



ZCS Athletic Field Renovations and Multiple Building Fire Alarm Improvements

PRE-BID MEETING

November 20, 2024

PRE-BID MEETING



ZCS Athletic Field Renovations and Multiple
Building Fire Alarm Improvements
900 Mulberry Street, Zionsville, IN 46077

OWNER



Zionsville Community Schools

- **Dr. Rebecca Coffman, Superintendent**
- **Matthew Doublestein, Director of Operations**





Fanning Howey Associates

- **Jennette Moline, Project Manager**
317-848-0966
jmoline@fhai.com
- **Gregg Dixon, Construction Administrator**
(317) 439-4190
gdixon@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

- Nick Holman
317-800-3952
nholman@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



- **New synthetic turf field at baseball and softball fields**
- **New fencing, windscreens, scoreboards and dugout improvements at baseball and softball fields**
- **New post-tension tennis courts with fencing and furnishings at ZWMS**
- **Replacement of fire alarm system at PVE & ZMS**
- **Overall budget is approximately \$7M - \$7.5M**
- **June 1, 2025 – October 31, 2025**

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	Baseball & Softball General Trades
BID CATEGORY NO. 2	Baseball & Softball Synthetic Turf
BID CATEGORY NO. 3	ZWMS Tennis Court General Trades
BID CATEGORY NO. 4	PVE Fire Alarm
BID CATEGORY NO. 5	ZMS Fire Alarm

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 activities to complete prior to winter
- Shared parking lot for construction and public access
- Coordination of Work with typical school operating hours
- Restricted laydown areas and delivery times
- Fire alarm activities to complete prior to 2025 Fall Semester

ALTERNATES



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

- **Alternate No. 01 – Turf Infill Material**

ALLOWANCES



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

A.	BC01	Baseball & Softball General Trades	\$100,000
B.	BC02	Baseball & Softball Synthetic Turf	\$25,000
C.	BC03	ZWMS Tennis Court General Trades	\$50,000
D.	BC04	PVE Fire Alarm	\$25,000
E.	BC05	ZMS Fire Alarm	\$25,000

INSTRUCTIONS TO BIDDERS



Review Section 00 10 00 for Instructions to Bidders.

- **Guideline Schedule forthcoming via Addendum**
- **Site Logistics 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: **Wednesday, 12/4/24**
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: June 1, 2025

Anticipated Construction

Completion Date: October 31, 2025

BID TO AWARD TIMELINE



- Receipt of Bids: December 18, 2024
- Pre-Award Meeting: December 19, 2024
- Anticipated Notice to Proceed: January 15, 2025

All Subcontractor & Products Lists **December 20, 2024**
must be submitted by:



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



- **December 19, 2024**
- **Specific times for each Bid Category will be issued via Addendum**

BID OPENING



Date: December 18, 2024

Time: 2:00 PM

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



ZIONSVILLE
— COMMUNITY SCHOOLS —

**Project Name: ZCS Athletic Field
Renovations and Multiple Building
Fire Alarm Improvements**



DATE: November 20, 2024

TSC PROJECT NO.: 224042

PRE-BID MEETING SIGN-IN SHEET

COMPANY REPRESENTED	ATTENDEE NAME	EMAIL ADDRESS	PHONE NUMBER
ZIONSVILLE COMMUNITY SCHOOL	Dr. Rebecca Coffman	rcoffman@zcs.k12.in.us	
ZIONSVILLE COMMUNITY SCHOOL	Matthew Doublestein	mdoublestein@zcs.k12.in.us	
THE SKILLMAN CORPORATION	Jacob Bower	jbower@skillman.com	
THE SKILLMAN CORPORATION	Rick Lyons	ryons@skillman.com	
THE SKILLMAN CORPORATION	Nick Hollman	nholman@skillman.com	
THE SKILLMAN CORPORATION	Victor Landfair	vdlandfair@skillman.com	
FANNING HOWEY ASSOCIATES	Jennette Moline	jmoline@fhai.com	
SETCO Electric	Duncan McGinnis	dkmelectric@msn.com	317-985-5685

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COMPANY REPRESENTED	ATTENDEE NAME	EMAIL ADDRESS	PHONE NUMBER
GILLIATTE GENERAL CONTRACTORS	David Alexander	dalexander@gilliatte.com	317-281-4910
ASTROTURF CORPORATION	G. Aaron Klotz	aaron.klotz@astroturf.com	517-902-4453
SPRINTURF	Randy Hammond	rhammond@sprinturf.com	765-437-4385
SPRINTURF	Jeff Fowler		
FANNING HOWEY ASSOCIATES	Ernso Brown		
	Layne Cameron		
ASTROTURF	Kevin Christman		

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COMPANY REPRESENTED	ATTENDEE NAME	EMAIL ADDRESS	PHONE NUMBER
	Blake Centers		
	Brandon Moore		
	Lance Henkel		
SPINTRUF	Randy Hammond		
FANNING HOWEY ASSOCIATES	Jeff Bolinger		
	Byrne & Jones		
JBM	Michael Stuerenberg		

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COMPANY REPRESENTED	ATTENDEE NAME	EMAIL ADDRESS	PHONE NUMBER
	Ian Dickson		