



ZCS – Multiple Building Fire Alarm &
Intercom, Elementary Schools Interior
Finishes and ZCHS Asphalt Repairs

PRE-BID MEETING

January 03, 2024



ZCS – Multiple Building Fire Alarm & Intercom, Elementary Schools Interior Finishes and ZCHS Asphalt Repairs

900 Mulberry Street, Zionsville, IN 46077

OWNER



Zionsville Community Schools

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





Fanning Howey Associates

- **Jennette Moline**
317-848-0966
jmoline@fhai.com
- **Mark Manship**
765-635-0544
mmanship@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



- Interior finish upgrades at Boone Meadow and Stonegate Elementary Schools. Finish work includes flooring, paint and vinyl wallcovering.
- The project also includes asphalt repairs at Zionsville High School.
- Finally, the project includes fire alarm and intercom upgrades at several buildings in the district.
- \$4.5M - \$5M project cost
- June 1, 2024 – September 1, 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	Flooring at Boone Meadow Elementary
BID CATEGORY NO. 2	Flooring at Stonegate Elementary
BID CATEGORY NO. 3	Painting & Wallcovering at Boone Meadow Elementary
BID CATEGORY NO. 4	Painting & Wallcovering at Stonegate Elementary
BID CATEGORY NO. 5	Asphalt Repairs at Zionsville High School
BID CATEGORY NO. 6	Fire Alarm & Intercom at Multiple Buildings

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



- **Site logistics**
- **Work within Owner occupied spaces**
- **Coordination of work with other Contractors**
- **Constrained schedule duration**
- **Manpower during summer months**



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

- Alternate No. 1: Paint Hollow Metal Frames at Boone Meadow Elementary.
- Alternate No. 2: Paint Hollow Metal Frames at Stonegate Elementary
- Alternate No. 3: Furniture Moving at Boone Meadow Elementary.
- Alternate No. 4: Furniture Moving at Stonegate Elementary

ALLOWANCES



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

Bid Cat. No. 01	Flooring at BME	\$15,000
Bid Cat. No. 02	Flooring at SGE	\$15,000
Bid Cat. No. 03	Painting & Wallcovering at BME	\$15,000
Bid Cat. No. 04	Painting & Wallcovering at SGE	\$15,000
Bid Cat. No. 05	Asphalt Repairs at ZHS	\$25,000
Bid Cat. No. 06	Fire Alarm & Intercom at Multiple Buildings	\$15,000

INSTRUCTIONS TO BIDDERS



Review Section 00 10 00 for Instructions to Bidders.

- **Addendum is forthcoming**
- **Guideline schedule is forthcoming**

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: **1/12/24**
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, 2024

**Anticipated Construction
Completion Date: September 1, 2024**

Spring Break (early coordination): March 29 – April 8, 2024

BID TO AWARD TIMELINE



- Receipt of Bids: January 23, 2024
- Pre-Award Meeting: January 29, 2024
- Anticipated Notice to Proceed: February 12, 2024

All Subcontractor & Products Lists

must be submitted by: **1/25/24**

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 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



- **Scheduled for week of January 29, 2024**
- **Specific date and times for each Bid Category will be issued via Addendum**

BID OPENING



Date: January 23, 2024

Time: 2:00 PM

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



ZIONSVILLE
— COMMUNITY SCHOOLS —

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Repairs**



DATE: January 03, 2024

TSC PROJECT NO.: 223092

PRE-BID MEETING SIGN-IN SHEET

COMPANY REPRESENTED	ATTENDEE NAME	EMAIL ADDRESS	PHONE NUMBER
ZIONSVILLE COMMUNITY SCHOOLS	Dr. Rebecca Coffman	rcoffman@zcs.k12.in.us	
ZIONSVILLE COMMUNITY SCHOOLS	Matthew Doublestein	mdoublestein@zcs.k12.in.us	
THE SKILLMAN CORPORATION	Jacob Bower	jbower@skillman.com	317-318-5795
THE SKILLMAN CORPORATION	Rick Lyons	rlyons@skillman.com	317-954-0027
THE SKILLMAN CORPORATION	Nick Holman	nholman@skillman.com	
THE SKILLMAN CORPORATION	Ulysses Bradfield	ubradfield@skillman.com	
THE SKILLMAN CORPORATION	Victor Landfair	Vdlandfair@skillman.com	

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COMPANY REPRESENTED	ATTENDEE NAME	EMAIL ADDRESS	PHONE NUMBER
FANNING HOWEY ASSOCIATES	Jennette Moline	jmoline@fhai.com	317-848-0966
A TEC	Shelby Creech	S.Creech@atec-electric.com	765-482-8926 (O) 317-366-3671 (M)
BAUMGARTNER & COMPANY	Adam Retherford	aretherford@baumgartnerasphalt.com	463-333-7210 (direct) 317-296-7225 (O) 317-318-5585 (C)
BLAKLEY'S FLOORING	John Blakley	johnblakley@blakleys.com	
DIVERZIFY PRO	Nick Johnson	nick.johnson@diverzifypro.com	317-646-9465
F.A. WILHELM	Brian Estes	BrianEstes@fawilhelm.com	

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COMPANY REPRESENTED	ATTENDEE NAME	EMAIL ADDRESS	PHONE NUMBER
F.A. WILHELM	Pat Kenney	patkenney@fawilhelm.com	