



**Carmel High School Existing  
Natatorium Re-Roof  
PRE-BID MEETING**

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**January 23, 2024**

**10:00 AM**

# PRE-BID MEETING



Carmel High School Existing Natatorium Re-Roof

520 East Main Street, Carmel, IN 46032

# OWNER



## CARMEL CLAY SCHOOLS

- **Dr. Michael Beresford, Superintendent**
- **Roger McMichael, Associate Superintendent**
- **Todd Fenoglio, Director of Facilities**
- **Toby Steele, Carmel High School Assistant Principal, Operations**
- **Staci Joslin, Carmel High School Area Team Lead**





## FANNING HOWEY ASSOCIATES

- Dennis Bane, Project Executive
- Cheryl Sydzik, Project Manager
- Gregg Dixon, Construction Administrator  
317-439-4190  
gdixon@fhai.com



# THE SKILLMAN TEAM



## ACCOUNT EXECUTIVE

- Victor Landfair
- [vlandfair@skillman.com](mailto:vlandfair@skillman.com)
- 317-788-5108

## PROJECT MANAGER

- Tyler Barker
- [tbarker@skillman.com](mailto:tbarker@skillman.com)
- 317-474-2288

- Brad Pawloski
- [bpawloski@skillman.com](mailto:bpawloski@skillman.com)
- 317-417-2046

## SITE MANAGER

- Brad Judy
- [bjudy@skillman.com](mailto:bjudy@skillman.com)
- 317-753-8622

## ADMIN. ASSISTANT

- Connie Patton
- [cbpatton@skillman.com](mailto:cbpatton@skillman.com)
- 317-788-5151

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# SCOPE OF WORK

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- Complete tear off down to deck and replacement with new adhered roof system from the deck up.
- Mechanical contractor to demo rooftop duct work to facilitate roof installation
- August-October 2024

# MULTIPLE CONTRACT SUMMARY



**Review Section 01 12 00 – Multiple Contract Summary.  
Review all Specification Sections that are in your Scope  
of Work.**

**A. BID CATEGORY NO. 16 – EXISTING NATATORIUM RE-ROOF**

General Requirements in Paragraph 3.02.B above.

Section	01 2100	Allowance
Section	01 52 00	Rubbish Container
Section	06 10 00	Rough Carpentry
Section	06 16 00	Sheathing
Section	07 01 50.19	Preparation for Re-Roofing
Section	07 54 00	Thermoplastic Membrane Roofing (PVC and KEE)
Section	07 62 00	Sheet Metal Flashing and Trim
Section	07 71 00	Roof Specialties
Section	07 71 29	Manufactured Roof Expansion Joints
Section	07 72 00	Roof Accessories
Section	07 92 00	Joint Sealants

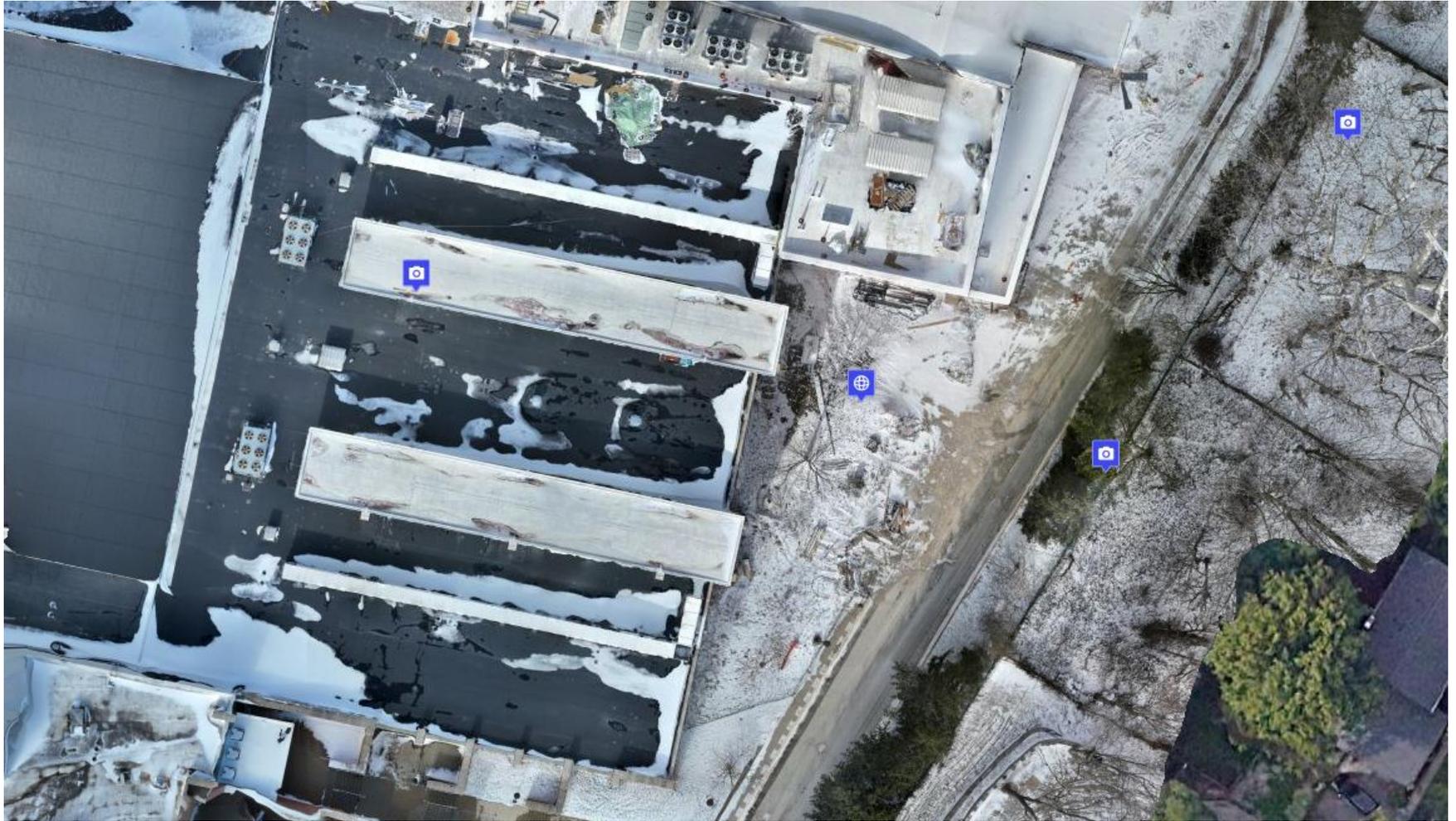
# BID CATEGORIES



**BID CATEGORY NO. 16**

Existing Natatorium Re-Roof

# SITE LOGISTICS PLAN



# 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



- Working on and around an occupied school
- Working around student and staff traffic both pedestrian and vehicular
- Keeping building dry during construction
- Potential for existing metal deck requiring replacement if existing damage is uncovered
- Fall weather

# AREAS OF COORDINATION



- **Material Deliveries**
- **Coordination with mechanical work**
- **Coordination of roofing activities with translucent panel replacement**
- **Timely submission of roofing inspection reports to Skillman and CCS Roofing Consultant**
- **Daily photo documentation of roofing practices shared with Skillman**
- **Correct material storage practices**

# ALTERNATES



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

- **No Alternates**

# ALLOWANCES



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

## CONTINGENCY ALLOWANCES

**BC 16 Existing Natatorium Re-Roof**

**\$75,000**

**Clarification# 9**

**\$10,000 General labor allowance to be used at the discretion of the Construction Manager**

# INSTRUCTIONS TO BIDDERS



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

**Addendum 1 – If required will be issued by February 2<sup>nd</sup>**

# 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: **Tyler Barker**  
[tbarker@skillman.com](mailto:tbarker@skillman.com)

All RFIs must be received before: **January 31, 2024**  
**End of Day**

# 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:

Allen Cradler

[acradler@fhai.com](mailto:acradler@fhai.com)

By January 31 End of Day

# CONSTRUCTION TIMELINE



**Review Section 01 32 00 – Schedules & Reports.**

**Anticipated Construction Start Date: August 2024**

**Anticipated Construction**

**Completion Date: November 2024**

# BID TO AWARD TIMELINE



- February 8<sup>th</sup> – Receive Bids at 2:30 PM (local time)
- Apparent low bidders will be posted to the Plan Room
- February 9<sup>th</sup> – Pre-Award Conference
- February 14<sup>th</sup> – Bid Recommendation to Owner
- February 26<sup>th</sup> – School Board Approval
- February 27<sup>th</sup> – Notice to Proceed

All Subcontractor & Products Lists

must be submitted by: **February 12<sup>th</sup>**

# BID FORM



## Review and fully complete the Bid Form 00 31 00

### CONTRACTOR'S BID FOR PUBLIC WORKS FORM NO. 96

Format (Revised 2013)  
(Amended for CCS)

### Carmel High School Existing Natatorium Re-Roof

Carmel Clay Schools  
(Hamilton, County, Indiana)

#### PART I

(To be completed for all bids. Please type or print)

Date (month, day, year): \_\_\_\_\_

BIDDER (Firm) \_\_\_\_\_

Address \_\_\_\_\_ P.O. Box \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Person to contact regarding this Bid \_\_\_\_\_

Pursuant to notices given, the undersigned offers to furnish labor and/or materials necessary to complete the public works project of:

\_\_\_\_\_  
Insert Category No. (s) and Name(s)

Of public works project, *Carmel High School Existing Natatorium Re-Roof*, in accordance with Plans and Specifications prepared by *Fanning/Howey, 350 E. New York St., Suite 300 Indianapolis, IN 46204*, as follows:

#### BASE BID

For the sum of \_\_\_\_\_

(Sum in words)

\_\_\_\_\_ DOLLARS (\$ \_\_\_\_\_)

(Sum in figures)

# 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.**

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# PRE-AWARD INTERVIEWS

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- **February 9, 2024 @ 1:00pm via Teams**
  - **BC16 – Existing Natatorium Re-Roof**

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# BID OPENING

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**Date:** February 8<sup>th</sup>, 2024

**Time:** 2:30 PM

**Location:** Educational Services Center 5201  
East Main Street, Carmel, IN 46033

# Q & A



**CARMEL HIGH  
SCHOOL**

