

**Project Name: Zionsville Community
High School Chiller Plant
Consolidation**



DATE: April 12, 2024

TSC PROJECT NO.: 223099

PRE-BID MEETING SIGN-IN SHEET

COMPANY REPRESENTED	ATTENDEE NAME	EMAIL ADDRESS	PHONE NUMBER
ZIONSVILLE COMMUNITY SCHOOLS	Matthew Doublestein	mdoublestein@zcs.k12.in.us	
ZIONSVILLE COMMUNITY SCHOOLS			
THE SKILLMAN CORPORATION	Jacob Bower	jbower@skillman.com	
THE SKILLMAN CORPORATION			
FANNING HOWEY	Jennette Moline	jmoline@fhai.com	
FANNING HOWEY			
QUALITY PLUMBING & HEATING, INC.	Kim Jackson	k.jackson@qph.com	765-450-4008 (Office) 765-459-7243 (Direct)



**Zionsville Community High School Chiller
Plant Consolidation
PRE-BID MEETING**

April 12, 2024



Zionsville Community High School Chiller Plant Consolidation

4400 S. 875 E., Zionsville, IN 46077



Zionsville Community Schools

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





Fanning Howey Architects

- Jennette Moline

317-848-0966

jmoline@fhai.com

- Mark Manship

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
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PROJECT ENGINEER

- Nick Holman
317-800-3952
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SITE MANAGER

- Rick Lyons
317-954-0027
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ADMIN. ASSISTANT

- Brandi Holmes
317-788-6151
bholmes@skillman.com

SCOPE OF WORK



- Demolition and replacement of chiller with associated equipment, piping and electrical components
- \$1.2M - \$1.5M
- Summer 2024 – Spring 2025
 - Majority of activity during school breaks

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

Mechanical & Plumbing

BID CATEGORY NO. 2

Electrical

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



- Work activity constrained to school breaks
- Work around Owner occupied spaces
- Protection of existing conditions (interior and exterior)

ALTERNATES



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

- **No Alternates listed**

ALLOWANCES



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

- **Bid Category No. 01 \$50,000**
- **Bid Category No. 02 \$20,000**

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, jbower@skillman.com

All RFIs must be received before: **Friday, 04/19/24 by 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: June 1, 2024

Anticipated Construction

Completion Date: April 15, 2025

BID TO AWARD TIMELINE



- Bid Date: May 01, 2024
- Pre-Award Conference: May 02, 2024
- Recommendation to Owner: May 03, 2024
- Board Approval: May 13, 2024
- Notice to Proceed: May 14, 2024

All Subcontractor & Products Lists

must be submitted by: **May 03, 2024**

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 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



- May 02, 2024
- Specific times forthcoming via Addendum

BID OPENING



Date: May 1, 2024

Time: 2:00 pm

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



ZIONSVILLE
— COMMUNITY SCHOOLS —