

Memo



To: Karen Patton, Acting Superintendent, Enterprise School District
From: Cassie Hibbert, Project Manager, Wenaha Group
CC: Karen Josi, Business Manager, Wallowa ESD
Scott Rogers, Senior Project Manager, Wenaha Group
Eric Hoff, Structural Waterproofing Consultants
Erika Pinkerton, Former Superintendent, Enterprise School District

Date: September 13, 2021

Re: Enterprise School District – Emergency Procurement for Roofing

Comments:

Enterprise School District's membrane roof has exceeded its lifespan and is degrading. In Summer 2018, the District's cafeteria roof was patched by Palmer Roofing. In Summer 2019, the entire roof system was evaluated by Structural Waterproofing Consultants (SWC) and patched in degraded locations by Gillespie Roofing. This patching was intended to protect the buildings until capital project funding could be secured.

The Enterprise community approved a general obligation bond in November 2020 for capital improvement projects, inclusive of a roof replacement on the High School, Junior High, and Primary buildings. Following bond approval, Enterprise School District prepared to fast-track the design and construction of the roof replacement for work to be performed during Summer 2021.

The District issued an Invitation to Bid for the roof replacement on March 17, 2021 with bids due April 8, 2021. Design was provided by SWC. The District received five (5) bids and issued a Notice to Proceed to the lowest qualified bidder, S&K Mountain Construction. In May 2021, following S&K's placement of their roofing material order with their supplier, S&K's supplier notified them about industry-wide delays in manufacturing and delivery of roofing material, citing global supply chain constraints and raw material shortages associated in part with the COVID-19 pandemic and early 2021 storms in the Southeast U.S. The supplier stated that the insulation might not be delivered until November 2021, making roofing construction impossible during Summer 2021. This supply chain disruption was validated by the District's other bond construction team members.

Following consultation with Wenaha Group, SWC, and Design West Architects, the District discussed options and decided to cancel the roofing contract with S&K and rebid in early 2022 for construction during Summer 2022.

On August 19, 2021, a thunderstorm in Enterprise caused a roof leak in the High School building above the library. This roof leak prompted the bond construction team to re-evaluate the roof condition in preparation for the upcoming winter. On September 8, 2021, SWC and Palmer Roofing met on site to review condition. SWC's condition report dated September 13, 2021 is attached to this memorandum. The report states that the High School and Cafeteria roofs require immediate repairs that involve 40% or more of the existing roof area, with the remaining roofs requiring minor patching. SWC recommends that "the High School and Cafeteria roofs either have full replacement done at this time or a temporary roof covering system installed to provide protection to the building until next year's roof replacement

project. The remainder of the roofs should have repairs completed this year to again protect the buildings until next year's roof replacement."

ORS279B.080 allows for:

"(1) The head of a contracting agency, or a person designated under ORS 279A.075, may make or authorize others to make emergency procurements of goods or services in an emergency. The contracting agency shall document the nature of the emergency and describe the method used for the selection of the particular contractor."

(2) For an emergency procurement of construction services that are not public improvements, the contracting agency shall ensure competition for a contract for the emergency work that is reasonable and appropriate under the emergency circumstances. In conducting the procurement, the contracting agency shall set a solicitation time period that the contracting agency determines to be reasonable under the emergency circumstances and may issue written or oral requests for offers or make direct appointments without competition in cases of extreme necessity."

The District requests that the Board approve in the September 13, 2021 Board Meeting an emergency procurement for roofing repair at the Cafeteria and High School, with limited patching at other needed areas. The method for contractor selection would be as follows:

1. District to issue an Emergency Quote Request by end-of-day Wednesday, September 15 to a pre-selected list of roofing contractors: 1) Palmer Roofing; 2) Competitive Commercial Roofing/Best Roof USA; 3) Cano Roofing; 4) S&K Mountain Construction; 5) Gillespie Roofing; and 6) CB Construction. All of these companies either submitted a bid to the District in April 2021; or, in the case of Palmer Roofing, have experience and knowledge of the District's roofs.
2. The Emergency Quote Request shall include a list of suggested replacement and repair options for the Cafeteria, High School, and patching in other areas. Contractors would be requested to submit options inclusive of a description of work (using readily available materials in the market), lump sum pricing, and proposed schedule. The District may select any option from any contractor regardless of price.
3. Emergency Quotes to be due Monday, September 20 at 3 p.m. via e-mail to Wenaha Group.
4. The District and consultant team will review and make a recommendation to the Board in a special Board meeting on or about Tuesday, September 21. Alternatively, the Board may delegate to the Acting Superintendent the final decision making on repair option.

Enc: Structural Waterproofing Consultants, Existing Roof Condition Assessment, September 13, 2021



PROJECT NAME: Enterprise School District Buildings	PROJECT #: 210128A-OR
OBSERVATION: Site Visit #1	ISSUE DATE: 9/13/2021
FIELD REPORT: Existing Roof Condition Assessment	

<i>Observation Date:</i>	<i>Observation Time:</i>	<i>Weather Conditions During Observations:</i>
9/8/2021	9:00 AM	Clear

<i>Observation Address:</i>
Enterprise School District Buildings 201 SE 4 th Street Enterprise, Oregon 97828

<i>Observation Attendees:</i>
Eric Hoff – Structural Waterproofing Consultants Mike Jorgensen- Palmer Roofing

<i>Distribution (via email):</i>
Cassie Hibbert – CHibbert@wenahagroup.com

This report provides written and photographic documentation of the September 8, 2021, field observations and review of condition of single ply roof membrane on the existing school building complex.

Enterprise SD Field Report #1

Enterprise SD Field Report #1



- 1.01 View of the typical condition of the High School and Cafeteria roofs. Note: the dark areas are where water is ponding and collecting debris. These dark areas upon closer observation are displaying a high degree of deterioration and require repair.

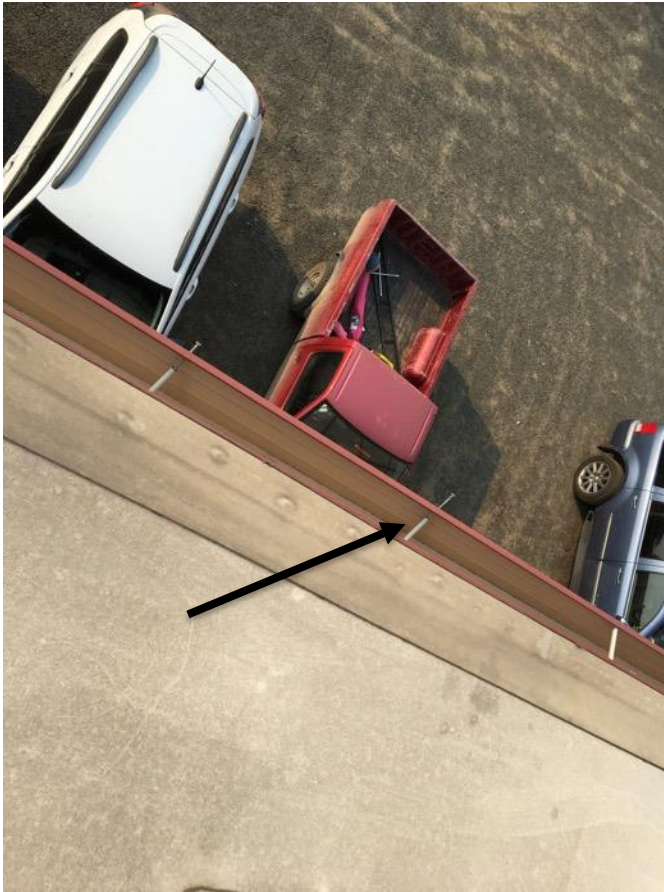


- 1.02 **High School Roof:** View of a patch that was recently installed on the High School Building roof to repair a water leak through the existing deteriorated roof membrane.



- 1.03 View of the corner joint at the roof edge that has deteriorated and is allowing water under the roof membrane.

Enterprise SD Field Report #1



- 1.04 The gutter spikes have worked loose and are no longer supporting the gutter at this location.



- 1.05 A hole through the roof membrane was observed.

Enterprise SD Field Report #1



1.06 **Lower Roof at East End of Cafeteria:** The overall condition of the roof membrane was acceptable to last until next year's replacement.



1.07 The drip edge of the roof has deteriorated and requires repair.



1.08 **Shop Area Roof:** The overall condition of the roof membrane is acceptable to last until next year's replacement. There are locations around the perimeter that require repair.

The arrow indicates an area where a leak has caused deterioration of the underlying rigid insulation.

Enterprise SD Field Report #1



1.09 **Barrel Roof:** The overall condition of the roof membrane is acceptable to last until next year's replacement. There are locations around the perimeter that require repair.



1.10 **Primary School:** The overall condition of the roof membrane is acceptable to last until next year's replacement. There are locations around the perimeter that require repair.



1.11 The painted metal roof vents will require repair during the future roof replacement project to kill the rusting that is taking place.

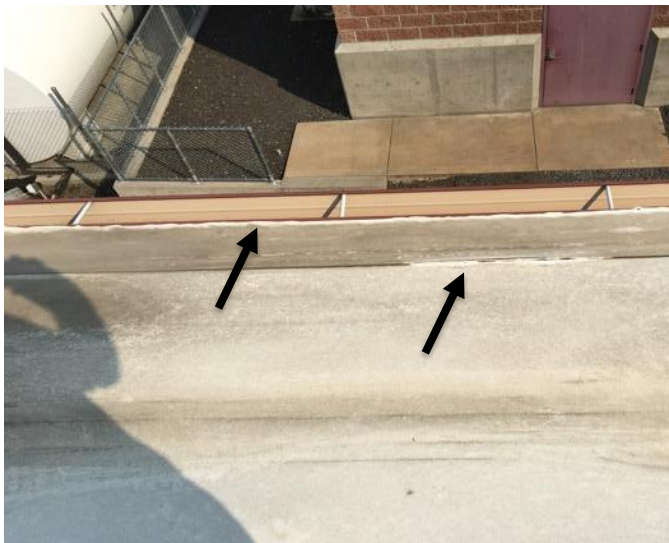
Enterprise SD Field Report #1



1.12 **Gym Roof:** There is ponding taking place along the gutter line which is causing deterioration of the roof membrane and requires repair.



1.13 The overall condition of the existing roof membrane is acceptable to last until next year's replacement. There are locations around the perimeter that require repair.



1.14 The edge membrane has been sealed along the edges and the sealant is **not** failing.

Enterprise SD Field Report #1



1.15 **Old Building:** The overall condition of the roof membrane is acceptable to last until next year's replacement.



1.16 A repair that was installed last year. It appears the old perimeter flashing has further deteriorated and requires repair.



1.17 The two rain drains need to be cleaned and a closer observation made to ensure they remain clean and are performing properly.

CONCLUSIONS:

The observation of the condition of the existing roof systems on each of the buildings found the following:

1. The High School and Cafeteria roofs require immediate repairs that involve 40% or more of the existing roof area.
2. The remaining building's roofs are in acceptable condition with minor repairs to edge/field flashings, holes and other deteriorated locations to last until next year's roof replacement project.

It is recommended the High School and Cafeteria roofs either have full replacement done at this time or a temporary roof covering system installed to provide protection to the building until next year's roof replacement project. The remainder of the roofs should have repairs completed this year to again protect the buildings until next year's roof replacement.

Please contact me directly (503.329.2455) if you have any questions or require further clarification on anything discussed in this report.

Respectfully submitted,



Eric Hoff, Senior Architect
Structural Waterproofing Consultants

END OF FIELD REPORT