



**Zionsville Community Schools-Pleasant View Elementary Restroom
Renovations, Multiple Elementary School Playground Renovations
and Multiple Building Concrete Repairs**

PRE-BID MEETING

April 7, 2023

OWNER



Zionsville Community Schools

- **Dr. Rebecca Coffman, Superintendent**
- **Matthew Doublestein, Director of Operations**
- **Chris Kuonen, Facilities and Grounds Manager**





Fanning Howey

- **Chuck Tyler, Architect**
317-848-0966
ctyler@fhai.com
- **Jennette Moline, Architect**
317-848-0966
jmoline@fhai.com
- **Mark Manship, Construction Administrator**
765-635-0544
mmanship@fhai.com



THE SKILLMAN TEAM



ACCOUNT EXECUTIVE

- Victor Landfair
317-783-6151
vdlandfair@skillman.com

PROJECT MANAGER

- Jacob Bower
317-788-5142
jbower@skillman.com

PROJECT ENGINEER

- Ivan Reyes-Solis
317-868-6000
ireyes-solis@skillman.com

SITE MANAGER

- Rick Lyons
317-954-0027
rlyons@skillman.com

ADMIN. ASSISTANT

- Brandi Holmes
317-783-6151
bholmes@skillman.com

SCOPE OF WORK



- **Multiple Project Sites at Various Buildings**
 - **Restroom Renovations (Pleasant View Elementary)**
 - Full Gut and Renovation
 - **Playground Renovations (Pleasant View, Boone Meadow & Stonegate Elementary Schools)**
 - Sitework and Play Equipment
 - **Exterior Site Concrete Improvements (ZMS & Eagle Elementary)**
- **Approximately \$5M Budget**
- **August 1, 2023 – May 31, 2024**

MULTIPLE CONTRACT SUMMARY



**Review Section 01 12 00 – Multiple Contract Summary.
Review all Specification Sections that are in your Scope
of Work.**

BID CATEGORIES



BID CATEGORY NO. 1

General Trades

BID CATEGORY NO. 2

Mechanical & Plumbing

BID CATEGORY NO. 3

Electrical & Technology

SPECIAL REQUIREMENTS



All Contractors and their Sub-contractors must be enrolled in SafeVendor. Please visit: www.safevisitorsolutions.com/safevendor-app-agreement to create your account with SafeVendor.

Every worker on the project must have their expanded criminal history and sex offender clearance thru Safe Vendor prior to arriving on site.



REQUIRED FOR EVERY CONTRACTOR

- **No subscription is required**
- **Current set of documents**
- **Issues tracking**
 - Safety
 - QA/QC
 - Noncompliance
 - Work Completion List
 - Punch List
- **As-built record drawings**

INDIANA PUBLIC WORKS LAW 5-16-13



- Tier 1 – Self-Perform 15% of Contract
- Qualification through D.O.A.
- Written Drug Testing Plan with Bid (IC 4-13-18-5)
- Minimum Insurance Requirements (\$1M/Occurrence, \$2M/Aggregate)
- Mandatory Enrollment in E-Verify (Case Verification # for ea./employee)
- Cannot Pay Employees in Cash
- Retain Payroll Records for 3 Years
- Contractor Must Comply With:
 - Fair Labor Act
 - Indiana's Workers Comp Insurance
 - Indiana's Unemployment Comp
- Mandatory Training Based Upon Number of Employees

**FAILURE TO COMPLY MAY RESULT IN DEBARMENT FROM
PUBLIC WORKS PROJECTS FOR 4 YEARS**

ANTICIPATED CHALLENGES



- **Coordination amongst various construction projects**
- **Coordination with Owner Staff**
- **Construction activity adjacent to occupied space**
- **Construction phasing within occupied space**
- **Limited site access and laydown areas**



Review Section 01 23 00 for Alternates that may alter your Scope of Work.

- **Alternate No. 01 – Boone Meadow Elementary Playground Equipment.**
- **Alternate No. 02 – Pleasant View Elementary Playground Equipment.**
- **Alternate No. 03 – Stonegate Elementary Playground Equipment.**

ALLOWANCES



Review Section 01 21 00 for Allowances that apply to your Scope of Work.

INSTRUCTIONS TO BIDDERS



Review Section 00 10 00 for Instructions to Bidders.

RFI PROCESS



Each Bidder is encouraged to contact the Architect and Construction Manager if problems occur or questions arise in analyzing the Drawings and Specifications, where additional clarification or information would be helpful in the preparation of a proper bid.

Submit all questions in writing to: Jacob Bower

All RFIs must be received before: **April 14, 2023**
5:00pm

SUBSTITUTION REQUESTS



Prior to receipt of bids, the Architect will consider proposals for substitution of materials, equipment, and methods only when such proposals are submitted in writing within the time period stated before the date and time set for receipt bids, and are accompanied by full and complete technical data and other information required by the Architect to evaluate the proposed substitution.

Request for product approval shall be submitted on the Substitution Request Form and sent to: Jacob Bower

CONSTRUCTION TIMELINE



Review Section 01 32 00 – Schedules & Reports.

Anticipated Construction Start Date: August 1, 2023

Anticipated Construction

Completion Date: May 31, 2024

Guideline Schedule Forthcoming via Addendum

BID TO AWARD TIMELINE



- April 26, 2023: Bid Opening
- April 27, 2023: Post Bid Tab to Skillman Planroom
- April 28, 2023: Pre-Award Meetings
- May 1, 2023: Bid Recommendation to Owner
- May 8, 2023: Board Approves Contracts
- May 9, 2023: Notice to Proceed

All Subcontractor & Products Lists

must be submitted by: May 1, 2023

BID FORM



Review and fully complete the Bid Form 00 31 00



Complete all alternates on the Bid Form that may affect your Scope of Work.

BIDDERS' REMINDER LIST



	YES	NO
Have you properly and completely executed the Bid Form (Section 00 31 00)?		
Is the Bid Total written in both words and figures?		
Are the Alternate quantities in both words and figures and noted as Add or Deduct ?		
Is the Non-Collusion Affidavit , part of the Bid Form, signed, & notarized?		
Have you enclosed a certified check or Bid Bond ? (Note: bond must be signed by Surety and Principal)		
Have you included your company's Financial Statement ?		
Have you included your Written Drug Testing Plan that covers all employees of the bidder who will perform work on the public work project and meets or exceeds the requirements set in IC 4-13-18-5 or IC 4-13-18-6.		
Have Subcontractors and Products List to the Construction Manager within 24/48 Hours of the Bid for Apparent Low Bidders.		
On the outside of the envelope containing your Bid have you indicated: The Project Name Bidder's Name Bid Category No. Date and Time of Bid Opening Owner's Address Address to Where Bid is to be Delivered if different from Owner's Address		

**IF ANY OF THE REQUIRED BIDDING DOCUMENTS ARE NOT INCLUDED,
DATED, OR PROPERLY EXECUTED, THE CONTRACTOR'S BID MAY NOT BE ACCEPTED.**

CONSTRUCTION DOCUMENTS



Construction Documents are available at:
www.skillmanplanroom.com



Bidding Contractors are required to pay for printed Documents. The electronic files are available at no cost.

PRE-AWARD INTERVIEWS



- BC 01 – Friday, April 28 at 9:00am
- BC 02 – Friday, April 28 at 10:00am
- BC 03 – Friday, April 28 at 11:00am

BID OPENING



Date: April 26, 2023

Time: 2:00 PM EST

Location: Zionsville Community Schools
900 Mulberry St.
Zionsville, IN 46077



ZIONSVILLE
— COMMUNITY SCHOOLS —

**ZCS-Pleasant View Elementary
Restroom Renovations, Multiple
Elementary School Playground
Renovations and Multiple Building
Concrete Repairs**



DATE: April 7, 2023

TSC PROJECT NO.: 219101.2

PRE-BID MEETING SIGN-IN SHEET

COMPANY REPRESENTED	ATTENDEE NAME	EMAIL ADDRESS	PHONE NUMBER
ZIONSVILLE COMMUNITY SCHOOLS	Dr. Rebecca Coffman	rcoffman@zcs.k12.in.us	
ZIONSVILLE COMMUNITY SCHOOLS	Matthew Doublestein	mdoublestein@zcs.k12.in.us	317-873-2858
THE SKILLMAN CORPORATION	Victor Landfair	vdlandfair@skillman.com	317-788-5108
THE SKILLMAN CORPORATION	Jacob Bower	jbower@skillman.com	317-788-5142
THE SKILLMAN CORPORATION	Ivan Reyes-Solis	ireyes-solis@skillman.com	317-868-6000
FANNING HOWEY	Chuck Tyler	ctyler@fhai.com	317-848-0966
FANNING HOWEY	Mark Manship	mmanship@fhai.com	765-635-0544

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COMPANY REPRESENTED	ATTENDEE NAME	EMAIL ADDRESS	PHONE NUMBER
RECREATION INSITES	Nichole Medaris	nicholem@recreationinsites.com	765-808-4646
SETCO ELECTRIC	Duncan McGinnis	dkmelectric@msn.com	317-985-5685
MAINSTREAM MECHANICAL SERVICES	Chris Whittaker	CWhittaker@Mainstreammechanicalservices.com	
MAINSTREAM MECHANICAL SERVICES	Justin Padgett	Jpadgett@Mainstreammechanicalservices.com	765-748-9813

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