



**Zionsville Community Schools-Pleasant View Elementary Restroom  
Renovations, Multiple Elementary School Playground Renovations  
and Multiple Building Concrete Repairs**

# **PRE-BID MEETING**

---

**April 7, 2023**

# OWNER



## Zionsville Community Schools

- **Dr. Rebecca Coffman, Superintendent**
- **Matthew Doublestein, Director of Operations**
- **Chris Kuonen, Facilities and Grounds Manager**





## Fanning Howey

- **Chuck Tyler, Architect**  
317-848-0966  
[ctyler@fhai.com](mailto:ctyler@fhai.com)
- **Jennette Moline, Architect**  
317-848-0966  
[jmoline@fhai.com](mailto:jmoline@fhai.com)
- **Mark Manship, Construction Administrator**  
765-635-0544  
[mmanship@fhai.com](mailto:mmanship@fhai.com)

The logo for Fanning Howey, featuring the company name in a bold, black, sans-serif font. A small red triangle is positioned to the right of the word "FANNING".

**FANNING  
HOWEY**

# 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

- Ivan Reyes-Solis  
317-868-6000  
ireyes-solis@skillman.com

## SITE MANAGER

- Rick Lyons  
317-954-0027  
[rlyons@skillman.com](mailto:rlyons@skillman.com)

## ADMIN. ASSISTANT

- Brandi Holmes  
317-783-6151  
bholmes@skillman.com

# SCOPE OF WORK



- **Multiple Project Sites at Various Buildings**
  - **Restroom Renovations (Pleasant View Elementary)**
    - Full Gut and Renovation
  - **Playground Renovations (Pleasant View, Boone Meadow & Stonegate Elementary Schools)**
    - Sitework and Play Equipment
  - **Exterior Site Concrete Improvements (ZMS & Eagle Elementary)**
- **Approximately \$5M Budget**
- **August 1, 2023 – May 31, 2024**

# 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**

General Trades

**BID CATEGORY NO. 2**

Mechanical & Plumbing

**BID CATEGORY NO. 3**

Electrical & Technology

# SPECIAL REQUIREMENTS



All Contractors and their Sub-contractors must be enrolled in SafeVendor. Please visit: [www.safevisitorsolutions.com/safevendor-app-agreement](http://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

---



- **Coordination amongst various construction projects**
- **Coordination with Owner Staff**
- **Construction activity adjacent to occupied space**
- **Construction phasing within occupied space**
- **Limited site access and laydown areas**



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

- **Alternate No. 01 – Boone Meadow Elementary Playground Equipment.**
- **Alternate No. 02 – Pleasant View Elementary Playground Equipment.**
- **Alternate No. 03 – Stonegate Elementary Playground Equipment.**

# ALLOWANCES



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

# INSTRUCTIONS TO BIDDERS



**Review Section 00 10 00 for Instructions to Bidders.**

# 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**

All RFIs must be received before: **April 14, 2023**  
**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: August 1, 2023**

**Anticipated Construction**

**Completion Date: May 31, 2024**

**Guideline Schedule Forthcoming via Addendum**

# BID TO AWARD TIMELINE



- April 26, 2023: Bid Opening
- April 27, 2023: Post Bid Tab to Skillman Planroom
- April 28, 2023: Pre-Award Meetings
- May 1, 2023: Bid Recommendation to Owner
- May 8, 2023: Board Approves Contracts
- May 9, 2023: Notice to Proceed

**All Subcontractor & Products Lists**

**must be submitted by: May 1, 2023**

# 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 <b>Bid Form</b> (Section 00 31 00)?		
Is the <b>Bid Total</b> written in both words and figures?		
Are the <b>Alternate</b> quantities in both words and figures and noted as <b>Add or Deduct</b> ?		
Is the <b>Non-Collusion Affidavit</b> , 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 <b>Financial Statement</b> ?		
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 <b>24/48</b> Hours of the Bid for Apparent Low Bidders.		
On the outside of the envelope containing your Bid have you indicated: <b>The Project Name</b> <b>Bidder's Name</b> <b>Bid Category No.</b> <b>Date and Time of Bid Opening</b> <b>Owner's Address</b> 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](http://www.skillmanplanroom.com)

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

---

# PRE-AWARD INTERVIEWS

---



- **BC 01 – Friday, April 28 at 9:00am**
- **BC 02 – Friday, April 28 at 10:00am**
- **BC 03 – Friday, April 28 at 11:00am**

# BID OPENING

---



**Date:** April 26, 2023

**Time:** 2:00 PM EST

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



**ZIONSVILLE**  
— COMMUNITY SCHOOLS —

**ZCS-Pleasant View Elementary  
Restroom Renovations, Multiple  
Elementary School Playground  
Renovations and Multiple Building  
Concrete Repairs**



**DATE: April 7, 2023**

**TSC PROJECT NO.: 219101.2**

# **PRE-BID MEETING SIGN-IN SHEET**

<b>COMPANY REPRESENTED</b>	<b>ATTENDEE NAME</b>	<b>EMAIL ADDRESS</b>	<b>PHONE NUMBER</b>
ZIONSVILLE COMMUNITY SCHOOLS	Dr. Rebecca Coffman	<a href="mailto:rcoffman@zcs.k12.in.us">rcoffman@zcs.k12.in.us</a>	
ZIONSVILLE COMMUNITY SCHOOLS	Matthew Doublestein	<a href="mailto:mdoublestein@zcs.k12.in.us">mdoublestein@zcs.k12.in.us</a>	317-873-2858
THE SKILLMAN CORPORATION	Victor Landfair	<a href="mailto:vdlandfair@skillman.com">vdlandfair@skillman.com</a>	317-788-5108
THE SKILLMAN CORPORATION	Jacob Bower	<a href="mailto:jbower@skillman.com">jbower@skillman.com</a>	317-788-5142
THE SKILLMAN CORPORATION	Ivan Reyes-Solis	<a href="mailto:ireyes-solis@skillman.com">ireyes-solis@skillman.com</a>	317-868-6000
FANNING HOWEY	Chuck Tyler	<a href="mailto:ctyler@fhai.com">ctyler@fhai.com</a>	317-848-0966
FANNING HOWEY	Mark Manship	<a href="mailto:mmanship@fhai.com">mmanship@fhai.com</a>	765-635-0544

**ZCS-Pleasant View Elementary  
Restroom Renovations, Multiple  
Elementary School Playground  
Renovations and Multiple Building  
Concrete Repairs**



**DATE: April 7, 2023**

**TSC PROJECT NO.: 219101.2**

# **PRE-BID MEETING SIGN-IN SHEET**

<b>COMPANY REPRESENTED</b>	<b>ATTENDEE NAME</b>	<b>EMAIL ADDRESS</b>	<b>PHONE NUMBER</b>
RECREATION INSITES	Nichole Medaris	<a href="mailto:nicholem@recreationinsites.com">nicholem@recreationinsites.com</a>	765-808-4646
SETCO ELECTRIC	Duncan McGinnis	<a href="mailto:dkmelectric@msn.com">dkmelectric@msn.com</a>	317-985-5685
MAINSTREAM MECHANICAL SERVICES	Chris Whittaker	<a href="mailto:CWhittaker@Mainstreammechanicalservices.com">CWhittaker@Mainstreammechanicalservices.com</a>	
MAINSTREAM MECHANICAL SERVICES	Justin Padgett	<a href="mailto:Jpadgett@Mainstreammechanicalservices.com">Jpadgett@Mainstreammechanicalservices.com</a>	765-748-9813



**ZCS-Pleasant View Elementary  
Restroom Renovations, Multiple  
Elementary School Playground  
Renovations and Multiple Building  
Concrete Repairs**



**DATE: April 7, 2023**

**TSC PROJECT NO.: 219101.2**

## **PRE-BID MEETING SIGN-IN SHEET**

<b>COMPANY REPRESENTED</b>	<b>ATTENDEE NAME</b>	<b>EMAIL ADDRESS</b>	<b>PHONE NUMBER</b>