

## Department of Planning and Zoning

Town of Vienna, Virginia

127 Center Street S

Vienna, Virginia 22180

Phone: 703-255-6341 | Email: DPZ@viennava.gov

Hours: Monday – Friday, 8:00 am - 4:30 pm

## APPLICANT AUTHORIZATION FORM

I hereby certify that I am the property owner or I have authority of the property owner to make this application, that the information is complete, and that if a permit or certificate is issued, the construction and/or use will conform to the zoning ordinance and other applicable laws and regulations including private building restrictions, if any, which relate to the property. This form must be submitted prior to issuance of any permit or certificate.

I understand that the permits or certificates obtained pursuant to this permit authorization form will be in my name. I accept full responsibility for the work performed.

Check one box below:

☐

I am the property owner

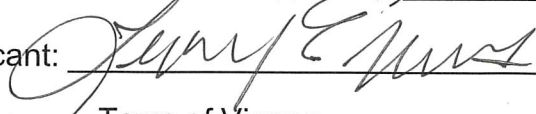
☒

I am an applicant who has the authority of the property owner (owner will still need to sign)

Description of permits or certificates being applied for:

at the following address: 211 Center Street South, Vienna VA 22180

Applicant Name (fill out if owner is not applicant): Leon Evans, Facility/Operation Manager P&R

Signature of Applicant: 

Date: 5-12-21

Property Owner's Name: Town of Vienna

Signature of Property Owner: \_\_\_\_\_

Date: \_\_\_\_\_



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## TOWN OF VIENNA

127 Center Street S  
Vienna, VA 22180

### INVITATION FOR BID

IFB 21-05

### BOWMAN HOUSE ROOF REPLACEMENT

#### **BIDS DUE BY:**

**MAY 4, 2021 AT 11:00 AM**

All inquiries concerning this Invitation for Bid shall be submitted *in writing via email*

**No later than April 21, 2021 at 2:00 PM to:**

Purchasing Agent  
Gina Gilpin  
[ggilpin@viennava.gov](mailto:ggilpin@viennava.gov)

**IFB 21-05 BOWMAN HOUSE ROOF REPLACEMENT**

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\* denotes – must be returned with bid

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**Posting Notice/Advertisement**

Sealed bids will be received by the Town of Vienna, Virginia at the Purchasing Office, 127 Center Street, South, Vienna, Virginia 22180, for the following:

- **IFB 21-05 BOWMAN HOUSE ROOF REPLACEMENT**
- **BID OPENING/DUE DATE: May 4, 2021 AT 11:00 AM**

On the above dates and at the times specified, bids so received will be publicly opened and read aloud.

Copies of bid forms and specifications are available from the Purchasing Office at the above address, or by calling (703) 255-6359 during normal business hours (8:00am-4:30pm) daily except Saturday, Sunday, and Holidays. These will also be available on the Purchasing Section of the Town's Web Site ([www.viennava.gov](http://www.viennava.gov))



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SECTION A. INSTRUCTION TO BIDDERS

1. SUBMISSION OF BIDS AND BID OPENING

- A. Bids will be received by the Purchasing Agent, 127 Center Street S, Vienna, Virginia, 22180 and will be opened and read at the times and places set forth in the Posting Notice/Advertisement for Bid. Bidders, or their representatives, and other interested persons may be present at the opening of proposals.
- B. Bidders must use the attached Official Bid Form to submit their bid. All bids must show unit price, if applicable, and total price. **All bidders must return ONE (1) original and ONE (1) copy of the Official Bid Form as well as any issued addendums or any other documentation considered to be part of the Bid Package. KEEP A COPY OF THE IFB FOR YOUR FILES AND DO NOT SUBMIT IT WITH THE BID PACKAGE.** By signing the Official Bid Form, the bidder acknowledges they have read this solicitation, understand it, and agree to be bound by its terms and conditions. Bids may be submitted by mail or delivered in person. The envelopes containing the bids must be sealed and addressed to the *Purchasing Agent, 127 Center Street S, Vienna, Virginia, 22180* and marked on the outside Proposal for Contract Number IFB, with name of the Bidder and his Virginia State Contractor's Registration Number.
- C. The Bidder shall assume full responsibility for timely delivery at the location designated for receipt of Bids.

2. BIDDING DOCUMENTS

- A. Bidding Documents include the Advertisement for Bid, Instructions to Bidders, Official Town Bid Form, the Bid Bond, and the proposed Contract Documents, including any Addenda issued prior to receipt of bids. All requirements and obligations of the Bidding Documents are hereby incorporated by reference into the Contract Documents and are binding on the Successful Bidder upon Award of the Contract.
- B. Bidders may obtain complete sets of the Bidding Documents from the issuing office designated in the Advertisement for Bid in the number and for the price, if any, stated therein.
- C. Bidders shall use complete sets of Bidding Documents in preparing Bids; neither the Owner nor the A/E shall assume any responsibility for errors or misinterpretations resulting from the use of incomplete sets of Bidding Documents.
- D. The Owner, in making copies of the Bidding Documents available on the above terms, does so only for the purpose of obtaining Bids on the Work and does not confer a license or grant for any other use.

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3. DEFINITIONS

A. THE BID:

A Bid is a complete and properly signed proposal to do the work or designated portion thereof for the sums stipulated therein, submitted in accordance with the Bidding Documents.

B. BASE BID:

The Base Bid is the sum stated in the Bid for which the Bidder offers to perform the Work described in the Bidding Documents as the base, to which work may be added or from which work may be deleted for sums stated in Alternate Bids, if any.

C. ALTERNATES:

An Alternate Bid (or Alternates) is an amount stated in the Bid to be added to or deducted from the amount of the Base Bid if the corresponding change in the Work, as described in the Bidding Documents, is accepted.

4. QUALIFICATION OF BIDDER

A. The Successful Bidder shall perform at least that percentage of the Work specified in the Owner-Contractor Agreement, with forces that are in the direct employment of the Contractor's organization. If requested by the Owner, prior to the signing of the contract, the successful Bidder shall submit a statement of work to be performed by his own forces.

B. Prior to Contract award or within seven (7) days of the Owner's request to do so, the successful Bidder shall be prepared to demonstrate that his present organization, direct labor force and prior work experience is of adequate size and development to maintain responsible control of the project and to schedule, coordinate and perform the work in an expeditious manner and in accordance with the Contract Documents.

C. Bidders, whether residents or nonresidents of Virginia, will be required to show evidence of a certificate of registration as required by Chapter 11 of Title 54 of the Code of Virginia before award will be considered. If a bid is \$40,000 or more, or if the Contractor's annual volume is \$300,000 or more, the Contractor must be licensed as a "Class A Contractor". If a bid is \$1,500 or more but less than \$40,000, the Contractor must be licensed as at least a "Class B Contractor". The Bidder shall place on the outside of the envelope containing the bid and shall place in the bid, at the place provided, whichever of the following notations is appropriate:

"Licensed Class A Virginia Contractor No. \_\_\_\_\_"

"Licensed Class B Virginia Contractor No. \_\_\_\_\_"

"Contract is less than \$1,500 therefore licensure is not required".

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- D. The Owner will consider, in determining the qualifications of a Bidder, his record in the performance of any contracts for the construction work into which he may have entered with the Town or with such public bodies or corporations. The Owner expressly reserves the right to reject the bid of any Bidder if such record discloses that such Bidder, in the opinion of the Owner, has not properly performed such contracts or has habitually and without just cause neglected the payment of bills, or has otherwise disregarded his obligations to subcontractors, material men, suppliers or employees.
- E. The Owner may make such investigation as he deems necessary to determine the ability of the Bidder to perform the work, and the Bidder shall furnish to the Owner all such information and data for this purpose as requested. The Owner reserves the right to reject any bid if the evidence submitted by, or investigation of such Bidder, fails to satisfy the Owner that such Bidder is a responsive and responsible Bidder in accordance with the criteria set forth herein. Conditional bids will not be accepted.

5. BIDDER'S REPRESENTATIONS

Each Bidder by submitting his Bid represents that:

- A. He has read and understands the Bidding Documents and his Bid is made in accordance therewith; and Bidder agrees to be bound by the terms and requirements set forth in the Bidding and Contract Documents;
- B. He has visited the site, has familiarized himself with the local conditions under which the Work is to be performed in accordance with this IFB bid package and has correlated his observations with the requirements of the proposed Contract Documents;
- C. His Bid is based upon the materials, systems and equipment required by the Bidding Documents without exception; and
- D. He has the capability, in all respects, and the moral and business integrity, reliability, technical ability, financial resources, plant, management, superintendents, equipment and materials which will accurately ensure effective and efficient good faith performance in full compliance with the Contract Documents and with any and all schedules and Milestone and Completion dates required by the Owner. The Bidder acknowledges and represents that he has made allowances for normal inclement weather indigenous to the Project Site, in bid estimating, planning and scheduling of the Work. The Bidder further acknowledges that the Contract Documents are, in his opinion, appropriate and adequate for completing this project and for the construction of sound and suitable work. The Bidder hereby certifies that the work shall be completed, in place, in full accordance with the Contract Documents, within the time limits specified.

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6. BID SECURITY

- A. Each bid must be accompanied by (1) a certified check of the Bidder made payable to the Town of Vienna or (2) a bidder's bond on the Bid Bond Form. The amount of the bid security will be 5% of the amount of the bid.
- B. Said bid security is given as a guarantee that the Bidder will enter into a contract if awarded the work and, in the case of refusal or failure to so enter into said contract, the security shall be declared forfeited to the Owner. Such security shall be returned to all but the three lowest Bidders within three (3) days after the opening of bids and the remaining security will be returned within 48 hours after the Owner and the successful Bidder have executed the Contract. If no Contract has been awarded or the Bidder has not been notified of the acceptance of his bid, within sixty (60) days of the bid opening, the Bidder may withdraw his bid and request the return of his bid security. If, at the Owner's request, the Bidder agrees to extend and maintain his bid beyond the specified 60 days, his bid security will be held for the extended period.
- C. The Bidder's Certified Check or Bid Bond shall be accompanied by a written guarantee by a surety company licensed to do business in Virginia and acceptable to the Owner, that in the event a contract is awarded to the Bidder, said surety will furnish the required Performance, Labor and Material Payment and Guarantee Bonds, as required herein.

7. LIQUIDATED DAMAGES

The Successful Bidder, upon his failure or refusal to execute the Contract within fifteen (15) business days after he has received notice of the acceptance of his bid, shall forfeit to the Owner the security deposited with his bid, as liquidated damages for such failure or refusal.

8. SITE CONDITIONS AND CONDITIONS OF WORK

- A. Each Bidder must acquaint himself thoroughly as to the character and nature of the work to be done. Each Bidder furthermore must make a careful examination of the site of the work and inform himself fully as to the difficulties to be encountered in the performance of the work, the facilities for delivering, storing and placing materials and equipment, and other conditions relating to construction and labor.
- B. Except where subsurface and/or latent conditions at the site are determined in the General Conditions to be materially different than those shown on the drawings or indicated in the contract documents, the Successful Bidder assumes all risk as to the nature and behavior of the soil or subsurface conditions which underlie the work or is adjacent thereto, or difficulties that may be due to any unfavorable conditions that may be encountered in the work, whether apparent on surface inspection or disclosed after construction begins.

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- C. No plea of ignorance of conditions that exist prior to submission of bids, or may hereafter exist on the site of the work subsequent to the Notice to Proceed, or difficulties that may be encountered in the execution of the work, as a result of failure to make necessary investigations and examinations, will be accepted as an excuse for any failure or omission on the part of the successful Bidder to fulfill in every detail all the requirements of the Contract Documents and to complete the work for the consideration set forth therein, or as a basis for any claim whatsoever.
- D. Insofar as possible or as required by the Contract Documents, the Successful Bidder, in carrying out his work, must employ such methods or means as will not cause interruption of or interference with the work of the Owner or any separate contractor.

9. BIDDER'S QUESTIONS, ADDENDA AND INTERPRETATIONS

- A. Bidders and Sub-bidders shall promptly notify the Owner in writing of any ambiguity, inconsistency or error which they may discover upon examination of the Bidding and Contract Documents or of the site and local conditions. No interpretation of the meaning of the drawings, specifications or other contract documents will be made to any Bidder orally.
- B. Any and all such interpretations and any supplemental instructions will be in the form of written addenda to the Bidding Documents which, if issued, will be faxed or mailed to all prospective Bidders (at the respective addresses or email addresses furnished for such purposes) not later than three (3) calendar days prior to the date fixed for the opening of bids. The Owner reserves the right to postpone the bid opening at any time prior to opening bids. Failure of any Bidder to receive any such addendum or interpretation shall not relieve any Bidder from any obligation under his bid as submitted. All addenda so issued shall become part of the Contract Documents.
- C. If the Bidder (or any person bidding to Bidder and/or subsequently in contact with the Bidder, relating to the subject project) knows, or should have known, that an ambiguity, discrepancy, error, omission or conflicting statement exists in the Bidding or Contract Documents, said Bidder (or sub-bidder) has an obligation to seek a clarification thereof from the Owner prior to bid. The Owner will welcome such a clarification request, and, if deemed necessary by the Owner, the Owner will issue a written addendum clarifying the matter in question. Should the Bidder fail to seek such a clarification prior to bid, Bidder thereby assumes the risk of loss related to such ambiguity, discrepancy, error, omission or conflicting statement which the Bidder (and any person bidding to Bidder and/or subsequently in contract with Bidder, relating to the subject project) knew or should have known existed at the time of bid.
- D. Each Bidder shall ascertain prior to submitting his bid that he has received all Addenda issued, and he shall acknowledge receipt and inclusion in his proposal

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of all Addenda. Failure to indicate receipt of any Addenda on the Official Town Bid Form may be cause for rejection of bid.

10. SECURITY FOR FAITHFUL PERFORMANCE

The Successful Bidder shall furnish a Performance Bond and a Labor and Material Payment Bond, each in an amount equal to one hundred percent (100%) of the Contract Sum as security for the faithful performance of this Contract and as security for the payment of all persons performing labor and furnishing materials under this Contract. The Performance Bond and the Labor and Material Payment Bond shall be in separate instruments on the form provided by the Owner, in accordance with State law and shall be delivered to the Owner not later than the date of execution of the Contract. The surety shall be such surety company or companies that are acceptable to the Owner and that are authorized to transact business in the Commonwealth of Virginia.

11. TIME FOR COMPLETION AND LIQUIDATED DAMAGES FOR NON-COMPLETION

The time for completion of this Contract and liquidated damages for non-completion within the stipulated time shall be as fixed in the Owner-Contractor Agreement.

12. LOCATION OF WORK

Bowman House, 211 Center Street South in Vienna, Virginia

13. LIABILITY INSURANCE

The Contractor shall provide the Purchasing Agent with a Certificate of Insurance PRIOR to the start of any work under the contract and agrees to maintain such insurance until the completion of the contract. The minimum limits of liability shall be:

Workers' Compensation -- Standard Virginia Workers' Compensation Policy

Broad Form Comprehensive General Liability--\$2,000,000.00.

Combined Single Limit coverage to include:

Premises - Operations; Products/Completed Operations;

Contractual; Independent Contractors; Towns and Contractors

Protective; Personal Injury (Libel, Slander, Defamation of Character, etc.)

Automobile Liability--\$1,000,000.00 Combined Single Limit.

The Town of Vienna, Virginia is to be named as an additional insured and this is to be so noted on Certificate of Insurance.

The policy shall be delivered to the Town of Vienna PRIOR to the commencement of any work.

A thirty (30) day written notice of cancellation or non-renewal shall be furnished by certified mail to the purchasing office at the address indicated on the solicitation.

My signature on this solicitation constitutes certification that, if I am awarded the contract, I shall obtain

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the required coverage as specified herein within ten (10) days of notification of award.

14. BIDDERS REFERRED TO LAWS

- A. The attention of Bidders is called to the provisions of all municipal, Town, state and federal laws, regulations, ordinances and resolutions, including but not limited to, the Human Rights Ordinance; the Americans with Disabilities Act, Equal Opportunity, Small and Minority Business Enterprises; as well as laws, regulations, ordinances, resolutions and permits relating to obstructing streets, maintaining signals, storing and handling of explosives, or affecting the Bidder, or his employees or his work hereunder in his regulations, ordinances, permits or resolutions controlling or limiting Contractors while engaged in the prosecution of work under this contract.
- B. The provisions of this Contract shall be interpreted in accordance with the laws of the Commonwealth of Virginia and in accordance with the laws, ordinances, regulations, permits and resolutions of the Town of Vienna.
- C. Contractor certifies that it does not and will not during the performance of this contract violate (i) the provisions of the Federal Immigration Reform and Control Act of 1986, as amended, and § 40.1-11.1, Code of Virginia, which prohibits the employment of illegal aliens, and (ii) the provisions of Federal and State employment and wage hour laws. The contractor shall include and enforce the language in the last sentence in every subcontract issued under this contract and shall require the subcontractor to do the same.

15. TAXES

All applicable Federal, State and Local Taxes shall be included in the Bidder's proposal.

16. RIGHT TO REJECT BIDS

The Owner expressly reserves the right to reject any or all bids, to waive any informalities or irregularities in the bids received, and to accept that bid which in its judgment, best serves the interest of the Owner.

17. PREPARATION AND SUBMITTAL OF OFFICIAL TOWN BID FORM

- A. Bids shall be submitted utilizing the Official Town Bid Form as found herein, or otherwise provided with the Contract Documents, and shall be complete in every respect. The submitted bid package shall consist of one (1) original and one (1) copy of the Official Town Bid Form is completed as indicated below, The total bid amount shall be entered in words and figures in the space provided. All entries shall be typewritten or printed in ink. The signatures of all persons shall be in longhand. Any entry of amount that appears on the face of the bid to have involved an erasure, deletion, white-out and/or substitution or other such change or alteration, shall show by them the initials of the person signing the bid and the date of the change or alteration. A failure to comply with this requirement may be cause for disqualification of the bid.

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- B. Bids shall not contain any restatement or qualifications of work to be done and alternate bids will not be considered unless called for. No oral, telegraphic or telephonic bids or modifications will be considered.
- C. Bids shall be delivered to the Owner on or before the day and until the hour set for the receipt of bids, enclosed in a sealed envelope and bearing the title of the work, name of Bidder and Bidder's registration number.
- D. The Bidder will complete the OFFICAL TOWN BID FORM, Section K, as indicated on the form.

1. Sheets BID BOND

The enclosed Bid Bond form is to be filled in completely, signed, sealed and notarized by both the Principal and the Surety and the appropriate Power(s) of Attorney attached,

2. Sheet REFERENCES

Provide a minimum of three (3) references as indicated on the reference form.

- 3. "Optional" Complete the escrow agreement page 1 to 4.

18. MODIFICATION OR WITHDRAWAL OF BID

- A. Bidder may withdraw his bid from consideration if the price of the bid was substantially lower than the other bids due solely to a mistake therein, provided the bid was submitted in good faith, and the mistake was a clerical mistake as opposed to a judgment mistake, and was actually due to an unintentional arithmetic error or an unintentional omission of a quantity of work, labor or material made directly in the compilation of a bid, which unintentional arithmetic error or unintentional omission can be clearly shown by objective evidence drawn from inspection of original work papers, documents and materials used in the preparation of the bid sought to be withdrawn. The Bidder shall give notice in writing of his claim of right to withdraw his bid within two (2) business days after the conclusion of the bid opening procedure and shall submit original work papers with such notice.
- B. Prior to the time and date designated for receipt of bids, any bid submitted may be modified or withdrawn by notice to the party receiving bids at the place designated for receipt of bids. Such notice shall be in writing over the signature of the Bidder or by telegrams; if by telegram; written confirmation over the signature of the Bidder shall be mailed and postmarked on or before the date and time set for receipt of bids, and it shall be so worded as not to reveal the amount of the original bid.
- C. Withdrawn bids may be resubmitted up to the time designated for the receipt of Bids provided that they are then fully in conformance with this Information for Bidders.
- D. Bid security, if any is required, shall be in an amount sufficient for the bid as modified or resubmitted.



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19. DETAILED BID BREAKDOWN

The low bidder shall provide the Owner a detailed breakdown of his bid using a schedule of values form reflecting appropriate specification within seven (7) working days from bid opening date. In addition to verifying accounting requirement, the breakdown may be used by the Owner to determine whether the Bidder has grossly misjudged the requirements of any area. Failure to provide the requested detailed breakdown may result in rejection of the bid proposal.

20. AWARD OF CONTRACT

The Contract will be awarded to the lowest responsive and responsible Bidder.

- A. The Town shall have the authority to waive informalities in bids, reject all bids, or parts of all bids when in its judgment the public interest may be served thereby.
- B. The Lowest Bidder is determined by the aggregate amount of the Base Bid, plus any Alternates selected by the Owner.
- C. A Responsive Bidder shall mean a Bidder who has submitted a Bid which conforms, in all material respects, to the Bidding Documents.
- D. A Responsible Bidder shall mean a Bidder who has the capability, in all respects, to perform fully the Contract requirements. In determining responsibility, the following criteria will be considered:
  - 1. The ability, capacity, and skill of the Bidder to perform the contract or provide the service required;
  - 2. Whether the Bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference;
  - 3. The experience, and efficiency of the Bidder;
  - 4. The quality of performance of previous contracts or services. For example the following information will be considered:
    - a. The administrative and consultant cost overruns incurred by Owners on previous contracts with Bidder,
    - b. The Bidder's compliance record with Contract General Conditions on other projects,
    - c. The submittal by the Bidder of excessive and/or unsubstantiated extra cost proposals and claims on other projects,
    - d. The Bidder's record for completion of the work within the Contract Time and Bidder's compliance with scheduling and coordination requirements

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on other projects,

- e. The Bidder's demonstrated cooperation with the Owner, A/E and other contractors on previous contracts,
  - f. Whether the work performed and materials furnished on previous contracts were in accordance with the Contract Documents;
- 5. The previous and existing compliance by the Bidder with laws and ordinances relating to contracts or services;
  - 6. The sufficiency of the financial resources and ability of the Bidder to perform the contract or provide the service;
  - 7. The quality, availability and adaptability of the goods or services to the particular use required;
  - 8. The ability of the Bidder to provide future maintenance and service for the warranty period of the contract;
  - 9. Whether the Bidder is in arrears to the Town on debt or contract or is a defaulter on surety to the Town or whether the Bidder's Town taxes or assessments are delinquent;
  - 10. Such other information as may be secured by the Director, Department of Public Works or his designee (Owner's Authorized Representative, hereinafter referred to as OAR), having a bearing on the decision to award the contract, to include, but not limited to:
    - a. The ability, experience and commitment of the Bidder to properly and reasonably plan, schedule, coordinate and execute the Work,
    - b. Whether the Bidder has ever been debarred from bidding or found ineligible for bidding on any other projects.
- E. The purpose of the above is to enable the Town Council in its opinion, to select the bid which is in the best interests of the Town. The ability of the low Bidder to provide the required bonds will not of itself demonstrate responsibility of the Bidder.
- F. The Owner reserves the right to require from the Bidder:
- (1) Financial statements for the most recent three (3) consecutive years that have been prepared in accordance with generally accepted accounting principles, and audited by a licensed, independent Certified Public Accountant.
  - (2) Bidder's Town Business and Professional Occupation License (BPOL) number.
- G. The Owner reserves the right to defer award of this contract for a period of up to sixty (60) days after the due date of bids. During this period of time, the Bidder shall guarantee the prices quoted in his bid.

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21. CONTRACT EXTENSION AND UNIT PRICE ADJUSTMENT

N/A

22. ESCROW ACCOUNT PROCEDURE

For contracts greater than \$200,000.00, Contractors/Bidders have the option to use an Escrow Account Procedure for retained funds by so indicating in the space provided in the Official Town Bid Form. In the event the Contractor elects to use the Escrow Account Procedure, the "Escrow Agreement" form shall be executed and submitted to the Town Purchasing Agent within fifteen (15) business days after notification. If the "Escrow Agreement" is not submitted within the fifteen (15) day period, the Contractor shall forfeit his rights to the use of the Escrow Account Procedure.

23. USE OF CONTRACT BY OTHER POLITICAL JURISDICTIONS

Bidders are advised that all resultant contracts will be extended, with the authorization of the Bidder, to Metropolitan Washington Council of Governments jurisdictions and other jurisdictions and political subdivisions of the Commonwealth of Virginia to permit their ordering of supplies and/or services at the prices and terms of the resulting contract. If any other jurisdiction decides to use the final contract, the Contractor must deal directly with that jurisdiction or political subdivision concerning the placement of orders, issuance of the purchase order, contractual disputes, invoicing and payment. The Town acts only as the "Contracting Agent" for these jurisdictions and political subdivision. Failure to extend a contract to any jurisdiction will have no effect on consideration of Contractors bid/proposal.

It is the awarded vendor's responsibility to notify the jurisdictions and political subdivision of the availability of the contract.

Each participating jurisdiction and political subdivision has the option of executing a separate contract with the awardee. Contracts entered into with them may contain general terms and conditions unique to those jurisdictions and political subdivisions covering minority participation, non-discrimination. If, when preparing such a contract, the general terms and conditions of a jurisdiction are unacceptable to the awardee, the awardee may withdraw its extension of the award to that jurisdiction.

The Town shall not be held liable for any costs or damage incurred by another jurisdiction as a result of any award extended to that jurisdiction or political subdivision to the awardee.

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**SECTION B . GENERAL TERMS AND CONDITIONS**

**VENDOR:** THE GENERAL TERMS AND CONDITIONS WHICH FOLLOW APPLY TO ALL PURCHASES AND BECOME A DEFINITE PART OF EACH FORMAL INVITATION FOR BID, REQUEST FOR PROPOSALS, PURCHASE ORDER AND/OR OTHER AWARD ISSUED BY THE TOWN OF VIENNA, VIRGINIA, UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION DOCUMENTS. BIDDERS/OFFERORS OR THEIR AUTHORIZED REPRESENTATIVES ARE EXPECTED TO FULLY INFORM THEMSELVES AS TO THE CONDITIONS, REQUIREMENTS, AND SPECIFICATIONS BEFORE SUBMITTING BIDS/PROPOSALS; FAILURE TO DO SO WILL BE AT THE BIDDERS/OFFERORS' OWN RISK AND HE CANNOT SECURE RELIEF ON THE PLEA OF ERROR.

SUBJECT TO STATE, COUNTY AND LOCAL LAWS AND ALL RULES, REGULATIONS AND LIMITATIONS IMPOSED BY LEGISLATION OF THE FEDERAL GOVERNMENT, BIDS/PROPOSALS ON ALL SOLICITATIONS ISSUED BY THE PURCHASING OFFICE WILL BIND BIDDERS/OFFERORS TO APPLICABLE CONDITIONS AND REQUIREMENTS HEREIN SET FORTH UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION.

1. **CLARIFICATION OF TERMS:** If any prospective bidder/offeree has questions about the specifications or other solicitation documents, the prospective bidder/offeree should contact the Purchasing Agent or the person whose name appears on the face of solicitation NO LATER THAN SEVEN (7) WORKING DAYS BEFORE opening/closing date. Any revisions to the solicitation will be made only by addendum issued by the Purchasing Agent.
2. **PREPARATION & SUBMISSION:** In order to be considered for selection, the bidder/offeree must submit a complete response to the Invitation For Bid/Request For Proposals. One (1) original and one (1) copy of each bid/proposal must be submitted on the Town of Vienna Bid/Proposal Forms provided. The bid/proposal shall be signed by an authorized representative of the bidders'/offerors' firm and delivered to the proper location by the time and date specified on the cover page.
3. **ENVELOPE IDENTIFICATION:** The signed bids must be returned in a sealed envelope and identified as follows: "SEALED BID", show the IFB number, IFB subject, opening time, opening date, and bidder's name and address. In the case of proposals, the signed proposal cover page and proposal must be returned in a sealed envelope, marked clearly on the outside "SEALED COMPETITIVE NEGOTIATION", show the RFP number, RFP subject, closing time, closing date, and offeror's name and address.

If a bid/proposal is mailed in an envelope, not identified as specified, the bidder/offeree takes the risk that the envelope may be inadvertently opened and the information compromised which may cause the bid/proposal to be disqualified. The Town reserves the right to declare such a bid/proposal as non-responsive. Bids/proposals may be hand delivered to the designated location.
4. **LATE BIDS/PROPOSALS:** LATE bids/proposals will be returned to bidder/offeree UNOPENED, if the IFB/RFP number and return address is shown on the envelope.
5. **QUOTATIONS TO BE F.O.B. DESTINATION:** Quote F.O.B. DESTINATION for all competitive sealed bids. If otherwise, show exact cost to deliver.
6. **PRICING ERRORS:** In case of an error in price extension, the firm fixed unit price shall govern.
7. **BID/PROPOSAL ACCEPTANCE PERIOD:** Bids shall be binding upon the bidder for sixty (60) days following the bid opening date. Proposals shall be binding upon the offeror for ninety (90) days following the proposal due date. Any bid/proposal on which the bidder/offeree shortens the acceptance period may be rejected.
8. **CORRECTION OR WITHDRAWAL OF BIDS AND CANCELLATION OF AWARDS UNDER COMPETITIVE SEALED BIDDING:** Correction or withdrawal of inadvertently erroneous bids before or after award, or cancellation of awards or contracts based on such bid mistakes, shall be permitted. After bid opening, no changes in bid prices or other provisions of bids prejudicial to the interest of the Town or fair competition shall be permitted. Except as otherwise provided by regulation, all decisions to permit the correction or withdrawal of bids, or to cancel awards or contracts based on bid mistakes, shall be supported by a written determination made by the Purchasing Agent. No bid may be withdrawn when the result would be to award the contract on another bid of the same bidder or of another bidder in which the ownership of the withdrawing bidder is more than five percent (5%). If a bid is withdrawn, the lowest remaining bid shall be deemed to be the low bid. If the Purchasing Agent, the Using Department, or a designee of such, denies the withdrawal of a bid, he shall notify the bidder in writing stating his decision.
9. **TAXES:** The Town of Vienna is exempt from the payment of federal excise or state sales taxes on all tangible, personal property for its use or consumption except taxes paid on materials that will be installed by the bidder and become a part of real property.

If a bidder is bidding on materials that require installation by the bidder and become a part of real property, the applicable taxes shall be included in the lump sum bid price for the installation of the material and not as a separate charge for taxes. The taxes shall be an obligation of the successful bidder and not of the Town, and the Town shall be held harmless for same by the successful bidder.

The Purchasing Office will furnish a Tax Exemption Certificate (Form ST-12) upon request and if applicable to this contract.

When a bidder lists a separate tax charge on the Bid Form and the tax is not applicable to the purchase by the Town, the bidder will be allowed to delete the tax from its bid.
10. **USE OF BRAND NAME OR EQUAL:**
  - a) Unless otherwise provided in the solicitation, the name of a certain brand, make or manufacturer does not restrict bidders/offerees to the specific brand, make or manufacturer named, but conveys the general style, type, character, and quality of the article desired. Any article which the Town of Vienna, in its sole discretion, determines to be equal to that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted.

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- b) The bidder/offeree is responsible to clearly and specifically indicate the product being offered and to provide sufficient descriptive literature, catalogs and technical details to enable the Town of Vienna to determine if the product offered meets the requirements of the solicitation. This is required even if offering the exact brand, make or manufacturer specified. Normally in competitive sealed bidding only the information furnished with the bid will be considered in the evaluation. Failure to furnish adequate data for evaluation purposes may result in declaring a bid non-responsive. Unless the bidder/offeree clearly indicates in its bid/proposal that the product offered is an "EQUAL" product, such bid/proposal will be considered to offer the brand name product referenced in the solicitation.
  - c) It shall be understood that the burden of proof for an "equal" product shall be and remain the sole responsibility of the bidder. The Town's decision of approval or disapproval of a proposed alternate shall be final. Nothing herein is intended to exclude any responsible bidder, its product or service or in any way restrain or restrict competition.
11. **SAMPLES:** Samples, if required, must be furnished free of expense to the Town of Vienna on or before date specified; if not destroyed in examination, they will be returned to bidder, if requested, at his expense. Each sample must be marked with the bidder's name and address, Town's request number and opening date. DO NOT ENCLOSE IN OR ATTACH BID TO SAMPLE.
12. **TRADE SECRETS/PROPRIETARY INFORMATION:** Trade secrets or proprietary information submitted by an Offeror in response to this Request for Proposal shall not be subject to public disclosure under the Virginia Freedom of Information Act (FOIA); however, the Offeror must invoke the protection of this section prior to or upon submission of data or materials to be protected and state the reasons why protection is necessary (Section 2.2-4342F of the Code of Virginia).
13. **DELIVERY:** Bids must show number of days required to place material in using agency's receiving area under normal conditions. Proposal must show the number of days required to provide the services/reports as specified.
- Failure to state delivery time obligates bidder/offeree to complete delivery in fourteen (14) calendar days or as specified. A five (5) day difference in delivery promise may break a tie bid. An unrealistically short or long delivery promise may cause a bid/offer to be disregarded. Consistent failure to meet delivery promise without valid reason may cause removal from bid list. Delivery shall be made during normal working hours, 8:00 am to 4:30 pm Monday through Friday, unless prior approval for another time period has been obtained from Consignee.
14. **DEFAULT:** In case of failure to deliver goods/services in accordance with the contractual terms and conditions, the Town of Vienna, Virginia, after due oral or written notice, may procure them from other sources and hold the defaulting Contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Town of Vienna may have.
15. **TOWN'S RIGHT TO TERMINATE THE CONTRACT:** The Contract may be terminated by the Town for any one of the following reasons:
- a) If the successful bidder should be adjudged bankrupt, or make a general assignment for the benefit of its creditors, or if a receiver should be appointed on account of the successful bidder's insolvency, or if the successful bidder should persistently or repeatedly refuse or should fail, except in cases for which extension of time is provided, to deliver the goods or services within the time specified, or if the bidder otherwise defaults, then the Town may without prejudice to any other right or remedy, and after giving the successful bidder seven (7) calendar days written notice, terminate the employment of the successful bidder and procure such goods or services from other sources. In such event, the successful bidder shall be liable to the Town for any additional cost occasioned by such failure or other default.
  - b) In such cases, the successful bidder shall not be entitled to receive any further payment if the expense of finishing the contract requirements, including compensation for additional managerial and administrative services shall exceed the unpaid balance of the contract price, the successful bidder shall pay the difference to the Town.
  - c) If the successful bidder should fail to make prompt payment to Subcontractor(s) for material or labor, persistently disregards laws, ordinances or the instruction of the Town, or otherwise be in substantial violation of any provisions of the Contract;
  - d) Failure of the Contractor to promptly make good any defects in materials or work or any defects of any other nature, the correction of which has been directed in writing by the Town;
  - e) Substantial evidence of collusion for the purpose of illegally procuring a contract or perpetrating fraud on the Town in the construction of work under contract.
  - f) Prior to termination of the Contract, the successful bidder and his Surety shall be notified in writing by the Town of the condition which makes termination of contract imminent. Ten (10) days after this notice is given, if a satisfactory effort has not been made by the successful bidder or his Surety to correct the conditions, the Town may declare the Contract terminated and notify the successful bidder and his Surety accordingly.
  - g) Upon receipt of notice of contract termination, the successful bidder shall immediately discontinue all operations. The Town may then proceed with the work in any lawful manner that they may elect until the project is final and complete.
  - h) The Town reserves the right to take possession of the premises and of all materials, tools and appliances thereon and finish the work by whatever method is deemed expedient. In such case, the successful bidder shall not be entitled to receive any further payment. If the expense of finishing the work, including compensation for additional managerial and administrative services, shall exceed the unpaid balance of the contract price, the successful bidder shall pay the difference to the Town. The expense incurred by the Town as herein provided, and the damaged incurred through the Contractor's default, shall be certified by the Town.
  - i) Termination of the contract under this section is without prejudice to any rights or remedies of the Town.
  - j) The Town reserves the right to cancel and terminate any resulting contract, in whole or in part, without penalty, upon 60 days written notice to the Contractor/ Consultant. Any contract cancellation notice shall not relieve the Contractor/Consultant of the obligation to delivery and/or perform on all outstanding services performed prior to the effective date of cancellation.
  - k) Notwithstanding anything to the contrary contained in the contract between the Town and the successful bidder, the Town may, without prejudice to any other rights it may have, terminate the contract for convenience and with cause, by giving thirty (30) days written notice to the successful bidder.
  - l) In the event the Contract is terminated for cause related to the Contractor/Consultant's (or its Subcontractor's) hiring of unauthorized aliens, Contractor/Consultant hereby waives any claim to lost profits and the Town will proceed in accordance with subsections f) et seq. above.
16. **CONDITION OF ITEMS:** All items bid/proposed shall be new and in first class condition, including containers suitable for shipments and storage, unless otherwise indicated in bid invitation/proposal request. Verbal agreements to the contrary will not be recognized.
17. **SUBSTITUTIONS:** No substitutions or cancellations permitted without prior written approval by the Purchasing Agent.

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18. **RIGHTS OF THE TOWN OF VIENNA:** The Town reserves the right to accept or reject all or any part of bids/proposals, waive minor technicalities/informalities and award the contract to the lowest responsive and responsible bidder or most qualified and best suited offeror to best serve the interest of the Town.
19. **NEGOTIATION WITH THE LOWEST BIDDER:**
- a) If all bids received exceed the available funds for the proposed purchase, the Town, pursuant to Town Code provisions, may meet with the lowest responsive and responsible bidder to discuss a reduction in the scope for the proposed purchase and negotiate a contract price within the available funds.
  - b) After bid negotiations, the lowest responsible bidder shall submit an addendum to its bid, which addendum shall include the change in scope for the proposed purchase, the reduction in price and the new contract value.
  - c) If the proposed addendum is acceptable to the Town, the Town may award a contract within funds available to the lowest responsible bidder based upon the bid as amended by the addendum.
  - d) If the Town and the lowest responsible bidder cannot negotiate a contract within available funds, all bids shall be rejected.
20. **CONTRACTOR'S PERFORMANCE:**
- a) Goods and services must be delivered and rendered strictly in accordance with this bid and shall not deviate in any way from the terms, conditions, prices, quality, quantity, delivery instructions, and specifications of this bid.
  - b) All goods and/or services delivered and/or rendered shall comply with all applicable federal, state, and local laws, and shall not infringe any valid patent or trademark. The successful bidder shall indemnify, keep, save, and hold the Town, its officers and employees, harmless from any liability for infringement and from any and all claims or allegations of infringement by the bidder or the Town, its officers and employees, arising from, growing out of, or in any way involved with the goods delivered or services rendered pursuant to this purchase.
  - c) In the event that suit is brought against the Town, its officers and/or its employees, either independently or jointly with the bidder, the bidder shall defend the Town, its officers and employees, in any such suit at no cost to them. In the event that final judgment is obtained against the Town, its officers, and/or its employees, either independently or jointly with the bidder, then the bidder shall pay such judgment, including costs and attorneys fees, if any, and hold the Town, its officers and employees, harmless there from.
  - d) The successful bidder shall ensure that its employees shall observe and exercise all necessary caution and discretion so as to avoid injury to person or damage to property of any and all kinds.
  - e) The successful bidder shall not, in its product literature or advertising, refer to this purchase or the use of the bidder's goods or services by the Town of Vienna, Virginia.
  - f) The successful bidder shall cooperate with Town officials in performing the specified work so that interference with the Town's activities will be held to a minimum.
21. **DRUG-FREE WORKPLACE TO BE MAINTAINED BY THE CONTRACTOR** (Code of Virginia Section 2.2-4312): During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibitions, (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
- For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with the Virginia Public Procurement Act, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession, or use of any controlled substance or marijuana during the performance of the contract.
22. **NO DISCRIMINATION AGAINST FAITH-BASED ORGANIZATIONS:**  
The Town of Vienna does not discriminate against faith-based organizations as that term is defined in Virginia Code Section 2.2-4343.1.
23. **ANTI-TRUST:** By entering into a contract, the bidder/offeror conveys, sells, assigns, and transfers to the Town of Vienna all rights, title and interest in and to all causes of the action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Town of Vienna under said contract. Consistent and continued tie bidding could cause rejection of bids by the Purchasing Agent and/or investigation for Anti-Trust violations.
24. **INDEMNIFICATION:** The Contractor agrees to indemnify, defend and hold harmless the Town of Vienna, Virginia, its officers, agents, and employees from any claim, damages and actions of any kind or nature, whether at law or in equity, arising from or caused by the use of any materials, goods, or equipment of any kind or nature furnished by the contractor or any services of any kind or nature furnished by the contractor, provided that such liability is not attributable to the sole negligence of the using department or to failure of the using department to use the materials, goods or equipment in the manner already and permanently described by the contractor on the materials, goods or equipment delivered. The vendor agrees to protect the Town from claims involving infringement of patent or copyrights.
25. **TIE BIDS:** If there is a tie for low bid and all other considerations are equal, and if the public interest will not permit the delay of re-advertising for bids, the award shall be determined by drawing lots in public.
26. **PROHIBITION AS SUBCONTRACTORS UNDER COMPETITIVE SEALED BIDDING:** No bidder who is permitted to withdraw a bid shall, for compensation, supply any material or labor to or perform any subcontract or other work agreement for the person or firm to whom the contract is awarded or otherwise benefit, directly or indirectly, from the performance of the project for which the withdrawn bid was submitted.
27. **ASSIGNMENT OF CONTRACT:** A contract shall not be assignable by the Contractor, in whole or in part, without the prior written consent of the Town of Vienna, Virginia.
28. **CONTRACT DOCUMENTS:** The contract entered into by the parties shall consist of the Invitation For Bid/Request For Proposal, the signed bid/proposal submitted by the Contractor, the Town of Vienna's standard Purchase Order, the Mandatory/Special Specifications, Terms and Conditions, and the General Terms and Conditions, all of which shall be referred to collectively as the Contract Documents.

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If the contractor has a standard contract form, this form shall be submitted with the bid/proposal submittal for the Town's review of its terms and conditions.

29. **LICENSE REQUIREMENT:** All firms doing business in the Town of Vienna are required to be organized or authorized to transact business in the Commonwealth of Virginia or include in its bid or proposal a statement describing why the bidder or offeror is not required to be so authorized. Additionally all firms doing business in the Town of Vienna are required to be licensed in accordance with the Town's "Business, Professional and Occupational Licensing (BPOL) Tax" Ordinance. Wholesale and retail merchants without a business location in the Town are exempt from this requirement. Questions concerning the BPOL Tax should be directed to the Finance Department, Business License Office, Telephone number (703) 255-6321. The BPOL License number must be indicated on the submitted bid form.

30. **AWARD:** The contract shall be awarded to the lowest responsive and responsible bidder or the most qualified and best suited offeror.

The Town Council will award all contracts in the amount of thirty-thousand dollars (\$30,000.00) or more.

The Purchasing Agent will award all contracts less than thirty-thousand dollars (\$30,000.00).

The Purchasing Agent shall sign all contract documents, with the exception of "Construction" contracts, and issue a purchase order to the successful bidder/offeror.

31. **COMPENSATION:**

- a) It is the Town's policy not to pay for any goods or services until the same have been actually received.
- b) Individual contractors shall provide the Purchasing Office their social security numbers and proprietorships, partnerships and corporations shall provide the federal employer identification numbers (Code of Virginia, Section 2.2-4354.2). This information shall be provided in the space indicated on the Bid Form.
- c) The successful bidder shall submit a complete itemized invoice on each item or service, which is delivered under the contract. The successful bidder shall indicate the purchase order number on the front of each invoice and on the outside of each package or shipping container.
- d) Cash discounts shall be deducted in accordance with the terms of the bid.
- e) Payment shall be rendered to the successful bidder for satisfactory compliance with the general terms, conditions and specifications of this bid. The required payment date shall be either: (i) the date on which payment is due under the terms of the contract for the provision of such goods or services; or (ii) if such date is not established by contract, not more than forty-five (45) days after goods or services are received or not more than forty-five (45) days after the invoice is rendered, whichever is later (Code of Virginia, Section 2.2-4352).
- f) Unless otherwise provided under the terms of the contract for the provisions of goods and services, if the Town fails to pay by the payment date, the Town agrees to pay the financial charge assessed by the successful bidder, which does not exceed one percent per month (Code of Virginia, Section 2.2-4354.4).

32. **METHOD OF PAYMENT:** Upon satisfactory delivery of the merchandise and/or satisfactory completion of the services, all invoices and statements shall reference the purchase order number and be submitted to:

Town of Vienna  
ATTN: ACCOUNTS PAYABLE  
127 Center St., S.  
Vienna, VA 22180.

The prices and payments shall be full compensation for the labor, tools, equipment, transportation and all other incidentals necessary to complete the specified terms and conditions.

33. **SUCCESSFUL BIDDER'S OBLIGATION TO PAY SUBCONTRACTOR:**

- a) The successful bidder awarded the contract for this project shall take one of the two following actions within seven (7) days after the receipt of amounts paid to the successful bidder by the Town for work performed by the successful bidder's subcontractor(s) under the contract (Code of Virginia, Section 2.2-4354):
  1. Pay the subcontractor(s) for the proportionate share of the total payment received from the Town attributable to the work performed by the subcontractor(s) under the contract; or
  2. Notify the Town and subcontractor(s), in writing, of their intention to withhold all or a part of the subcontractor's payment with the reason for nonpayment.
- b) The successful bidder shall pay interest to the subcontractor(s) on all amounts owed by the successful bidder that remain unpaid after seven (7) days following receipt by the successful bidder of payment from the Town for work performed by the subcontractor(s) under the contract, except for amounts withheld as allowed in subparagraph a (2) of this section. Unless otherwise provided under the terms of this contract, interest shall accrue at the rate of one percent (1%) per month.
- c) The successful bidder shall include in each of its subcontractors a provision requiring each subcontractor to include or otherwise be subject to the same payment and interest requirements with respect to each lower-tier subcontractor(s).
- d) The successful bidder's obligation to pay an interest charge to a subcontractor(s) pursuant to the payment clause in this section may not be construed to be an obligation of the Town. A contract modification may not be made for the purpose of providing reimbursement for such interest charge and a cost reimbursement claim may not include any amount for reimbursement for such interest charge.

34. **ANTI-DISCRIMINATION:** By submitting their bids/proposals all bidders/offerors certify to the Town of Vienna that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, where applicable, and Section 2.2-4311 of the Virginia Public Procurement Act which provides:

In every contract over \$10,000.00 the provisions in A and B below apply:

- a) During the performance of this contract, the contractor agrees as follows:

The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin except

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where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor, is an equal opportunity employer.

Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

- b) The Contractor will include the provisions of the foregoing paragraphs in every subcontract or purchase order of over \$10,000.00, so that the provisions will be binding upon each subcontractor or vendor.

35. **ETHICS IN PUBLIC CONTRACTING:** The provisions contained in Sections 2.2-4367 through 2.2-4377 of the Virginia Public Procurement Act as set forth in the Code of Virginia (1950), as amended, shall be applicable to all contracts solicited or entered into by the Town of Vienna. A copy of these provisions may be obtained from the Purchasing Agent upon written request.

By submitting their bids/proposals, all bidders/offers certify that their bids/proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other bidder/offeror, supplier, manufacturer or subcontractor in connection with their bid/proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised unless consideration of substantially equal or greater value was exchanged.

36. **CRIMINAL SANCTIONS:** The provisions referenced in Item 27 supplement, but do not supersede, other provisions of law including, but not limited to, the State and Local Government Conflict of Interests Act (§§ 2.2-3100 et seq.), the Virginia Governmental Frauds Act (§§ 18.2-498.1 et seq.), and Articles 2 (§§ 18.2-438 et seq.) and 3 (§§ 18.2-446 et seq.) of Chapter 10 of Title 18.2. The provisions apply notwithstanding the fact that the conduct described may not constitute a violation of the State and Local Government Conflict of Interests Act.
37. **APPLICABLE LAW AND COURTS:** Any contract resulting from this solicitation shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The Contractor shall comply with applicable federal, state and local laws and regulations.
38. **LAWS AND REGULATIONS:** The Contractor shall give all notices and comply with all laws, ordinances, rules, regulations and lawful orders of any public authority bearing on the performance of the work.

The Contractors and Subcontractors shall comply with the Virginia Contractor's Registration Law, Title 54.1, Chapter 11, Code of Virginia (1950), as amended.

All non-resident Contractors and Subcontractors submitting bids on the work described herein shall register with the Department of Labor and Industry under the provisions of Subsection 40.1-30 of the Code of Virginia (1950), as amended.

This contract and all other contracts and subcontracts are subject to the provisions of Articles 3 and 5, Chapter 4, Title 40.1, Code of Virginia (1950), as amended, relating to labor unions and the "right to work", and all Contractors and Subcontractors, whether residents or non-residents of the Commonwealth, who perform work related to the project shall comply with all of said provisions.

The Contractor shall furnish the Owner copies of affidavits upon request giving original dates, renewal dates and expiration dates of all labor contracts related to any phase of the work to be performed on the job site under this contract.

The provisions of all rules and regulations governing safety as adopted by the Safety Codes Commission of the Commonwealth of Virginia, Issued by the Department of Labor and Industry under Title 40.1 of the Code of Virginia (1950), as amended, shall apply to all work under this contract.

The Contractor/Consultant shall comply with all laws and regulations of the Commonwealth of Virginia and the United States with respect to the employment of unauthorized aliens. Contractor/Consultant shall not hire or subcontract any portion of the work under this Contract to any individual the Contractor knows or reasonably should know to be an unauthorized alien as defined by 8 U.S.C. §1324a(h)(3). A violation of this provision shall constitute a material breach of the Contract and the Town may, in its sole discretion, terminate the contract.

39. **LABELING OF HAZARDOUS SUBSTANCES:** If the items or products requested by this solicitation are "Hazardous Substances" as defined by 3.1-250 of the Code of Virginia (1950), as amended, 42 U.S.C. § 11001 et seq., or 42 U.S.C. § 9601 et seq., then the bidder/offeror, by submitting his bid/proposal, certifies and warrants that the items or products to be delivered under this contract shall be properly labeled as required by the foregoing sections and that by delivering the items or products that the bidder/offer does not violate any of the prohibitions of Sec. 3.1-252 or the Code of Virginia or Title 15 U.S.C. Sec. 1263.
40. **MATERIAL SAFETY DATA SHEETS:** Material Safety Data Sheets (MSDS) and descriptive literature shall be provided with the bid/proposal or delivered materials for each chemical and/or compound offered. Failure of the bidder/offeror to submit such data sheets may be cause for declaring the bid/proposal as non-responsive.
41. **DEBARMENT STATUS:** By submitting their bids, Bidders certify that they are not currently debarred by the Commonwealth of Virginia or any Political Subdivision from submitting bids on contracts for the type of services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.
42. **COOPERATIVE PROCUREMENT:** As authorized in Section 2.2-4304 of the Code of Virginia this procurement is being conducted on behalf of and may be used by public bodies, agencies, institutions and localities of the several states, territories of the United States, and the District of Columbia with the consent of the Contractor.



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The Mid-Atlantic Purchasing Team (MAPT) is the agreement between the Metropolitan Washington Council of Governments ("MWCOC") and the Baltimore Metropolitan Council ("BMC") to aggregate the public entity and non-profit purchasing volumes in the Maryland, Virginia and Washington, D.C. region ("region").

**Format**

A lead agency format is used to accomplish this work. The Lead Agency in this procurement has included this MAPT Cooperative Rider Clause in this solicitation indicating its willingness to allow other public entities to participate pursuant to the following Terms and Conditions:

1. Terms

- 1.1 Participating entities, through their use of the Cooperative Rider Clause, agree to the terms and conditions of the resulting contract to the extent that they can be reasonably applied to the participating entity.
- 1.2 Participating entities may also negotiate additional terms and conditions specific to their local requirements upon mutual agreement between the parties.

2. Other Conditions - Contract and Reporting

- 2.1 The contract resulting from this solicitation shall be governed by and "construed in accordance with the laws of the State/jurisdiction in which the participating entity officially is located;
- 2.2 To provide to MWCOC and/or BMC contract usage reporting information, including but not limited to quantity, unit pricing and total volume of sales by entity, as well reporting other participating entities added on the contract, on demand and without further approval of contract participants;
- 2.3 Contract obligations rest solely with the participating entities only;
- 2.4 Significant changes in total contract value may result in further negotiations of contract pricing with the lead agency and participating entities.

In pricing and other conditions, vendors are urged to consider the broad reach and appeal of MAPT with public and non-profit entities in this region.

A list of the participating members of the Mid-Atlantic Purchasing Team can be found at the following web links [www.mwcog.org/purchasing-and-bids/cooperative-purchasing/member-links/](http://www.mwcog.org/purchasing-and-bids/cooperative-purchasing/member-links/) and <http://www.baltometro.org/our-work/cooperative-purchasing/brcpc-representatives>

43. **RECORD RETENTION/TOWN AUDITS:**

- a) The successful bidder shall retain, during the performance of the contract and for a period of three (3) years from the completion of the contract, all records pertaining to the successful bidder's bid and any contract awarded pursuant to this Invitation for Bid. Such records shall include but not be limited to all paid vouchers including those for out-of-pocket expenses; other reimbursement supported by invoices, including successful bidder's copies of periodic estimates for partial payments; ledgers; cancelled checks; deposit slips; bank statements; journals; contract amendments and change orders; insurance documents; payroll documents; timesheets; memoranda; and correspondence. Such records shall be available to the Town on demand and without advance notice during the successful bidder's normal working hours.
- b) Town personnel may perform in-progress and post-audits of the successful bidder's records as a result of a contract awarded pursuant to this Invitation for Bid. Files would be available on demand and without notice during normal working hours.

44. **MODIFICATION OF CONTRACT:** The Town may, upon mutual agreement with the Contractor, issue written modifications to the scope of work of this contract, and within the general scope thereof, except that no modifications can be made which will result in an increase of the original contract price by a cumulative amount of more than \$50,000.00 or twenty-five percent (25%) of the amount of the original contract, whichever is greater, without the advance written approval of the Mayor and the Town Council. (Section 2.2-4309 of Virginia Public Procurement Act).

Should it become necessary, for the best interest of the Town, to make modifications, the same shall be covered by change order. The Contractor shall not begin work on any alteration requiring a change order until the agreement, setting forth the changes/modifications, has been executed in writing by the Town and the Contractor.

If a satisfactory agreement cannot be mutually agreed to for any item requiring a change order, the Town reserves the right to terminate the contract as it applies to the items in question and make such arrangements as may be deemed necessary to complete the work.

The Town may, in writing, omit from the work any item, other than major items, found unnecessary to the project and such omission shall not be a waiver of any condition of the contract nor invalidate any of the provisions thereof. Major items may be omitted by change order.

The Contractor shall be paid for all work done toward the completion of the item prior to such cancellation, alteration or suspension of the work by the Town.

A major item shall be construed to be any item, the total cost of which is equal to or greater than ten percent (10%) of the total contract amount for each separate alternate, computed on the basis of the proposed quantity and the contract unit price.

45. **SPECIFICATION FAMILIARITY:**

- a) It is the Bidder's responsibility to examine this entire IFB carefully. If a question arises as to the meaning or intent of these documents, inquiry must be made in writing to the Purchasing Agent.
- b) The submission of a bid shall indicate that the Bidder thoroughly understands the terms and conditions of the IFB.

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**46. CONTRACT AND FORMS:**

- a) Bidders are advised that the Town does not sign standard contract forms that may be used by the bidder. The selected Bidder will be expected to enter into a contract with the Town for the commodities outlined in this IFB. The form of contract will be the Town's Purchase Order and/or Agreement.
- b) The bid form contains a signature line for the bidder that must be signed when submitting a bid. The signature certifies the bidder is an agent of officer authorized to bind the Contractor to the terms and conditions of the IFB.

**47. ADDENDA AND INTERPRETATIONS:** No interpretation of the meaning of these documents will be made to any bidder orally. Any request for an interpretation must be in writing addressed to Town of Vienna, 127 Center Street, South, Vienna, VA 22180, Attention: Purchasing Agent. Faxed inquiries to the Purchasing Department fax number will also be accepted. To be given consideration, requests must be received at least five days prior to the date fixed for the submission of Bids. Any and all such interpretations and any supplemental instructions will be returned in writing to the prospective bidder requesting such interpretations, or will be in the form of written addenda which, if issued, will be sent to all prospective bidders, at the respective addresses furnished for such purpose, not later than three days prior to the date fixed for the submission of Bids. Failure of any bidder to receive any such addenda or interpretations shall not relieve said bidder from any obligation under his Bid as submitted. All addenda so issued shall become part of the Contract Documents.

**48. INSURANCE:** The Contractor shall provide the Purchasing Agent with a Certificate of Insurance PRIOR to the start of any work under the contract and agrees to maintain such insurance until the completion of the contract. The minimum limits of liability shall be:

Workers' Compensation -- Standard Virginia Workers' Compensation Policy

Broad Form Comprehensive General Liability--\$1,000,000.00.

Combined Single Limit coverage to include:

Premises - Operations; Products/Completed Operations;  
Contractual; Independent Contractors; Owners and Contractors  
Protective; Personal Injury (Libel, Slander, Defamation of Character, etc.)

Automobile Liability--\$500,000.00 Combined Single Limit.

**The Town of Vienna, Virginia is to be named as an additional insured and this is to be so noted on Certificate of Insurance.**

The policy shall be delivered to the Town of Vienna PRIOR to the commencement of any work.

A thirty (30) day written notice of cancellation or non-renewal shall be furnished by certified mail to the purchasing office at the address indicated on the solicitation.

Contractor's signature on this solicitation constitutes certification that, if awarded the contract, Contractor shall obtain the required coverage as specified herein within ten (10) days of notification of award.

**49. WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY:**

- a) The successful Bidder's/Offeree's insurance shall cover the bidder/offeree and its subcontractors of every tier of those sources of liability which would be covered by the latest edition of the standard Worker's Compensation Policy, as filed for use in the Commonwealth of Virginia by the National Council on Compensation Insurance, without restrictive endorsements, but including Broad Form All States Endorsement. In addition to coverage for the Virginia Worker's Compensation Act, where appropriate, coverage is to be included for the United States Longshore and Harbor Worker's Compensation Act, Maritime including Jones Act, Federal Liability Act and any other applicable federal or state law.
- b) Subject to the restrictions of coverage found in the standard Worker's Compensation Policy, there shall be no maximum limit on the amount of coverage for liability imposed by the Virginia Worker's Compensation Act, the United States Longshore and Harbor Worker's Compensation Act, or any other coverage customarily insured under Part One of the standard Worker's Compensation Policy. The minimum amount of coverage for those coverages customarily insured under Part Two of the standards Worker's Compensation (inclusive of any amounts provided by an umbrella or excess policy) shall be \$1,000,000 bodily injury by accident each accident, \$1,000,000 bodily injury by disease each employee, and \$1,000,000 bodily injury by disease policy limit or aggregate where such aggregate is applicable under the terms of the standard Worker's Compensation Policy.

**50. PROFESSIONAL LIABILITY:**

- a) The successful bidder/offeree shall provide the Town of Vienna with an Errors and Omissions Liability Policy (E&O Policy). The policy shall cover the Town of Vienna for all sources of liability which would be covered by the latest edition of the standard Errors and Omissions Liability Coverage Form, as filed for use in the Commonwealth of Virginia by the Insurance Services Office without the attachment of restrictive endorsements.
- b) The policy shall be endorsed to include the Town of Vienna's officials, officers, agents and employees as insured. The E&O Policy shall include the successful Offeree and the offeror's subcontractors of every tier as the designated in the declarations.
- c) The minimum E&O Policy limits to be provided by the successful Offeror (inclusive of any amounts provided by an umbrella or excess policy) shall be \$1,000,000 per occurrence combined single limit for bodily injury liability and property damage liability. The limits afforded by the E&O Policy (or umbrella or excess policy with respect to it) shall apply only to the Town of Vienna officials, officers, agents and employees and only to claims arising out of or in connection with the work under this contract.

The insurance provided by the successful Offeror pursuant to the resulting contract shall apply on a primary basis and any other insurance or self-insurance maintained by the Town of Vienna or the Town of Vienna official, officer, agent or employee shall be excess of and not contributing with the insurance provided by or on behalf of the Offeror.

The coverages other than Worker's Compensation may be either on an occurrence or a claims-made basis. Provided, however, that claims-made coverage for other than the Products/Completed Operations shall respond to claims arising out of accidents, occurrences, incidents and offenses happening after the commencement of the resulting contract but before the end of the contract completion date provided that the claim is made within five years after the contract completion date.

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Prior to commencing work under a resulting contract, the successful Offeror shall furnish the Town of Vienna with a Certificate(s) of Insurance naming the Town of Vienna, its officers, employees and agents, as additional insureds, giving a forty-five (45) day notice of cancellation, non-renewal, or change in the insurance coverage, and/or restrictions.

51. **SAFETY:** All contractors and subcontractors performing services for the Town of Vienna are required to comply with OSHA standards and accepted safety rules and regulations.
52. **OWNERSHIP OF PRODUCTS/SERVICES:** All control work, compilation of notes, work sheets, and any and all interim and final products and materials shall be the sole property of the Town of Vienna.
53. **COLLUSION:** By submitting a bid/proposal in response to this solicitation, the Bidder/Offeror represents that in the preparation and submission of this bid/proposal, said Bidder/Offeror did not, either directly or indirectly, enter into any combination or arrangement with any person, Bidder/Offeror or corporation or enter into any agreement, participate in any collusion, or otherwise take any action in the restraint of free, competitive bidding in violation of the Sherman Act (15 U.S.C. Section 1) or Sections 59.1-9.1 through 59.1-9.17 or Sections 59.1-68.6 through 59.1-68.8 of the Code of Virginia.

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Section C. SPECIAL TERMS AND CONDITIONS

REQUIREMENTS IN THIS SECTION ARE MANDATORY. THOSE CONDITIONS DEALING WITH THE BID MUST BE MET TO THE DEGREE STATED IN ORDER FOR THE BID TO RECEIVE FURTHER CONSIDERATION. BIDS WHICH FAIL TO MEET ALL OF THE MANDATORY REQUIREMENTS WILL BE CONSIDERED NON-RESPONSIVE AND WILL NOT BE CONSIDERED FOR SELECTION. FINAL PAYMENT WILL DEPEND ON THE SUCCESSFUL COMPLETION OF ALL NECESSARY WORK AND COMPLIANCE WITH ALL MANDATORY CONDITIONS.

ALL ATTACHMENTS TO THIS SOLICITATION (LISTED IN THE TABLE OF CONTENTS) ARE INCORPORATED INTO THIS SECTION AND ARE THEREFORE, MANDATORY REQUIREMENTS.

1. DESCRIPTION OF WORK

The purpose and intent of this Invitation for Bid is to establish a firm fixed price contract for the replacement of the roof, gutters, and downspouts of the Bowman House.

The Bowman House (Residential Historic Building) is located at 211 Center Street South in Vienna, Virginia. The building consists of a basement, one at-grade story and a full attic. It was constructed in 1890 as a school for the Town of Vienna and is recognized as an Historic Structure by the Town. It is currently used as a pottery and art studio on the first floor. The attic is unoccupied.

In a previous study of the attic space it was discovered that several of the original framing members supporting the roof were cut and modified, and at some locations, were even removed. The report, Attachment B, focused on the load-carrying capacity of the existing roof and attic framing structure. Based on the report, attached, the structure repairs recommendations were performed. The Town is now ready to replace the existing roof.

2. SPECIFICATIONS

All material is guaranteed to be as specified. All work will be completed in a workmanlike manner according to standard roofing practices and in accordance with manufacturers specifications.

Manufacturer shall match Police Department Building Manufacturer and color. See Attachment A, Police Department roof specifications.

The Vienna Police Department, 215 Center Street S, is currently under new construction. The location of the construction is around and behind the Bowman House. Therefore, the roof replacement must be coordinated with the Police Department Project Managers at Downey & Scott, as well as with the Town's representative.

Due to the ongoing construction of the Police Department, there will not be a formal pre-bid meeting held. Contractors are encouraged to visit the site before bidding and emailing in any pertinent questions to [gina.gilpin@viennava.gov](mailto:gina.gilpin@viennava.gov) before bidding.

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**SCOPE OF WORK:**

**Part A. Roof Replacement**

- Include fabrication and installation layouts of metal panels; details of edge conditions, joints, panel profiles, corners, anchorages, attachment system, trim, flashings, closures, and accessories; and specials details.
- Demo existing roofing and haul away debris
- Install new ½ CDX plywood on entire roof decking
- Install new aluminum drip edge on gutters eaves and rake boards
- Install new ice and water shield membrane on gutters eaves, and roof projections
- Install new synthetic underlayment and entire roof decking
- Install new vent pipes and new powered roof vent fan at existing locations
- Install snow guards
- Install new metal roofing (integral standing seam panel), per manufacturer specifications and installations instructions. Color to be owner choice.
- Remove and properly dispose all job related debris from site and clean yard of roofing nails with magnet
- Provide 2 years workman guarantee
- Manufacturer warranty of 10 years, 20 years on Panel Finish, and 20 years on Weathertightness

**Part B. Gutters and downspouts replacement:**

- Remove existing gutters and 2x3 downspouts
- Install new seamless 6 inches aluminum gutter, 032 gauge matching existing color (white)
- Hook 6 inch hidden hanger system spaced every 24 inches
- Fasten aluminum end caps to assure attachment
- Seal end caps using 2320K Geocel sealant
- Fasten gutter using impact drive screw gun to ensure the attachment to fascia board and roof columns behind fascia as well
- Install new outlets (connection to downspouts)
- Install new prefabricated 3x4 aluminum downspouts
- Remove and properly dispose all job-related debris from site and clean yard of nails with magnet
- Provide 2 years workman guarantee

**3. TIME FOR COMPLETION:**

- A. All Work under this Contract shall be completed in 60 calendar days.
- B. This time for completion includes a time allowance for approval and procurement of the required materials.
- C. No on-site work shall be started until the location of work has been coordinated with the Town representative. Once on-site work is started, it shall continue without interruption until

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completed. The Contractor's proposed work schedule shall include his scheduling for submittals and the procurement of materials.

4. USE OF THE PREMISES:

- A. The Contractor shall have a limited use of the job sites for storage and work operations. **All on-site storage must be approved by the Department of Public Works.**
- B. The full width of all the areas immediately outside the construction area shall remain unobstructed at all times. Storage of materials in the immediate work areas or on private property shall not be permitted. Pedestrian traffic may not be halted but may be re-routed for no more than 24 hours when demolition or new work may pose a hazard to passers-by.
  - 1. The Contractor shall assume all responsibility for the delivery, unloading, protection and safekeeping of products or equipment stored on the Job Site. The job site cannot be unreasonably encumbered with materials or equipment.
  - 2. The Contractor is cautioned that the extent of the proposed Work in relation to the area of the Job Site places strict limitations on the amounts of material and equipment that can be stored on the Job Site at any given time. The Contractor is further cautioned that traffic on adjacent streets may place strict limitations on the rates and means of delivery of materials, equipment and supplies, and in some cases the hours during which deliveries may be made.
  - 3. It shall be the responsibility of the Contractor to inform himself of the limitations on storage space and the limitations of times, rates and means of deliveries to and the removals from the Job Site whether such limitations are imposed by law, easements or physical conditions at the Job Site or access thereto. All deliveries must be pre-approved by the Department of Public Works representative.

5. PHASING OF WORK

The submission of the Contractor's Construction Schedule is required within seven (7) days after the issuance of the Notice to Proceed. All other requirements shall remain in full force and effect.

6. ACCESSIBILITY:

All streets shall be kept open for traffic to access all properties.

7. MEASUREMENTS:

All dimensions shown of existing work are for illustration purposes only, and form connections with work now in place, shall be verified by the Contractor by actual measurements of the existing conditions. Upon the discovery of any discrepancies between the Contract Documents and the existing conditions, the Department of Public Works **shall be notified immediately.** The Contractor shall comply with all other requirements of the General Conditions.



Standing-seam metal roof panels (ATAS-16 Rocky Grey)

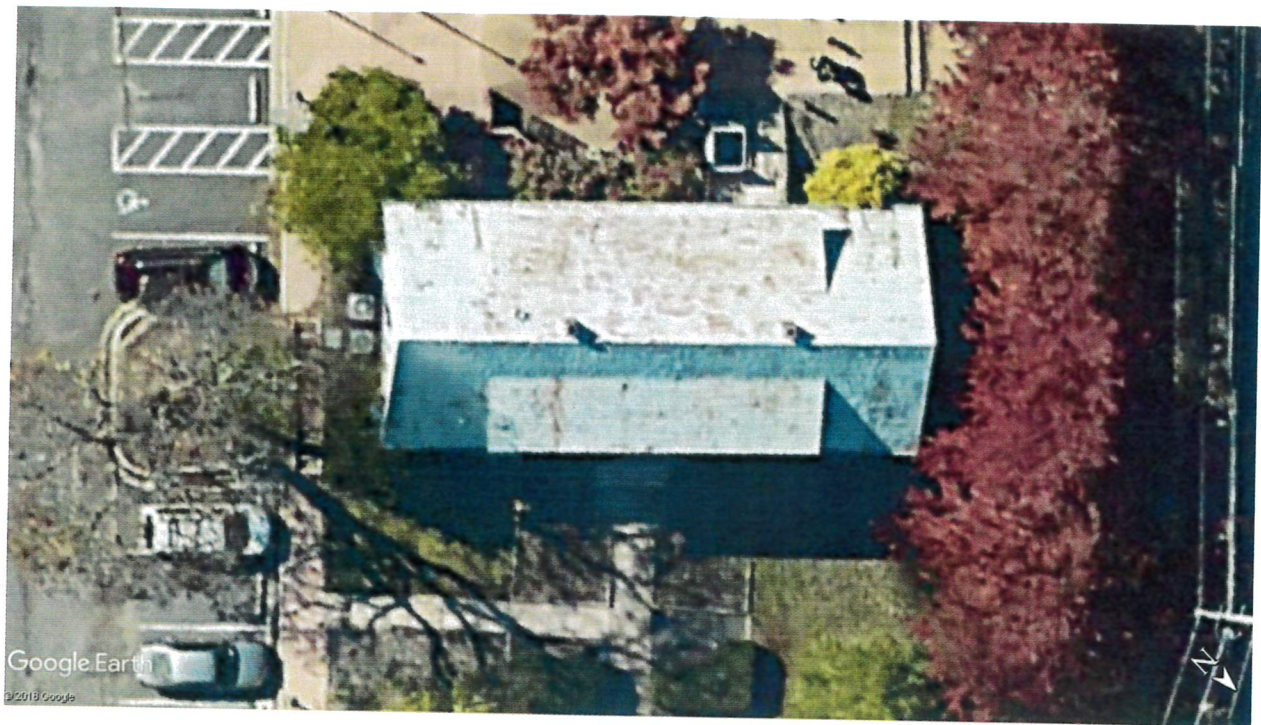




Photo #1 – Exterior view of Bowman House roof



Photo #2 – View of Truss T2 showing several cut web members





Photo #6 – Typical existing roof construction – rafters only, all web members removed



Photo #7 – ~~Cut diagonal at dormer location~~

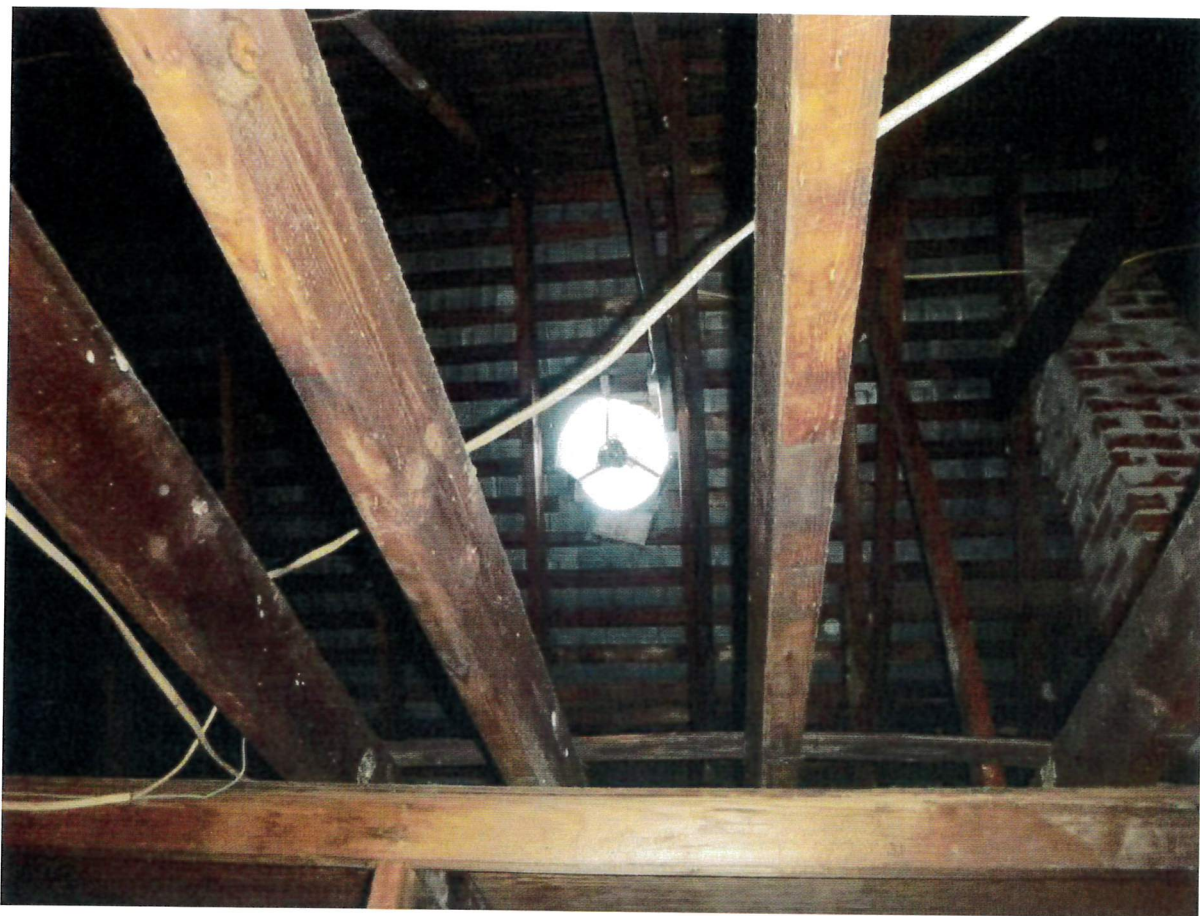


Photo #8 – Uncovered roof opening at exhaust fan

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SECTION 074113 - STANDING-SEAM METAL ROOF PANELS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

A. Section Includes:

- 1. Standing-seam metal roof panels.

B. Related Sections:

- 1. Section 074293 "Soffit Panels" for metal panels used in horizontal soffit applications.
- 2. Section 077253 "Snow Guards" for prefabricated devices designed to hold snow on the roof surface, allowing it to melt and drain off slowly.

1.3 PREINSTALLATION MEETINGS

A. Preinstallation Conference: Conduct conference at Project site.

- 1. Meet with Owner, Architect, Owner's insurer if applicable, metal panel Installer, metal panel manufacturer's representative, structural-support Installer, and installers whose work interfaces with or affects metal panels, including installers of roof accessories and roof-mounted equipment.
- 2. Review and finalize construction schedule and verify availability of materials, Installer's personnel, equipment, and facilities needed to make progress and avoid delays.
- 3. Review methods and procedures related to metal panel installation, including manufacturer's written instructions.
- 4. Examine support conditions for compliance with requirements, including alignment between and attachment to structural members.
- 5. Review structural loading limitations of deck during and after roofing.
- 6. Review flashings, special details, drainage, penetrations, equipment curbs, and condition of other construction that affect metal panels.
- 7. Review governing regulations and requirements for insurance, certificates, and tests and inspections if applicable.
- 8. Review temporary protection requirements for metal panel systems during and after installation.
- 9. Review procedures for repair of metal panels damaged after installation.
- 10. Document proceedings, including corrective measures and actions required, and furnish copy of record to each participant.

1.4 ACTION SUBMITTALS

- A. Product Data: For each type of product.
  - 1. Include construction details, material descriptions, dimensions of individual components and profiles, and finishes for each type of panel and accessory.
- B. Sustainable Design Submittals:
  - 1. Product Test Reports: For roof materials, documentation indicating that roof materials comply with Solar Reflectance Index requirements.
  - 2. Recycled Content: Postconsumer recycled content plus one-half of preconsumer recycled content not less than 25 percent
- C. Shop Drawings:
  - 1. Include fabrication and installation layouts of metal panels; details of edge conditions, joints, panel profiles, corners, anchorages, attachment system, trim, flashings, closures, and accessories; and special details.
  - 2. Accessories: Include details of the flashing, trim, and anchorage systems, at a scale of not less than 1-1/2 inches per 12 inches (1:10).
- D. Samples for Initial Selection: For each type of metal panel indicated with factory-applied color finishes.
  - 1. Include similar Samples of trim and accessories involving color selection.

1.5 INFORMATIONAL SUBMITTALS

- A. Qualification Data: For Installer.
- B. Product Test Reports: For each product, for tests performed by a qualified testing agency.
- C. Field quality-control reports.
- D. Sample Warranties: For special warranties.

1.6 CLOSEOUT SUBMITTALS

- A. Maintenance Data: For metal panels to include in maintenance manuals.

1.7 QUALITY ASSURANCE

- A. Installer Qualifications: An entity that employs installers and supervisors who are trained and approved by manufacturer.
- B. UL-Certified, Portable Roll-Forming Equipment: UL-certified, portable roll-forming equipment capable of producing metal panels warranted by manufacturer to be the same as factory-formed products. Maintain UL certification of portable roll-forming equipment for duration of work.



- C. Mockups: Build mockups to verify selections made under Sample submittals and to demonstrate aesthetic effects and set quality standards for fabrication and installation.
  - 1. Build mockup of typical roof area and eave, including fascia, and soffit as shown on Drawings; approximately 48 inches (1200 mm) square by full thickness, including attachments, underlayment, and accessories.
  - 2. Build mockups for typical roof area only, including accessories.
    - a. Size: 12 feet (3.5 m) long by 6 feet (1.75 m).
  - 3. Approval of mockups does not constitute approval of deviations from the Contract Documents contained in mockups unless Architect specifically approves such deviations in writing.
  - 4. Approved mockups may become part of the completed Work if undisturbed at time of Substantial Completion.

#### 1.8 DELIVERY, STORAGE, AND HANDLING

- A. Deliver components, metal panels, and other manufactured items so as not to be damaged or deformed. Package metal panels for protection during transportation and handling.
- B. Unload, store, and erect metal panels in a manner to prevent bending, warping, twisting, and surface damage.
- C. Stack metal panels horizontally on platforms or pallets, covered with suitable weathertight and ventilated covering. Store metal panels to ensure dryness, with positive slope for drainage of water. Do not store metal panels in contact with other materials that might cause staining, denting, or other surface damage.
- D. Retain strippable protective covering on metal panels during installation.

#### 1.9 FIELD CONDITIONS

- A. Weather Limitations: Proceed with installation only when existing and forecasted weather conditions permit assembly of metal panels to be performed according to manufacturers' written instructions and warranty requirements.

#### 1.10 COORDINATION

- A. Coordinate sizes and locations of roof curbs, equipment supports, and roof penetrations with actual equipment provided.
- B. Coordinate metal panel installation with rain drainage work, flashing, trim, construction of soffits, and other adjoining work to provide a leakproof, secure, and noncorrosive installation.

#### 1.11 WARRANTY

- A. Special Warranty: Manufacturer's standard form in which manufacturer agrees to repair or replace components of metal panel systems that fail in materials or workmanship within specified warranty period.

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1. Failures include, but are not limited to, the following:
    - a. Structural failures including rupturing, cracking, or puncturing.
    - b. Deterioration of metals and other materials beyond normal weathering.
  2. Warranty Period: Two years from date of Substantial Completion.
- B. Special Warranty on Panel Finishes: Manufacturer's standard form in which manufacturer agrees to repair finish or replace metal panels that show evidence of deterioration of factory-applied finishes within specified warranty period.
1. Exposed Panel Finish: Deterioration includes, but is not limited to, the following:
    - a. Color fading more than 5 Delta E units when tested according to ASTM D2244.
    - b. Chalking in excess of a No. 8 rating when tested according to ASTM D4214.
    - c. Cracking, checking, peeling, or failure of paint to adhere to bare metal.
  2. Finish Warranty Period: 20 years from date of Substantial Completion.
- C. Special Weathertightness Warranty: Manufacturer's standard form in which manufacturer agrees to repair or replace standing-seam metal roof panel assemblies that fail to remain weathertight, including leaks, within specified warranty period.
1. Warranty Period: 20 years from date of Substantial Completion.

**PART 2 - PRODUCTS**

**2.1 PERFORMANCE REQUIREMENTS**

- A. Recycled Content: Postconsumer recycled content plus one-half of preconsumer recycled content not less than 25 percent.
- B. Solar Reflectance Index (SRI): Three-year-aged SRI not less than 28 or initial SRI not less than 39 when calculated according to ASTM E 1980, based on testing identical products by a qualified testing agency.
- C. Energy Performance: Provide roof panels that are listed on the EPA/DOE's ENERGY STAR "Roof Product List" for low-slope roof products.
- D. Energy Performance: Provide roof panels according to one of the following when tested according to CRRC-1:
  1. Three-year, aged solar reflectance of not less than 0.25 and emissivity of not less than 0.85.
  2. Three-year, aged Solar Reflectance Index of not less than 28 when calculated according to ASTM E1980.
- E. Structural Performance: Provide metal panel systems capable of withstanding the effects of the following loads, based on testing according to ASTM E1592:
  1. Wind Loads: As indicated on Drawings.
  2. Other Design Loads: As indicated on Drawings.

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3. Deflection Limits: For wind loads, no greater than 1/180 of the span.
- F. Air Infiltration: Air leakage of not more than 0.06 cfm/sq. ft. (0.3 L/s per sq. m) when tested according to ASTM E1680 or ASTM E283 at the following test-pressure difference:
  1. Test-Pressure Difference: 6.24 lbf/sq. ft. (300 Pa).
- G. Water Penetration under Static Pressure: No water penetration when tested according to ASTM E1646 or ASTM E331 at the following test-pressure difference:
  1. Test-Pressure Difference: 6.24 lbf/sq. ft. (300 Pa).
- H. Hydrostatic-Head Resistance: No water penetration when tested according to ASTM E2140.
- I. Wind-Uplift Resistance: Provide metal roof panel assemblies that comply with UL 580 for wind-uplift-resistance class indicated.
  1. Uplift Rating: UL 90.
- J. FM Global Listing: Provide metal roof panels and component materials that comply with requirements in FM Global 4471 as part of a panel roofing system and that are listed in FM Global's "Approval Guide" for Class 1 or noncombustible construction, as applicable. Identify materials with FM Global markings.
  1. Fire/Windstorm Classification: Class 1A-90.
  2. Hail Resistance: SH.
- K. Thermal Movements: Allow for thermal movements from ambient and surface temperature changes by preventing buckling, opening of joints, overstressing of components, failure of joint sealants, failure of connections, and other detrimental effects. Base calculations on surface temperatures of materials due to both solar heat gain and nighttime-sky heat loss.
  1. Temperature Change (Range): 120 deg F (67 deg C), ambient; 180 deg F (100 deg C), material surfaces.

**2.2 STANDING-SEAM METAL ROOF PANELS**

- A. Provide factory-formed metal roof panels designed to be installed by lapping and interconnecting raised side edges of adjacent panels with joint type indicated and mechanically attaching panels to supports using concealed clips in side laps. Include clips, cleats, pressure plates, and accessories required for weathertight installation.
  1. Aluminum Panel Systems: Unless more stringent requirements are indicated, comply with ASTM E1637.
- B. Vertical-Rib, Seamed-Joint, Standing-Seam Metal Roof Panels: Formed with vertical ribs at panel edges and a flat pan between ribs; designed for sequential installation by mechanically attaching panels to supports using concealed clips located under one side of panels, engaging opposite edge of adjacent panels, and mechanically seaming panels together.
  1. Manufacturers: Subject to compliance with requirements, available manufacturers offering products that may be incorporated into the Work include, but are not limited to the following:

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- a. ATAS International, Inc.
  - b. Drexel Metals.
  - c. Fabral.
  - d. Garland Company, Inc. (The).
  - e. Morin - A Kingspan Group Company.
2. Aluminum Sheet: Coil-coated sheet, ASTM B209 (ASTM B209M), alloy as standard with manufacturer, with temper as required to suit forming operations and structural performance required.
- a. Thickness: 0.040 inch (1.02 mm).
  - b. Surface: Smooth, flat.
  - c. Exterior Finish: Two-coat fluoropolymer PVDF Resin Based Coating.
  - d. Color: As selected by Architect from manufacturer's full range.
3. Clips: One-piece fixed to accommodate thermal movement.
- a. Material: 0.064-inch- (1.63-mm-) nominal thickness, zinc-coated (galvanized) or aluminum-zinc alloy-coated steel sheet.
4. Joint Type: Single folded.
5. Panel Coverage: 14 inches (356 mm).
6. Panel Height: 2.5 inches (64 mm).

**2.3 UNDERLAYMENT MATERIALS**

- A. Self-Adhering, High-Temperature Underlayment: Provide self-adhering, cold-applied, sheet underlayment, a minimum of 30 mils (0.76 mm) thick, consisting of slip-resistant, polyethylene-film top surface laminated to a layer of butyl or SBS-modified asphalt adhesive, with release-paper backing. Provide primer when recommended by underlayment manufacturer.
1. Thermal Stability: Stable after testing at 240 deg F (116 deg C); ASTM D1970.
  2. Low-Temperature Flexibility: Passes after testing at minus 20 deg F (29 deg C); ASTM D1970.
  3. Manufacturers: Subject to compliance with requirements, available manufacturers offering products that may be incorporated into the Work include, but are not limited to the following:
    - a. Carlisle WIP Products; a brand of Carlisle Construction Materials.
    - b. GCP Applied Technologies Inc.
    - c. Henry Company.
- B. Refer to Specification Section 072713 "Modified Bituminous Sheet Air Barriers" for coordination and compatibility with self-adhering sheet air barriers.

**2.4 MISCELLANEOUS MATERIALS**

- A. Miscellaneous Metal Subframing and Furring: ASTM C645; cold-formed, metallic-coated steel sheet, ASTM A653/A653M, G90 (Z275 hot-dip galvanized) coating designation or ASTM A792/A792M, Class AZ50 (Class AZM150) coating designation unless otherwise



indicated. Provide manufacturer's standard sections as required for support and alignment of metal panel system.

- B. Panel Accessories: Provide components required for a complete, weathertight panel system including trim, copings, fasciae, mullions, sills, corner units, clips, flashings, sealants, gaskets, fillers, closure strips, and similar items. Match material and finish of metal panels unless otherwise indicated.
1. Closures: Provide closures at eaves and ridges, fabricated of same metal as metal panels.
  2. Backing Plates: Provide metal backing plates at panel end splices, fabricated from material recommended by manufacturer.
  3. Closure Strips: Closed-cell, expanded, cellular, rubber or crosslinked, polyolefin-foam or closed-cell laminated polyethylene; minimum 1-inch- (25-mm-) thick, flexible closure strips; cut or premolded to match metal panel profile. Provide closure strips where indicated or necessary to ensure weathertight construction.
- C. Flashing and Trim: Provide flashing and trim formed from same material as metal panels as required to seal against weather and to provide finished appearance. Locations include, but are not limited to, eaves, rakes, corners, bases, framed openings, ridges, fasciae, and fillers. Finish flashing and trim with same finish system as adjacent metal panels.
- D. Gutters: Formed from same material as roof panels, complete with end pieces, outlet tubes, and other special pieces as required. Fabricate in minimum 96-inch- (2400-mm-) long sections, of size and metal thickness according to SMACNA's "Architectural Sheet Metal Manual." Furnish gutter supports spaced a maximum of 36 inches (914 mm) o.c., fabricated from same metal as gutters. Provide wire ball strainers of compatible metal at outlets. Finish gutters to match metal roof panels.
- E. Downspouts: Formed from same material as roof panels. Fabricate in 10-foot- (3-m-) long sections, complete with formed elbows and offsets, of size and metal thickness according to SMACNA's "Architectural Sheet Metal Manual." Finish downspouts to match gutters.
- F. Panel Fasteners: Self-tapping screws designed to withstand design loads.
- G. Panel Sealants: Provide sealant type recommended by manufacturer that are compatible with panel materials, are nonstaining, and do not damage panel finish.
1. Sealant Tape: Pressure-sensitive, 100 percent solids, gray polyisobutylene compound sealant tape with release-paper backing. Provide permanently elastic, nonsag, nontoxic, nonstaining tape 1/2 inch (13 mm) wide and 1/8 inch (3 mm) thick.
  2. Joint Sealant: ASTM C920; elastomeric polyurethane or silicone sealant; of type, grade, class, and use classifications required to seal joints in metal panels and remain weathertight; and as recommended in writing by metal panel manufacturer.
  3. Butyl-Rubber-Based, Solvent-Release Sealant: ASTM C1311.

## 2.5 FABRICATION

- A. Fabricate and finish metal panels and accessories at the factory, by manufacturer's standard procedures and processes, as necessary to fulfill indicated performance requirements demonstrated by laboratory testing. Comply with indicated profiles and with dimensional and structural requirements.

- B. On-Site Fabrication: Subject to compliance with requirements of this Section, metal panels may be fabricated on-site using UL-certified, portable roll-forming equipment if panels are of same profile and warranted by manufacturer to be equal to factory-formed panels. Fabricate according to equipment manufacturer's written instructions and to comply with details shown.
- C. Provide panel profile, including major ribs and intermediate stiffening ribs, if any, for full length of panel.
- D. Fabricate metal panel joints with factory-installed captive gaskets or separator strips that provide a weathertight seal and prevent metal-to-metal contact, and that minimize noise from movements.
- E. Sheet Metal Flashing and Trim: Fabricate flashing and trim to comply with manufacturer's recommendations and recommendations in SMACNA's "Architectural Sheet Metal Manual" that apply to design, dimensions, metal, and other characteristics of item indicated.
  - 1. Form exposed sheet metal accessories that are without excessive oil canning, buckling, and tool marks and that are true to line and levels indicated, with exposed edges folded back to form hems.
  - 2. Seams for Aluminum: Fabricate nonmoving seams with flat-lock seams. Form seams and seal with epoxy seam sealer. Rivet joints for additional strength.
  - 3. Seams for Other Than Aluminum: Fabricate nonmoving seams in accessories with flat-lock seams. Tin edges to be seamed, form seams, and solder.
  - 4. Sealed Joints: Form nonexpansion, but movable, joints in metal to accommodate sealant and to comply with SMACNA standards.
  - 5. Conceal fasteners and expansion provisions where possible. Exposed fasteners are not allowed on faces of accessories exposed to view.
  - 6. Fabricate cleats and attachment devices from same material as accessory being anchored or from compatible, noncorrosive metal recommended in writing by metal panel manufacturer.
    - a. Size: As recommended by SMACNA's "Architectural Sheet Metal Manual" or metal panel manufacturer for application, but not less than thickness of metal being secured.

## 2.6 FINISHES

- A. Protect mechanical and painted finishes on exposed surfaces from damage by applying a strippable, temporary protective covering before shipping.
- B. Appearance of Finished Work: Variations in appearance of abutting or adjacent pieces are acceptable if they are within one-half of the range of approved Samples. Noticeable variations in same piece are unacceptable. Variations in appearance of other components are acceptable if they are within the range of approved Samples and are assembled or installed to minimize contrast.
- C. Aluminum Panels and Accessories:
  - 1. Two-Coat Fluoropolymer: AAMA 2605. Fluoropolymer finish containing not less than 70 percent polyvinylidene fluoride (PVDF) resin by weight in color coat. Prepare, pretreat, and apply coating to exposed metal surfaces to comply with coating and resin manufacturers' written instructions.

**PART 3 - EXECUTION**

**3.1 EXAMINATION**

- A. Examine substrates, areas, and conditions, with Installer present, for compliance with requirements for installation tolerances, metal panel supports, and other conditions affecting performance of the Work.
  - 1. Examine primary and secondary roof framing to verify that rafters, purlins, angles, channels, and other structural panel support members and anchorages have been installed within alignment tolerances required by metal roof panel manufacturer.
  - 2. Examine solid roof sheathing to verify that sheathing joints are supported by framing or blocking and that installation is within flatness tolerances required by metal roof panel manufacturer.
    - a. Verify that air- or water-resistive barriers have been installed over sheathing or backing substrate to prevent air infiltration or water penetration.
- B. Examine roughing-in for components and systems penetrating metal panels to verify actual locations of penetrations relative to seam locations of metal panels before installation.
- C. Proceed with installation only after unsatisfactory conditions have been corrected.

**3.2 PREPARATION**

- A. Miscellaneous Supports: Install subframing, furring, and other miscellaneous panel support members and anchorages according to ASTM C754 and metal panel manufacturer's written recommendations.

**3.3 INSTALLATION OF UNDERLAYMENT**

- A. Self-Adhering Sheet Underlayment: Apply primer if required by manufacturer. Comply with temperature restrictions of underlayment manufacturer for installation. Apply at locations indicated below, wrinkle free, in shingle fashion to shed water, and with end laps of not less than 6 inches (152 mm) staggered 24 inches (610 mm) between courses. Overlap side edges not less than 3-1/2 inches (90 mm). Roll laps with roller. Cover underlayment within 14 days.
  - 1. Apply over the entire roof surface.
- B. Slip Sheet: Apply slip sheet over underlayment before installing metal roof panels.
- C. Flashings: Install flashings to cover underlayment to comply with requirements specified in Section 076200 "Sheet Metal Flashing and Trim."

**3.4 INSTALLATION OF STANDING SEAM METAL ROOF PANELS**

- A. Install metal panels according to manufacturer's written instructions in orientation, sizes, and locations indicated. Install panels perpendicular to supports unless otherwise indicated. Anchor metal panels and other components of the Work securely in place, with provisions for thermal and structural movement.

1. Shim or otherwise plumb substrates receiving metal panels.
  2. Flash and seal metal panels at perimeter of all openings. Fasten with self-tapping screws. Do not begin installation until air- or water-resistive barriers and flashings that will be concealed by metal panels are installed.
  3. Install screw fasteners in predrilled holes.
  4. Locate and space fastenings in uniform vertical and horizontal alignment.
  5. Install flashing and trim as metal panel work proceeds.
  6. Locate panel splices over, but not attached to, structural supports. Stagger panel splices and end laps to avoid a four-panel lap splice condition.
  7. Align bottoms of metal panels and fasten with blind rivets, bolts, or self-tapping screws. Fasten flashings and trim around openings and similar elements with self-tapping screws.
  8. Provide weathertight escutcheons for pipe- and conduit-penetrating panels.
- B. Fasteners:
1. Aluminum Panels: Use aluminum or stainless steel fasteners for surfaces exposed to the exterior; use aluminum or galvanized-steel fasteners for surfaces exposed to the interior.
- C. Anchor Clips: Anchor metal roof panels and other components of the Work securely in place, using manufacturer's approved fasteners according to manufacturers' written instructions.
- D. Metal Protection: Where dissimilar metals contact each other or corrosive substrates, protect against galvanic action as recommended in writing by metal panel manufacturer.
- E. Standing-Seam Metal Roof Panel Installation: Fasten metal roof panels to supports with concealed clips at each standing-seam joint at location, spacing, and with fasteners recommended in writing by manufacturer.
1. Install clips to supports with self-tapping fasteners.
  2. Install pressure plates at locations indicated in manufacturer's written installation instructions.
  3. Snap Joint: Nest standing seams and fasten together by interlocking and completely engaging factory-applied sealant.
  4. Seamed Joint: Crimp standing seams with manufacturer-approved, motorized seamer tool so clip, metal roof panel, and factory-applied sealant are completely engaged.
  5. Watertight Installation:
    - a. Apply a continuous ribbon of sealant or tape to seal joints of metal panels, using sealant or tape as recommend in writing by manufacturer as needed to make panels watertight.
    - b. Provide sealant or tape between panels and protruding equipment, vents, and accessories.
    - c. At panel splices, nest panels with minimum 6-inch (152-mm) end lap, sealed with sealant and fastened together by interlocking clamping plates.
- F. Accessory Installation: Install accessories with positive anchorage to building and weathertight mounting, and provide for thermal expansion. Coordinate installation with flashings and other components.
1. Install components required for a complete metal panel system including trim, copings, corners, seam covers, flashings, sealants, gaskets, fillers, closure strips, and similar items. Provide types indicated by metal roof panel manufacturers; or, if not indicated, types recommended by metal roof panel manufacturer.

- G. Flashing and Trim: Comply with performance requirements, manufacturer's written installation instructions, and SMACNA's "Architectural Sheet Metal Manual." Provide concealed fasteners where possible, and set units true to line and level as indicated. Install work with laps, joints, and seams that will be permanently watertight and weather resistant.
1. Install exposed flashing and trim that is without buckling and tool marks, and that is true to line and levels indicated, with exposed edges folded back to form hems. Install sheet metal flashing and trim to fit substrates and achieve waterproof and weather-resistant performance.
  2. Expansion Provisions: Provide for thermal expansion of exposed flashing and trim. Space movement joints at a maximum of 10 feet (3 m) with no joints allowed within 24 inches (610 mm) of corner or intersection. Where lapped expansion provisions cannot be used or would not be sufficiently weather resistant and waterproof, form expansion joints of intermeshing hooked flanges, not less than 1 inch (25 mm) deep, filled with mastic sealant (concealed within joints).
- H. Gutters: Join sections with riveted and soldered or lapped and sealed joints. Attach gutters to eave with gutter hangers spaced not more than 36 inches (914 mm) o.c. using manufacturer's standard fasteners. Provide end closures and seal watertight with sealant. Provide for thermal expansion.
- I. Downspouts: Join sections with telescoping joints. Provide fasteners designed to hold downspouts securely 1 inch (25 mm) away from walls; locate fasteners at top and bottom and at approximately 60 inches (1524 mm) o.c. in between.
1. Provide elbows at base of downspouts to direct water away from building.
  2. Connect downspouts to underground drainage system indicated.
- J. Roof Curbs: Install flashing around bases where they meet metal roof panels.
- K. Pipe Flashing: Form flashing around pipe penetration and metal roof panels. Fasten and seal to metal roof panels as recommended by manufacturer.

### 3.5 ERECTION TOLERANCES

- A. Installation Tolerances: Shim and align metal panel units within installed tolerance of 1/4 inch in 20 feet (6 mm in 6 m) on slope and location lines as indicated and within 1/8-inch (3-mm) offset of adjoining faces and of alignment of matching profiles.

### 3.6 FIELD QUALITY CONTROL

- A. Manufacturer's Field Service: Engage a factory-authorized service representative to test and inspect metal roof panel installation, including accessories. Report results in writing.
- B. Remove and replace applications of metal roof panels where tests and inspections indicate that they do not comply with specified requirements.
- C. Additional tests and inspections, at Contractor's expense, are performed to determine compliance of replaced or additional work with specified requirements.
- D. Prepare test and inspection reports.

3.7 CLEANING AND PROTECTION

- A. Remove temporary protective coverings and strippable films, if any, as metal panels are installed, unless otherwise indicated in manufacturer's written installation instructions. On completion of metal panel installation, clean finished surfaces as recommended by metal panel manufacturer. Maintain in a clean condition during construction.
- B. Replace metal panels that have been damaged or have deteriorated beyond successful repair by finish touchup or similar minor repair procedures.

END OF SECTION 074113.16



Department of Planning and Zoning  
Town of Vienna, Virginia  
127 Center Street South  
Vienna, VA 22180  
Phone: (703) 255-6341  
Email: DPZ@viennava.gov

## Project Overview

#392171

**Project Title:** Town of Vienna Police Headquarters  
**Application Type:** Board of Architectural Review: Exterior Modifications  
**Workflow:** 1. Initial Review

**Jurisdiction:** Town of Vienna  
**State:** VA  
**County:** Fairfax

## Project Contacts

### Contact Information: Applicant

Roderick Williams  
Dewberry Engineers Inc  
8401 Arlington Blvd  
Fairfax, VA 22031  
P:7038490226  
[rwilliams@dewberry.com](mailto:rwilliams@dewberry.com)

Indicate which of the following additional project contacts are to be included on project correspondences.: Architect

### Contact Information: Architect

Roderick Williams  
Dewberry Engineers Inc  
8401 Arlington Blvd  
Fairfax, VA 22031  
P:7038490226  
[rwilliams@dewberry.com](mailto:rwilliams@dewberry.com)

### Contact Information: Owner

Jim Morris  
Town of Vienna  
215 Center St S  
Vienna, VA 22180  
P:703-255-6390  
[Jim.Morris@viennava.gov](mailto:Jim.Morris@viennava.gov)

## Project Address

**Project Address:** 215 CENTER ST S

### Future Land Use Plan: Address/Parcel

- 215 CENTER ST S: GOVERNMENTAL

### Current Zoning: Address/Parcel

- 215 CENTER ST S: RM-2

### Town Limits: Address/Parcel

- 215 CENTER ST S: IN TOWN OF VIENNA

### Resource Management Area: Resource Management Area

- 215 CENTER ST S: LOCATED OUTSIDE RMA

### Resource Protection Area : Resource Protection Area

- 215 CENTER ST S: LOCATED OUTSIDE RPA

### Windover Heights Historic District: Address/Parcel

- 215 CENTER ST S: LOCATED OUTSIDE WINDOVER HEIGHTS

## Project Description

**Project Description:** The Vienna Police Station is a new approximately 29,000 square foot Police Headquarters



building located on the site of the current police facility at 215 Centre Street South, Vienna VA. The existing police building will be demolished and the existing site will be redeveloped to include the new building, associated site improvements, and parking for 42 vehicles in a secure lot, as well as 23 spaces in the public lot.

#### Exterior Modifications Information

**Nature of Proposed Work:** New Development/New Construction

**Describe proposed improvements (including dimensions as necessary):** The Vienna Police Station is a new approximately 29,000 square foot Police Headquarters building located on the site of the current police facility at 215 Centre Street South, Vienna VA.

The existing police building will be demolished and the existing site will be redeveloped to include the new building, associated site improvements, and parking for 42 vehicles in a secure lot, as well as 23 spaces in the public lot.

**Are any Fairfax County Building Permit application numbers associated with this application?:** Yes

**Fairfax County Building Permit Number(s):** 2958899

#### Exterior Modifications Information

**Proposed construction materials (include manufacturer, identification numbers, and size), colors, and finish types (include specifications and color numbers):** Brick: Glen-Gery Brick - Marion Blend

Decorative Masonry base: Trenwyth - Verastone Plus, Vintage

Standing Seam metal roof: ATAS-16 Rocky Grey

Glass: Solargray-Vitro Architectural Glass -Solarban 70XL Solar Control

Fiber Cement Panel 1: Nichiha Gray

Fiber Cement Panel 2: Nichiha Vintage Wood Cedar, EPC762F

Precast pavers(plaza pavers): Hanover Prest Pavers-Charcoal, natural and limestone

**Will your project include lighting?:** Yes

**Please describe the lighting elements to be used (including kelvins, lumens):** See attached cut sheets.





**METAL ROOFING**  
Systems, Inc

**35**  
YEAR  
WARRANTY

SEE REVERSE SIDE FOR MATERIAL AVAILABILITY



## ENVIRONMENTALLY SMART COLORS - DESIGNED ENERGY EFFICIENT



TERRA COTTA



AGED COPPER



BONE WHITE



SANDSTONE



SURREY BEIGE



COLONIAL RED



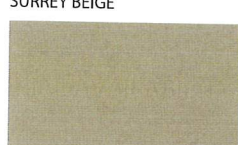
PATINA GREEN



REGAL WHITE



ASH GRAY



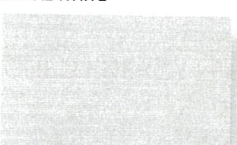
SIERRA TAN



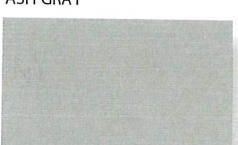
REGAL RED



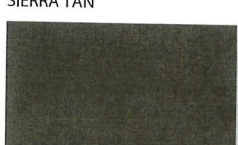
HEMLOCK GREEN



STONE WHITE



DOVE GRAY



MEDIUM BRONZE



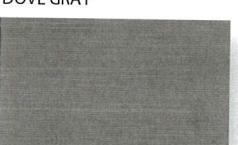
BURGUNDY



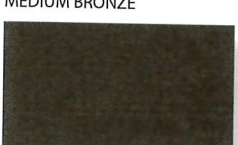
HARTFORD GREEN



SLATE BLUE



SLATE GRAY



MANSARD BROWN



MATTE BLACK



EVERGREEN



REGAL BLUE



CHARCOAL GRAY



DARK BRONZE

## METALLIC COLORS



\*SILVER



\*COPPER



\*CHAMPAGNE



\*PRE-WEATHERED  
GALVALUME\*

## NON-PAINTED



ACRYLIC COATED  
GALVALUME\*

\* CONTACT YOUR REPRESENTATIVE FOR EXACT COLOR CHIP SAMPLE



## LOCATIONS

7687 Mikron Drive  
Stanley, NC 28164  
P: 704.820.3110  
F: 704.820.0113

370-C Allied Drive  
Conway, SC 29526  
P: 843.347.6673  
F: 843.347.6693

3214 Hanover Drive  
Johnson City, TN 37604  
P: 423.434.0535  
F: 423.434.0537



[www.metalroofingsystems.biz](http://www.metalroofingsystems.biz)

**Faster. Smarter. Better. Period.**

\*Available at a slight price premium.  
Colors shown are matched as accurately as possible, but may vary slightly from finished product. These rich and vibrant colors are produced with either Kynar 500® or Hylar 5000® resins, which provide superior color retention, and allow us to offer non-prorated coating warranties for most applications. Coating warranty varies for Regal Red, Matte Black, Copper, Silver, Champagne, and Pre-Weathered Galvalume. Metallics are warranted for chip, crack, and peel only. Please contact your representative for more information.



## STOCK AVAILABILITY MATRIX

							GALVALUME		ALUMINUM			
			ISR	EMI	3yr.	SRI	24 ga.	22 ga.	.032	.040	.050	.063
Aged Copper	★	L	0.47	0.85	0.46	53	●		●			
Ash Gray	★	L	0.39	0.84	0.39	41	●	●	●	●		
Bone White	★	L	0.47	0.83	N/A	58	●		●	●	●	●
Burgundy	★		0.25	0.85	0.23	23	●					
Champagne Metallic	★	L	0.37	0.80	0.35	37	●					
Charcoal Gray	★		0.29	0.84	0.28	28	●	●	●	●		
Colonial Red	★	L	0.30	0.85	0.29	30	●		●	●	●	
Copper Metallic	★	L	0.49	0.86	0.47	56	●		●			
Dark Bronze	★		0.26	0.84	0.25	24	●	●	●	●	●	●
Dove Gray	★	L	0.49	0.86	N/A	56	●	●	●	●		
Evergreen	★		0.27	0.86	0.26	26	●		●	●	●	
Hartford Green	★		0.26	0.85	0.25	24	●		●	●	●	
Hemlock Green	★	L	0.29	0.86	0.29	29	●					
Mansard Brown	★		0.27	0.86	0.25	26	●	●	●	●	●	
Matte Black	★		0.29	0.83	0.27	27	●	●	●	●	●	
Medium Bronze	★	L	0.30	0.87	0.28	31	●	●	●	●	●	●
Patina Green	★		0.28	0.87	0.28	28	●					
Pre-weathered Galvalume *	★		0.30	0.79	0.28	27	●		●			
Regal Blue	★		0.26	0.85	0.25	24	●		●			
Regal Red	★	L	0.42	0.83	0.41	45	●		●		●	
Regal White	★	L	0.67	0.86	0.67	81	●	●	●	●	●	●
Sandstone	★	L	0.54	0.86	0.53	63	●		●	●	●	
Sierra Tan	★	L	0.35	0.86	0.34	37	●	●	●	●	●	
Silver Metallic	★	L	0.59	0.79	0.60	67	●		●	●	●	
Slate Blue	★		0.29	0.85	0.28	28	●		●			
Slate Gray	★	L	0.33	0.84	0.33	33	●	●	●	●	●	
Stone White	★	L	0.60	0.86	0.56	71	●		●	●	●	●
Surrey Beige	★	L	0.42	0.85	0.41	46	●					
Terra Cotta	★	L	0.35	0.86	0.35	37	●		●	●		
Acrylic Coated Galvalume *	★	L	0.67	0.14	0.55	56	●	●				

\* IF DESIRED COLOR IS NOT LISTED ON MATRIX PLEASE CONTACT METAL ROOFING SYSTEMS FOR AVAILABILITY

### NOTES

- All metal is painted with a .20 mil primer and .70 -.90 mil Top Coat of 70% Kynar 500 or Hylar 5000. The reverse side has a .20 primer and .30 -.40 backer coating.
- 22 gauge steel available upon request.
- For low slope roofing to meet Energy Star requirements the ISR must be  $\geq 0.65$ . After 3 years, the solar reflectance must be  $\geq 0.50$ .
- For steep slope roofing to meet Energy Star requirements the ISR must be  $\geq 0.25$ . After 3 years, the solar reflectance must be  $\geq 0.15$ .
- For low slope roofing to meet LEED 2009 requirements the SRI must be  $\geq 78$ .
- For steep slope roofing to meet LEED 2009 requirements the SRI for 100% of the roof must be  $\geq 29$ .
- Low slope is defined as  $\leq 2:12$ .
- Steep slope is defined as  $> 2:12$ .

### KEY

●	Stocked Item
★	Energy Star Compliant
L	LEED 2009 Compliant
ISR	Initial Solar Reflectance
EMI	Emissivity
SRI	Solar Reflectance Index



**METAL ROOFING**  
Systems, Inc



Oil canning is an aesthetic issue and is an inherent part of light gauge cold formed metal products. By using coil that has been processed properly, designing for thermal movement, following stringent specifications for installation and proper handling most oil canning can be eliminated. Oil canning is not grounds for coil/panel rejection.

Galvalume® is a registered trademark of BIEC. Hylar 5000 is a registered trademark of Solvay Solexis, Inc. Kynar 500 is a registered trademark of Atofina, Inc.



## STOCK AVAILABILITY MATRIX

							GALVALUME		ALUMINUM			
			ISR	EMI	3yr.	SRI	24 ga.	22 ga.	.032	.040	.050	.063
Aged Copper	★	L	0.47	0.85	0.46	53	●		●			
Ash Gray	★	L	0.39	0.84	0.39	41	●	●	●	●		
Bone White	★	L	0.47	0.83	N/A	58	●		●	●	●	●
Burgundy	★		0.25	0.85	0.23	23	●					
Champagne Metallic	★	L	0.37	0.80	0.35	37	●					
Charcoal Gray	★		0.29	0.84	0.28	28	●	●	●	●		
Colonial Red	★	L	0.30	0.85	0.29	30	●		●	●	●	
Copper Metallic	★	L	0.49	0.86	0.47	56	●		●			
Dark Bronze	★		0.26	0.84	0.25	24	●	●	●	●	●	●
Dove Gray	★	L	0.49	0.86	N/A	56	●	●	●	●		
Evergreen	★		0.27	0.86	0.26	26	●		●	●	●	
Hartford Green	★		0.26	0.85	0.25	24	●		●	●	●	
Hemlock Green	★	L	0.29	0.86	0.29	29	●		●	●	●	
Mansard Brown	★		0.27	0.86	0.25	26	●	●	●	●	●	
Matte Black	★		0.29	0.83	0.27	27	●	●	●	●	●	
Medium Bronze	★	L	0.30	0.87	0.28	31	●	●	●	●	●	●
Patina Green	★		0.28	0.87	0.28	28	●					
Pre-weathered Galvalume*	★		0.30	0.79	0.28	27	●		●			
Regal Blue	★		0.26	0.85	0.25	24	●		●			
Regal Red	★	L	0.42	0.83	0.41	45	●		●		●	
Regal White	★	L	0.67	0.86	0.67	81	●	●	●	●	●	●
Sandstone	★	L	0.54	0.86	0.53	63	●		●	●	●	
Sierra Tan	★	L	0.35	0.86	0.34	37	●	●	●	●	●	
Silver Metallic	★	L	0.59	0.79	0.60	67	●		●	●	●	
Slate Blue	★		0.29	0.85	0.28	28	●		●			
Slate Gray	★	L	0.33	0.84	0.33	33	●	●	●	●	●	
Stone White	★	L	0.60	0.86	0.56	71	●		●	●	●	●
Surrey Beige	★	L	0.42	0.85	0.41	46	●					
Terra Cotta	★	L	0.35	0.86	0.35	37	●		●	●		
Acrylic Coated Galvalume*	★	L	0.67	0.14	0.55	56	●	●				

\* IF DESIRED COLOR IS NOT LISTED ON MATRIX PLEASE CONTACT METAL ROOFING SYSTEMS FOR AVAILABILITY

### NOTES

- All metal is painted with a .20 mil primer and .70-.90 mil Top Coat of 70% Kynar 500 or Hylar 5000. The reverse side has a .20 primer and .30-.40 backer coating.
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- For low slope roofing to meet Energy Star requirements the ISR must be  $\geq 0.65$ . After 3 years, the solar reflectance must be  $\geq 0.50$ .
- For steep slope roofing to meet Energy Star requirements the ISR must be  $\geq 0.25$ . After 3 years, the solar reflectance must be  $\geq 0.15$ .
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- Steep slope is defined as  $>2:12$ .

### KEY

- Stocked Item
- ★ Energy Star Compliant
- L LEED 2009 Compliant
- ISR Initial Solar Reflectance
- EMI Emissivity
- SRI Solar Reflectance Index

Oil canning is an aesthetic issue and is an inherent part of



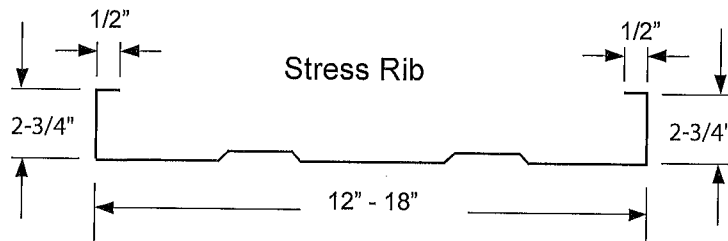
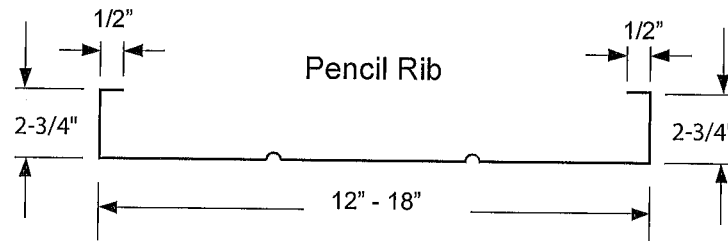
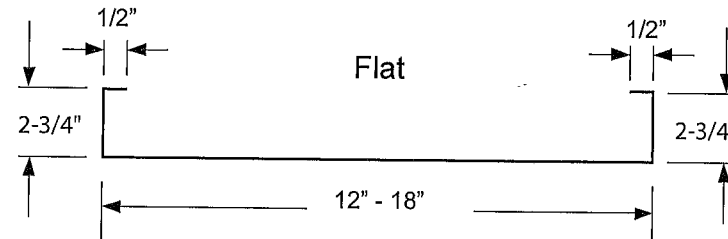
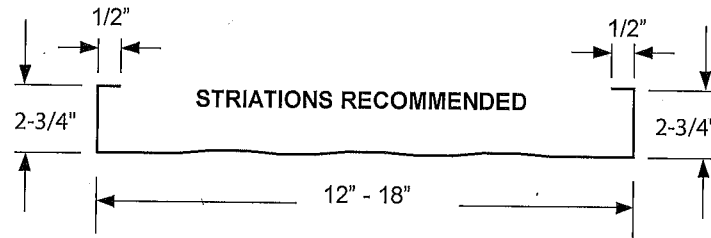




# MRS System 3000

12"-18" O.C.  
Mechanically Seam  
3" High Nominal

24 & 22 Ga. Galv.  
.032, .040, & .050 Alum.  
16 & 20 Oz. Copper



U.L. 580 Class 90

ASTM E1592, E1646, E1680

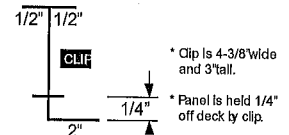
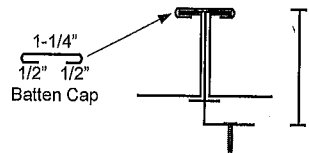
Ideal for low slope conditions in commercial or residential

**Material:** 24 & 22 Ga. Galv.  
.032, .040, & .050 Alum.  
16 & 20 Oz. Copper

**Features:** Flat  
Striations  
Curved  
Optional Sealant in Batten

**Requirements:** Solid substrate, Open Framing  
30# Felt or Ice & Water Shield  
Minimum Roof Pitch: 1/2" on 12"

**Finish:** Hylar 5000<sup>®</sup> or Kynar 500<sup>®</sup>



## Locations:

7687 Mikron Drive  
Stanley, NC 28164  
Tel: 704-820-3110  
Fax: 704-820-0113

370-C Allied Drive  
Conway, SC 29526  
Tel: 843-365-6673  
Fax: 843-365-6683

3214 Hanover Road  
Johnson City, TN 37604  
Tel: 423-239-0013  
Fax: 423-447-7150



**METAL ROOFING**  
Systems, Inc

Website: [www.metalroofingsystems.biz](http://www.metalroofingsystems.biz)

## STOCK AVAILABILITY MATRIX

		ISR	EMI	3yr	SRI	GALVALUME		ALUMINUM			
						24 ga.	22 ga.	.032	.040	.050	.063
Aged Copper	★	0.47	0.85	0.46	53	●		●			
Ash Gray	★	0.39	0.84	0.39	41	●	●	●	●		
Bone White	★	0.47	0.83	N/A	58	●		●	●	●	●
Burgundy	★	0.25	0.85	0.23	23	●		●			
Champagne Metallic	★	0.37	0.80	0.35	37	●		●			
Charcoal Gray	★	0.29	0.84	0.28	28	●	●	●	●		
Colonial Red	★	0.30	0.85	0.29	30	●		●		●	
Copper Metallic	★	0.49	0.86	0.47	56	●		●			
Dark Bronze	★	0.26	0.84	0.25	24	●	●	●	●	●	●
Dove Gray	★	0.49	0.86	N/A	56	●	●	●	●		
Evergreen	★	0.27	0.86	0.26	26	●		●		●	
Hartford Green	★	0.26	0.85	0.25	24	●		●		●	
Hemlock Green	★	0.29	0.86	0.29	29	●		●		●	
Mansard Brown	★	0.27	0.86	0.25	26	●	●	●	●	●	
Matte Black	★	0.29	0.83	0.27	27	●	●	●	●	●	
Medium Bronze	★	0.30	0.87	0.28	31	●	●	●	●	●	●
Patina Green	★	0.28	0.87	0.28	28	●		●		●	
Pre-weathered Galvalume*	★	0.30	0.79	0.28	27	●		●			
Regal Blue	★	0.26	0.85	0.25	24	●		●			
Regal Red	★	0.42	0.83	0.41	43	●		●		●	
Regal White	★	0.67	0.86	0.67	67	●	●	●	●	●	●
Sandstone	★	0.54	0.86	0.53	53	●		●	●	●	
Sierra Tan	★	0.35	0.86	0.34	37	●	●	●	●	●	●
Silver Metallic	★	0.59	0.79	0.60	67	●		●	●	●	
Slate Blue	★	0.29	0.85	0.28	28	●		●			
Slate Gray	★	0.33	0.84	0.33	33	●	●	●	●	●	
Stone White	★	0.60	0.86	0.56	71	●		●		●	●
Surrey Beige	★	0.42	0.85	0.41	46	●		●			
Terra Cotta	★	0.35	0.86	0.35	37	●		●			
Acrylic Coated Galvalume*	★	0.67	0.14	0.55	56	●	●				

\* IF DESIRED COLOR IS NOT LISTED ON MATRIX PLEASE CONTACT METAL ROOFING SYSTEMS FOR AVAILABILITY

### NOTES

- All metal is painted with a .20 mil primer and .70-.90 mil Top Coat of 70% Kynar 500 or Hylar 5000. The reverse side has a .20 primer and .30-.40 backer coating.
- 22 gauge steel available upon request.
- For low slope roofing to meet Energy Star requirements the ISR must be  $\geq 0.65$ . After 3 years, the solar reflectance must be  $\geq 0.50$ .
- For steep slope roofing to meet Energy Star requirements the ISR must be  $\geq 0.25$ . After 3 years, the solar reflectance must be  $\geq 0.15$ .
- For low slope roofing to meet LEED 2009 requirements the SRI must be  $\geq 76$ .
- For steep slope roofing to meet LEED 2009 requirements the SRI for 100% of the roof must be  $\geq 29$ .
- Low slope is defined as  $\leq 2:12$ .
- Steep slope is defined as  $>2:12$ .



### KEY

- Stocked Item
- ★ Energy Star Compliant
- LEED 2009 Compliant
- ISR Initial Solar Reflectance
- EMI Emissivity
- SRI Solar Reflectance Index

# Attachment B

## BUILDING PLAN REVIEW COVER SHEET LAND DEVELOPMENT SERVICES – BUILDING DIVISION

Revised: December 13, 2018

COMMERCIAL		DESIGNER INFORMATION		GENERAL NOTES			
<b>Project name:</b> The Bowman House - Structural Roof Repairs <b>Project address:</b> 211 Center St South, Vienna, VA 22180 <b>Floor(s):</b> 1-basement-attic <b>Suite(s):</b> N/A <b>Work Description:</b> Structural repairs to existing wood roof framing system missing several components <b>Site-related plan #:</b> N/A <b>Applicable code:</b> edition-year: 2015 <input type="checkbox"/> Virginia Construction Code: (new commercial, multi-family and R-3 residential construction) <input type="checkbox"/> New Building <input type="checkbox"/> Addition <input checked="" type="checkbox"/> Virginia Existing Building Code: (existing commercial, multi-family and R-3 residential construction) <input type="checkbox"/> Level 1 Alteration <input checked="" type="checkbox"/> Repair <input type="checkbox"/> Level 2 Alteration <input type="checkbox"/> Change of occupancy <input type="checkbox"/> Level 3 Alteration <input type="checkbox"/> Moved building <input type="checkbox"/> Historic building <input type="checkbox"/> Addition <input type="checkbox"/> Virginia Residential Code (new and alterations to existing R-5 residential construction) <b>Conditions:</b> list below building-related proffers, development conditions, special permits, variances <div style="display: flex;"> <div style="flex: 1;">           Drawing #            1) N/A            2)            3)            4)         </div> <div style="flex: 1;">           Condition        </div> </div>		<b>Occupancy/Group(s):</b> A-3 Assembly (per existing drawings) <b>Type(s) of construction:</b> V-B Unprotected (per existing drawings) <b>Number of stories:</b> 1-basement-attic <b>High rise:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>Unlimited area building:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>Number of Type A dwelling units (multi-family):</b> 0 <b>Critical structure:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No; if yes, attach the Statement of Special Inspections <b>For tenant alteration and change of use:</b> Purpose of space: N/A Gross area per floor: _____ (square feet) Area of work: _____ (square feet) Gross area of tenant space: _____ (square feet) Base building design, code/year: _____ <b>Fire protection:</b> Sprinklers: <input type="checkbox"/> Full <input type="checkbox"/> Partial <input checked="" type="checkbox"/> None Fire alarm system: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Approved central station: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Standpipes: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>Hazardous materials:</b> <input type="checkbox"/> Combustible liquid <input type="checkbox"/> Flammable liquid <input type="checkbox"/> Other: _____ <b>High pile storage installed:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>Fire resistance ratings:</b> (provide design numbers, prescription item number or calculated code section) Floor/ceiling: 0hr Columns: 0hr Beams: 0hr Corridors: 0hr Tenant walls: 0hr <b>Accessibility per ICC/ANSI A117.1:</b> (choose one) <input checked="" type="checkbox"/> Fully compliant (accessible route to primary function area, including restrooms and drinking fountain) <input type="checkbox"/> Technically infeasible (fixture count cannot be reduced; family/accessible restroom is provided) <input type="checkbox"/> Upgrades required (up to 20% of cost of alterations) Cost of alterations: \$ _____ Cost of upgrades: \$ _____ Upgrades provided: _____ <b>Electrical energy compliance:</b> (choose design alternative) <input type="checkbox"/> ANSI/ASHRAE/IESNA Standard 90.1 <input type="checkbox"/> Virginia Energy Conservation Code		<b>Building:</b> Name: Robert Allison, P.E. Occupation (if not an RDP): Telephone: 703-293-7400 Email: rallison@wralp.com License number: 23018 <b>Structural:</b> Name: Robert Allison, P.E. Telephone: 703-293-7400 Email: rallison@wralp.com License number: 23018 <b>Mechanical:</b> Name: N/A Telephone: _____ Email: _____ License number: _____ <b>Electrical:</b> Name: N/A Telephone: _____ Email: _____ License number: _____ <b>Plumbing:</b> Name: N/A Telephone: _____ Email: _____ License number: _____ <b>APPROVED</b> I, _____, County Engineer, do hereby approve this plan for construction. This approval is based on the information provided and does not constitute a warranty of the accuracy of the information provided. The County Engineer's office does not review and does not warrant County inspection fees. Date: JUL 01 2019 Signature: _____ Title: _____ County: _____ <b>APPROVED</b> I, _____, County Engineer, do hereby approve this plan for construction. This approval is based on the information provided and does not constitute a warranty of the accuracy of the information provided. The County Engineer's office does not review and does not warrant County inspection fees. Date: _____ Signature: _____ Title: _____ County: _____		<b>GENERAL NOTES</b>   <ul style="list-style-type: none"> <li>➤ Failure to fully complete the applicable fields in this cover sheet may result in a failed plan review and subsequent delay in permit issuance.</li> <li>➤ This cover sheet must be submitted on 11x17 paper, eplan or incorporated in the building drawings.</li> <li>➤ Accessibility and energy conservation sections of this cover sheet are certifications endorsed by the applicable designer. Inaccuracies found during plan review must be corrected prior to permit issuance. Inaccuracy found in the field must be corrected prior to subsequent inspections.</li> <li>➤ Once approved, building drawings are subject to any corrections noted therein. Permit issuance does not waive any code requirements not identified during plan review and does not prevent county inspectors from requiring corrections in the field or plan revisions.</li> <li>➤ No changes shall be made to the approved drawings without prior county approval.</li> <li>➤ Residential drawings are not reviewed for mechanical, electrical and plumbing systems. Compliance is evaluated during inspections.</li> <li>➤ Truss shop drawings must be reviewed and approved by the county prior to erection.</li> <li>➤ No inspections will be made unless a printed set of approved drawings, including this cover sheet, are on the job site and available to the inspector.</li> <li>➤ Call Miss Utility at 811, TTY 711 before you dig.</li> <li>➤ Occupancy is not permitted until a final inspection has been approved and, when applicable, a Certificate of Occupancy is issued.</li> </ul>	

### RESIDENTIAL

**Occupancy/Group:** ☐ R-5 ☐ R-3  
**Building height:** \_\_\_\_\_ (feet)  
**Floor or roof trusses:** ☐ Yes ☐ No  
**Masterfile model name:** \_\_\_\_\_  
**Utility company easements on site:** ☐ Yes ☐ No  
**Problem soils:** ☐ Yes ☐ No; if yes, submit soils report  
**Affordable dwelling units required:** ☐ Yes ☐ No  
**Sound transmission class required:** ☐ Yes ☐ No  
**Energy compliance (choose design alternative):**  
☐ Prescriptive ☐ Per REScheck (output must be provided)

MAY 24 2020

RECEIVED

# **BUILDING PLAN REVIEW COVER SHEET** LAND DEVELOPMENT SERVICES – BUILDING DIVISION

Revised: December 13, 2018

COMMERCIAL		DESIGNER INFORMATION		GENERAL NOTES	
<p><b>Occupancy/Group(s):</b> A-3 Assembly (per existing drawings)</p> <p><b>Type(s) of construction:</b> V-B Unprotected (per existing drawings)</p> <p><b>Number of stories:</b> 1-Basement+attic High rise: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p><b>Unlimited area building:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p><b>Number of Type A dwelling units (multi-family):</b> 0</p> <p><b>Critical structure:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No; if yes, attach the Statement of Special Inspections</p> <p><b>For tenant alteration and change of use:</b></p> <p>Purpose of space: N/A</p> <p>Gross area per floor: _____ (square feet)</p> <p>Area of work: _____ (square feet)</p> <p>Gross area of tenant space: _____ (square feet)</p> <p>Base building design, code/year: _____</p> <p><b>Fire protection:</b></p> <p>Sprinklers: <input type="checkbox"/> Full <input type="checkbox"/> Partial <input checked="" type="checkbox"/> None</p> <p>Fire alarm system: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Approved central station: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Standpipes: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p><b>Hazardous materials:</b></p> <p><input type="checkbox"/> Combustible liquid <input type="checkbox"/> Flammable liquid</p> <p><input type="checkbox"/> Other: _____</p> <p><b>High pile storage installed:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p><b>Fire resistance ratings:</b> (provide design numbers, prescription item number or calculated code section)</p> <p>Floor/ceiling: 0hr Roof/ceiling: 0hr</p> <p>Columns: 0hr Beams: 0hr</p> <p>Corridors: 0hr Tenant walls: 0hr</p> <p><b>Accessibility per ICC/ANSI A117.1:</b> (choose one)</p> <p><input checked="" type="checkbox"/> Fully compliant (accessible route to primary function area, including restrooms and drinking fountain)</p> <p><input type="checkbox"/> Technically infeasible (fixture count cannot be reduced; family/accessible restroom is provided)</p> <p><input type="checkbox"/> Upgrades required (up to 20% of cost of alterations)</p> <p>Cost of alterations: \$ _____</p> <p>Cost of upgrades: \$ _____</p> <p>Upgrades provided: _____</p> <p><b>Electrical energy compliance:</b> (choose design alternative)</p> <p><input type="checkbox"/> ANSI/ASHRAE/IESNA Standard 90.1</p> <p><input type="checkbox"/> Virginia Energy Conservation Code</p>		<p>Signed and sealed drawings by a Virginia-licensed registered design professional (RDP) may be required by the Virginia Department of Professional and Occupational Regulation. Learn more by searching for "sealed drawings" on <a href="http://fairfaxcounty.gov">fairfaxcounty.gov</a>.</p> <p>RDP signature and seal required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No; if yes, signature and seal are provided:</p> <p><input checked="" type="checkbox"/> On each sheet</p> <p><input type="checkbox"/> With table of contents (permissible with eplans only)</p> <p><i>* Signatures must be original on paper-submitted plans and electronically-protected in eplans.</i></p> <p><b>Designer information (complete for all applicable trades shown on the drawings):</b></p> <p><b>Building:</b></p> <p>Name: Robert Allison, P.E.</p> <p>Occupation (if not an RDP): _____</p> <p>Telephone: 703-293-7400</p> <p>Email: rallison@wralp.com</p> <p>License number: 23018</p> <p><b>Structural:</b></p> <p>Name: Robert Allison, P.E.</p> <p>Telephone: 703-293-7400</p> <p>Email: rallison@wralp.com</p> <p>License number: 23018</p> <p><b>Mechanical:</b></p> <p>Name: N/A</p> <p>Telephone: _____</p> <p>Email: _____</p> <p>License number: _____</p> <p><b>Electrical:</b></p> <p>Name: N/A</p> <p>Telephone: _____</p> <p>Email: _____</p> <p>License number: _____</p> <p><b>Plumbing:</b></p> <p>Name: N/A</p> <p>Telephone: _____</p> <p>Email: _____</p> <p>License number: _____</p> <p><b>DRAWINGS MISSING REQUIRED SEALS OR DO NOT HAVE ORIGINAL OR ELECTRONICALLY-PROTECTED SIGNATURES WILL NOT BE ACCEPTED DURING PERMIT APPLICATION.</b></p>		<p><b>GENERAL NOTES</b></p> <p>➤ Failure to fully complete the applicable fields in this cover sheet may result in a failed plan review and subsequent delay in permit issuance.</p> <p>➤ This cover sheet must be submitted on 11x17 paper, eplan or incorporated in the building drawings.</p> <p>➤ Accessibility and energy conservation sections of this cover sheet are certifications endorsed by the applicable designer. Inaccuracies found during plan review must be corrected prior to permit issuance. Inaccuracy found in the field must be corrected prior to subsequent inspections.</p> <p>➤ Once approved, building drawings are subject to any corrections noted therein. Permit issuance does not waive any code requirements not identified during plan review and does not prevent county inspectors from requiring corrections in the field or plan revisions.</p> <p>➤ No changes shall be made to the approved drawings without prior county approval.</p> <p>➤ Residential drawings are not reviewed for mechanical, electrical and plumbing systems. Compliance is evaluated during inspections.</p> <p>➤ Truss shop drawings must be reviewed and approved by the county prior to erection.</p> <p>➤ No inspections will be made unless a printed set of approved drawings, including this cover sheet, are on the job site and available to the inspector.</p> <p>➤ Call Miss Utility at 811, TTY 711 before you dig.</p> <p>➤ Occupancy is not permitted until a final inspection has been approved and, when applicable, a Certificate of Occupancy is issued.</p> <p>RETAIN FOR STAMP</p> <p>Approved Planning &amp; Building Dept. By: [Signature] Date: 05/24/20</p>	
<p><b>Project name:</b> The Bowman House - Structural Roof Repairs</p> <p><b>Project address:</b> 211 Center St South, Vienna, VA 22180</p> <p><b>Floor(s):</b> 1-Basement+attic Suites(s): N/A</p> <p><b>Work Description:</b> Structural repairs to existing wood roof framing system missing several components</p> <p><b>Site-related plan #:</b> N/A</p> <p><b>Applicable code:</b> edition-year: 2015</p> <p><input type="checkbox"/> Virginia Construction Code: (new commercial, multi-family and R-3 residential construction)</p> <p><input type="checkbox"/> New Building <input type="checkbox"/> Addition</p> <p><input checked="" type="checkbox"/> Virginia Existing Building Code: (existing commercial, multi-family and R-3 residential construction)</p> <p><input type="checkbox"/> Level 1 Alteration <input checked="" type="checkbox"/> Repair</p> <p><input type="checkbox"/> Level 2 Alteration <input type="checkbox"/> Change of occupancy</p> <p><input type="checkbox"/> Level 3 Alteration <input type="checkbox"/> Moved building</p> <p><input checked="" type="checkbox"/> Historic building <input type="checkbox"/> Addition</p> <p><input type="checkbox"/> Virginia Residential Code (new and alterations to existing R-5 residential construction)</p> <p><b>Conditions:</b> list below building-related proffers, development conditions, special permits, variances</p> <p>Drawing # reference</p> <p>1) N/A Condition</p> <p>2) _____</p> <p>3) _____</p> <p>4) _____</p> <p>Zoning application #: _____</p> <p><b>Department of Code Compliance case:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No; if yes: Case number: _____</p>		<p><b>RESIDENTIAL</b></p> <p><b>Occupancy/Group:</b> <input type="checkbox"/> R-5 <input type="checkbox"/> R-3</p> <p><b>Building height:</b> _____ (feet)</p> <p><b>Floor or roof trusses:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>Masterfile model name:</b> _____</p> <p><b>Utility company easements on site:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>Problem soils:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No; if yes, submit soils report</p> <p><b>Affordable dwelling units required:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>Sound transmission class required:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>Energy compliance (choose design alternative):</b></p> <p><input type="checkbox"/> Prescriptive <input type="checkbox"/> Per REScheck (output must be provided)</p>			



GENERAL STRUCTURAL NOTES

- DESIGN LOADS AND CRITERIA:
1. THIS PROJECT CONSISTS OF STRUCTURAL REPAIRS TO THE ROOF SUPPORT SYSTEM FOR THE BOWMAN HOUSE.
2. FIELD VERIFY ALL DIMENSIONS, LOCATIONS AND ELEVATIONS SHOWN ON DRAWINGS FOR CONFORMANCE WITH THE ACTUAL CONDITIONS. CORRECT ANY DISCREPANCIES TO THE ATTENTION OF THE ENGINEER BEFORE PROCEEDING WITH THE WORK.

3. THE OWNER HAS BUILDING 6 CURRENTLY OCCUPIED.
4. THE REPAIRS INDICATED IN THESE DRAWINGS REFLECT THE MINIMUM FRAMING FOR THE REPAIR OF THE ROOF. SOME EXISTING FILL AND PARTIAL WOOD MEMBERS MAY REMAIN IN PLACE, PROVIDED THEY ARE NOT IN CONFLICT WITH REPAIRS AND THEY DO NOT NEGATIVELY IMPACT THE STRUCTURAL SYSTEM.

5. SPECIAL INSPECTIONS WILL BE PERFORMED BY AREA IN ACCORDANCE WITH THE PROGRAM ACTIVITIES AND SCHEDULE WITH THE OWNER AND SPECIAL INSPECTOR. PROVIDE SAFE ACCESS INCLUDING LADDERS TO THE INSPECTOR FOR SPECIAL INSPECTIONS.
6. THE DRAWINGS SHOW THE FINAL CONDITION OF THE STRUCTURES. PROVIDE MEANS TO STABILIZE THE STRUCTURES DURING ALL TEMPORARY CONDITIONS. DESIGN OF TEMPORARY STRUCTURAL SUPPORT IS THE SOLE RESPONSIBILITY OF THE CONTRACTOR.

7. SCALES NOTED ON THE DRAWINGS ARE FOR GENERAL INFORMATION ONLY. DO NOT OBTAIN DIMENSIONAL INFORMATION FROM DIRECT SCALES OF THE DRAWINGS.
8. DEMOLISH AND REMOVE ALL NON-STRUCTURAL ITEMS IN THE ATTIC BEFORE BEGINNING STRUCTURAL REPAIR WORK. THESE ITEMS INCLUDE BUT ARE NOT LIMITED TO: SHELVING, CASES, AND PLATINGS.

- ROOF CARPENTRY:
1. DESIGN OF ALL ROOF CARPENTRY CONSTRUCTION IS IN ACCORDANCE WITH THE AMERICAN WOOD COUNCIL (AWC) NDS (2015), "NATIONAL DESIGN SPECIFICATION (NDS) FOR WOOD CONSTRUCTION WITH 2015 NDS SUPPLEMENTS".

2. ALL WOOD FRAMING MEMBERS MUST COMPLY WITH PS-20, "AMERICAN SOUTHWEST LUMBER STANDARD". MINIMUM MOISTURE CONTENT MUST BE 19 PERCENT. WOOD SPECIES AND GRADE MUST BE DOUGLAS-FIR LARCH NO. 1, OR AN APPROVED WOOD SPECIES AND GRADE OF EQUAL OR BETTER STRUCTURAL PROPERTIES.

3. MINIMUM STRUCTURAL PROPERTIES FOR NEW VISUALLY-GRADED WOOD MEMBERS:
- 3.1. BENDING ( $F_b$ ) = 1,000 PSI
- 3.2. TENSION PARALLEL TO THE GRAIN ( $F_t$ ) = 675 PSI
- 3.3. COMPRESSION PERPENDICULAR TO THE GRAIN ( $F_c$ ) = 150 PSI
- 3.4. COMPRESSION PARALLEL TO THE GRAIN ( $F_c$ ) = 570 PSI
- 3.5. MODULUS OF ELASTICITY:  $E = 1,700,000$  PSI,  $E_{min} = 600,000$  PSI

4. UNLESS NOTED OTHERWISE, JOISTS OF NEW WOOD MEMBERS ARE INDICATED BY THEIR ACTUAL DIMENSIONS. JOISTS OF EXISTING WOOD MEMBERS ARE INDICATED BY THEIR NOMINAL DIMENSIONS.

5. ALL NEW STRUCTURAL WOOD MEMBERS MUST BE TREATED WITH PRESERVATIVES CONTAINING NO ARSENIC AND NO CHROMIUM.

6. FASTENERS AND CONNECTORS IN CONTACT WITH PRESERVATIVE-TREATED WOOD MUST BE IN ACCORDANCE WITH INTERMEDIATE BUILDING CODE (IBC) 2015 TABLE 204.4.1.1, TYPE 304 STAINLESS STEEL.

7. UNLESS NOTED OTHERWISE ON THE DRAWINGS, CONNECTIONS FOR WOOD MEMBERS MUST BE IN ACCORDANCE WITH INTERMEDIATE BUILDING CODE (IBC) 2015 TABLE 204.4.1.1.

8. SINKING STRONG-TIE CONNECTORS (OR APPROVED EQUAL) SPECIFIED ON THE DRAWINGS MUST BE FASTENED TO WOOD MEMBERS IN ACCORDANCE WITH THE MANUFACTURER'S INSTRUCTIONS. USE THE LARGEST SIZE AND NUMBER OF MANUFACTURER-SPECIFIED FASTENERS.

9. SET ROOF CARPENTRY TO REQUIRED LEVELS AND LINES WITH MEMBERS PLUMB, TRUE TO LINE, CUT, AND FITTED. FIT ROOF CARPENTRY ACCURATELY TO OTHER CONSTRUCTION. DO NOT SPLICE STRUCTURAL MEMBERS BETWEEN SUPPORTS UNLESS OTHERWISE INDICATED.

10. USE (4)-12# SINKER WALLS AT EACH CONNECTION UNLESS NOTED OTHERWISE.

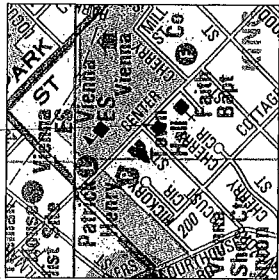
- CODES AND STANDARDS:
1. VIRGINIA UNIFORM STATEWIDE BUILDING CODE, USBC (2015), INCLUDING LOCAL AMENDMENTS.

2. AMERICAN WOOD COUNCIL (AWC) NDS (2015), "NATIONAL DESIGN SPECIFICATION (NDS) FOR WOOD CONSTRUCTION WITH 2015 NDS SUPPLEMENTS".

3. AMERICAN SOCIETY OF CIVIL ENGINEERS, ASCE 7 (2010), "MINIMUM DESIGN LOADS FOR BUILDINGS AND OTHER STRUCTURES".

4. VIRGINIA EXISTING BUILDING CODE (VEBC) (2015), INCLUDING LOCAL AMENDMENTS.

PROJECT LOCATION  
211 CENTER STREET SOUTH  
VIENNA, VA 22180



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VICINITY MAP  
NOT TO SCALE

SHEET	DRAWING NO.	DRAWING TITLE
1	S-1	GENERAL STRUCTURAL NOTES
2	S-2	ROOF FRAMING PLAN
3	S-3	SECTIONS AND DETAILS
4	S-4	PHOTOGRAPHS

REVISIONS	DATE
FINAL SUBMISSION	2/25/19
REVISED FOR PERMIT COMMENT	5/25/19

CLIENT INFORMATION
TOWN OF VIENNA 127 CENTER STREET SOUTH VIENNA, VA 22180
THE BOWMAN HOUSE - STRUCTURAL ROOF REPAIRS

KEY PLAN
GRAPHIC SCALES
SIGNATURE
PROFESSIONAL CERTIFICATION: I HEREBY CERTIFY THAT THE ENGINEER WERE PREPARED AND SEALING OF THESE DRAWINGS WAS A DAILY LICENSED PROFESSIONAL ENGINEER IN VA UNDER THE LAWS OF THE COMMONWEALTH OF VA. EXPIRATION DATE: 02/25/2020

**WRA**  
Whitman, Requaert & Associates, LLP  
2100 West Lakeshore Drive, Suite 300, Fairfax, Virginia 22031

GENERAL STRUCTURAL NOTES
DRAWING NO. S-1
SCALE: No Scale
DATE: FEB 2019
DRAWN: MMS
CHECK: BJA
SHEET 1 OF 4

FAIRFAX COUNTY  
REVIEWED  
JUL 01 2019  
CITY ENGINEER  
RECEIVED

REVISIONS	2/25/19
FINAL SUBMISSION	

CLIENT INFORMATION

TOWN OF VIENNA  
127 CENTER STREET SOUTH  
VIENNA, VA 22180

THE BOWMAN HOUSE-  
STRUCTURAL ROOF  
REPAIRS

KEY PLAN

GRAPHIC SCALES

0 2' 4' 6'  
SCALE: 1/4" = 1'-0"

SIGNATURE

ROBERT J. JENSEN  
Professional Engineer  
No. 0000000000  
State of Virginia  
EXPIRATION DATE: 12/31/2020

PROFESSIONAL CERTIFICATION

I HEREBY CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME, AND THAT I AM A LICENSED PROFESSIONAL ENGINEER IN THE STATE OF VIRGINIA, LICENSE NO. 0000000000, EXPIRATION DATE: 12/31/2020.

WRA

Whitman, Requardt & Associates, LLP  
12750 Pied Lakes Circle, Suite 200, Fairfax, Virginia 22033

ROOF FRAMING PLAN

DRAWING NO.  
S-2

SCALE: 1/4" = 1'-0"

DATE: 2/20/2019 SHEET 2 OF 4

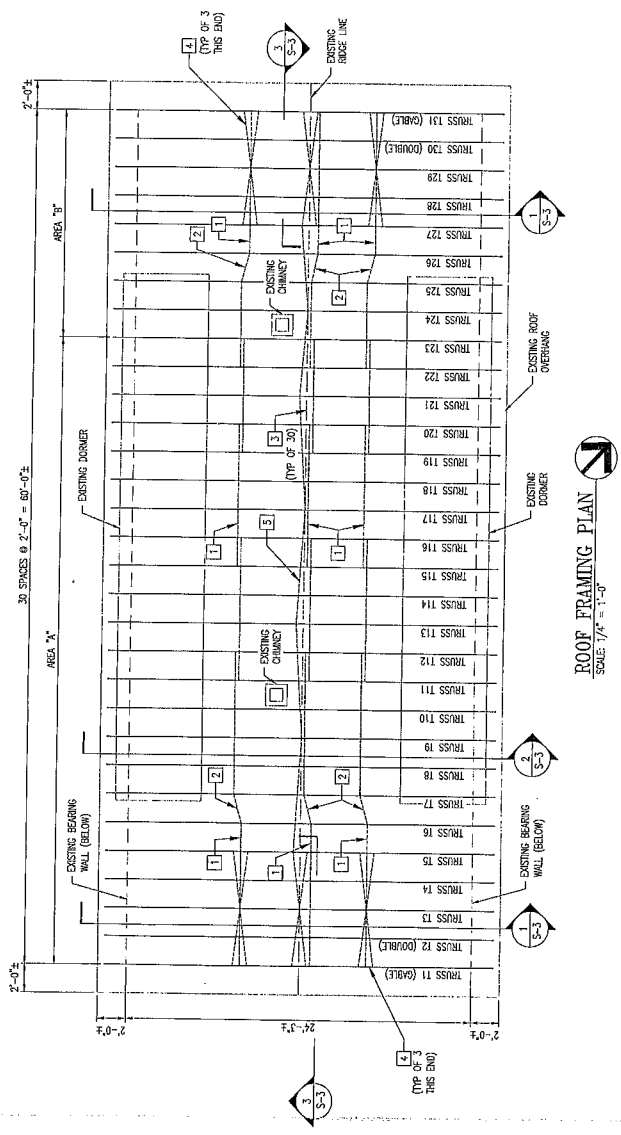
DES: BMR DRAWING: MRS CHECKED: BJA

GENERAL SHEET NOTES:

- SEE SHEET S-1 FOR GENERAL STRUCTURAL NOTES, DESIGN LOADS AND CRITERIA, AND APPLICABLE CODES AND STANDARDS.
- PROMINENTLY DISPLAY THE FOLLOWING PERMANENT SIGNAGE WITHIN THE ATTIC SPACE: SIGN IN AREA "X" MUST READ: "FLOOR LIVE LOAD CAPACITY = 20 POUNDS PER SQUARE FOOT. NOT SUITABLE FOR OCCUPANCY. SECTION OFF AREA "B" AND ADD SIGN FOR AREA "B". WORKING ATTIC SPACE. FLOOR LIVE LOAD CAPACITY IN THIS AREA NOT SUITABLE FOR STORAGE OR OCCUPANCY."

SHEET KEYNOTES:

- 1/4" CONTINUOUS HORIZONTAL BOTTOM CHORD BRACING AT QUARTER-POINTS OF THE RAFTER TIE LENGTH. BRACING MEMBERS ARE 10'-0" TO 12'-0" LONG AND OVERLAP BY ONE TRUSS SPACE AT EACH END. CONNECT TO TOP OF EACH INTERSECTING TRUSS RAFTER TIE WITH (2)-7/8" SINKER NAILS.
- 2/4" CONNECTING RAFTER TIES AT DIFFERENT ELEVATIONS. CONNECT EACH END OF MEMBER TO RAFTER TIES WITH (2)-1/4" SINKER NAILS, TOE-NAILED.
- 2/4" RIDE BOARD BETWEEN EACH TRUSS AT THE ROOF RIDGE LINE. CONNECT EACH END TO EXISTING TRUSS RAFTERS WITH (2)-1/4" SINKER NAILS, TOE-NAILED.
- 2/4" DIAGONAL BRACING FOR GABLE-END TRUSSES WITH (1)-X/8" SIMPSON STRONG-TIE CONNECTION WITH (12)-8d X 1-1/2" NAILS (OR APPROVED EQUAL) EACH END. ALIGN IN PLAN WITH HORIZONTAL BOTTOM CHORD BRACING.
- 1/4" CONTINUOUS DIAGONAL BRACING CONNECTING KING POSTS TO RAFTER TIES. BRACING MEMBERS SHALL BE ORIENTED 45 DEGREES FROM VERTICAL. CONNECT TO EACH INTERSECTING TRUSS WITH (2)-7/8" SINKER NAILS.



ROOF FRAMING PLAN  
SCALE: 1/4" = 1'-0"

LIBRARY COUNTY  
RECEIVED  
JUL 01 2019  
LIVE SUSTAINABLE  
BUILDING PROGRAM



REVISIONS	12/25/19
FINAL SUBMISSION	

CLIENT INFORMATION

TOWN OF VIENNA  
127 CENTER STREET SOUTH  
VIENNA, VA 22180

THE BOWMAN HOUSE-  
STRUCTURAL ROOF  
REPAIRS

KEY PLAN

GRAPHIC SCALES

SIGNATURE

PROFESSIONAL CERTIFICATION  
I HEREBY CERTIFY THAT THESE DOCUMENTS WERE  
PREPARED OR APPROVED BY ME, AND THAT I AM  
A LICENSED PROFESSIONAL ENGINEER UNDER THE  
LICENSE NO. 22018 OF THE COMMONWEALTH OF VA.  
EXPIRATION DATE: 07/29/2020.

WRA  
Whitman, Requardt & Associates, LLP  
12000 OLD BOWEN ROAD, SUITE 200, FARMERS BLVD. OFFICE

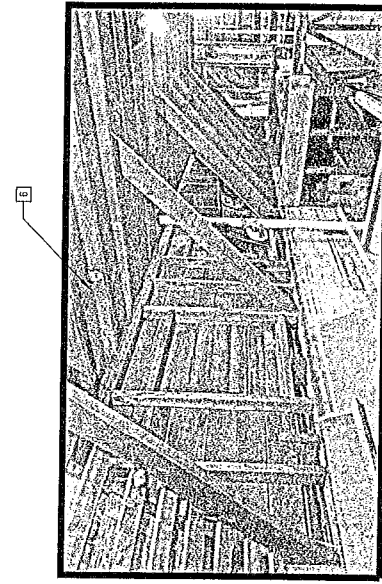
PHOTOGRAPHS

DRAWING NO.  
S-4

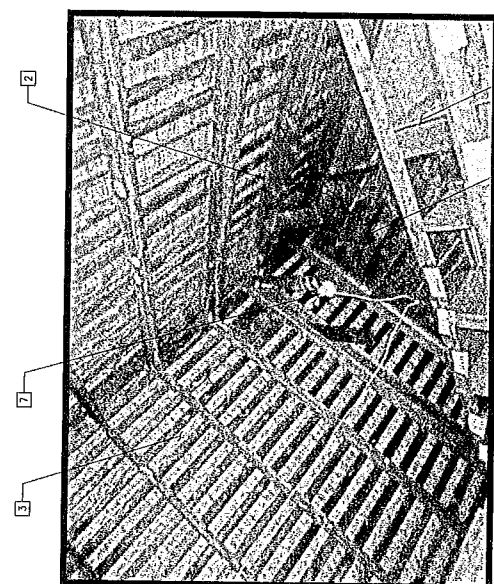
SCALE: No Scale  
DATE: FEB 2019  
DES: JMB  
DRAWN: JMS  
CHECK: BJA

**SHEET KEYNOTES:**

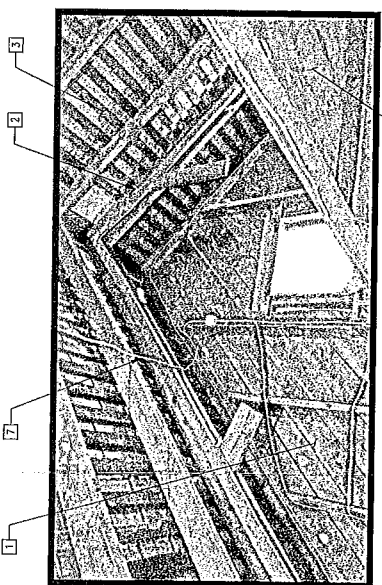
- 1 CABLE END TRUSS.
- 2 DOUBLE-TRUSS.
- 3 EXISTING ROOF TYPICALLY CONSISTS OF A STAMPED 7IN EXTERIOR  
GYP. SHEET SUPPORTED BY 1"x3" WOODEN BATCH EDGES AT 6" ON  
CENTER, SUPPORTED BY WOOD TRUSSES AT 24" ON CENTER.
- 4 DEMOLISH AND REMOVE NON-STRUCTURAL COMPONENT.
- 5 STRUCTURAL INTERIOR SHEAR WALL FRAMING TO REMAIN. THERE ARE  
NO INTERIOR SHEAR WALLS SPANNING ACROSS THE SHORT DIRECTION  
OF THE BUILDING FOOTPRINT.
- 6 EXISTING HORIZONTAL WOOD MEMBERS LOCATED APPROXIMATELY 8'-3"  
ABOVE FINISHED ATTIC FLOOR. THESE EXISTING MEMBERS MAY BE USED  
AS RAFTERS FOR REPAIRED TRUSSES. CONNECT TO TRUSSES AS  
INDICATED.
- 7 TEMPORARILY RELOCATE LIGHTS AND ELECTRICAL WIRES AS NECESSARY  
DURING CONSTRUCTION. RE-INSTALL LIGHTS IN ACCORDANCE WITH  
2015 VIRGINIA USBC REQUIREMENTS, INCLUDING THE NATIONAL  
ELECTRICAL CODE (NEPA 70-2014) WHICH IS INCORPORATED BY  
REFERENCE.



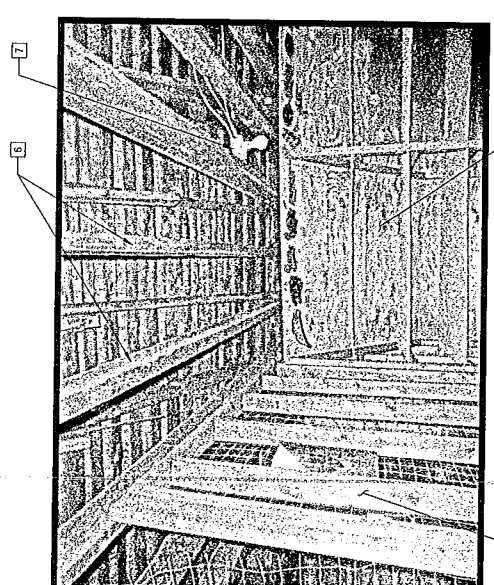
1 PHOTOGRAPH  
S-4



2 PHOTOGRAPH  
S-4



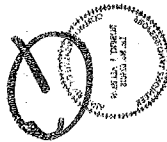
3 PHOTOGRAPH  
S-4



4 PHOTOGRAPH  
S-4

FAIRFAX COUNTY  
RECEIVED  
JUL 01 2019  
APPROPRIATE  
BUILDING DEPARTMENT

4432



Good  
Good

[illegible][illegible]

PERMIT NO: 191420321  
PLAN NO: Q-19-2892  
CODE STD: 815  
TAX MAP #: 034 02 0149  
PROJECT NAME:  
BOWMAN HOUSE  
  
PROJECT ADDRESS:  
211 Center St S  
BLDG NO: 515; N/A FLOOR N/A  
  
CONTACT INFORMATION  
NAME: JOANNE BALLINGER  
1810 Allison Ave  
Nashua, NH 20108  
PHONE: (571) 210-8223 x  
FAX: N/A  
  
For Status of Permit Review Visit:  
[WWW.NHAPRCEL.COM/PROJ00](http://WWW.NHAPRCEL.COM/PROJ00)