



INVITATION TO BIDDERS

Re: **The Riviera Club Aquatics Center**
5640 N. Illinois Street
Indianapolis, IN 46208

The Skillman Corporation Project No. 221730

Please be advised that the Bidding Documents for the above Project are ready for ordering. Bids will be solicited for the following work categories:

- 1 – Earthwork & Site Utilities
- 2 – General Trades
- 3 – Swimming Pool

Subcontractors and Material Suppliers may receive FREE ELECTRONIC FILES of plans and specifications by following these steps:

1. Go to www.skillmanplanroom.com.
2. Select the Project
3. Click on “Place Order”.
4. Click on “Create New Company and select a user name and password, or if a returning company, log in as usual.
5. There is no cost for the electronic files of the bidding documents, however all bidders should follow these steps to ensure timely notification of any updates or Addenda.

Bidders desiring printed documents shall pay for the cost of printing, shipping and handling. Reprographic Services are provided by: Eastern Engineering. Please contact Connie Patton at Skillman cbpatton@skillman.com or Tamara Tinch at Eastern Engineering, tamara.tinch@eastnengineering.com for any questions regarding Ordering or Downloading the Bidding Documents. All other questions can be directed to Aaron Williams at [317-966-3301](tel:317-966-3301) or emailed to awilliams@skillman.com.

Bids are due **January 18, 2024, at 2:00PM (local time)** via Email to Aaron Williams, awilliams@skillman.com. Bids are to be submitted on company letterhead.

A **Pre-Bid Meeting** will be December 21, 2023, 2:00pm (local Time) Virtually – Teams Meeting, the link is below

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 255 757 286 171

Passcode: KoW6h6

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

[+1 317-762-3960](tel:+13177623960), [623389904#](tel:+1623389904) United States, Indianapolis

Phone Conference ID: 623 389 904#

Payment and Performance Bonds as outlined in 0010 00 Instructions to Bidders

Bids are to include applicable Indiana Sales Tax

All work for the complete construction of the Project will be under multiple Sub Contracts with The Skillman Corporation on bids received and on combinations awarded. The Construction Manager will manage the construction of the Project.

The Skillman Corporation reserves the right to accept or reject any Bid (or combination of Bids) and to waive any irregularities in bidding. All Bids may be held for a period not to exceed **60** days before awarding contracts.

THE SKILLMAN CORPORATION

Connie Patton, Administrative Assistant

TSC 221730

Invitation to Bid Section 00 02 00-1

SECTION 01 12 00 - MULTIPLE CONTRACT SUMMARY

PART 1 GENERAL

1.01 RELATED DOCUMENTS

- A. Drawings and General Provisions of the Sub Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to Work of this Section.

1.02 SUMMARY

- A. The intent of this Section is to indicate the Work required by the Subcontractors and to provide information regarding the duties, responsibilities, and cooperation required by the Contractors, with similar requirements for the subcontractors and suppliers.
- B. Owners right to maintain current operations
- C. Occupancy requirements
- D. Work by Owner
- E. Permits, fees, and notices
- F. Labor and materials
- G. Verifications of existing dimensions
- H. Project security
- I. Coordination of work
- J. Time of commencement and completion
- K. Schedule of contract responsibilities

1.03 WORK UNDER SEPARATE CONTRACTS

- A. Sub Contracts are defined to include the following contracts described in the Schedule of Contract Responsibilities included hereinafter; and each is recognized to be a major part of the project, with Work to be performed concurrently and in close coordination with Work of other Sub Contracts.
- B. The "Contract Documents," as defined in the General Conditions, include "the Drawings." Although Drawings are grouped and identified by classification of the Work, Contractors shall be responsible for their Work as specified herein and as indicated on the Drawings. Although the majority of the Drawings are "to scale," Contractors are directed to use indicated dimensions for determining material quantities and for other reasons. No additional monies will be allowed due to Contractors using "scaling instruments" to determine material quantities or for other reasons.

- C. Separate subcontracts will be awarded as per the "**Schedule of Contract Responsibilities**" (see Part 3 – Execution). Contractors shall include Work required by the Specifications and Drawings for each contract area defined in the Schedule.
- D. Work for the complete construction of the Project will be under multiple sub contracts with The Skillman Corporation. The Construction Manager will manage the construction of the Project.
- E. Each Contractor shall be responsible for demolition and disposal of existing items relative to his Contract.

1.04 ADMINISTRATIVE RESPONSIBILITIES OF SUB CONTRACTORS AND CM

- A. The Construction Manager shall be responsible for the maintenance of the Construction Schedule and management of every phase of the Work.
 - 1. Each Subcontractor shall read the Specifications and Drawings for other separate Contracts for fixed equipment and the like to be incorporated or attached or built in to the Work; and familiarize himself with the requirements and responsibilities of other Contracts to enable the required coordination and supervision.
 - 2. Each Subcontractor shall also familiarize himself with other items to be incorporated into the Work including equipment and Work by the Owner.
 - 3. Each Subcontractor shall cooperate with the Construction Manager in notifying him when the Work is at a stage to require the services of other Subcontractors and shall notify the Construction Manager in the event that such other Contractors do not carry out their responsibilities in connection with such notification.
- B. Subcontractors shall cooperate with and assist the Construction Manager in the preparation of construction progress and procedures, schedule of product deliveries, and their effect on the overall project progress and completion. Other Subcontractors shall cooperate in getting their Work and the Work of their subcontractors completed according to the schedule as prepared and maintained by the Construction Manager. Each Subcontractor shall immediately notify the Construction Manager of a delay in delivery of products or the scheduled date of completion that may affect the total progress of construction.
- C. The Owner will furnish the topographical survey, either as a part of these Drawings or separately, giving the general topographical lines existing at the site and the property lines.
- D. Subcontractors required to make connections to existing utilities, especially sewerage where gravity flow occurs, shall verify grades and locations at points of such connections and shall notify the Construction Manager of circumstances which would adversely affect the proper flow or connection to such facilities.

1.05 SUB CONTRACTORS USE OF PREMISES

- A. General: During the construction period, the Sub Contractors jointly shall have full use of the premises for construction operations, including use of the site. Each Sub Contractor's use of the premises is limited only by the Owner's right to perform work or to retain other Subcontractors on portions of the Project.

1.06 OWNERS RIGHT TO MAINTAIN OPERATIONS

- A. Subcontractors must expend their best effort toward protection of the health, safety, and welfare of occupants on the Owner's property during the course of Work on this Project.
- B. Subcontractors shall be subject to such rules and regulations for the conduct of the Work as the Owner may establish. Employees shall be properly and completely clothed while working. Bare torsos, legs and feet will not be allowed. Possession or consumption of alcoholic beverages or drugs, tobacco, and other noxious behavior on the site is strictly prohibited. Violators shall be promptly removed from the site. Smoking is not permitted on the project site.

1.07 OCCUPANCY REQUIREMENTS

- A. Partial Owner Occupancy: The Owner reserves the right to occupy and to place and install equipment in completed areas of the building prior to Substantial Completion, provided such occupancy does not interfere with completion of the Work. Such placing of equipment and partial occupancy shall not constitute acceptance of the total Work.
 - 1. The Construction Manager will prepare a Certificate of Substantial Completion for each specific portion of the Work to be occupied prior to Owner occupancy.
 - 2. The Construction Manager will obtain a Certificate of Occupancy from local building officials prior to Owner occupancy.
 - 3. Prior to partial Owner occupancy, mechanical and electrical systems shall be fully operational. Required inspections and tests shall have been successfully completed. Upon occupancy, the Owner will operate and maintain mechanical and electrical systems serving occupied portions of the building.
 - 4. Upon occupancy, the Owner will assume responsibility for maintenance and custodial service for occupied portions of the building.

1.08 WORK BY OWNER

- A. The Owner intends to complete the following items of Work outside the provisions of these Contract Documents. Subcontractors shall not restrict or interfere with the Owner's right to the Project to accomplish this Work.
 - 1. Equipment and furniture except as scheduled and specified under Divisions 6, 11 and 12 and shown on the Drawings.
 - 2. Items which may be deleted from Contracts for Work as required by the Contract Documents.
 - 3. The purchase and supplying of certain materials as noted in the Project Manual.

1.09 PERMITS, FEES, AND NOTICES

- A. The Construction Manager will secure the general building permit for the Owner. Each Subcontractor shall secure and pay for other permits, governmental fees, and licenses necessary for the proper execution and completion of his Work, which are applicable at the time the bids are also received. Fees to relocate utilities on Owner's property shall be included in the bid of the Subcontractor doing the relocation.
 - 1. State filing fees for plan approval are the responsibility of the Owner and will be paid by the Owner.
- B. Utility Tie-Ins: Shall be arranged with local utility company and other involved parties for minimum interruption of service.
- C. Shutdowns of existing systems shall be limited to minimum time required and scheduled with other involved parties. Provide 2 days written notice of shutdown to Construction Manager and Owner.
- D. Inspections of installed work shall be performed by the governing authority as arranged for by the Subcontractor. Work shall not be covered until approved.
- E. Each Subcontractor shall give notices and comply with laws, ordinances, rules, regulations, and orders of public authorities bearing on the performance of his Work. If a Subcontractor observes that the Contract Documents are at variance therewith, he shall promptly notify the Construction Manager in writing, and necessary changes shall be adjusted by appropriate notification. If a Subcontractor performs Work knowing it to be contrary to such laws, ordinances, rules, and regulations, and without such notice to the Construction Manager, he shall assume full responsibility therefore and shall bear the costs attributable thereto.

1.10 LABOR AND MATERIALS

- A. Unless otherwise specifically noted, the Subcontractor shall provide and pay for labor, materials, equipment, tools, construction equipment and machinery, water, heat, utilities, transportation, and other facilities and services necessary for the proper execution and completion of his Work, whether temporary or permanent and whether or not incorporated or to be incorporated in the Work.
- B. Each Subcontractor shall enforce strict discipline and good order among his employees or other persons carrying out Work of his Contract and shall not permit employment of unfit person or persons or anyone not skilled in the task assigned to them.
- C. Include 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 with Bid.
- D. The Owner is requiring that all contractors' personnel and their onsite employees (trade employees) and subcontractors submit an expanded criminal history check through SafeVendor, a product of Safe Hiring Solutions. Please visit www.safevisitorsolutions.com/safevendor-app-agreement to create your account with SafeVendor. (Contractor is responsible for the cost of this background

check). This should meet with the Owner's approval prior to the employee starting work on the project. All contractors' personnel and employees once cleared for work will be issued a project identification badge that must be worn at all times while on site. All contractors will be expected to provide the required name, address, picture state driver's license or picture state identification card information to The Skillman Corporation Site Manager no later than 24 hours in advance of the employee coming to work at the project site.

1.11 CUTTING AND PATCHING

- A. Refer to Section 01 73 10 - Cutting and Patching, for provisions on this subject.

1.12 VERIFICATIONS OF EXISTING DIMENSIONS

- A. When verification of existing dimensions is required, the Subcontractor requiring said verification for the construction or fabrication of his material shall be the Subcontractor responsible for the procurement of the field information.

1.13 PROJECT SECURITY

- A. Each Subcontractor shall take all reasonable precautions to prevent injury, damage or loss to people and property in, on and adjacent to the project. This shall include not only their own work or property but that of other contractors and the Owner.
- B. If deemed necessary by The Construction Manager a project wide security program may be developed for the purpose of preventing damage or loss at the project site or property adjacent thereto. Once accepted by the Owner, contractors shall comply.

1.14 SCHEDULE OF CONTRACT RESPONSIBILITIES - SCOPE

- A. Subcontractors shall submit their proposals based on the work included under each contract area as listed herein. Include Work necessary for a complete project, as shown on the Drawings and called for in the Specifications.
- B. Questions concerning the phasing or "Schedule of Contract Responsibilities" should be directed to the Construction Manager, who will be the interpreter and be responsible for this Schedule of Contract Responsibilities and Contract Breakdown, prior to submitting proposals and during construction.
- C. The requirements of Division 1 are a part of the Work of each and every contract area. The Contractor for any one contract area shall be familiar with the Work and requirements of all other contract areas.
- D. Certain Specification Sections describe Work to be performed under several contract areas. (Example: 06100 - Rough Carpentry.) Provide Work of this nature as required for each contract area whether or not enumerated in the Schedule of Contract Responsibilities.

- E. The Drawings and Specifications as furnished for each of the Contracts is for the convenience of the Contractor in preparing a proposal for this Project. However, each Contractor is responsible to review the complete set of Drawings and Specifications to assure that Work required to be installed to complete his phase of the Work is included in his proposal. This "Schedule of Contract Responsibilities" is a definition of the work as it is to be bid in separate contracts. Where a specific item of Work is not defined, but is normally inherent to a trade, or is included in the scope of the applicable technical revision, it will be the responsibility of that Contractor to include the Work in his proposal.
- F. This "Schedule of Contract Responsibilities" is to aid each Subcontractor in defining the Scope of Work to be included in his proposal. However, omissions from this "Schedule of Responsibilities" do not relieve the Subcontractor from including in his proposal that Work which will be required to complete his Contract. Each Subcontractor should read the "Schedule of Contract Responsibilities" completely to familiarize himself with the Work of other Subcontractors that may have Work in adjacent areas and to coordinate the interfacing problems that may occur as the work is assembled and constructed.
- G. Where specific Work is to be completed under a particular phase of the Project and the Work is wholly or partially completed by other trades because of the type of work involved or jurisdictional trade agreements, the Subcontractor will be responsible to subcontract the Work as necessary to complete the Work included in his Contract. No delay in the Work will be allowed due to the failure of the Subcontractor to subcontract related work required by jurisdictional trade agreements.

1.15 COORDINATION OF WORK

- A. Each Subcontractor is responsible to coordinate his Work with the Work of other trades and other Contractors and requirements of the Owner. The Contractor must make space allowances for Work of other Subcontractors; provide necessary openings where indicated or implied by the Drawings and Specifications. Each Subcontractor is responsible to protect his own Work.

1.16 TIME OF COMMENCEMENT AND COMPLETION

- A. The Contractor shall commence work within ten (10) days after being notified in writing to proceed and shall complete the Work within the time limitations established in the Form of Agreement.
 - 1. It is anticipated that construction will start within 30 calendar days after receipt of bids.
 - 2. Construction shall be complete within 458 consecutive calendar days, or earlier, after Notice to Proceed.

PART 2 PRODUCTS (Not Used)

PART 3 EXECUTION

3.01 SCHEDULE OF CONTRACT RESPONSIBILITIES

3.02 GENERAL REQUIREMENTS

A. PROVIDED BY THE CONSTRUCTION MANAGER

Section	01 32 00	Schedules and Reports
Section	01 45 10	Testing Laboratory Services
Section	01 59 10	Project Office
Section	01 71 50	Final Cleaning

B. PROVIDED BY ALL SUBCONTRACTORS AS APPLICABLE

Section	01 12 00	Multiple Contract Summary
Section	01 25 00	Contract Modification Procedures
Section	01 28 00	Schedule of Values
Section	01 29 00	Applications for Payment
Section	01 31 00	Project Meetings
Section	01 32 00	Schedules and Reports
Section	01 33 00	Submittal Procedures
Section	01 40 00	Quality Requirements
Section	01 45 10	Testing Laboratory Services (Paragraph 1.05)
Section	01 50 50	Temporary Facilities and Controls
Section	01 54 60	Environment Protection
Section	01 54 80	Utility Protection
Section	01 56 20	Dust Control
Section	01 56 30	Water Control
Section	01 56 90	Housekeeping and Safety
Section	01 59 20	Offices and Sheds
Section	01 60 00	Product Requirements
Section	01 72 50	Work Layout
Section	01 73 10	Cutting and Patching
Section	01 77 00	Contract Closeout

All Subcontractors shall provide their Superintendents with radios capable of handling multiple channels and compatible with radios used by the Construction Manager.

Autodesk Build is replacing **PlanGrid**. **Autodesk Build** does not require users to purchase a license. **Contractors** will be invited to the project and required to use this tool. **Autodesk Build** will be used as the **Current Set** and **As-Built Record Drawings**. Additionally, it will be used to track **Issues for Safety, QA/QC, Non-Compliance Issues, Work Completion List** and **Punch List**.

C.	PROVIDED BY DESIGNATED SUBCONTRACTORS		
	Section	01 51 10	Temporary Electricity, Lighting and Warning Systems
	Section	01 51 30	Temporary Heating, Ventilation and Cooling
	Section	01 51 50	Temporary Water
	Section	01 51 60	Temporary Sanitary Facilities
	Section	01 51 80	Temporary Fire Protection
	Section	01 52 10	Construction Aids and Temporary Enclosures
	Section	01 52 60	Rubbish Container
	Section	01 53 20	Tree and Plant Protection
	Section	01 53 30	Barricades
	Section	01 55 00	Access Roads and Parking Areas
	Section	01 56 80	Erosion Control
	Section	01 57 60	Project Signs
	Section	01 72 00	Field Engineering

3.03 BID CATEGORIES

A. BID CATEGORY NO. 1 – Earthwork & Site Utilities

General Requirements in Paragraph 3.02.B above.

Section	01 55 00	Access Roads and Parking Areas
Section	01 56 80	Erosion Control
Section	01 72 00	Field Engineering
Section	22 13 13	Facility Sanitary Sewers (Site)
Section	31 10 00	Site Clearing
Section	31 20 00	Earth Moving
Section	33 41 00	Storm Utility Drainage Piping
Section	33 44 19.15	Stormwater Hydrodynamic Grit Separator

Project Specific Clarifications:

1. Provide all erosion control measures including construction entrance. Bid Category No. 2 to provide and maintain concrete washout.
2. Provide field engineering and layout for your own work.
3. Provide traffic control measures when required for completion of your work.
4. Provide road cleaning/sweeping while performing work on site.
5. Provide final As-Built survey for utility work.
6. Include all Demolition as indicated in Civil Drawings

B. BID CATEGORY NO. 2 – General Trades

General Requirements in Paragraph 3.02.B above.

Section	01 51 10	Temporary Electricity, Lighting and Warning Systems
Section	01 51 30	Temporary Heating, Ventilation and Cooling
Section	01 51 50	Temporary Water
Section	01 51 60	Temporary Sanitary Facilities
Section	01 51 80	Temporary Fire Protection
Section	01 52 10	Construction Aids and Temporary Enclosures
Section	01 52 60	Rubbish Container
Section	01 53 20	Tree and Plant Protection
Section	01 53 30	Barricades

Section	01 57 60	Project Signs
Section	01 72 00	Field Engineering
Section	03 33 00	Cast-in-Place Concrete
Section	04 20 00	Unit Masonry
Section	05 50 00	Metal Fabrications
Section	05 52 13	Pipe and Tube Railings
Section	06 10 53	Miscellaneous Rough Carpentry
Section	06 16 00	Sheathing
Section	06 17 53	Shop Fabricated Wood Trusses
Section	07 16 16	Crystalline Waterproofing
Section	07 24 13.99	Direct Applied Exterior Finish System
Section	07 31 13	Asphalt Shingles
Section	07 71 00	Roof Specialties
Section	07 92 00	Joint Sealants
Section	08 11 13	Hollow Metal Doors and Frames
Section	08 39 19	Watertight Doors (Flood Barriers)
Section	08 71 00	Door Hardware
Section	08 95 43	Flood Vents
Section	09 67 23.13	Resinous Flooring – Level 1
Section	09 96 00.99	High Performance Coatings
Section	22 05 00	Common Work Results for Plumbing
Section	22 05 23	General Duty Valves for Plumbing Piping
Section	22 05 29	Hangers & Supports for Plumbing Piping & Eq.
Section	22 05 53	Identification for Plumbing Piping and Equipment
Section	22 07 00	Plumbing Insulation
Section	22 11 13	Facility Water Distribution Piping
Section	22 11 16	Domestic Water Piping
Section	22 11 19	Domestic Water Piping Specialties
Section	22 13 16	Sanitary Waste and Vent Piping
Section	22 13 19	Sanitary Waste Piping Specialties
Section	22 14 29	Sump Pumps
Section	23 05 00	Common Work Results for HVAC
Section	23 05 13	Common Motor Req. for HVAC Equipment
Section	23 31 13	Metal Ducts
Section	23 33 00	Air Duct Accessories
Section	23 34 23	HVAC Power Ventilators
Section	23 37 20	Exterior Louvers
Section	23 82 00	Cabinet and Unit Heaters
Section	26 05 00	Basic Electrical Requirements
Section	26 05 19	Low-Volt Electrical Power Conductors & Cables
Section	26 05 26	Grounding & Bonding for Electrical Systems
Section	26 05 29	Hangers & Supports for Electrical Systems
Section	26 05 33	Raceways & Boxes for Electrical Systems
Section	26 05 44	Sleeves & Sleeve Seals for Electrical Raceways
Section	26 05 53	Identification for Electrical Systems
Section	26 24 16	Panelboards
Section	26 27 26	Wiring Devices
Section	26 28 16	Enclosed Switches & Circuit Breakers

Section	26 29 13.03	Manual & Magnetic Motor Controllers
Section	26 51 19	Led Interior Lighting
Section	26 56 19	Led Exterior Lighting
Section	32 12 16	Asphalt Paving
Section	32 13 13	Concrete Paving
Section	32 13 73	Concrete Paving Joint Sealants
Section	32 31 13	Chain Link Fences And Gates
Section	32 92 00	Turf And Grasses

Project Specific Clarifications:

1. Provide temporary sanitary facilities per the project schedule
2. Provide and maintain concrete washout pit/dumpster for all site concrete spoils for this Bid Category Scope of Work.
3. Provide road cleaning/sweeping for the duration of project.
4. Include 40 laborer hours and 40 carpenter hours for use at the discretion of the Construction Manager.
5. Concrete work to include any hot water and winter blanket protection, as required, based on the construction schedule.
6. Include relocation of bike rack as shown on civil drawings
7. Include all foundation and slab concrete required for the new pool building as shown on architectural and structural drawings. Pool Deck concrete outside of pool building footprint to be included in Bid Category No. 3

C. **BID CATEGORY NO. 3 – Swimming Pool**

General Requirements in Paragraph 3.02.B above.

Section	01 52 60	Rubbish Container
Section	01 72 00	Field Engineering
Section	03 33 00	Cast-in-Place Concrete
Section	13 15 00	Aquatic Construction and Related Systems
Section	31 20 00	Earth Moving

Project Specific Clarifications:

1. Include all concrete slab and pool deck concrete outside of the new Pool building footprint. Foundations and pool building slab to be included in Bid Category No. 2
2. Provide and maintain concrete washout pit/dumpster for all site concrete spoils for this Bid Category Scope of Work.

END OF SECTION 01 12 00