

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



FANNING HOWEY

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

The Skillman Corporation

Construction Manager



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





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

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 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. 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. 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: 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 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

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

TSC PROJECT NO.: 219106



DATE: 2/15/2022

PRE-BID MEETING SIGN-IN SHEET

COMPANY REPRESENTED	ATTENDEE NAME	EMAIL ADDRESS	PHONE NUMBER
ZIONSVILLE COMMUNITY SCHOOLS	MATTHEW DOUBLESTEIN		
ZIONSVILLE COMMUNITY SCHOOLS	CHRIS KUONEN		
THE SKILLMAN CORPORATION	NELSON S. FRECH		
THE SKILLMAN CORPORATION	RICK LYONS		
ARCHITECT	CHUCK TYLER		
ARCHITECT	GREGG DIXON		
CHARITABLES ROOFING	LEAH MARTIN	JECHIA TTELO@gmail.com	708/925-4603
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

Hearing Roofing	Doug Rose	douglas@hearingroofing.com	317-636-9128
R. Adams Roofing	Randy Adams	randy-a@adamsroofing.com	317-545-7663
Foster Contracting	Julie Fierbas	julie@fostercontracting.net	317-345-6838