



**MEMORANDUM** | October 16, 2024

## Monroe County Community College

### Founders Hall Roof Repairs Around Clerestory Area 2024

WJE PROJECT NO. 2022.2390.2

---

**TO**                    **Owner**  
Jack Burns, Jr., NCARB (MCCC)  
734.384.4249  
[jburns@monroecc.edu](mailto:jburns@monroecc.edu)  
  
Kelly Heinzerling, MBA (MCCC)  
734.384.4275  
[kheinzerling@monroecc.edu](mailto:kheinzerling@monroecc.edu)

---

**FROM**                Brian Tognetti, RA, CCA, NCARB (WJE) / Julie Jones, PE (WJE) / Erin Newton (WJE)

---

Wiss, Janney, Elstner Associates, Inc. (WJE) has prepared this memorandum and the attached Drawings, Sheets A01 through A05, to serve as the Bid Documents for the anticipated roof drain and sump pan flashing repairs at Founders Hall on the campus of Monroe County Community College (MCCC) located at 1555 S. Raisinville Road in Monroe, Michigan. The contractors listed above have been selected to bid on this project per MCCC's request with input provided by WJE. This transmittal has been prepared for use in preparing and submitting bids for MCCC's consideration and potential award to perform the work.

#### PROJECT DESCRIPTION

Founders Hall is a single-story, approximately 50,000 square-foot building that consists of the former East and West Technology buildings, reportedly built in the 1960s, and a recent addition constructed from 2019 to 2020 (2020 Addition) that connects the two buildings. The 2020 Addition includes low-slope roof areas and a clerestory window system. MCCC reported that water leakage into the 2020 Addition at Founders Hall has been ongoing since the renovation project and occurs during wind-driven rain events resulting in large puddles on the floor, specifically near the northwest end of the addition.

In 2024, WJE performed an investigation to assess the cause of the reported water leakage. The investigation revealed deficiencies in roof drain sump pan flashings added during the 2020 Addition. This set of Bid Documents describes the project work necessary to mitigate water leakage related to the twelve roof drain assemblies located within the 2020 Addition.

#### BIDDING

Provide a lump sum fee, inclusive of all labor, materials, equipment, overhead, and profit, to perform the following Scope of Work as itemized below.

#### SCOPE OF WORK

##### Work Items

At twelve (12) drain locations of similar construction within the 2020 Addition, perform the following:

1. Sequence and execute the work in accordance with these WJE requirements and the roofing manufacturer's requirements.
2. Remove all existing materials within each drain sump area down to the temporary roofing layer.
3. Inspect the existing temporary roofing and repair damage, if present. Seal joints between the existing roof drain bodies and drain pipes as shown in 1/A04. If not present, lap temporary roofing membrane flashing membrane into the existing primary and overflow drain clamping rings. Bed the temporary roofing flashing membrane in sealant and seal between the temporary roof membrane and clamping ring.
4. Install new materials within each drain sump area to rebuild each roof drain assembly in like kind.

## **Materials**

Materials used for this repair project are intended to replace existing materials in like-kind and are based upon those available from Johns-Manville to comply with existing warranty requirements, including the following:

1. Temporary roofing/vapor barrier
2. Substrate board
3. Rigid insulation
4. Insulation adhesive
5. Cover board
6. SBS rubber, smooth surface modified bitumen base sheet
7. Utility/flashing cement
8. Lead sheet
9. Stripping sheet primer
10. Stripping sheet
11. SBS rubber, smooth surface modified bitumen cap sheet
12. Gravel stop

## **Other Requirements**

In addition to the above, Contractor shall provide or perform the following:

1. Perform all construction in accordance with the 2015 *Michigan Rehabilitation Code for Existing Buildings*, Chapter 4 *Prescriptive Compliance Method*, Section 404 *Repairs*.
2. Obtain all necessary approvals and permits, including document preparation, applications, and associated fees, to properly perform the work.
3. Contractor is solely responsible for the safe protection of workers and other pedestrians, the protection of existing property and elements to remain, and the means and methods of the work.
4. Prior to performing work, Contractor shall submit proof of insurance coverage in manner, form, and coverage level acceptable to MCCC and name MCCC and WJE as additional insured.
5. A portion of the parking lot will be made available for Contractor use for parking and staging.

6. Provide daily clean-up of work areas to the satisfaction of MCCC.
7. Contractor shall provide a two-year workmanship warranty against water leakage or roofing work performance failure as a result of installation.
8. Awarded Contractor shall formally engage with MCCC in written contract, in a format and under terms and conditions mutually acceptable to both MCCC and the Contractor.

## BID FORM

Work Item	Description	Cost (\$)
<b>Base Bid</b>	Perform 'work items' listed above at the twelve (12) roof drain assemblies in the lower and upper roof levels of the 2020 Addition, as outlined on Sheet A01. Cost indicated shall be inclusive of all project costs including, but not limited to, general conditions, permitting, taxes, labor, materials, equipment, overhead and profit.	\$ _____

### Schedule Information

- Indicate the number of **calendar days** you will need to begin work from receipt of a 'notice to proceed': \_\_\_\_\_
- Indicate the number of **work days** you will need to complete the 'Base Bid' work: \_\_\_\_\_

### Bidding Contractor Information

Firm Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

## SCHEDULE AND EXTENT OF WORK AWARDED

It is anticipated that MCCC will award the project so that work can commence immediately for the Base Bid portion of the work such that the work can be completed prior to the onset of winter conditions, if feasible.

The building is currently occupied and will remain occupied during the work. The Contractor will be expected to coordinate workdays and times with MCCC throughout the work duration to avoid working during scheduled school events, services, and other functions. Demobilization of temporary protection will not be required to accommodate these events. Available work hours shall be 7am to 5pm, Monday through Friday, unless otherwise agreed upon between Contractor and MCCC.



---

## QUESTIONS AND BIDDING INFORMATION

### Please direct any technical questions to:

Ms. Erin Newton (and cc: Mr. Brian J. Tognetti, RA, CCCA, NCARB)  
Wiss, Janney, Elstner Associates, Inc. (WJE)  
30700 Telegraph Road, Suite 3580  
Bingham Farms, Michigan 48025  
(p) 248.593.0900 | (e) [enewton@wje.com](mailto:enewton@wje.com) (cc: [btognetti@wje.com](mailto:btognetti@wje.com))

### Please submit your completed Bid Form to:

Attn: Kelly Heinzerling – ‘Founders Hall Roof Repairs Around Clerestory Area’  
Monroe County Community College  
1555 S. Raisinville Road  
Monroe, Michigan 48161  
(p) 734.384.4275 | (e) [mcccrfpbid@monroecc.edu](mailto:mcccrfpbid@monroecc.edu)

Bids are due by **3pm on November 4, 2024**. Please return your bids via mail or email.

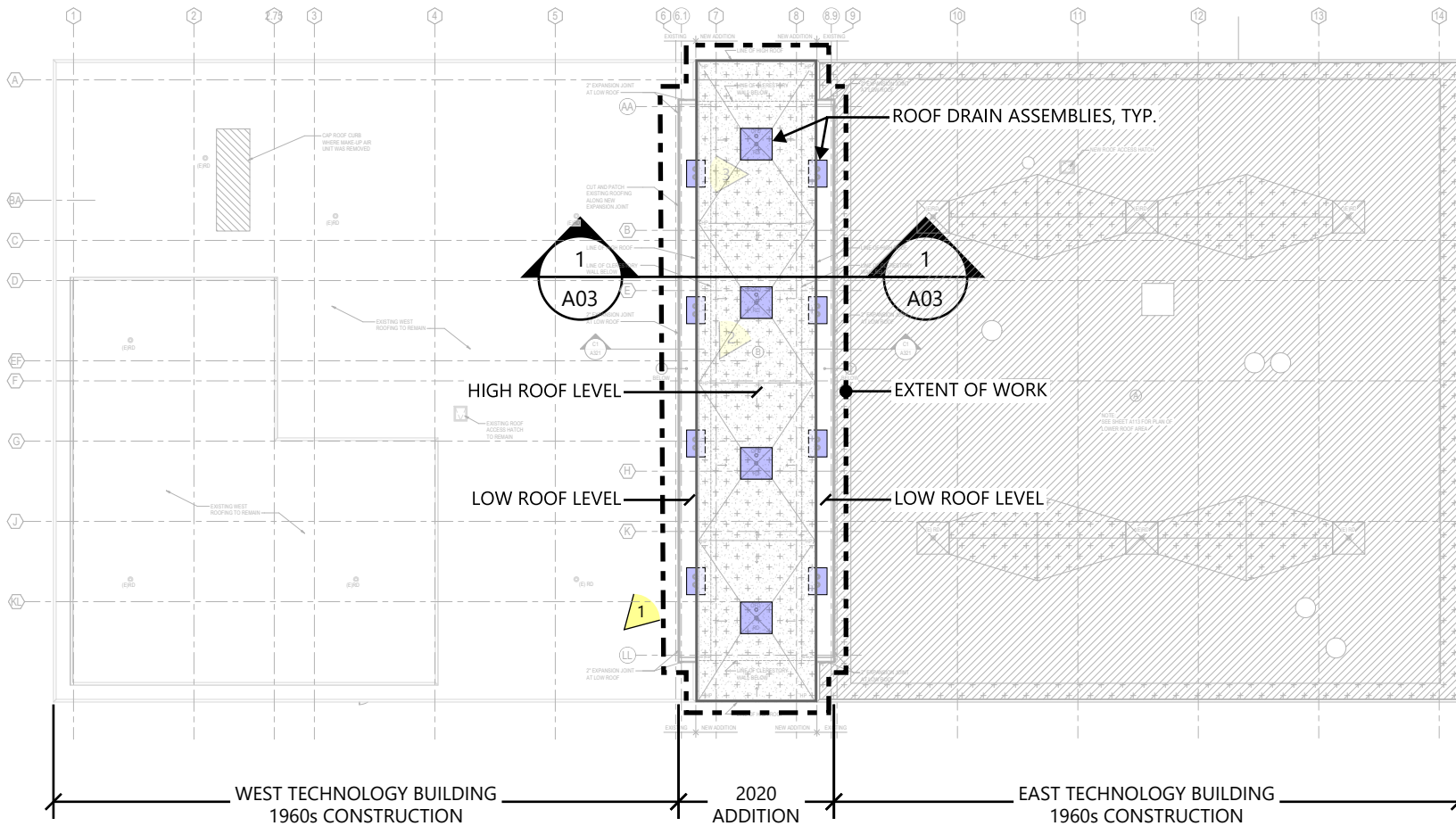
***\*\*Although a mandatory pre-bid meeting is not being held, each Contractor is able to visit the site at a date/time convenient to do so. If such a visit is desired, please contact Mr. Jack Burns of MCCC at 734.384.4249 or via email at [jburns@monroecc.edu](mailto:jburns@monroecc.edu)\*\****

All received questions submitted to, and their respective answers provided by, WJE, will be documented in an Addendum that will be issued by **3pm on October 31, 2024**. If no questions are received, or if the questions that are received are deemed by WJE to not impact the competitive bidding process, no Addendum will be issued.

**LEGEND:**



PHOTO REFERENCE. SEE SHEET A02 FOR MORE INFORMATION.



**1 ROOF PLAN**  
NOT TO SCALE



Base drawing excerpt sourced from "EAST AND WEST TECHNOLOGY BUILDINGS RENOVATION" drawings prepared by Stantec, dated April 26, 2019. Annotations added by WJE.

Project

Sheet Title

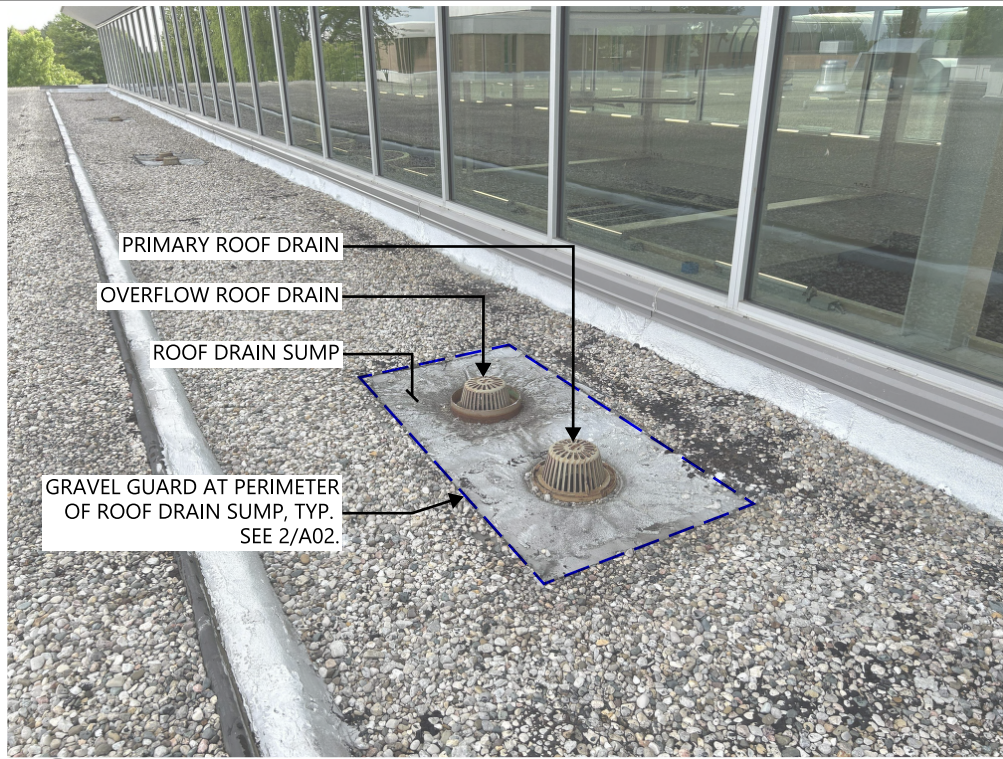
Proj. No.  
Date  
Drawn  
Checked  
Scale

Sheet No.



Wiss, Janney, Elstner Associates, Inc.  
30700 Telegraph Road, Suite 3560  
Bingham Farms, Michigan 48025  
248.593.0900 tel | 248.593.8532 fax  
www.wje.com

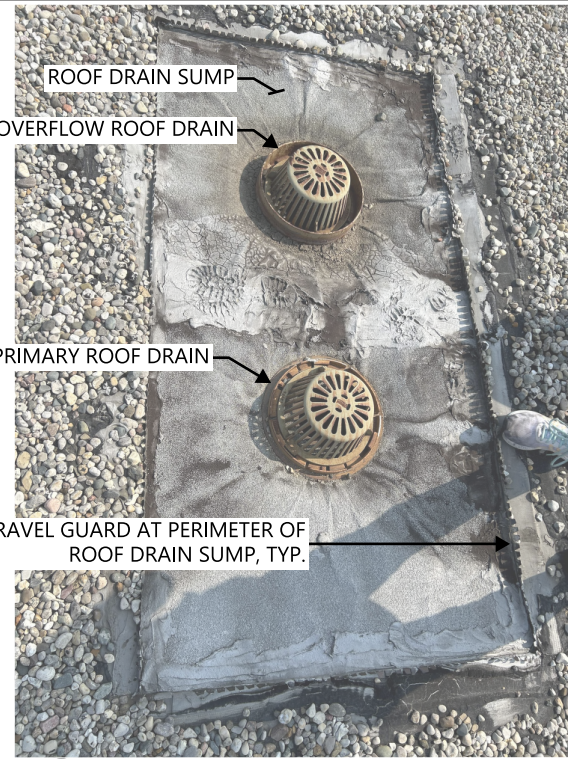




1

**LOWER DRAIN, EXT.**

NO SCALE



2

**UPPER DRAIN, EXT.**

NO SCALE



3

**LOWER DRAIN, INT.**

NO SCALE

Project

Sheet Title

Proj. No.

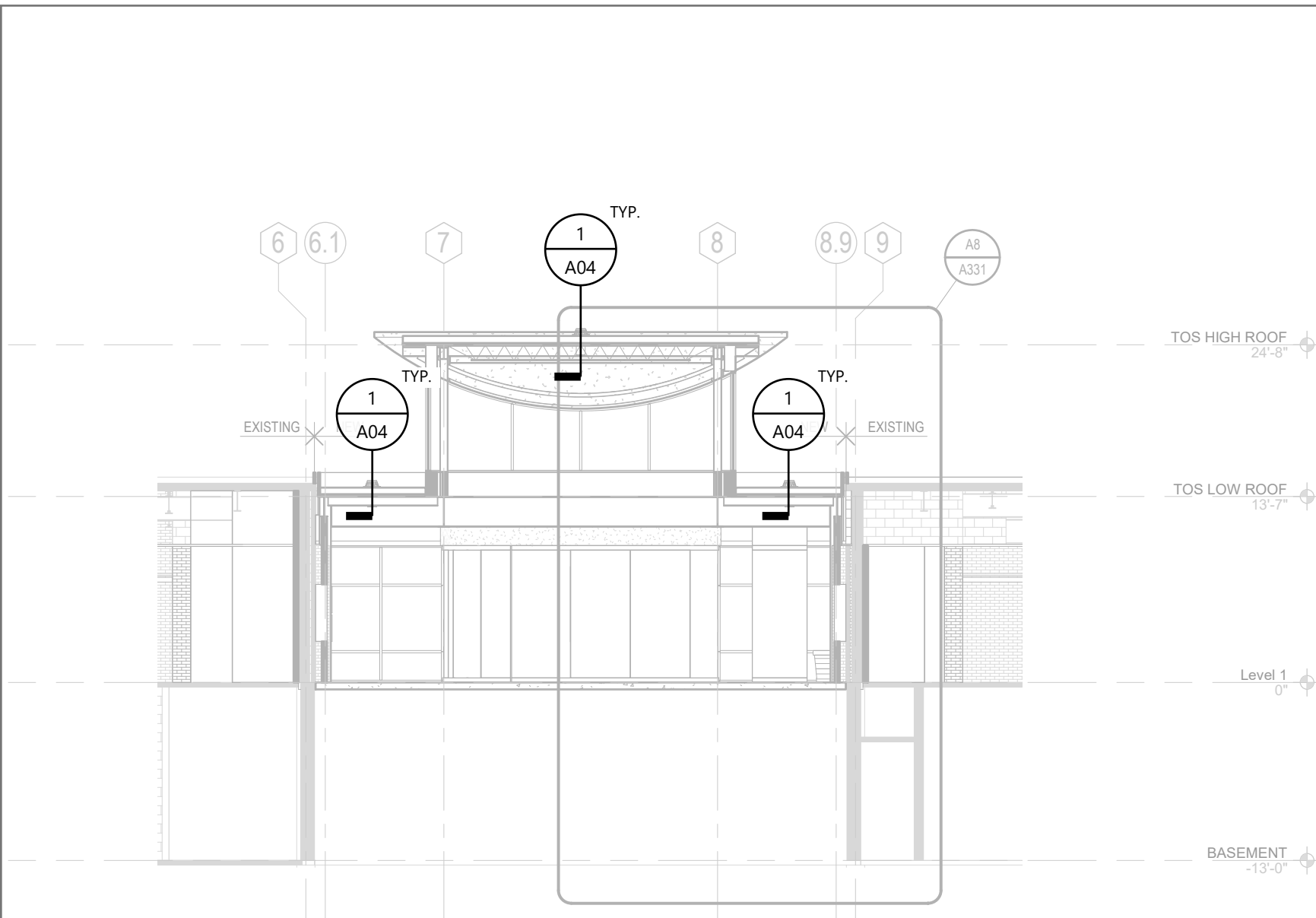
Date

Drawn

Checked

Scale

Sheet No.



**1** BUILDING SECTION 'A'  
 NOT TO SCALE

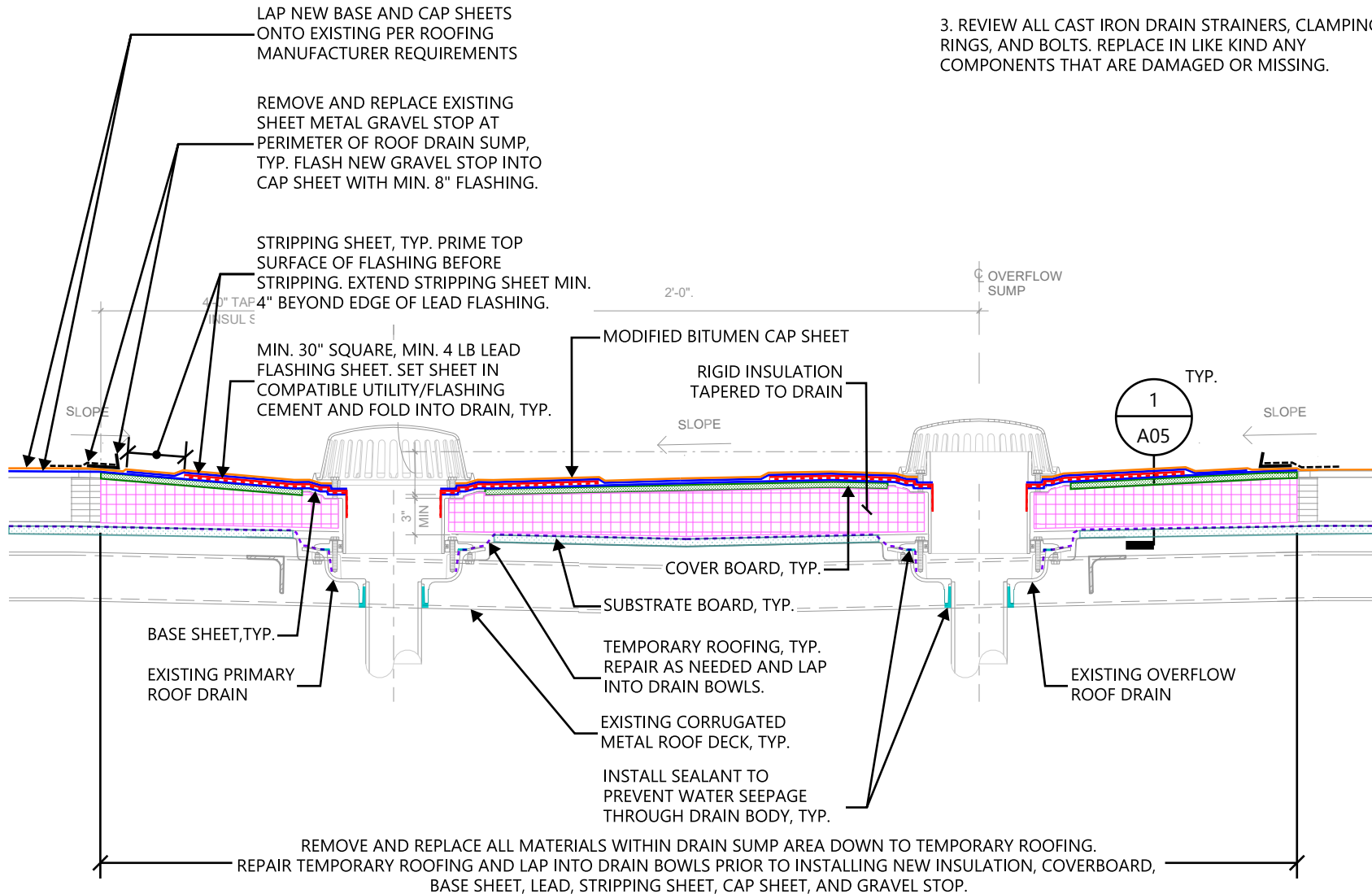
Base drawing excerpt sourced from "EAST AND WEST TECHNOLOGY BUILDINGS RENOVATION" drawings prepared by Stantec, dated April 26, 2019. Annotations added by WJE.

Project  
 Sheet Title  
 Proj. No.  
 Date  
 Drawn  
 Checked  
 Scale

Sheet No.

**SHEET NOTES:**

1. CONCEALED EXISTING CONDITIONS ARE UNKNOWN. CONTACT A/E IF EXISTING CONDITIONS DIFFER FROM THOSE SHOWN HEREIN.
2. INSTALL ROOF REPAIRS IN ACCORDANCE WITH ROOFING MANUFACTURER'S REQUIREMENTS.
3. REVIEW ALL CAST IRON DRAIN STRAINERS, CLAMPING RINGS, AND BOLTS. REPLACE IN LIKE KIND ANY COMPONENTS THAT ARE DAMAGED OR MISSING.



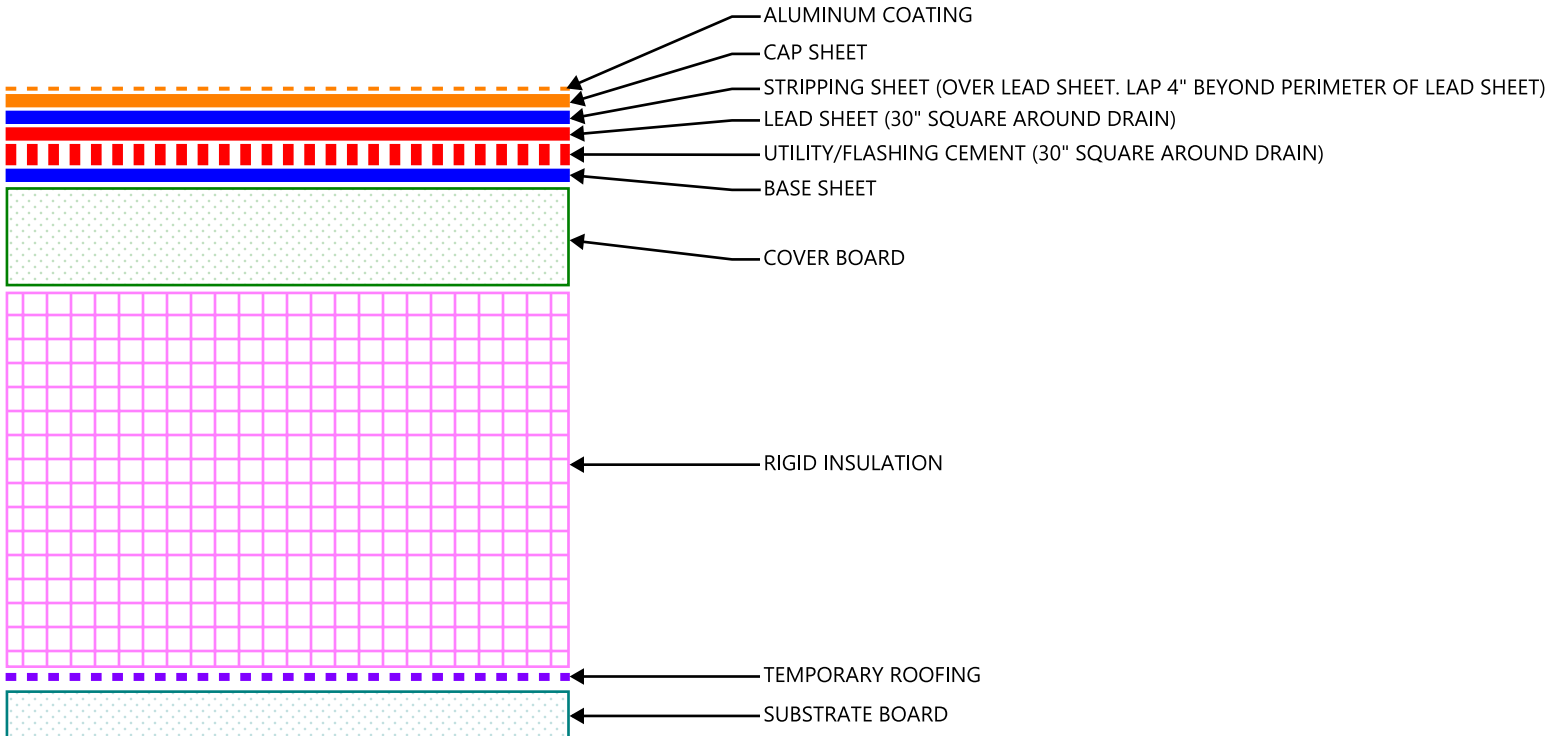
**1 TYPICAL ROOF DRAIN ASSEMBLY AT 2020 ADDITION**  
 NOT TO SCALE



Base drawing excerpt sourced from "EAST AND WEST TECHNOLOGY BUILDINGS RENOVATION" drawings prepared by Stantec, dated April 26, 2019. Annotations added by WJE.

Project	Sheet Title
Proj. No.	Date
Drawn	Checked
Scale	





**1** TYPICAL ROOFING ASSEMBLY  
 NOT TO SCALE