

ADDENDUM NO. 1

September 2, 2020

**Zionsville Community Schools:
District Wide Mechanical Upgrades
Zionsville, IN 46077**

TSC No. 219103.3

TO: ALL BIDDERS OF RECORD

This Addendum forms a part of and modifies the Bidding Requirements, Contract Forms, Contract Conditions, the Specifications, and the Drawings dated August 5, 2005. Acknowledge receipt of the Addendum in the space provided on the Proposal Form. Failure to do so may subject the Bidder to disqualification.

This Addendum consists of Pages ADD 1-1 and attached Pre-Bid Meeting Report and Pre-Bid Meeting Sign In Sheet.

A. SPECIFICATION SECTION 00 20 00 – INFORMATION AVAILABLE TO BIDDERS

- E. Optional **Pre-Bid Walkthrough** will be held Wednesday, September 9, 2020 at 8:00 AM (local) at 900 Mulberry Street, Zionsville, IN 46077.
- F. Pre-Bid Meeting Minutes and Attendance Sign-In Record: The following meeting minutes and attendance record is not a part of the Contract Documents and is enclosed within this document for informational use only. The Construction Manager does not accept responsibility for the information contained in the Pre-Bid Meeting Minutes or Attendance Sign-In Record.

PRE-BID MEETING

September 2, 2020

**Zionsville
Community Schools**

**ZCS District Wide
Mechanical
Upgrades**

TSC #219103.3



The SKILLMAN Corporation
Project Administration
Construction Management



ZIONSVILLE
— COMMUNITY SCHOOLS —

Zionsville Community Schools

Owner



- Dr. Scott Robison

Superintendent

- Rebecca Coffman

Asst. Superintendent of Operations

- Chris Kuonen

Director of Facilities

Fanning Howey Associates, Inc.

Architect



FANNING HOWEY

- **Chuck Tyler**
Project Executive
Phone: 317-848-0966
Email: ctyler@fhai.com
- **Tim Lehman**
Mechanical Engineer
Phone: 419-586-7771
Email: tlehman@fhai.com
- **Gregg Dixon**
Construction Administrator
Phone: 317-439-4190
Email: gdixon@fhai.com

The Skillman Corporation

Construction Manager



- Victor Landfair
Account Executive
Phone: 317-850-5996
Email: vdlandfair@skillman.com
- Eli Miller
Senior Project Manager
Phone: 317-383-1530
Email: emiller@skillman.com
- Nelson S. Frech
Asst. Project Manager
Phone: 317-409-8660
Email: nfrech@skillman.com
- Randy Whipple
Site Manager
Phone: 317-318-5282
Email: rwhipple@skillman.com

SCOPE OF WORK

Bid Category No. 1:

- Mechanical Package
 - Chiller Replacements
 - Eagle Elementary
 - Stonegate Elementary
 - ZWMS (West Middle School)
 - RTU/AHU Replacements
 - Pleasant View Elementary
 - Freshman Center/ESC



SCOPE OF WORK



Bid Category No. 1:

- Existing Conditions
- Mechanical and Electrical Demo
- Piping and Equipment:
 - Chillers
 - Air Handling Units (and RTUs)
- MEPF Work
- Equipment/Housekeeping Pads
- Fire Alarm
- Testing Adjusting and Balancing
- Miscellaneous associated work.
- Thermal and Moisture Protection

MULTIPLE CONTRACT SUMMARY

- Review section 01 12 00, Multiple Contract Summary.

Project will be constructed under a single prime contract. Contractor is responsible for the entirety of the Work as defined by the Contract Documents. The Contractor shall remove existing construction and provide installation of new chiller and all systems components, electrical connections, control systems, and all other associated work for a complete installation.



SPECIAL REQUIREMENTS

Background checks shall be submitted prior to commencing work.

Background checks required by through **SafeVendor**, a product of Safe Hiring Solutions.

www.safevisitorsolutions.com/safevendor-app-agreement

Drug Testing Programs must be **submitted with bids** and enforced throughout construction.



New Public Works Law Indiana Code 5-16-13



- TIER 1 –SELF-PERFORM 15% OF CONTRACT
- QUALIFICATION THROUGH D.O.A.
 - Bids shall not be considered unless (1) the Prime Bidder and (2) all lower tiered subcontractors whose subcontract value is estimated to be \$300,000 or more are qualified at the time of the bid in accordance with IC 4 – 13.6 – 4.
- 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 each/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

- Existing conditions.
 - Protect adjacent surfaces and furnishings to remain.
- Access and Egress (Traffic).
- Building to remain occupied and operational.
- Schedule Milestones and Coordination.



ALTERNATES

None.



ALLOWANCES

01 21 00



Bid Category No. 1

\$75,000

INSTRUCTION TO BIDDERS

Review section 00 10 00,
Instructions to Bidders.

This is a Single-Prime Contract Project. **There is no General Contractor.** Contractor on this Project is considered a Prime Contractor. The Project will be managed and coordinated by the Construction Manager, as a representative of the Owner.

All addenda will be posted on
www.skillmanplanroom.com for each bidder
receipt and review.

Submit bids in duplicate with Bid Security and
other requested supplemental material attached;
properly and completely executed.



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 Nelson S. Frech at nfrech@skillman.com. All requests for information must be received **no later than September 7, 2020.**



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 of bids, and are accompanied by full and complete technical data and other information required by the Architect to evaluate the proposed substitution.

Requests for product approval shall be submitted on the Substitution Request Form questions and sent to Nelson S. Frech at nfrech@skillman.com. All requests must be received **no later than September 7, 2020.**



UPCOMING ADDENDUM

Addenda No. 1 to be issued today. **September 2, 2020.**

Final Addendum Issuance anticipated **September 9, 2020**



CONSTRUCTION TIMELINE

Review Section 01 32 00, Schedules and Reports

- The Contractor shall anticipate **Construction Start following the Notice to Proceed** and Substantial Completion be attained no later than **February 26, 2021** for the following Work:
 - EE - Chiller Replacement FHA1 219129.01
 - SGE - Chiller Replacement FHA1 219131.02
 - ZWMS - Chiller Replacement FHA1 219127.03
- The Contractor shall anticipate **Construction Start on May 31, 2021** and Substantial Completion be attained no later than **July 16, 2021** for the following Work:
 - FC-ESC - RTU_AHU Replacement FHA1 219134.00
 - PVES - AHU Replacement FHA1 219130.01
- Testing, Adjusting, and Balancing of HVAC systems shall be completed by the Substantial Completion date at each Work area, respectively.



BID TO AWARD TIMELINE

Bid Opening

- September 16, 2020 at 2:00PM (local)

Pre-Award Meeting (00 20 00):

- September 22, 2020

Bid Recommendations to Owner

- September 25, 2020

Board Meeting for Owners Approval

- October 5, 2020

All Subcontractor and Products Lists must be **submitted no later than September 18, 2020.**



**PRE-AWARD
INTERVIEWS**

Bid Category No. 1

September 22, 2020

8:00 AM

Virtual Meeting through
Microsoft Teams



BID FORM

Review and fully complete the
Bid Form 00 31 00.



BIDDER REMINDER LIST

NAME OF BIDDER

BIDDER REMINDER LIST TO BE COMPLETED AND INCLUDED IN BID PACKAGE FOR REVIEW AT BID OPENING

YES NO

Have you properly and completely executed the Form No. 96 (Format) Bid Form (Section 003100)?		
Have you included your company's Financial Statement (Part II, Sect. III)?		
Note that the Non-Collusion Affidavit is part of the new Bid Form and is to be notarized.		
Have you enclosed a certified check or Bid Bond? (Note: Bond must be signed by Surety and Principal)		
Have you indicated the Project Name, Bid Category No., and Description on the outside of your Bid envelope?		
Have you included your Schedule of Wages?		
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.		
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 Owners Address		

NOTE: 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 documents. The electronic files are available at no cost.

The documents can be picked up at the following locations:

Eastern Engineering



BID OPENING



Date:

September 16, 2020

Time:

2:00 PM (local time)

Location:

Zionsville Community School
900 Mulberry Street,
Zionsville, IN 46077

Bid Opening is also available through video and telephone conferencing:

[Join Microsoft Teams Meeting](#) (hyperlinked for access to video conference)
[+1 317-762-3960](#) United States, Indianapolis (Toll)
Conference ID: 342 097 574#

ELECTRONIC SUBMISSIONS OF BIDS WILL NOT BE ACCEPTED. BIDS MUST BE SUBMITTED TO THE ABOVE ADDRESS PRIOR TO BID OPENING TIME PER INSTRUCTIONS TO BIDDERS SECTION 00 10 00 OF THE PROJECT MANUAL.

OPTIONAL PRE-BID WALKTHROUGH



Bid Category No. 1

Wednesday, September 9, 2020

8:00 AM

(timely attendance is requested as we have multiple buildings and mechanical rooms to walk – contractors shall anticipate walkthrough will take 3hrs)

900 Mulberry Street,
Zionsville, IN 46077

COVID-19 Protocols shall be followed
at ALL Locations.

Q&A



ZIONSVILLE

— COMMUNITY SCHOOLS —



Zionsville Community Schools
District Wide

Mechanical Upgrades

TSC No. 219103.3



DATE: September 2, 2020
2:00PM

PRE-BID MEETING SIGN-IN SHEET

COMPANY REPRESENTED	ATTENDEE NAME	EMAIL ADDRESS	PHONE NUMBER
ZIONSVILLE COMMUNITY SCHOOLS	Rebecca Coffman	(called-in)	
ZIONSVILLE COMMUNITY SCHOOLS	Chris Kuonen	(called-in)	
THE SKILLMAN CORPORATION	Eli Miller	(PRESENT)	
THE SKILLMAN CORPORATION	Nelson S. Frech	nrfech@skillman.com (317) 788-5143	
THE SKILLMAN CORPORATION	Randy Whipple Richard Bowman	(PRESENT)	
FANNING/HOWEY ASSOCIATES, INC.	Chuck Tyler		
FANNING/HOWEY ASSOCIATES, INC.	Gregg Dixon		
A.A. Huber	Anthony Richardson	a.richardson@aahub.com 317-759-7169	
Chris Whittaker/Johnson melloh	Johnson Melloh	cwhittaker@johnsonmelloh.com 317-452-5813	



PRE-BID MEETING SIGN-IN SHEET

COMPANY REPRESENTED	ATTENDEE NAME	EMAIL ADDRESS	PHONE NUMBER
Johnson Melloh	Jeff Wardle	jwardle1@johnsonmelloh.com	317-409-6570.
BARTH ELECTRIC	Rick Boothman	rboothman@barthelectric.com	317-714-0082
ERZETRIC PLUS	DAVID NELSON	DNELSON@ERZETRICPLUS.COM	317-718-0100
TIM LEHMAN (FHAI)		Called A-11	
TYE HINDSLEY (ZCS)		called-in	
SCOTT MCLAREN (QPH)		called-in	
DAVE NAUMCHEFF (ALPINE Group)		called-in	