



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



Carmel Clay Schools

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





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
- ckempf@skillman.com
- 317-677-6570

SITE MANAGER

- Randy Whipple
- rwhipple@skillman.com
- 317-318-5282

ADMIN. ASSISTANT

- Connie Patton
- cbpatton@skillman.com
- 317-523-7957

MULTIPLE CONTRACT SUMMARY



**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: 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



- 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



- **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



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

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

INSTRUCTIONS TO BIDDERS



Review Section 00 10 00 for Instructions to Bidders.

- **Addendum 1 - 11/8/24**
- **Addendum 2 - 11/15/24 (If necessary)**

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

CONSTRUCTION TIMELINE



Review Section 01 32 00 – Schedules & Reports.

Anticipated Construction Start Date: April 1, 2025

Anticipated Construction

Completion Date: November 1, 2025

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**



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



November 22 @ 9:00am

Via Microsoft Teams

BID OPENING



Date: November 21, 2024

Time: 2:00 PM

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



Happy Little Trees



CCS 2025 Landscape Improvements

DATE: October 29, 2024

TSC PROJECT NO.: 223146



PRE-BID MEETING SIGN-IN SHEET

COMPANY REPRESENTED	ATTENDEE NAME	EMAIL ADDRESS	PHONE NUMBER
CARMEL CLAY SCHOOLS	Todd Fenoglio		
CARMEL CLAY SCHOOLS	Tabitha Hughes	thughes@ccs.k12.in.us	
CARMEL CLAY SCHOOLS			
THE SKILLMAN CORPORATION	Tyler Barker	tbarker@skillman.com	317-474-2288
THE SKILLMAN CORPORATION	Cody Kempf	ckempf@skillman.com	317-677-6570
JBM Contractors	Drew Walters	dualters@jbmcontractorscorp.com	
Boyle Construction Management	Gregg Stark	gregg.stark@bcmi.us	