

**PRE-BID MEETING**

**2/15/22**

**Zionsville  
Community Schools**

**Zionsville Middle School  
Shingle Replacement**

**TSC #219106**



**The SKILLMAN Corporation**  
Project Administration  
Construction Management



**ZIONSVILLE**  
— **COMMUNITY SCHOOLS** —

# Zionsville Community Schools

## Owner



- Dr. Scott Robison  
Superintendent
- Rebecca Coffman  
Associate Superintendent
- Matthew Doublestein  
Director of Operations
- Chris Kuonen  
Facilities and Grounds Manager
- Mitzi Macaluso  
ZMS Principal



Fanning Howey  
Associates, Inc.

Architect



- Chuck Tyler  
Project Executive  
Phone: 317-848-0966  
Email: [ctyler@fhai.com](mailto:ctyler@fhai.com)
- Gregg Dixon  
Construction Administrator  
Phone: 317-439-4190  
Email: [gdixon@fhai.com](mailto:gdixon@fhai.com)

# The Skillman Corporation

## Construction Manager



- Victor Landfair  
Account Executive  
Phone: 317-850-5996  
Email: [vdlandfair@skillman.com](mailto:vdlandfair@skillman.com)
- Nelson S. Frech  
Project Manager  
Phone: 317-788-5143  
Email: [nfrech@skillman.com](mailto:nfrech@skillman.com)
- Rick Lyons  
Site Manager  
Phone: 317-954-0027  
Email: [rlyons@skillman.com](mailto:rlyons@skillman.com)
- Richard Bowman  
Project Engineer  
Phone: 317-315-0023  
Email: [rbowman@skillman.com](mailto:rbowman@skillman.com)

## SCOPE OF WORK

### General Scope:

Shingle replacement project on loadmaster deck system, including, new DuraFlex substrate board, new metal valleys, new gutter baffles, protection, final inspection of drains and cleaning after re-roof work is completed, as needed.

Construction Anticipated Start:

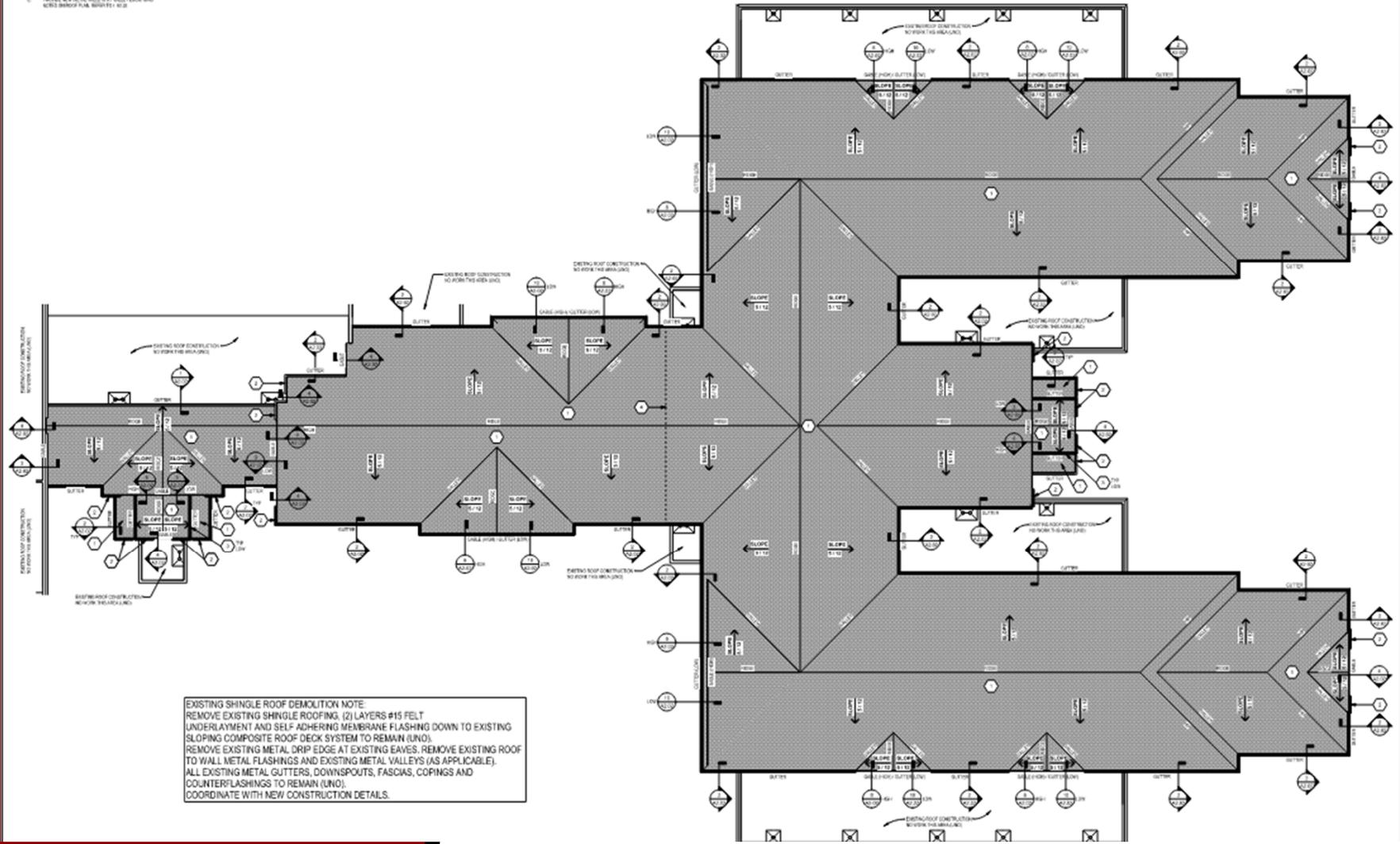
**June 6, 2022**

Substantial Completion:

**July 15, 2022**



ROOF CONTRACTOR SHALL VERIFY AND QUANTIFY  
 BEAMS, GUTTERS, AND DOWNSPOUTS TO REMAIN.  
 COORDINATE WITH OTHER TRADES AND VERIFY  
 ALL OF QUANTITIES AND LOCATIONS. PROVIDE  
 PROPER NOTIFICATION TO ALL TRADES INVOLVED.  
 VERIFY SHEDDING PLAN BEFORE FC 10.2



**EXISTING SHINGLE ROOF DEMOLITION NOTE**  
 REMOVE EXISTING SHINGLE ROOFING, (2) LAYERS #15 FELT  
 UNDERLAYMENT AND SELF-ADHERING MEMBRANE FLASHING DOWN TO EXISTING  
 SLOPING COMPOSITE ROOF DECK SYSTEM TO REMAIN (UNO).  
 REMOVE EXISTING METAL DRIP EDGE AT EXISTING EAVES. REMOVE EXISTING ROOF  
 TO WALL METAL FLASHINGS AND EXISTING METAL VALLEYS (AS APPLICABLE).  
 ALL EXISTING METAL GUTTERS, DOWNSPOUTS, FASCIAS, COPINGS AND  
 COUNTERFLASHINGS TO REMAIN (UNO).  
 COORDINATE WITH NEW CONSTRUCTION DETAILS.



## MULTIPLE CONTRACT SUMMARY

- Review section 011200,  
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.



## 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](http://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 Verificaiton # 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

- Schedule Constraints:
  - Shingle availability. Color selection is vital. Coordinate with manufacturer to ensure timely delivery.
  - DuraFlex board order delivery.
  - All work to be completed in 6 weeks.



# ALTERNATES

- No Alternates



# ALLOWANCES

01 21 00

Bid Category No. 1: \$50,000



## INSTRUCTION TO BIDDERS

# Review section 00 10 00, Instructions to Bidders.

This is a Single-Prime Contract Project.  
**There is no General 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](http://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 in the event that 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](mailto:nfrech@skillman.com). All requests for information must be received before February 18, 2022.



## 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 and sent to: Nelson S. Frech at [nfrech@skillman.com](mailto:nfrech@skillman.com). All requests must be received no later than February 18, 2022.

**CONSTRUCTION  
TIMELINE**

Review Section 01 32 00,  
Schedules and Reports

Anticipated Construction State

Date: June 6, 2022

Anticipated Substantial  
Completion

Date: July 15, 2022



## BID TO AWARD TIMELINE

### Bid Opening

- March 3, 2022, at 2:00PM (local)

### Pre-Award Meeting:

- March 4, 2022, at 8:00AM (local)
- Microsoft Teams Meeting

### Bid Recommendations to Owner

- March 8, 2022

### Board Meeting for Owners Approval

- March 14, 2022

All Subcontractor and Products Lists must be **submitted no later than March 4, 2022.**



## 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:<br><b>The Project Name</b><br><b>Bidder's Name</b><br><b>Bid Category No.</b><br><b>Date and Time of Bid Opening</b><br><b>Owner's Address</b><br>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](http://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:

March 3, 2022

Time:

2:00 PM (local time)

Location:

**Zionsville Community School**

900 Mulberry Street,

Zionsville, IN 46077



**Q&A**



**ZIONSVILLE**  
— COMMUNITY SCHOOLS —



Project Name

ZMS Shingle Replacement Project

DATE: 2/15/2022

TSC PROJECT NO.: 219106



# PRE-BID MEETING SIGN-IN SHEET

| COMPANY REPRESENTED          | ATTENDEE NAME                            | EMAIL ADDRESS                   | PHONE NUMBER |
|------------------------------|--|---------------------------------|--------------|
| ZIONSVILLE COMMUNITY SCHOOLS | MATTHEW DOBLESTEIN<br><i>[Signature]</i> |                                 |              |
| ZIONSVILLE COMMUNITY SCHOOLS | CHRIS KUONEN<br><i>[Signature]</i>       |                                 |              |
| THE SKILLMAN CORPORATION     | NELSON S. FRECH<br><i>[Signature]</i>    |                                 |              |
| THE SKILLMAN CORPORATION     | RICK LYONS<br><i>[Signature]</i>         |                                 |              |
| ARCHITECT                    | CHUCK TYLER<br><i>[Signature]</i>        |                                 |              |
| ARCHITECT                    | GREGG DIXON<br><i>[Signature]</i>        |                                 |              |
| CHARITABLES ROOFING          | LEAR WARD<br><i>[Signature]</i>          | STACHIA TELLORAMA<br>@gmail.com | 708/925-4605 |
| Roofers Local 119            | Joshua Land                              | Joshua@indyRoofers.com          | 317-484-8990 |

Project Name

ZMS Shingle Replacement Project

TSC PROJECT NO.: 219106

DATE: 2/15/2022



# PRE-BID MEETING SIGN-IN SHEET

COMPANY REPRESENTED

ATTENDEE NAME

EMAIL ADDRESS

PHONE NUMBER

| COMPANY REPRESENTED | ATTENDEE NAME | EMAIL ADDRESS               | PHONE NUMBER |
|---------------------|---------------|-----------------------------|--------------|
| Horsing Roofing     | Doug Rose     | drose@horsingroofing.com    | 317-636-9128 |
| R. Adams Roofing    | Randy Adams   | randy-a@adamsroofing.com    | 317-545-7663 |
| Foster Contracting  | Julie Ribors  | julie@fostercontracting.net | 317-345-6838 |
|                     |               |                             |              |
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