

ADDENDUM ONE

Roofing and Related Work at Doermer School of Business Roof Replacement:
Purdue University Fort Wayne
3000 E Coliseum Blvd
Fort Wayne, Indiana 46805

MARTINRILEY architects ▪ engineers
221 West Baker Street
Fort Wayne, Indiana 46802
260-422-7994

Commission No.: F25064
Addendum Date: February 5, 2026

Conditions: The following clarifications, amendments, additions, deletions, revisions and modifications are a part of the contract documents and change the original documents only in the manner and to the extent stated.

Copies of the Addendum shall be bound with all contracts sets of drawings and specifications.

Receipt: Addendum Number One shall be acknowledged by Bidders on their Bid Form.

CLARIFICATIONS:

N/A

CHANGES TO THE SPECIFICATIONS:

REMOVE SPEC SECTION 01 3000 - ADMINISTRATIVE REQUIREMENTS AND REPLACE WITH SPEC SECTION 01 3000 - ADMINISTRATIVE REQUIREMENTS.

- This specification section has been updated with new document upload requirements through www.procore.com/#sle.

CHANGES TO THE DRAWINGS:

N/A

END OF ADDENDUM NUMBER ONE

Attachments:

Prebid Meeting Minutes

Prebid Attendee List

01 3000 - RIB- Administrative Requirements

W:\2025 Projects\F25064 PFW Doermer Sch of Bus Rf Replace 2026\Project Management\05-Bidding\Addendum 1\2026 Roofing and Related Work at Doermer School of Business - Addendum 1.doc



PREBID MEETING MINUTES

Project: Roofing and Related Work at Doermer School of Business Roof Replacement
Meeting Date: February 5, 2026
Commission No: F25064

I. Design Team Introduction:

1. John Sheets, Project Manager, PFW
Office: 260-481-4195; Cell: 260-710-6511 email: sheetsj@pfw.edu
2. Matt Lennon, Construction Inspector,
Cell: 260-481-6717 email: mlennon@pfw.edu
3. Mike Hamilton, Principal-in-Charge, [MARTINRILEY architects+engineers](#)
Office: 260.422.7994; Cell: 260.223.9014; email: mhamilton@martin-riley.com
4. Clarence White, Project Manager, [MARTINRILEY architects+engineers](#)
Office: 260.422.7994; Cell: 260.445.7332; email: cwhite@martin-riley.com

II. Scope of Work: The Scope of roofing and related work includes Base Work

BASE WORK

The complete removal of the existing gravel surface 4 ply built up roofing, modified bituminous roofing roof system and replace with new 2 - ply modified bituminous roof system on roof areas <1>, <2A>, <2B>, <3>, <4>, <7> and <8> for the complete construction as required by the Contract Documents.

ALTERNATE NO.1

Remove existing coatings, paint, and any contaminants from existing skylight frame and adjacent surfaces to provide a clean, sound, and dry substrate. Install sikalastic clearglaze skylight waterproofing system in accordance with manufacturer's instructions and details. Ensure all joints, fasteners, and transitions are properly sealed to provide a continuous watertight system – strip off all glazing sealant joints, pressure plate covers, and perimeter flashing and trims with sika primer, reinforced sikalastic membrane and cover entire surface of skylight with sikalastic clearglaze on roof area <5>.

ALTERNATE NO.2

Provide new prefinished gi corrugated metal wall panel system equipped with horizontal hat channel spaced per manufacturer requirements. Terminate at wall and inside/outside corners per manufacturer requirements on roof areas <1>, <2A> and <2B>.

III. Timeline

1. Address all questions to [MARTINRILEY](#) by the end of the day February 20, 2026 to fairly disseminate all information to all bidders in the Addendum date of issuance of February 23, 2026. **Be certain all questions have been asked, as the submission of bids by the contractor suggests there are no questions regarding ambiguity, and you are submitting bids that will result in a complete project. Failure to do so will result in contractor's compliance with the Owner or Architects interpretation, at no contract increase.**

2. Bids will be due at the Office of the Director of the Physical Plant, Room 103, Ginsberg Hall, on the PFW North Campus, 5190 Saint Joe Road, Fort Wayne, Indiana 46835 before 11:00 a.m. local time on February 26th, 2026.
3. Bids will be opened and read aloud immediately after submission of bids in Room 114 of Ginsberg Hall.
4. It is the intent of the owner to have construction start on **May 11, 2026** and must be completed before **August 21, 2026**.
5. Final completion includes all the Architect's Punch List items and Closeout Documents.

IV. Additional items

1. Bidders may obtain bidding documents from Eastern Engineering (260) 426-3119.
2. The owner reserves the right to accept or reject any and all bids and to waive any informalities in bidding
3. Questions relating to the project should be directed to Clarence White or Mike Hamilton at the office of **MARTINRILEY architects-engineers**
4. Non-Collusion Affidavit is required with bid
5. Liquidated damages may be assessed in the amount of \$1,500.00 for each calendar day beyond the contracted end date if the Contractor is found to be in default.
6. Abide by rules and regulations on each project site identified in the project manual
7. A Pre-construction Conference will be held prior to any commencement of work
8. Insurance guidelines are outlined in the project manual.
9. The owner intends to continue to occupy the site and existing building the entire construction period.
10. The Contractor will have limited use of premises, including the site. Keep all driveways and entrances clear. Do not use these areas for parking or material storage.
11. Any damage to building or site incurred due to the roofing operations are the responsibility of the Contractor to repair back to the original condition. All damages shall be repaired according to PFW specifications.
12. **Refer to section 01 2900 - Payment Procedures in the project manual for all application for payment requirements.**
 - a. **Purdue shall provide required documents to properly process pay requests.**
13. Materials supplied for this project are exempt from Indiana State sales tax
14. **Record Drawings need to show actual daily installation of areas reroofed with dimensions, start times, areas of deck replacement, concealed elements (i.e. buried conduit) (if any).**
15. It will be the Contractor's responsibility to photograph or videotape any existing conditions of adjoining construction and site improvements that might be misconstrued as damage caused by selective demolition operations.
16. The contractor is to provide interior protection with suitable coverings when necessary.

17. Contractor is also responsible for daily interior inspections to verify the presence of water infiltration (if any), need for interior clean-up.
18. The contractor shall pick up all trash and debris along with screws/nails every day.
19. Contractor shall pay close attention to 01 7700 – Contract Close-Out to properly provide Operation and Maintenance Binders with requested information including record drawings.
20. Toilet, wash facilities, water and electricity are available for the contractor to use at the Owners discretion – Contractor responsible for providing walkway path and interior clean up.
21. The contractor is responsible for verifying, in writing, that all mechanical equipment, power ventilators, HVAC units and all roof gutters/downspouts, prior to beginning work are operational and free from defects. Once work has commenced all, said items, are the responsibility of the contractor to be in working condition.
22. Smoking or use of tobacco products is not permitted on any PFW properties.
23. All submittals must be submitted through Procore.
24. Close-out documents and record drawings are to be submitted to MARTINRILEY electronic pdf. Format
25. Bidders may core roofs for existing conditions but need to notify PFW in advance and record all core locations and ID each core on roof with the contractor's name and date marked with grease pen.
26. Contractor will maintain suitable housekeeping at each site, including daily trash pickup. **Failure to clean site each day will result in \$100 fine per day.**
27. Do not block any path of egress needed by university police.
28. Staging and use of site will be addressed at the pre-construction meeting.
29. Mock-Ups of all Sheet metal will be required before commencement of sheet metal install begins.

V. Review Drawings

1. Review drawings on project.
2. Bid each project per drawings, specifications, and addendum(s).
3. Contractors will be held accountable to the bidding documents.
4. Tour the roof(s) on project site.

PRE-BID ATTENDEE LIST

Roofing and Related Work at Doerner School of Business Roof Replacement - 2026

The following individuals have registered their attendance at the Pre-Bid held Thursday, February 5, 2026 at 10:00am, local time, at Ginsberg Hall, Room 114 on the PFW North Campus, 5190 Saint Joe Road, Fort Wayne, IN 46835.

Steve Scott
(printed name)

Unique Quality Const.
(firm/company)

Steve Scott
(signature)

317-409-7161 Steve@uniquelityco.com
(phone, fax & e-mail)

Aristeo SANTAMARIA
(printed name)

Unique Quality Construction
(firm/company)

Aristeo Santamaria
(signature)

Aristeo@uniquelityco.com
(phone, fax & e-mail)

Steven Hubbard
(printed name)

SPG roofing
(firm/company)

Steven Hubbard
(signature)

SteveH@spgroofing.com
(phone, fax & e-mail)

Josh Kessie
(printed name)

CMS Roofing
(firm/company)

Josh Kessie
(signature)

Josh.Kessie@CMSroofinginc.com
(phone, fax & e-mail)

ERIC KESSELMAN
(printed name)

TERRA ROOFING, LLC
(firm/company)

Eric Keselman
(signature)

ERICKESMAN@TERRAROOFLING.COM
(phone, fax & e-mail)

GREG JUSTICE
(printed name)

Purdue Fort Wayne
(firm/company)

Greg Justice
(signature)

260.481.6787 justiceg@pfw.edu
(phone, fax & e-mail)

MIKE HAMILTON
(printed name)

MARTIN RILEY
(firm/company)

JOHN SHEETS
(printed name)

PFW
(firm/company)

Mark Lannon
(printed name)

PFW
(firm/company)

Rhylan Cantrell
(printed name)

PFW
(firm/company)

Clarence White
(printed name)

MARTIN-RILEY A/E
(firm/company)

(printed name)

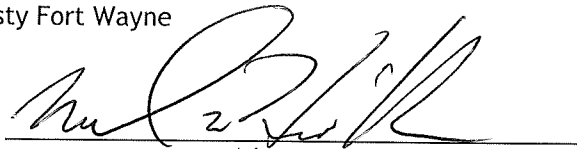
(firm/company)

(printed name)

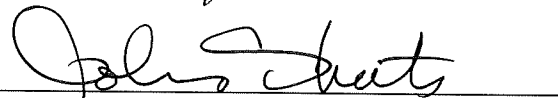
(firm/company)

(printed name)

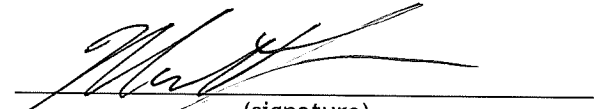
(firm/company)


(signature)

(260) 223-9014 / mhamilton@martin-riley.com
(phone, fax & e-mail)


(signature)

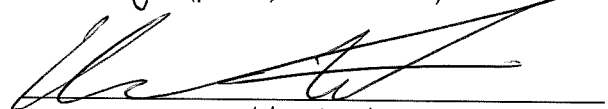
sheetsj@pfw.edu
(phone, fax & e-mail)


(signature)

mlannon@PFW.edu
(phone, fax & e-mail)


(signature)

rhylanrc@pfw.edu
(phone, fax & e-mail)


(signature)

(260) 445-7332 / cwhite@martin-riley.com
(phone, fax & e-mail)

(signature)

(phone, fax & e-mail)

(signature)

(phone, fax & e-mail)

(signature)

(phone, fax & e-mail)

**SECTION 01 3000
ADMINISTRATIVE REQUIREMENTS**

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Electronic document submittal service.
- B. Preconstruction meeting.
- C. Progress meetings.
- D. Construction progress schedule.
- E. Submittals for review, information, and project closeout.
- F. Submittal procedures.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION

3.01 ELECTRONIC DOCUMENT SUBMITTAL

- A. All documents transmitted for purposes of administration of the contract are to be in electronic (PDF) format that provides electronic stamping and signatures.
 - 1. Besides submittals for review, information, and closeout, this procedure applies to Requests for Interpretation (RFIs), progress documentation, contract modification documents (e.g. supplementary instructions, change proposals, change orders), applications for payment, field reports and meeting minutes, Contractor's correction punchlist, and any other document any participant wishes to make part of the project record.
 - 2. Contractor and Architect are required to use this process.
 - 3. It is Contractor's responsibility to submit documents in allowable format.
 - 4. The Contractor shall be responsible to provide their own equipment such as PC's, computers, tablets, etc. as required to access project management website.
 - 5. Users need an email address, Internet access, and PDF review software that includes ability to mark up and apply electronic stamps (such as Adobe Acrobat, www.adobe.com, or Bluebeam PDF Revu, www.bluebeam.com)
 - 6. Paper document transmittals will not be reviewed; emailed electronic documents will not be reviewed.
 - 7. All other specified submittal and document transmission procedures apply, except that electronic document requirements do not apply to samples or color selection charts.
- B. Submittal Service: The selected service is:
 - 1. Procore: www.procore.com/#sle
- C. Use Procore project management website for purposes of hosting and managing project communication and documentation until Final Completion. Website shall include the following functions:
 - 1. Project Directory
 - 2. Project Correspondence
 - 3. Meeting Minutes
 - 4. RFI forms and logs
 - 5. Architects/Engineers Supplemental Information (ASIs/ESIs)
 - 6. Proposal Requests/Construction Cost Change Requests
 - 7. Photo Documentation
 - 8. Submittal Forms
 - 9. Drawing and Specification Document Hosting, Viewing, and Updating
 - 10. Reminder and Tracking Functions
 - 11. Punch List Creation and Resolution Tracking
 - 12. Archiving Functions

01 3000 - ADMINISTRATIVE REQUIREMENTS

- D. The owner shall provide access to the Procore project management website to the Contractor and their selected subcontractors for their use with respect to this project. The Contractor shall enter all information into this site and monitor the communication on a daily basis during the project.
- E. Training and support is available online on the project site via tutorials and procore's online and live support helplines.
- F. Documents shall be submitted through Procore.

3.02 PRECONSTRUCTION MEETING

- A. Contractor will schedule and administer meeting after Notice of Award.
- B. Attendance Required:
 - 1. Owner.
 - 2. Architect.
 - 3. Contractor.
- C. Agenda:
 - 1. Execution of Owner-Contractor Agreement.
 - 2. Submission of executed bonds and insurance certificates.
 - 3. Distribution of Contract Documents.
 - 4. Submission of list of subcontractors, list of products, schedule of values, and progress schedule.
 - 5. Procedures and processing of field decisions, submittals, substitutions, applications for payments, proposal request, Change Orders, and Contract closeout procedures.
 - 6. Scheduling.
- D. Contractor to record minutes and distribute electronically via email within two days after meeting to Architect, Owner, participants, and those affected by decisions made.

3.03 PROGRESS MEETINGS

- A. Contractor will make arrangements for meetings, prepare agenda with copies for participants, preside at meetings.
- B. Attendance Required:
 - 1. Contractor.
 - 2. Owner.
 - 3. Architect.
 - 4. Contractor's superintendent.
 - 5. Major subcontractors.
- C. Agenda:
 - 1. Review minutes of previous meetings.
 - 2. Review of work progress.
 - 3. Field observations, problems, and decisions.
 - 4. Identification of problems that impede, or will impede, planned progress.
 - 5. Review of submittals schedule and status of submittals.
 - 6. Maintenance of progress schedule.
 - 7. Corrective measures to regain projected schedules.
 - 8. Planned progress during succeeding work period.
 - 9. Maintenance of quality and work standards.
 - 10. Effect of proposed changes on progress schedule and coordination.
 - 11. Other business relating to work.
- D. Contractor to record minutes and distribute electronically via email within two days after meeting to Architect, Owner, participants, and those affected by decisions made.

3.04 CONSTRUCTION PROGRESS SCHEDULE

- A. If preliminary schedule requires revision after review, submit revised schedule within 10 days.

01 3000 - ADMINISTRATIVE REQUIREMENTS

- B. Within 20 days after review of preliminary schedule, submit draft of proposed complete schedule for review.
 - 1. Include written certification that major contractors have reviewed and accepted proposed schedule.
- C. Within 10 days after joint review, submit complete schedule.
- D. Submit updated schedule with each Application for Payment and at each Progress Meeting.

3.05 SUBMITTALS FOR REVIEW

- A. When the following are specified in individual sections, submit them for review:
 - 1. Product data.
 - 2. Shop drawings.
 - 3. Samples for selection.
 - 4. Samples for verification.
- B. Submit to Architect for review for the limited purpose of checking for compliance with information given and the design concept expressed in Contract Documents.
- C. Samples will be reviewed for aesthetic, color, or finish selection.
- D. After review, provide copies and distribute in accordance with SUBMITTAL PROCEDURES article below and in the record documents purposes described in section 01 7700 - Project Closeout..

3.06 SUBMITTALS FOR INFORMATION

- A. When the following are specified in individual sections, submit them for information:
 - 1. Design data.
 - 2. Certificates.
 - 3. Test reports.
 - 4. Inspection reports.
 - 5. Manufacturer's instructions.
 - 6. Manufacturer's field reports.
 - 7. Other types indicated.
- B. Submit for Architect's knowledge as contract administrator or for Owner.

3.07 SUBMITTALS FOR PROJECT CLOSEOUT

- A. Submit Correction Punch List for Substantial Completion.
- B. Submit Final Correction Punch List for Substantial Completion.
- C. When the following are specified in individual sections, submit them at project closeout in compliance with requirements of Section 01 7700 - Contract Closeout:
 - 1. Project record documents.
 - 2. Operation and maintenance data.
 - 3. Warranties.
 - 4. Bonds.
 - 5. Other types as indicated.
- D. Submit for Owner's benefit during and after project completion.

3.08 NUMBER OF COPIES OF SUBMITTALS

- A. Electronic Documents: Submit one electronic copy in PDF format; an electronically-marked up file will be returned. Create PDFs at native size and right-side up; illegible files will be rejected.
- B. Samples: Submit the number specified in individual specification sections; one of which will be retained by Architect.
 - 1. After review, produce duplicates.
 - 2. Retained samples will not be returned to Contractor unless specifically so stated.

3.09 SUBMITTAL PROCEDURES

- A. General Requirements:
 - 1. Submit separate packages of submittals for review and submittals for information, when included in the same specification section.
 - 2. Identify: Project; Contractor; subcontractor or supplier; pertinent drawing and detail number; and specification section number and article/paragraph, as appropriate on each copy.
 - 3. Apply Contractor's stamp, signed or initialed certifying that review, approval, verification of products required, field dimensions, adjacent construction work, and coordination of information is in accordance with the requirements of the work and Contract Documents.
- B. Product Data Procedures:
 - 1. Submit only information required by individual specification sections.
 - 2. Collect required information into a single submittal.
 - 3. Do not submit (Material) Safety Data Sheets for materials or products.
- C. Shop Drawing Procedures:
 - 1. Prepare accurate, drawn-to-scale, original shop drawing documentation by interpreting Contract Documents and coordinating related work.
 - 2. Generic, non-project-specific information submitted as shop drawings do not meet the requirements for shop drawings.
- D. Transmit each submittal with approved form.
- E. Contractor shall be responsible for submitting all documents in electronic (PDF) format and transmitted via email.
 - 1. Provide electronic stamping and signatures.
 - 2. Beside submittal for review, information and closeout, this procedure applies to requests for information (RFI's), progress documentation, field reports and meeting minutes.
 - 3. Files shall be limited to 5 MB.
 - 4. File naming convention
 - a. The extension should be .pdf for Acrobat files.
 - b. The file name should be in the form of Division Number and Document Title.
 - 1) Example: 08 1113 Hollow Metal Doors and Frames
 - 5. No security features shall be enabled.
 - 6. Submittals containing information for more than one specification section shall have all sections identified on the transmittal according to the above numbering and name format.
- F. Apply Contractor's stamp, **signed or initialed** certifying that review, approval, verification of Products required, field dimensions, adjacent construction Work, and coordination of information is in accordance with the requirements of the Work and Contract Documents.
- G. Deliver submittals to www.procore.com/#sle
- H. For each submittal for review, allow 15 days excluding delivery time to and from the Contractor.
 - 1. The review period will not be shortened for failure of the Contractor to anticipate construction schedule conflicts.
 - 2. Extend the review period an additional 7 days when requiring review by Architect's consultants or Owner
- I. Shop Drawings, Product Data, Samples and similar submittals are not Contract Documents. Their purpose is to demonstrate the way by which the Contractor proposes to conform to the information given and the design concept expressed in the Contract Documents for those portions of the Work for which the Contract Documents require submittals. Informational submittals upon which the Architect is not expected to take responsive action may be so identified in the Contract Documents Submittals that are not required by the Contract Documents may be returned by the Architect without action.
- J. The Contractor shall review for compliance with the Contract Documents, approve and submit to the Architect Shop Drawings, Product Data, Samples and similar submittals required by the

01 3000 - ADMINISTRATIVE REQUIREMENTS

Contract Documents in accordance with the submittal schedule approved by the Architect or, in the absence of an approved submittal schedule, with reasonable promptness and in such sequence as to cause no delay in the Work or in the activities of the Owner or of separate contractors.

- K. By submitting Shop Drawings, Product Data, Samples and similar submittals, the Contractor represents to the Owner and Architect that the Contractor has:
 - 1. Reviewed and approved them.
 - 2. Determined and verified materials, field measurements and field construction criteria related thereto, or will do so.
 - 3. Checked and coordinated the information contained within such submittals with the requirements of the Work and of the Contract Documents.
- L. The Contractor shall perform no portion of the Work for which the Contract Documents require submittal and review of Shop Drawings, Product Data, Samples or similar submittals until the respective submittal has been approved by the Architect.
- M. The Work shall be in accordance with approved submittals except that the Contractor shall not be relieved of responsibility for deviations from requirements of the Contract Documents by the Architect's approval of Shop Drawings, Product Data, Samples or similar submittals unless the Contractor has specifically informed the Architect in writing of such deviation at the time of submittal and:
 - 1. The Architect has given written approval to the specific deviation as a minor change in the Work.
 - 2. A Change Order or Construction Change Directive has been issued authorizing the deviation. The Contractor shall not be relieved of responsibility for errors or omissions in Shop Drawings, Product Data, Samples or similar submittals by the Architect's approval thereof.
- N. The Contractor shall direct specific attention, in writing or on resubmitted Shop Drawings, Product Data, Samples or similar submittals, to revisions other than those requested by the Architect on previous submittals. In the absence of such written notice, the Architect's approval of a resubmission shall not apply to such revisions.

END OF SECTION