



ZCS – ZCHS Stadium Locker Building & Concrete  
Repairs, ZMS Tennis Courts and Eagle Elementary  
Building Demolition & Playground Renovation

## PRE-BID MEETING

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**January 31, 2024**



## ZCS – ZCHS Stadium Locker Building & Concrete Repairs, ZMS Tennis Courts and Eagle Elementary Building Demolition & Playground Renovation

1000 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](mailto:jmoline@fhai.com)
- Mark Manship  
765-635-0544  
[mmanship@fhai.com](mailto:mmanship@fhai.com)



# THE SKILLMAN TEAM



## ACCOUNT EXECUTIVE

- Victor Landfair  
317-783-6151  
[vdlandfair@skillman.com](mailto:vdlandfair@skillman.com)

## PROJECT MANAGER

- Jacob Bower  
317-788-5142  
[jbower@skillman.com](mailto:jbower@skillman.com)

## PROJECT ENGINEER

- Nick Holman  
317-800-3952  
[nholman@skillman.com](mailto:nholman@skillman.com)

## SITE MANAGER

- Rick Lyons  
317-954-0027  
[rlyons@skillman.com](mailto:rlyons@skillman.com)

## ADMIN. ASSISTANT

- Brandi Holmes  
317-783-6151  
[bholmes@skillman.com](mailto:bholmes@skillman.com)

# SCOPE OF WORK

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- **Building addition and renovation at ZCHS Football Locker Room**
  - **Concrete**
  - **Masonry**
  - **Wood Frame Joists & Shingle Roofing**
  - **Interior Finishes, Equipment & Furnishings**
  - **Plumbing & HVAC**
  - **Electrical & Technology**
  - **Sitework & Utilities**
- **Site concrete repairs at ZCHS**
- **Post tension tennis courts at ZMS**
- **Building demolition and playground renovation at Eagle Elementary**

# 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	GENERAL TRADES at ZCHS ( <u>223139.00 &amp; 223138.00</u> )
BID CATEGORY NO. 2	PLUMBING & HVAC at ZCHS (223139.00)
BID CATEGORY NO. 3	ELECTRICAL & TECHNOLOGY at ZCHS (223139.00)
BID CATEGORY NO. 4	GENERAL TRADES at ZMS (223144.00)
BID CATEGORY NO. 5	GENERAL TRADES at EAGLE ELEMENTARY (223135.00)



# 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



- Site logistics
- Work within Owner occupied spaces
- Coordination of work with other Contractors
- Constrained schedule duration



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

- Alternate No. 1: Eagle Elementary School Playground Shelter

# ALLOWANCES



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

Bid Cat. No. 01	General Trades at ZCHS	\$100,000
Bid Cat. No. 02	Plumbing & HVAC at ZCHS	\$75,000
Bid Cat. No. 03	Electrical & Technology at ZCHS	\$75,000
Bid Cat. No. 04	General Trades at ZMS	\$25,000
Bid Cat. No. 05	General Trades at Eagle Elementary	\$25,000

# INSTRUCTIONS TO BIDDERS



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

- **Addendum is forthcoming**
  - **Guideline Schedule**
  - **Site Logistics Plans**
  - **Contractor Laydown & Parking**

# 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: **2/8/24**  
**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: May 1, 2024**

**Anticipated Construction  
Completion Date: May 31, 2025**

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

# BID TO AWARD TIMELINE



- Receipt of Bids: February 21, 2024
- Pre-Award Meeting: February 26, 2024
- Anticipated Notice to Proceed: March 12, 2024

**All Subcontractor & Products Lists**

**must be submitted by: 2/23/24**

# 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 <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.**

# PRE-AWARD INTERVIEWS

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- **Scheduled for week of February 26, 2024**
- **Specific date and times for each Bid Category will be issued via Addendum**

# BID OPENING



**Date:** February 21, 2024

**Time:** 2:00 PM

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





**ZIONSVILLE**  
— COMMUNITY SCHOOLS —

**ZCHS Stadium Locker Building &  
Concrete Repairs, ZMS Tennis  
Courts and Eagle Elementary  
Building Demolition & Playground  
Renovation**



**DATE: January 31, 2024**

**TSC PROJECT NO.: 223094**

## **PRE-BID MEETING SIGN-IN SHEET**

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

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<b>PCC-SPORTS</b>	<b>Chris Brelage</b>	<a href="mailto:c.brelage@pcc.build">c.brelage@pcc.build</a>	<b>317-339-6760</b>
<b>QUALITY PLUMBING &amp; HEATING</b>	<b>Kim Jackson</b>	<a href="mailto:k.jackson@gph.com">k.jackson@gph.com</a>	<b>765-450-4008 (Office) 765-459-7243 (Direct)</b>
<b>MATTCON GENERAL CONTRACTORS, INC.</b>	<b>Eric M. Frey</b>	<a href="mailto:ericf@mattcongc.com">ericf@mattcongc.com</a>	<b>317-872-4700 (office) 317-727-1209 (Cell)</b>
<b>MATTCON GENERAL CONTRACTORS, INC.</b>	<b>Cory Brown</b>	<a href="mailto:coryb@mattcongc.com">coryb@mattcongc.com</a>	<b>317-872-4700 (office)</b>