**JBRC Roof Project Questionnaire**

This questionnaire must be submitted with Phase Two for all proposed roofing projects. Note: To the extent applicable, agencies are expected to provide the below information for new construction.

A. Existing Roof

1. Indicate what type of roof is being replaced and why, the age of the roof, whether the roof had a warranty, the type(s) of warranty, warranty expiration date, and any repairs made under the warranty.
2. Indicate the reason for the roof failure and provide inspection and maintenance history.
3. If the warranty on the current roof has not expired, explain what portion of the roof replacement, if any, will be covered by the warranty and how such portion was determined. If no portion will be covered, explain why not and what steps have been taken to enforce the warranty.
4. If the warranty on the current roof has not expired, indicate if the roof is eligible for an elastomeric coating to extend the warranty or any other warranty extension methods.

B. Replacement Roof

1. Identify the type of new roof proposed and how and why the roofing material was selected. Agencies are expected to provide a letter on the A/E firm’s letterhead with the Phase Two construction budget request detailing the roofing choices considered, why the chosen roof system was selected, and why the other options are not recommended. The letter should ensure the A/E has considered and provided recommendation regarding all major roofing types, including but not limited to:
   1. Built-Up Roofing (BUR) Membrane
   2. Metal Roofing
   3. Modified Bitumen Roofing
   4. Thermoset (EPDM) Roof Membrane
   5. Thermoplastic Roofing Membrane (PVC & TPO)
   6. Garden “Green” Roofing System
   7. Spray Polyurethane Foam (SPF)
   8. Shingle Roofing
2. If the current roof system failed prior to warranty expiration and the planned roof replacement is of the same type, explain what factors will ensure the roof system will not prematurely fail again.
3. Specify the lengths and types of warranties to be provided on the new roofing system. Agencies are expected to require that roofs be warrantied for no less than 20 years, both for materials and workmanship. Generally, workmanship warranties of this length can be obtained through authorized contractors meeting the manufacturer’s standard of installation.
4. Explain how roof inspections and preventive maintenance are performed to ensure compliance with warranty terms. Include the frequency and scope of inspections and preventive maintenance.
5. Agency confirms that it will adhere to the Licensing Laws of Title of 40 of the South Carolina Code of Laws as Amended, the standards of Responsibility set forth in the Consolidated Procurement Code and Regulations, and the procedures and requirements for determining contractor responsibility set forth in the Manual for Planning and Execution of State Permanent Improvements when awarding a contract with the goal of selecting a contractor whose professional credentials, financial capability, experience, and reputation provide reasonable assurance that the contractor will be able to perform its warranty obligations for the duration of the warranty.
6. Roofing consultant has specified approved manufacturers for the roofing assembly whose history, experience, and reputation indicate that those manufacturers or any successors in interest are likely to maintain their existence and abilities to perform under the warranty for its duration