

Memo

To: Finance Officers and Maintenance Directors
From: Kenneth Phelps
CC:
Date: March 9, 2009
Re: Drawings and Specifications for Roofing Projects

Reroofing projects are to be reviewed by School Planning, prior to bidding and/or the approval of construction funding through the Public School Building Capital Fund.

It appears that some LEA's may be using a roofing products manufacturer's representative to prepare drawings and/or specifications for their reroofing projects. That may be a violation of North Carolina General Statutes (GS) 133-1 and/or 133-2. If a violation potentially exists, funding from the PSBCF would not be prudent.

GS 133-2 is titled "Drawings of plans by material furnisher prohibited." (The text includes "representatives or agents.")

Please be aware that the drawings should show enough information in order for us to do an adequate review. Specifically, we need to confirm that (1) there is appropriate slope on the existing roof, or new tapered insulation will be installed and (2) that existing plus proposed insulation meets the current energy code, or additional insulation will be installed. We are also concerned with details of the roof edge or parapet, adequacy of drainage including emergency overflow drainage, etc.

Also, the naming of only one product (rather than three equal products as required for competitive bidding) violates GS 133-3. This statute allows your preferred product to be bid as an alternate to the three competitive products, but bidding it as the only acceptable product is problematic.

Please let me know if you have any questions about this. My telephone number is 919-807-3561; e-mail is kphelps@dpi.state.nc.us. Our street address information is shown above; our fax number is 919-807-3558. Our mailing address is 6319 Mail Service Center, Raleigh, NC 27699-6319. Thank you.

Kenneth M. Phelps, Architect
School Planning Consultant