



# ZHS Chiller Plant Piping

## PRE-BID MEETING

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**September 9, 2024**

# PRE-BID MEETING



## ZHS Chiller Plant Piping

100 Mulberry Street, Zionsville, IN 46077

# OWNER



## Zionsville Community Schools

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





## Fanning Howey Associates

- **Jennette Moline**  
317-848-0966  
[jmoline@fhai.com](mailto:jmoline@fhai.com)
- **Gregg Dixon**  
317-439-4190  
[gdixon@fhai.com](mailto:gdixon@fhai.com)



# THE SKILLMAN TEAM



## ACCOUNT EXECUTIVE

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

## PROJECT MANAGER

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

## PROJECT ENGINEER

- Nick Holman  
317-800-3952  
nholman@skillman.com

## SITE MANAGER

- Rick Lyons  
317-954-0027  
[rlyons@skillman.com](mailto:rlyons@skillman.com)

## ADMIN. ASSISTANT

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

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# SCOPE OF WORK

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- **Installation of Owner provided Trane chiller**
- **HVAC equipment and piping to support new chiller**
- **\$1M estimated cost**
- **November 1, 2024 – April 30, 2025**
  - Majority of activity during school breaks
  - Second shift and weekend work also considered

# MULTIPLE CONTRACT SUMMARY



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

# BID CATEGORIES



<b>BID CATEGORY NO. 1</b>	Plumbing & HVAC
<b>BID CATEGORY NO. 2</b>	Electrical



# SPECIAL REQUIREMENTS



All Contractors and their Sub-contractors must be enrolled in SafeVendor. Please visit: [www.safevisitorsolutions.com/safevendor-app-agreement](http://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**

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# ANTICIPATED CHALLENGES

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- **Work activity focused on 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 project Alternates**

# ALLOWANCES



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

<b>BC 01 – Plumbing &amp; HVAC</b>	<b>\$100,000</b>
<b>BC 02 – Electrical</b>	<b>\$ 10,000</b>

# INSTRUCTIONS TO BIDDERS



**Review Section 00 10 00 for Instructions to Bidders.**

- **Guideline Schedule forthcoming via Addendum**
- **Bidder Q/A forthcoming via Addendum**

# 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](mailto:jbower@skillman.com)

All RFIs must be received before: **Friday, 09/13/24**  
**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: November 1, 2024**

**Anticipated Construction  
Completion Date: April 30, 2025**

# BID TO AWARD TIMELINE



- Receipt of Bids: September 25, 2024
- Pre-Award Meeting: September 27, 2024
- Anticipated Notice to Proceed: October 10, 2024

All Subcontractor & Products Lists

must be submitted by: **September 27, 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 <b>Bid Form</b> (Section 00 31 00)?		
Is the <b>Bid Total</b> written in both words and figures?		
Are the <b>Alternate</b> quantities in both words and figures and noted as <b>Add or Deduct</b> ?		
Is the <b>Non-Collusion Affidavit</b> , part of the Bid Form, signed, & notarized?		
Have you enclosed a certified check or <b>Bid Bond</b> ? (Note: bond must be signed by Surety and Principal)		
Have you included your company's <b>Financial Statement</b> ?		
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 <b>24/48</b> Hours of the Bid for Apparent Low Bidders.		
On the outside of the envelope containing your Bid have you indicated: <b>The Project Name</b> <b>Bidder's Name</b> <b>Bid Category No.</b> <b>Date and Time of Bid Opening</b> <b>Owner's Address</b> 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](http://www.skillmanplanroom.com)

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

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# PRE-AWARD INTERVIEWS

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- **September 27, 2024**
  - **Specific time is to be determined**
- **Meeting is virtual only via Microsoft Teams**

# BID OPENING



**Date:** September 25, 2024

**Time:** 2:00 PM

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





**ZIONSVILLE**  
— COMMUNITY SCHOOLS —

ZHS Chiller Plant Piping

TSC PROJECT NO.: 224041



DATE: September 9, 2024

## 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	Rick Lyons	rlyons@skillman.com	
THE SKILLMAN CORPORATION	Ulysses Bradfield	ubradfield@skillman.com	
THE SKILLMAN CORPORATION	Nick Holman	nholman@skillman.com	
FANNING HOWEY	Jennette Moline	jmoline@fhai.com	
FANNING HOWEY			

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COMPANY REPRESENTED	ATTENDEE NAME	EMAIL ADDRESS	PHONE NUMBER
MAINSTREAM MECHANICAL SERVICES	Justin Padgett	<a href="mailto:Jpadgett@Mainstreammechanicalservices.com">Jpadgett@Mainstreammechanicalservices.com</a>	765-748-9813
MAINSTREAM MECHANICAL SERVICES	Chris Whittaker	<a href="mailto:CWhittaker@Mainstreammechanicalservices.com">CWhittaker@Mainstreammechanicalservices.com</a>	
SEXSON MECHANICAL CORPORATION	John Gutzwiller	<a href="mailto:johng@sexsonmechanical.com">johng@sexsonmechanical.com</a>	317-884-0010
QUALITY PLUMBING & HEATING, INC.	Kim Jackson	<a href="mailto:k.jackson@qph.com">k.jackson@qph.com</a>	765-459-7243
SETCO ELECTRIC	Duncan McGinnis	<a href="mailto:dkmelectric@msn.com">dkmelectric@msn.com</a>	



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