priority list of roofing replacement and repairs including cost estimates for capital renewal allocation request no later than May 30, 2022.
- Database management system would be expected to be up and running by July 2021 or sooner.

29. **QUESTION:** Section 49.0 indicates that a "next round" of assessments will commence in Year 2 of the contract term. It is common for roof assessments like this to be performed on a rotating basis every 3-5 years rather than every year. Please clarify the scope/extent of the indicated "next round" of assessments which is to begin Year 2?



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ANSWER: The next round of inspections is to start the second term of the contract (if renewed) not year two (2). The second term would be begin in year four (4).

30. QUESTION: Section 52.0-F indicates that the fee for the assessments and reports is to be provided as a “not to exceed lump sum based on time and material.” Is this to be presented as a lump sum/fixed fee, or a not-to-exceed time and material estimated fee?

ANSWER: Please see answer to question 7 above and 31 below.

31. QUESTION: The scope indicates that database management/general consulting is to be provided in Years 2-3 of the contract term, which is to be included in the fixed fee price. Ongoing database management/general consulting is typically performed on a time and materials basis due to the uncertainty of the effort required. Is it acceptable to provide a time and materials fee allowance for this work? If not, is there a target number of hours the District anticipates requiring the consultant’s assistance in managing the database and performing general consulting in Years 2-3 (hours per week, for example)?

ANSWER: Please provide flat fee for software cost and training. We can accept a time and material fee allowance for the labor associated with database management and ask that proposers use the following as a budget guide: \$5,000,000 (3 sites) in total roof replacement and \$500,000 in roof repairs (about one dozen sites) annually.

ACKNOWLEDGEMENT OF RECEIPT

Please return signed copy of Addendum #1 with RFP submission packet.

AUTHORIZED SIGNATURE

DATE

PRINT NAME

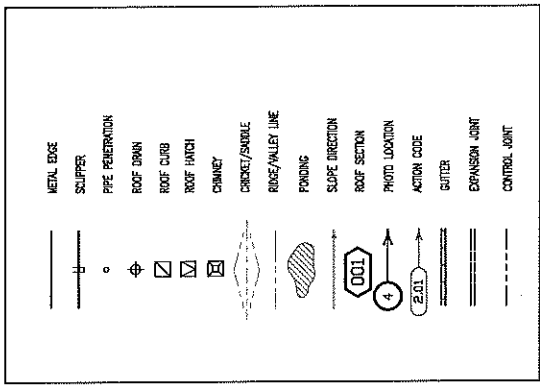
TITLE

PROPOSING FIRM NAME

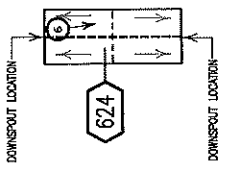
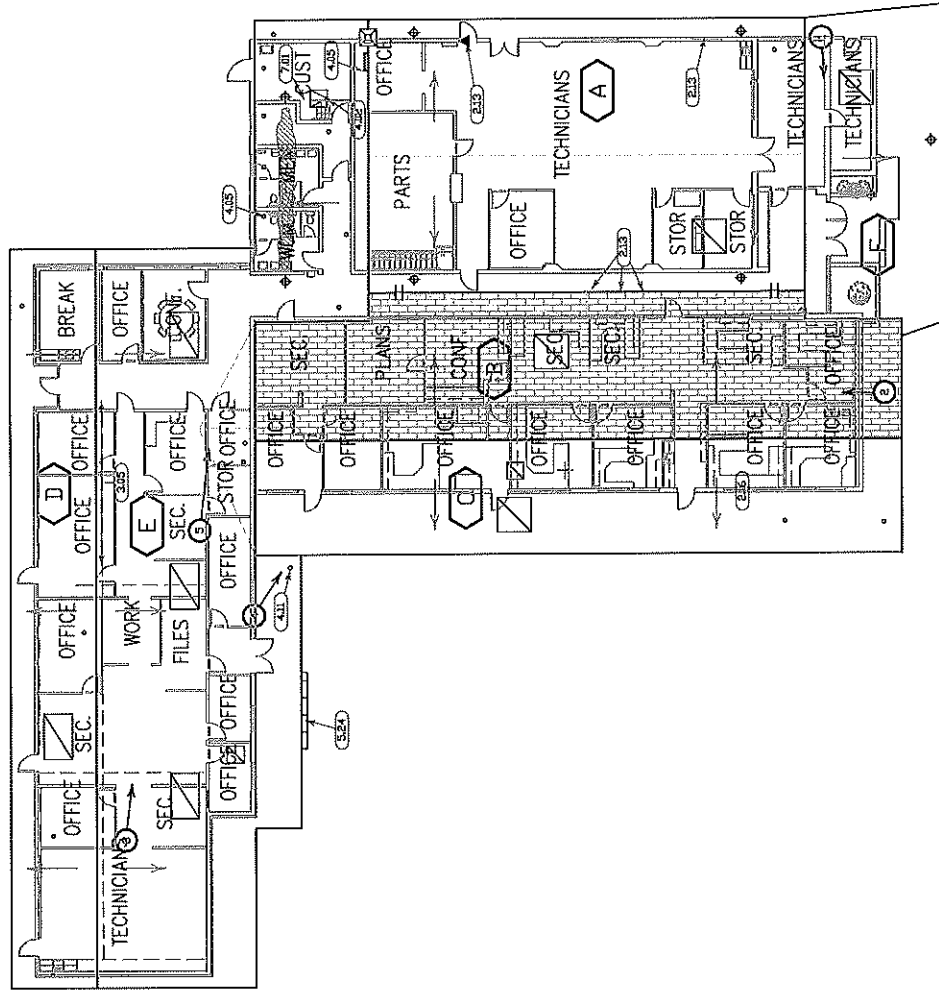
RC#	Building	Address	Year Built	Building (sf)	Modular (sf)	Portable (sf)	Outbuilding	Roof (sf)	Roof type
530	Field House	395 Booth Street, Reno, 89509			0	0	1,776	1,776	
530	Concession	395 Booth Street, Reno, 89509			0	0	1,617	1,617	
530	Restroom - Football	395 Booth Street, Reno, 89509			0	0	829	829	
570	Spanish Springs	1065 Eagle Canyon Drive, Sparks	2001	293,270	0	8,016	9,100	235,514	SP/MP
535	Sparks (Main Bldg)	820 15th Street, Sparks 89431	1951	156,832	2,934	2,880	5,500	146,473	B/MB/SP/FS
535	Field House	820 15th Street, Sparks 89431			0	0	5,857	5,857	B/MB
535	Grounds Bldg	820 15th Street, Sparks 89431			0	0	4,485	4,944	FS
535	Duplex	820 15th Street, Sparks 89431			0	0	2,630		
540	Washoe Innovations (West)	777 W. 2nd Street, Reno, 8950	1992	20,715	0	0		12,545	SP
228	Washoe Inspire Academy (East)	1155 Corporate Blvd. Reno 89	1986	16,957	0	0		17,400	SP
545	Wooster, Earl	1331 East Plumb Lane, Reno,	1962	202,536	4,323	0	5,000	240,841	B/MB
	MIDDLE SCHOOLS								
		16 Open Middle Schools. 1 being built							
303	Billinghurst, B.D.	6685 Chesterfield Lane, Reno	1990	118,311	0	1,848		130,400	B/MP
305	Clayton, Archie	1295 Wyoming Avenue, Reno	1965	75,218	1,440	1,848		81,275	SP
355	Cold Springs	18235 Cody Court, Reno, 8950	2006	140,442	0	0		154,372	SP/MP
352	Depoali	9300 Wilbur May Parkway, Re	2009	187,127	0	0	1,500	147,280	SP
310	Dilworth, George L.	255 Prater Way, Sparks 89431	1961	77,852	0	1,848		90,680	ASBS
315	Incline	PO Bx 7816, 931 Southwood E	1981	57,573	0	0		38,142	SP/MP
318	Mendive, Lou	1900 Whitewood Drive, Sparks	1995	122,339	0	0		133,000	MP/MB
320	O'Brien, William	5000 Silver Lake Blvd.	2022	178,423				123,072	SP
		pump house					584		
		grounds					1,140		
325	Pine, Edward L.	4800 Neil Road, Reno 89502	1976	112,176	0	0		61,664	SP
350	Yvonne Shaw	600 Eagle Canyon Drive, Spar	2004	126,020	0	3,696	1,650	137,945	MP/SP
330	Sparks	2275 18th Street, Sparks 8943	1965	83,221	0	0		98,840	CS/B
335	Swope, Darrell C.	901 Keele Drive, Reno 89509	1966	122,950	0	0		92,040	CS
340	Traner, Fred W.	1700 Carville Drive, Reno 895	1961	77,725	0	1,848	1,550	93,168	CS
345	Vaughn, E. Otis	1200 Bresson Avenue, Reno 8	1956	77,753	0	0	1,550	76,098	MB/B
360	Desert Skies (Sun Valley)	7550 Donatello Drive, Sun Vall	2019	188,281	0	0	1,550	142,378	SP
370	Sky Ranch (Kiley Ranch)	1200 Windmill Farms Parkway	2019	188,281	0	1,848	1,550	142,378	SP
365	Marce Herz (Arrowcreek)	13455 Thomas Creek Rd., Ref	2020	188,281			1,550	142,378	SP
	ELEMENTARY SCHOOLS								
		65 schools open, 2 being built							
101	Allen, Lois	5155 McGuffey Road, Sparks 89	1991	51,632	0	3,696		62,233	MP
102	Anderson	1055 Berrum Lane, Reno 8950	1955	25,619	1,848	2,880		36,950	SBSM/A
103	Beasley, Bud	2100 Canyon Parkway, Sparks	1995	61,546	0	3,288		73,036	MP
104	Beck, Jessie	1900 Sharon Way, Reno 8950	1958	33,151	0	1,848		42,703	MB
105	Bennett, Esther	5900 Sidehill Drive, Sun Valley	1998	57,786	0	1,848		71,058	MP

RC#	Building	Address	Year Built	Building (sf)	Modular (sf)	Portable (sf)	Outbuilding	Roof (sf)	Roof type
106	Booth, Libby C	1450 Stewart Street, Reno 895	1956	31,907	2,016	3,696		41,220	B/MB
109	Brown	13815 Spelling Court, Reno 89	1989	56,059	0	9,240		61,685	CS
110	Cannan	2450 Cannan Street, Reno 895	1961	31,887	1,440	1,848		48,916	MB/B
111	Caughlin Ranch	4881 Village Green Parkway, F	1990	51,702	0	0		57,325	MP
112	Corbett	1901 Villanova Drive, Reno 89	1959	32,314	0	3,696		42,437	MB/B
113	Desert Heights	13948 Mt. Bismark Street, Ren	1994	61,699	0	1,848		74,591	MP
114	Diedrichsen, Lloyd	1735 Del Rosa Way, Sparks, 8	1981	41,018	0	0		43,305	CS/SP
116	Dodson, Edwin S	4355 Houston, Reno 89502	1982	41,018	2,016	0		47,135	CS/SP/B
165	Donner Springs	5125 Escuela Way, Reno 8950	1996	61,676	0	0		73,928	MP
194	Double Diamond	1200 South Meadows Parkway	2002	57,786	0	1,846		68,283	MP
118	Drake, Florence	2755 4th Street, Sparks 89431	1960	31,883	2,016	0		45,205	B/MB
120	Duncan, Glenn	1200 Montello Street, Reno 89	1957	32,423	1,440	1,848		42,270	MB
122	Dunn, Katherine	1135 O'Callaghan Drive, Spark	1981	41,019	0	1,848		49,152	CS/MB/SP/B
124	Elmcrest	855 McDonald Drive, Reno 89	1959	35,469	0	1,848		36,270	MB/CS
505	Gerlach Elementary (Johnson)	555 East Sunset Blvd., Gerlach	1956	13,220	0	0			
128	Gomes, Nancy	3870 Limkin Street, Reno 8950	1981	41,347	0	5,544		48,394	CS/SP
130	Gomm, Roy	4000 Mayberry Drive, Reno 89	1966	38,598	0	0		48,290	B/MB
126	Greenbrae	1840 4th Street, Sparks 89431	1955	32,101	1,440	1,848		40,208	MB
197	Hall, Jesse	185 Shelby Drive, Sparks 8943	2006	60,862	0	1,848		72,578	MP
131	Hidden Valley	2115 Alphabet Drive, Reno 89	1989	55,826	0	0		63,501	CS
133	Huffaker	980 Wheatland Road, Reno 89	1989	49,641	0	0		55,365	CS
135	Hunsberger, Ted	2505 Crossbow Rd., Reno 895	1997	57,814	0	1,848		68,703	MP
134	Hunter Lake	909 Hunter Lake Drive, Reno 8	1955	29,735	1,440	1,848		33,842	
137	Incline	915 Northwood Blvd., Incline V	2003	71,646	0	0		36,628	
140	Juniper, Lena	225 Queens Way, Sparks 894	1964	32,471	0	1,440		40,986	B
163	John C. Bohach (Kiley Ranch)	1100 Windmill Farms Parkway	2020	80,394	0	0		56,825	SP
168	Lemelson	2001 Soaring Eagle Drive, Ren	1949	26,487	6,930	0		29,037	CS/B
142	Lemmon Valley	255 West Patricia Drive, Ren	1964	35,916	8,946	3,696		56,021	B/MB/CS
144	Lenz, Elizabeth	2500 Homeland Drive, Reno 8	1981	41,018	1,440	1,848		47,751	CS/SP
146	Lincoln Park	201 Lincoln Way, Sparks 8943	1957	30,649	2,016	2,848		42,078	B
148	Loder, Echo	600 Apple Street, Reno 89502	1957	28,058	9,095	1,000		53,945	B
149	Mathews, Bernice	2750 Elementary Drive, Reno,	1997	57,655	0	2,848		68,509	MP
150	Maxwell, Alice	2300 North Rock Blvd, Sparks	1958	30,321	2,016	5,136		41,864	MB
190	Melton, Rollan	6575 Archimedes Lane, Reno	2002	57,809	0	0		69,741	MP
152	Mitchell, Robert	1216 Prater Way, Sparks 8943	1937	34,290	0	5,136		43,055	CS/SP
153	Moss, Marvin	2200 Primio Way, Sparks 8943	1992	57,923	0	0		63,772	MP
154	Mount Rose	915 Lander Street, Reno 8950	1911	36,614	0	5,136		21,150	CS
156	Natchez	P.O. Box 130, Wadsworth 894	1972	14,455	6,996	0		26,543	
158	Palmer, Virginia	5890 Klondike Drive, Sparks 8	1981	41,347	0	3,696		41,568	CS/SP
160	Peavine	1601 Grandview Avenue, Ren	1955	27,790	0	0		33,338	MB

SYMBOL LEGEND



Roof Plan



Roof Section	Size (Sq. Ft.)	Roof System	Roof Membrane	Year Installed	Manufacturer	Mfg. Warranty Expires	Mfg. Warranty Phone	Contractor	Contractor Warranty Expires	Contractor Warranty Phone
A, C, D & F	9,173	Built-up	SBS Modified	2004	Spiject, Inc.	6/13/2015	(468) 395-2200	Contract West	6/13/2007	(801) 943-2427
B - Area B	2,758	Step Roofing	SBS Modified Shingle	2005	Melchky	10/11/2035	(800) 545-1191	Contract West Roofing	5/13/2007	(800) 943-2427
E - Area E	5,086	Modified Bitumen	SBS Modified	2000	Johns Manville	12/31/2010	(530) 878-6170	Cedar Roofing	12/21/2002	-
Portable No. 624	1,440	Single-ply	PVC	2003	Sarnafil	11/25/2013	(781) 828-5400	R & R Roofing	-	-