

# **Carmel Clay Schools 2025 Landscape Improvements** PRE-BID MEETING

#### **October 29, 2024**

#### **PRE-BID MEETING**





Carmel Clay Schools 2025 Landscape Improvements 5201 E. Main Street, Carmel, IN 46033

#### **OWNER**



- Dr. Michael Beresford, Superintendent
- Roger McMichael, Associate Superintendent
- Todd Fenoglio, Director of Facilities
- Tabitha Hughes, Capital Projects Manager
- Becky Schmiesing, Landscape Specialist



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## ARCHITECT



**Fanning Howey Associates** 

 David Roan, Project Manager 317-848-0966

droan@fhai.com

• Gregg Dixon, Construction Administrator 317-439-4190

gdixon@fhai.com



# THE SKILLMAN TEAM

# ACCOUNT EXECUTIVE

- Victor Landfair
- vlandfair@skillman.com
- 317-788-5108

#### **PROJECT MANAGER**

- Tyler Barker
- tbarker@skillman.com
- 317-474-2288

# ASST. PROJECT MANAGER

- Cody Kempf
- <u>ckempf@skillman.com</u>
- 317-677-6570

# SITE MANAGER

- Randy Whipple
- rwhipple@skillman.com

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• 317-318-5282

# ADMIN. ASSISTANT

- Connie Patton
- <u>cbpatton@skillman.com</u>
- 317-523-7957

# **SCOPE OF WORK**

• Landscape improvements at 5 elementary schools

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- Landscape improvements in 4 courtyards
- Drainage improvements at Transportation 2

• April 2025 – October 2025



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

- Responsible for 6 street sweeps after work is completed
- Responsible for all demo required to complete new work
- Single prime contract Responsible for all work shown in the contract documents and specifications

#### **BID CATEGORIES**

BID CATEGORY NO. 1

#### **General Trades**



#### **SPECIAL REQUIREMENTS**



All Contractors and their Sub-contractors must be enrolled in SafeVendor. Please visit: <a href="http://www.safevisitorsolutions.com/safevendor-app-agreement">www.safevisitorsolutions.com/safevendor-app-agreement</a> 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.

# AUTODESK BUILD (FORMERLY PLANGRID)



# **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**



- Exterior landscaping to be completed during school hours
- Student drop off and pick up traffic
- Pedestrian and bike traffic
- Access to courtyards
- Protecting existing finishes while accessing courtyards
- Weather
- Watering

# **AREAS OF COORDINATION**

- SKILLMAN
- Communicate all building moves in a timely manner
- No unplanned "show ups" surprising building principals or resource officers.

#### **ALTERNATES**



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

• There are no alternates on this project

#### **ALLOWANCES**

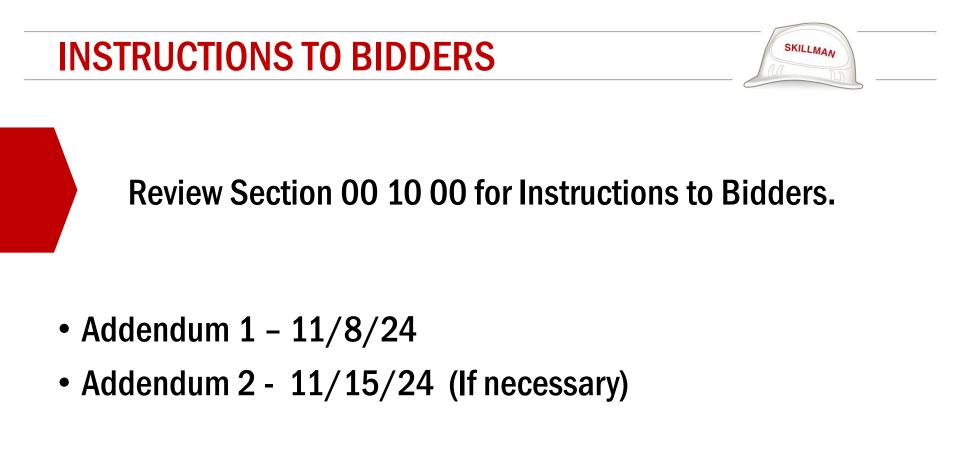


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#### 3.02 CONTINGENCY ALLOWANCES

Allow a lump sum additional work required but not indicated on Drawings or reasonably anticipated.

A. Bid Category No. 01- General Trades \$90,000



#### **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: Tyler Barker and Cody Kempf

All RFIS must be received before:

11/14/24 End of Day

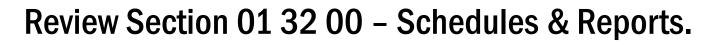
# **SUBSTITUTION REQUESTS**



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: David Roan 11/14/24 End of Day





#### Anticipated Construction Start Date: April 1, 2025

Anticipated Construction Completion Date: November 1, 2025

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Spring Window – 3 Elementary Schools + Transportation 2 Courtyards: June-July Fall Planting Window – 2 Elementary Schools

#### **BID TO AWARD TIMELINE**



• November 21, 2024 @ 2pm

• Bid tab will be posted to the plan room by November 25

• Board Approval on December 16, 2024

All Subcontractor & Products Lists must be submitted by: November 25

#### **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 <b>Bid Total</b> 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 <b>Bid Bond</b> ? (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 are available at: <u>www.skillmanplanroom.com</u>



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

#### **PRE-AWARD INTERVIEWS**



# November 22 @ 9:00am Via Microsoft Teams



Date: November 21, 2024

Time: 2:00 PM

Location: Carmel Clay Schools Educational Services Center 5201 East Main Street Carmel, IN 46033







**CCS 2025 Landscape Improvements** 

**TSC PROJECT NO.: 223146** 



DATE: October 29, 2024

# PRE-BID MEETING SIGN-IN SHEET

Boyle Construction Management Gree	JBM Contractors Drew	THE SKILLMAN CORPORATION Cody Kempf	THE SKILLMAN CORPORATION Tyler Barker	CARMEL CLAY SCHOOLS	CARMEL CLAY SCHOOLS Tabith	CARMEL CLAY SCHOOLS Todd F	COMPANY REPRESENTED ATTEN
Gregs Stark	Drew Walters	čempf	3arker		Tabitha Hughes	Todd Fenoglio	ATTENDEE NAME
greys.stark@bcmi.vs	dwalters @jbn contrators carp.com	ckempf@skillman.com	tbarker@skillman.com		thugh es@ccs.kiz.in.us		EMAIL ADDRESS
		317-677-6570	317-474-2288				PHONE NUMBER