



**MEMORANDUM** | October 16, 2024

## Monroe County Community College Whitman Center Water Infiltration Roof Repairs

WJE PROJECT NO. 2023.6589.1

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**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)

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

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Wiss, Janney, Elstner Associates, Inc. (WJE) has prepared this memorandum and the attached drawings, Sheets A01 through A04, to serve as the Bid Documents for the anticipated repairs to flashing assemblies between low-slope roofing and the air-handling unit (AHU) at Whitman Center, a facility of Monroe County Community College (MCCC), located at 7777 Lewis Avenue in Temperance, 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

Built in 1991, Whitman Center is a single-story, approximately 18,000 square-foot building with low-slope single-ply membrane and steep-slope asphalt shingle roof coverings. At intersecting gable roofs over the two wings of the L-shaped building, a portion of the steep-sloped roof is cutout to accommodate a low-sloped roof area where the building's rooftop air-handling unit (AHU) is located. The AHU and low-slope roof area are located directly above MCCC staff and faculty offices.

Water leakage from the AHU roof area has reportedly been ongoing since at least 2016 and occurs during wind-driven rain events. Water drips onto and through suspended acoustical ceiling tile (ACT) in staff and faculty rooms below the AHU.

In 2024, WJE performed a water infiltration investigation to assess the cause of the leakage. The investigation revealed that water enters breaches in ductwork flashings around supply and return ducts at the AHU, collects within and travels along flutes of the corrugated metal roof decking below, and exits the roof assembly through gaps and penetrations in the decking. This set of Bid Documents describes the project work necessary to mitigate the current leakage at the duct penetrations.

### 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**

1. Sequence and execute the work in accordance with these WJE requirements and manufacturer requirements.
2. Remove existing base flashings, termination bars, sealant surrounding bases of the supply and return ducts below the AHU, and existing fiberglass insulation, as needed, to install new flashing materials.
3. Prepare surfaces (i.e., clean and apply primer, if needed) to receive new flashings as recommended by material manufacturer(s).
4. Install new base flashing over the existing roofing membrane and existing insulated metal curb. Extend the new flashing a minimum of 8 inches above the roof surface.
5. Fasten the top surface of the new base flashing to the insulated metal curb with a new termination bar. Seal the top edge of the termination bar with sealant.
6. Install preservative treated wood blocking over the top-side of the existing insulated metal curb.
7. Install new stainless-steel flashing extending from the exterior face of the insulated metal curb over the termination bar/wood blocking and finished with a hemmed edge.
8. Lap new self-adhered membrane flashing over the horizontal surface of the stainless-steel flashing and vertically onto the existing AHU duct a minimum of 4 inches beyond the top of the stainless-steel flashing. Seal the top edge of the self-adhered membrane flashing and do not extend the membrane horizontally beyond the exterior vertical surface of the fiberglass insulation above.
9. Install new fiberglass insulation to match existing adjacent insulation. Apply pressure-sensitive joint sealing tape to the joint between new and old insulation.

### **Materials**

Materials used for this project shall be the following. Substitutions will only be considered by the Architect/Engineer and Owner as deduct voluntary alternates. Substitutions, if submitted, shall be provided at time of bid submission. The awarded work shall be based on the following materials:

1. Reflective roof coating compatible with existing coating
2. Garland Base Flashing
3. Garland HPR-modified Membrane Flashing
4. Hohmann & Barnard T2 termination bar with precut holes at 8 inches O.C.
5. EPDM-gasketed stainless steel fastener
6. Polyurethane base flashing sealant
7. 26 ga. stainless steel sheet, width as needed to field-form flashing profile
8. 2x4 preservative-treated lumber
9. GCP PERM-A-BARRIER Detail Membrane
10. GCP PERM-A-BARRIER Universal Flashing & Sealant
11. Owens Corning Fiberglas 700 Series Board fiberglass insulation with facer to match existing



12. Owens Corning pressure-sensitive joint sealing tape to match the insulation facing, 5-inch min. width

**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. Perform sealant work when air temperature is 40 degrees Fahrenheit and above and will remain above for at least 7 days after completion of work. No sealant work shall be performed when air temperature is greater than 90 degrees Fahrenheit.
7. Provide daily clean-up of work areas to the satisfaction of MCCC or WJE.
8. Contractor shall provide a two-year workmanship warranty against water leakage or work performance failure as a result of installation.
9. 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 perimeters of the AHU duct penetrations shown on Sheet A01 (approximately 45 linear feet, LF) 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))

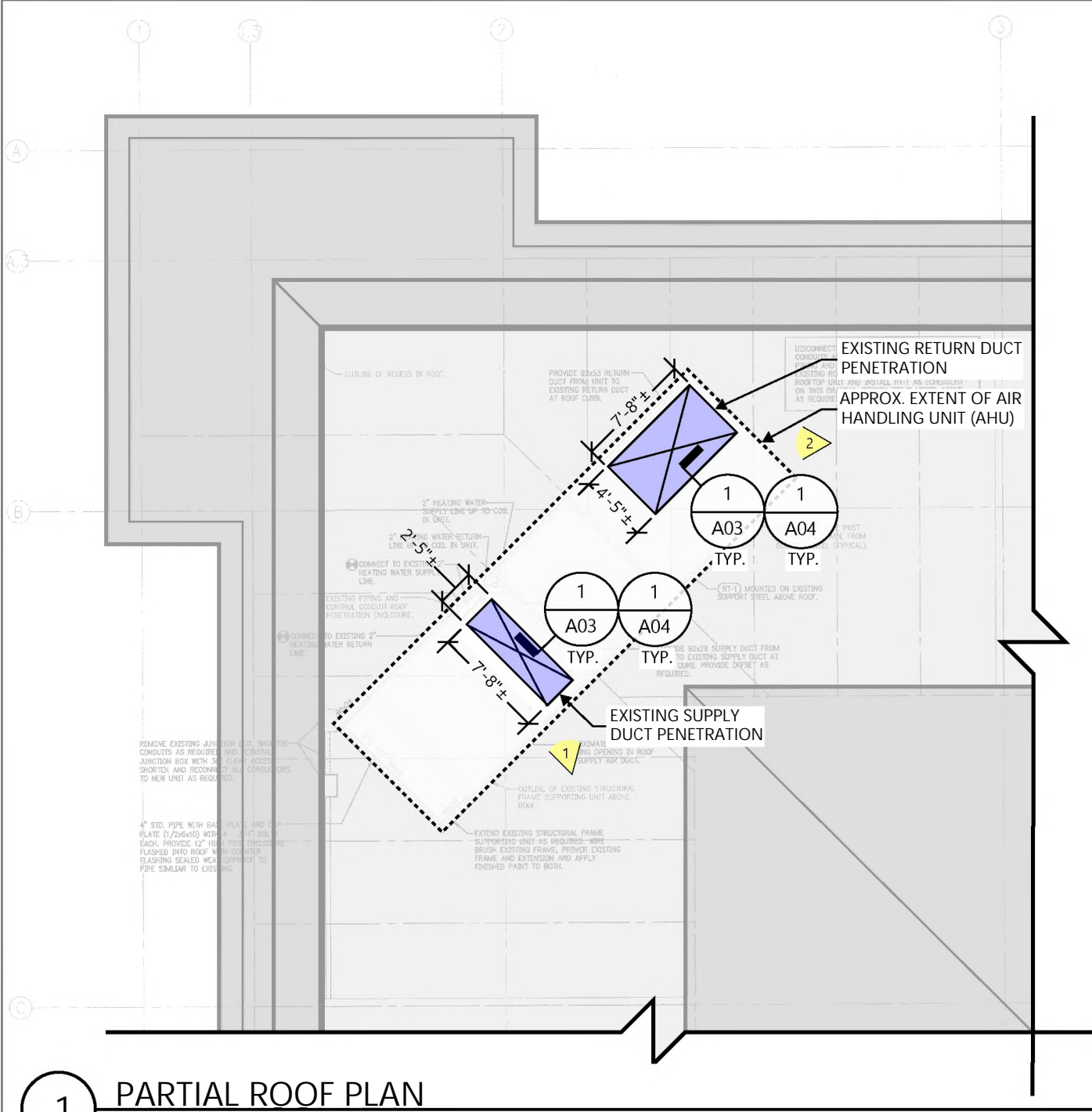
### **Please submit your completed Bid Form to:**

Attn: Kelly Heinzerling – ‘Whitman Center Water Infiltration Roof Repairs’  
Monroe County Community College  
1555 S. Raisinville Road  
Monroe, Michigan 48161  
(p) 734.384.4275 | (e) [mcccrfbid@monroeccc.edu](mailto:mcccrfbid@monroeccc.edu)

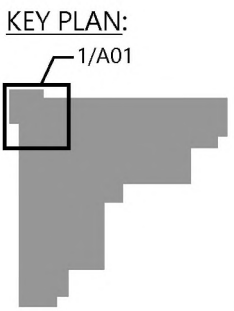
Bids are due by **3pm on November 4, 2024**. Please return your bids via mail or email.

***\*\*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@monroeccc.edu](mailto:jburns@monroeccc.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 PARTIAL ROOF PLAN**  
 NOT TO SCALE

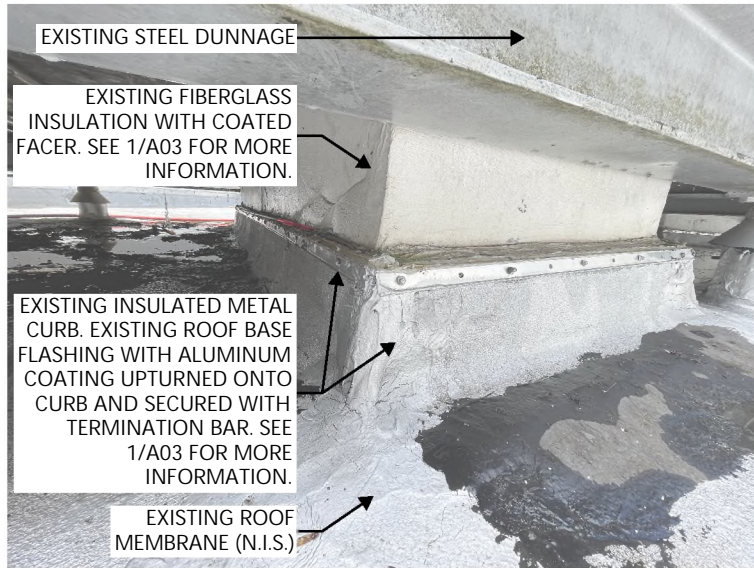


Project \_\_\_\_\_  
 Sheet Title \_\_\_\_\_  
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 Date \_\_\_\_\_  
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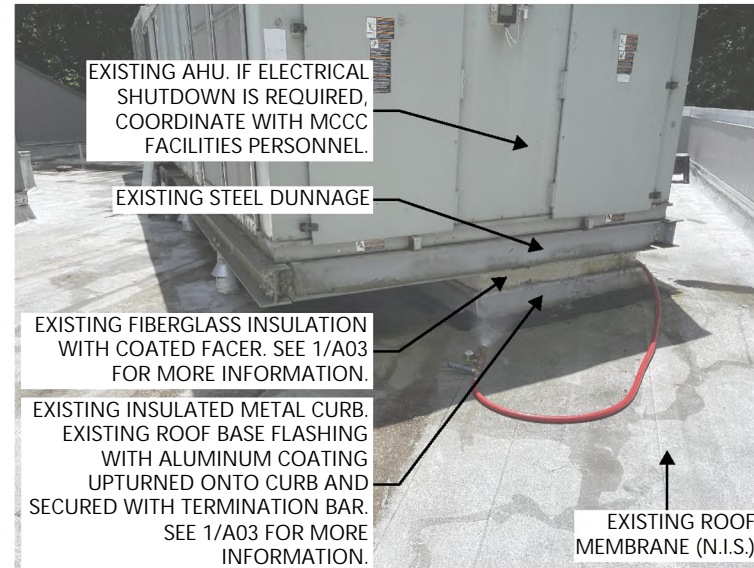
**WJE**  
 Wiss, Janney, Elstner Associates, Inc.  
 30700 Telegraph Road, Suite 3580  
 Bingham Farms, Michigan 48025  
 248.593.0900 tel | 248.593.8532 fax  
 www.wje.com

Base drawing excerpt sourced from "WHITMAN CENTER ROOFTOP HVAC UNIT REPLACEMENT" drawings prepared by JDRM Engineering, Inc., dated 2010. Annotations added by WJE.

Sheet No. \_\_\_\_\_



**1** SUPPLY DUCT FLASHING  
NO SCALE

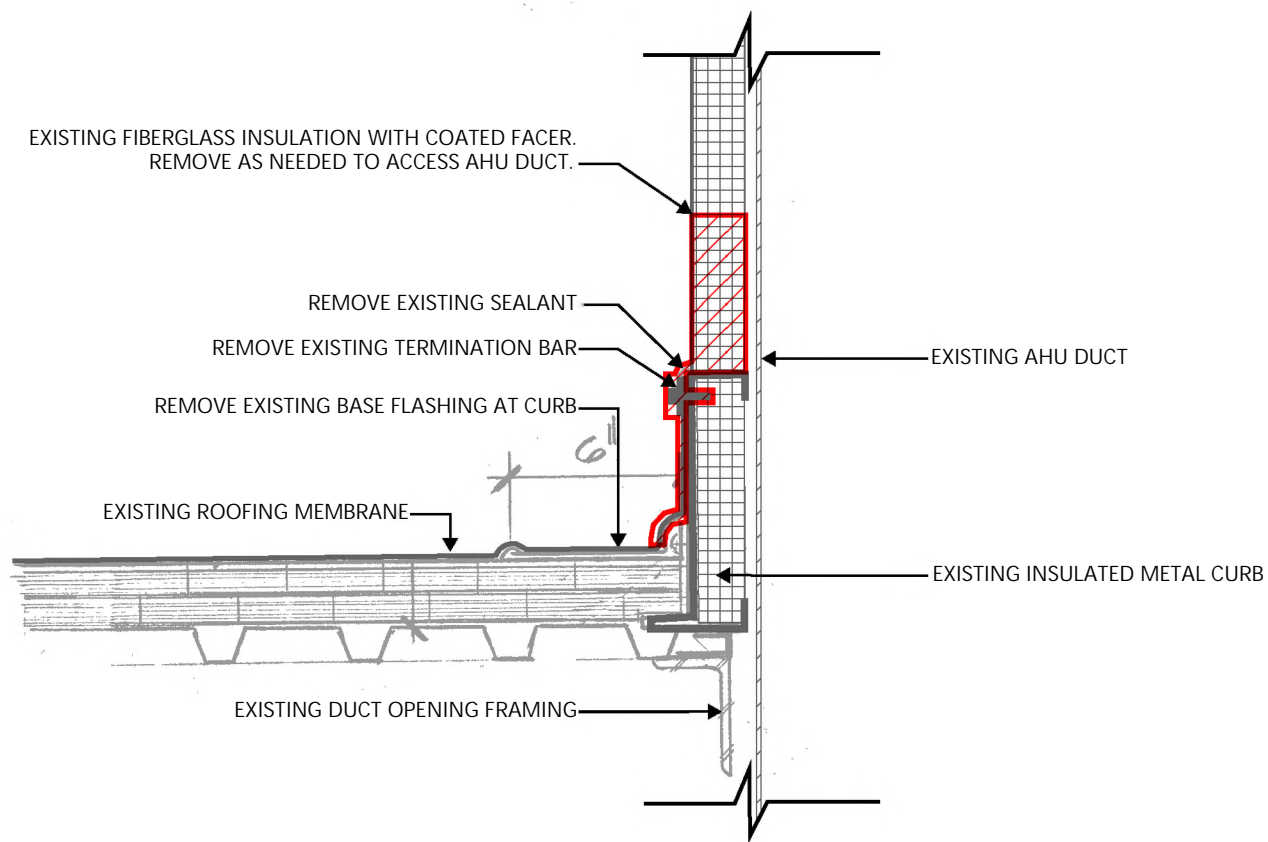


**2** RETURN DUCT FLASHING  
NO SCALE



EXTERIOR

INTERIOR



**1** TYPICAL DUCT FLASHING - DEMOLITION  
 NOT TO SCALE

Base drawing excerpt sourced from "MONROE COUNTY COMMUNITY COLLEGE - WHITMAN CENTER" drawings prepared by The Argos Group, dated January 29, 1991. Annotations added by WJE.

Project

Sheet Title

Proj. No.

Date

Drawn

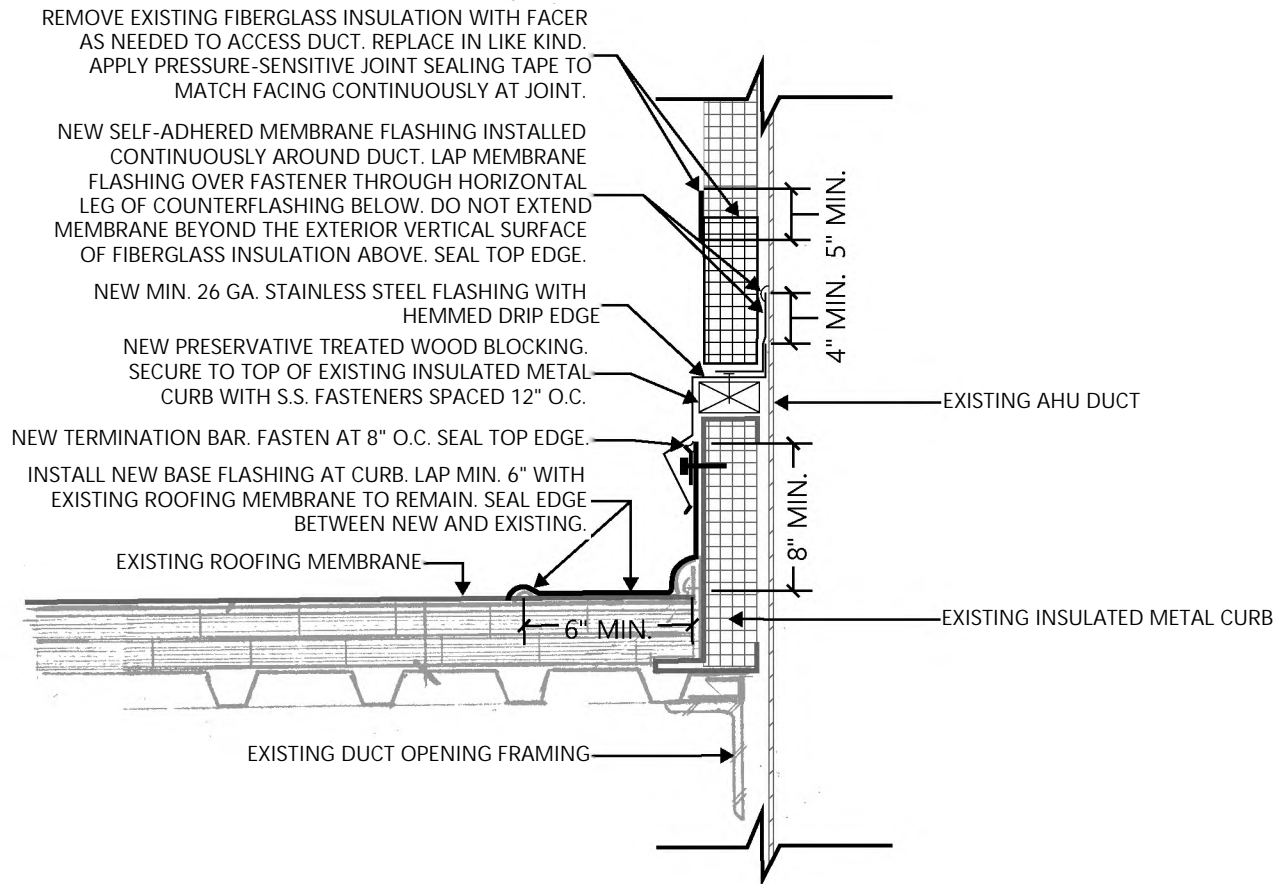
Checked

Scale

Sheet No.

EXTERIOR

INTERIOR



1

TYPICAL DUCT FLASHING - NEW

NOT TO SCALE

Base drawing excerpt sourced from "MONROE COUNTY COMMUNITY COLLEGE - WHITMAN CENTER" drawings prepared by The Argos Group, dated January 29, 1991. Annotations added by WJE.

Project	Sheet Title
Proj. No.	Date
Drawn	Checked
Scale	
Sheet No.	