

# PRE-BID MEETING



M.S. D. of Warren Township



**Additions and Renovations to  
Hawthorne Elementary School**

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# Owner

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**M.S. D. of Warren Township**



- Dr. Tim Hanson: Superintendent of Schools
- Marques Clayton: Chief Operations Officer
- Matthew Parkinson: Chief Financial Officer
- Ruth Nelson: Purchasing Administrator
- Jerry Crites: Director of Facilities
- Gregory Butler Jr.: Hawthorne Building Principal

# Architect

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- Project Architect: Lisa Roberson RA, LEED-AP BD+C

Phone: (317) 848-7800

Email: [Lroberson@csoinc.net](mailto:Lroberson@csoinc.net)

- Design Consultants:
  - Civil Engineer: David Kuehnen – Cripe
  - Landscape Architect: Cameron Hall – Context
  - Structural Engineer: Jacob Witte – LHB
  - MEP Engineer: Woody Holm – Stair Associates

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# THE SKILLMAN TEAM

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- Project Manager: Martin Truesdell

Phone: (317) 318-5985

Email: [mtruesdell@skillman.com](mailto:mtruesdell@skillman.com)

- Site Manager: Patrick Kirby

Phone: (317) 710-8026

Email: [pkirby@skillman.com](mailto:pkirby@skillman.com)

- Project Engineer: Taenisha Smith

Phone: (317) 513-7717

Email: [tsmith@skillman.com](mailto:tsmith@skillman.com)

- Admin. Assistant: Connie Patten

Phone: (317) 788-5151

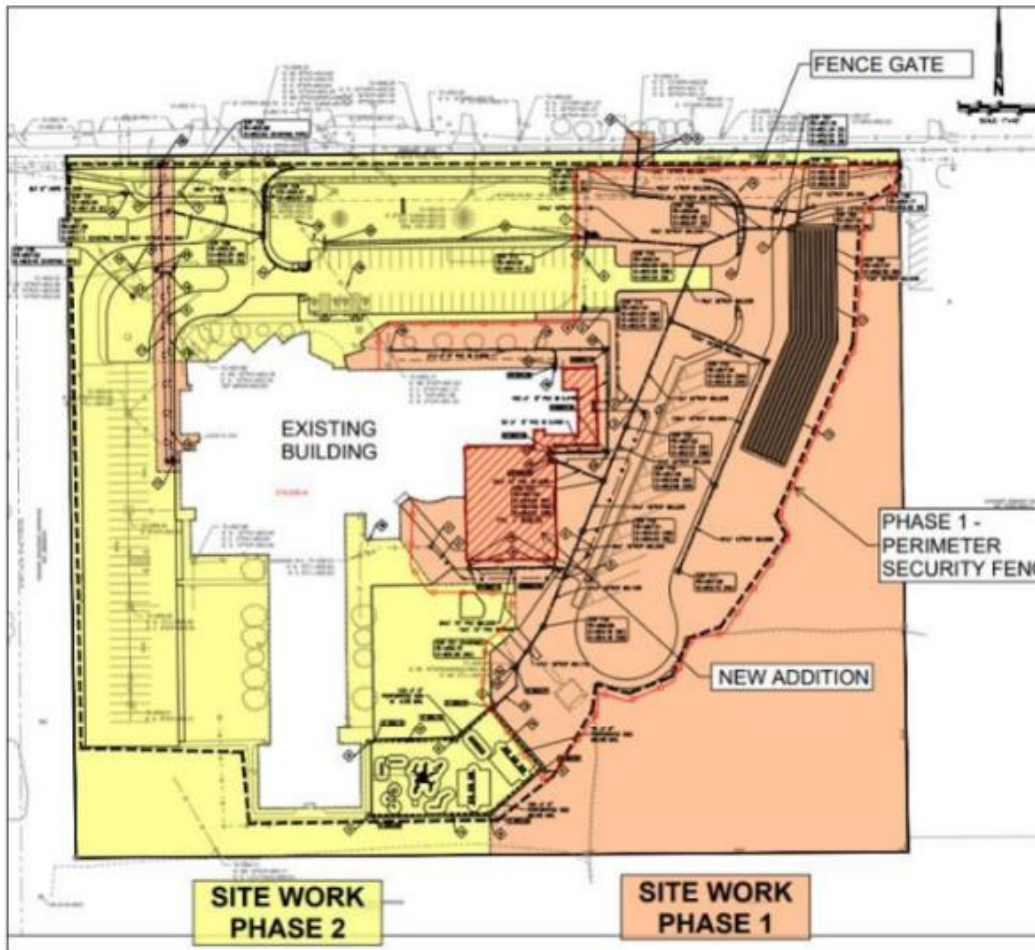
Email: [cpatten@skillman.com](mailto:cpatten@skillman.com)

# SCOPE OF WORK



- The Additions and Renovations to Hawthorne Elementary School Work consists of:
  - Total renovation of the existing building, including but not limited to:
    - Reconfiguration of existing interior spaces.
    - Mechanical, Electrical and Plumbing upgrade.
    - Fire suppression “sprinkler” system,
    - New finishes and casework,
  - New building additions including:
    - New Gymnasium/Stage.
    - Additional Classrooms.
    - Associated spaces.
  - Site Work including:
    - Reconfigured site traffic circulation and paving.
    - New Playground,
    - Site utilities and sewers.
- Overall Budget: \$ 12,000,000

# SCHEDULE



**SITE PHASING PLAN**

## Site Improvements

### Phase 1:

**Begins January 2023**

Drainage and asphalt base ASAP

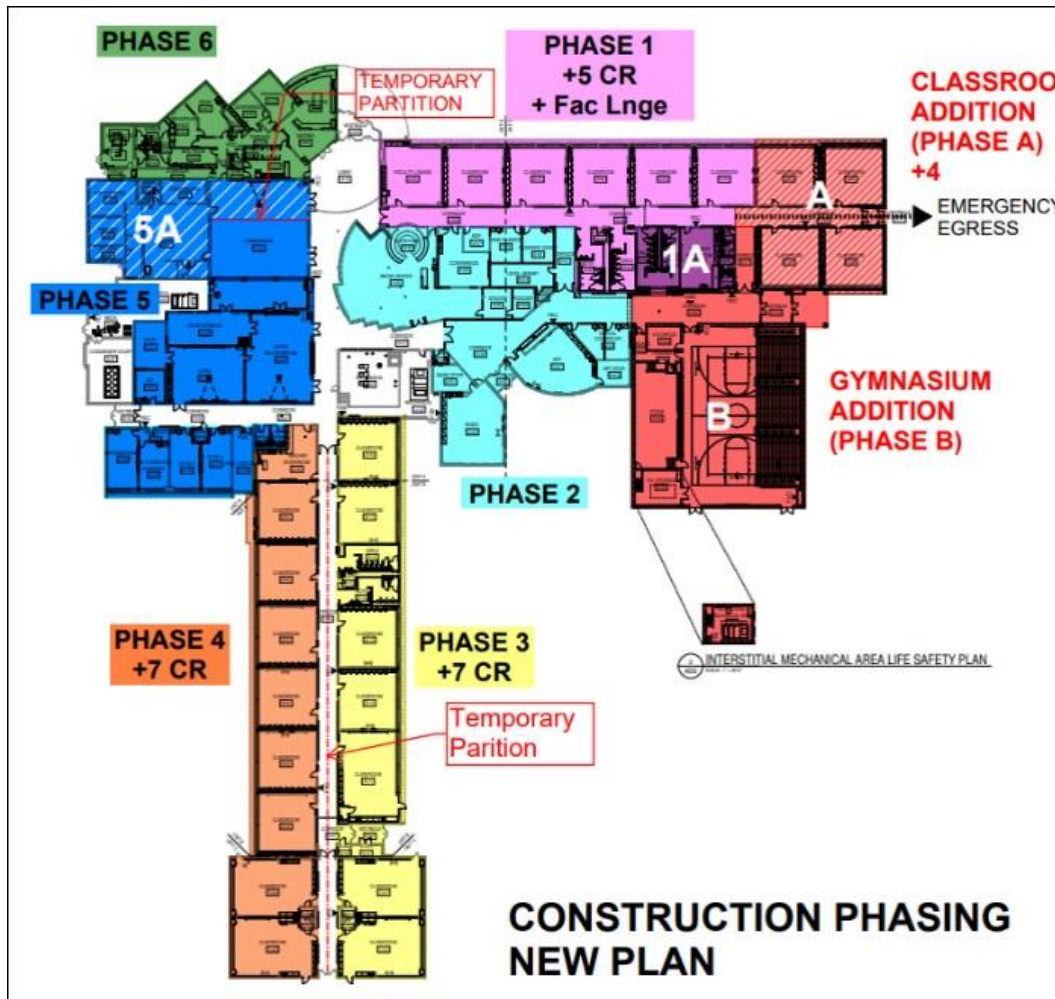
Final paving July 2024

### Phase 2:

Begins March 2024

**Complete July 2024**

# SCHEDULE



## Building Improvements;

Demolition begins Jan. 2023

New Addition:

Phase A:

March 2023 thru Oct. 2023

Phase B:

March 2023 thru May 2024

Renovations:

Phase 1:

Jan. 2023 thru May 2023

Phase 1A:

Jan. 2023 thru Feb. 2024

Phase 2:

Jan. 2023 thru June 2023

Phase 3:

June 2023 thru Oct. 2024

Phase 4:

Nov. 2023 thru Feb. 2024

Phase 5:

March 2024 thru July 2024

Phase 5A:

Summer 2024

Phase 6:

May 2024 thru July 2024



# MULTIPLE CONTRACT SUMMARY

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Bidders please review:

- Review Section 01 12 00 – Multiple Contract Summary. Review all Specification Sections that are in your Scope of Work.
- Review Section 01 12 00 – Multiple Contract Summary. Review all Specification Sections that are in other Scopes of Work for inclusions and exclusions which may apply to your Work.
- Review all Clarifications for additional information regarding scope of Work.



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# BID CATEGORIES

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## BID CATEGORIES

- A. BID CATEGORY NO. 1 – General Trades
- B. BID CATEGORY NO. 2 - Masonry
- C. BID CATEGORY NO. 3 – Structural Steel & Miscellaneous Metals
- D. BID CATEGORY NO. 4 – Metal Studs, Drywall & Ceilings
- E. BID CATEGORY NO. 5 - Roofing
- F. BID CATEGORY NO. 6 – Aluminum Windows and Entrances
- G. BID CATEGORY NO. 7 - Flooring
- H. BID CATEGORY NO. 8 – Painting & Wallcovering
- I. BID CATEGORY NO. 9 - Casework
- J. BID CATEGORY NO. 10 – Fire Protection
- K. BID CATEGORY NO. 11 – Plumbing & HVAC
- L. BID CATEGORY NO. 12 – Electrical & Technology

# SPECIAL REQUIREMENTS

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- 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. (Indiana Only)
- Every worker on the project must have their expanded criminal history and sex offender clearance thru Safe Vendor prior to arriving on site.

# 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 is estimated to \$300,00 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 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



- Materials lead times: It is critical that each Prime Contractor provide its submittals and place orders for these materials as quickly as possible upon receiving Notice to Proceed.
- Building environmental conditions: Spaces occupied by the Owner must be maintained with comfortable conditions including but not limited to temperature and humidity.
- Use of site and building: The Owner shall continue to conduct classes and schedule activities in the building and on site throughout the time of the Work. The Prime Contractor must assure that it and its Subcontractors accommodate these activities and assure a safe environment for the Owner at all times.
  - Areas occupied by the Owner must be “locked down” from the exterior and secured from construction activities at all times that students are in the building.
  - Note: During Phase 1 of the Work the Owner will completely vacate the Phase 1 and 2 areas of the building and it will be turned over for construction

# AREAS OF COORDINATION



- Completion of the Work must be carefully coordinated with the Owners activities:
  - Assure the safety of the Owner's personnel and students at all times.
  - Coordinate access to the building to allow bus and parent drop off / pick up of students. Maintain adequate Owner's staff parking.
  - Coordinate that work activities including but not limited to materials delivery are coordinated such that they do not interfere with Owner's use of the facility.
  - Coordinate that any utility "shut-downs" do not occur when the Owner is occupying the building.
  - Coordinate activities within the building to eliminate unwanted interaction between the Owner and the workforce.

# ALTERNATES



- Review section 01 23 00 for Alternates that may alter your Scope of Work

## SCHEDULE OF ALTERNATES

ALTERNATE NO. 1: Bid Category no. 11 – Plumbing and HVAC Base Bid to provide Temperature Controls by Siemens Industries. Alternate Bid cost shall include associated Prime Contractor mark-ups. The cost of installation of dampers, pipe wells, control valves and other specified devices shall remain in the Prime Contractors Base Bid.

Base Bid shall not include the value of the Temperature Control subcontract as specified in Division 23 09 00.

ALTERNATE NO. 2: Bid Category no. 11 – Plumbing and HVAC Base Bid to provide Temperature Controls by Open Controls Systems. Alternate Bid cost shall include associated Prime Contractor mark-ups. The cost of installation of dampers, pipe wells, control valves and other specified devices shall remain in the Prime Contractors Base Bid.

Base Bid shall not include the value of the Temperature Control subcontract as specified in Division 23 09 00.

# ALLOWANCES



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

## CONTINGENCY ALLOWANCES

A.	Bid Category No. 1 General Trades	\$40,000
A1.	Bid Category No. 1 General Trades: Soil Stabilization	\$120,000
A2.	Bid Category No. 1 General Trades: Access Roads	\$40,000
B.	Bid Category No. 2 Masonry	\$10,000
C.	Bid Category No. 3 Metals	\$10,000
D.	Bid Category No. 4 Metal Studs, Drywall & Ceilings	\$20,000
E.	Bid Category No. 5 Roofing	\$5,000
F.	Bid Category No. 6 Aluminum Windows Entrances	\$5,000
G.	Bid Category No. 7 Flooring	\$10,000
H.	Bid Category No. 8 Painting & Wallcovering	\$15,000
I.	Bid Category No. 9 Casework	\$5,000
J.	Bid Category No. 10 Fire Protection	\$5,000
K.	Bid Category No. 11 Plumbing & HVAC	\$25,000
L.	Bid Category No. 12 Electrical & Technology	\$20,000



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# INTSTRUCTION TO BIDDERS

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- Potential Bidders shall review Section 00 01 00 for Instructions to Bidders prior to submitting bids.

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# RFI PROCESS

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- 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 Martin Truesdell at the Skillman Corporation: [mtruesdell@skillman.com](mailto:mtruesdell@skillman.com). All Requests for Information must be received before August 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 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 included in the front end of the Specifications and sent to: Project Architect:

Lisa Roberson RA, LEED-AP BD+C

Phone: (317) 848-7800

Email: [Lroberson@csoinc.net](mailto:Lroberson@csoinc.net)

# CONSTRUCTION TIMELINE

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- Please review Section 01 32 00, Schedules and Reports prior to submitting bids.
- Anticipated Notice to Proceed: **September** 2022.
- Anticipated Construction Start Date: January 2023
- Anticipated Construction Completion Date: July 2024
- Critical Dates:
  - All work must be substantially complete prior to the beginning of the 2024/2025 school year.

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# BID TO AWARD TIMELINE

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- Review/Certify Bids: August 24 thru September 14, 2022
- Listing of apparent low bidders: August 26, 2022
- Owner's Board Meeting for award of bids: Sept 21, 2022
- All Subcontractor and Products Lists must be submitted by the (2) lowest bidders in each Prime Bid Category within 48 hours of the receipt of bids.

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# BID FORM

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- 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



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 <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 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.



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# CONSTRUCTION DOCUMENTS

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- Construction Documents are available at:  
[www.skillmanplanroom.com](http://www.skillmanplanroom.com)
- Bidding Contractors are required to pay for paper Documents. The electronic files are available at no cost
- The Documents may be examined by prospective Bidders at the following locations:
  - Office of the Construction Manager  
The Skillman Corporation  
3834 S. Emerson Ave., Building A  
Indianapolis, IN 46203

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# PRE-AWARD INTERVIEWS

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- Bids shall be received on August 24, 2022. Pre-award interviews shall be conducted between the time of bid and September 14, 2022 to allow a bid recommendation to be forwarded to the MSD of Warren Township School Board.
- It is anticipated that the School Board will vote to approve Prime Contractors at its September 21 Meeting.

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# DIVERSITY PARTNERING

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- The M.S.D. of Warren Township strongly supports XBE participation, for more information please contact: David Yancy at the Skillman Corporation: [dyancy@skillman.com](mailto:dyancy@skillman.com).
- XBE companies wishing to provide bids as second or third tier contractors or as vendors or suppliers can find a list of Prime Contractors holding contract documents by visiting: [www.skillmanplanroom.com](http://www.skillmanplanroom.com)

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# **BID OPENING**

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- **Date: August 24, 2022**
- **Time: 2:00 PM (Local Time)**
- **Location: MSD of Warren Township  
Administration Building**
  - 975 North Post Road
  - Indianapolis, IN 46219

# BUILDING TOURS

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- Potential Prime Contract Bidders wishing to visit the facility prior to submitting bids are invited to meet at Hawthorn Elementary school on August 16<sup>th</sup> at 4:00 P.M. Owner's local time. Please contact: Martin Truesdell at: [mtruesdell@skillman.com](mailto:mtruesdell@skillman.com) to confirm interest.
- Potential Prime Contract Bidders who are unable to meet at the designated time may contact Martin Truesdell in order to make other arrangements.
- Bidders must NOT show up at the building without making prior arrangements.

# Q&A

