



Carmel Middle School Mid- Life Cycle Renovations

PRE-BID MEETING

February 17, 2026

PRE-BID MEETING



300 S Guilford Rd, Carmel Indiana 46032



CARMEL CLAY SCHOOLS

- **Dr. Thomas Oestreich, Superintendent**
- **Roger McMichael, Associate Superintendent**
- **Toby Steele, Director of Facilities**
- **Tabitha Hughes, Capital Projects Manager**
- **Deanna Pittman, Principal**



ARCHITECT



FANNING HOWEY ASSOCIATES

- **Gregg Dixon, Construction Administrator**
317-439-4190
gdixon@fhai.com



THE SKILLMAN TEAM



ACCOUNT EXECUTIVE

- Victor Landfair
- vdlandfair@skillman.com
- (317) 788-5108

SR. PROJECT MANAGER

- Tyler Barker
- tbarker@skillman.com
- (317) 474-2288

ASSIST. PROJECT MANAGER

- Cody Kempf
- ckempf@skillman.com
- (317) 677-6570

SITE MANAGER

- Steve Sheperd
- ssheperd@skillman.com
- (317) 407-9185

ADMIN. ASSISTANT

- Connie Patton
- cbpatton@skillman.com
- (317) 788-5151

SCOPE OF WORK



- **Complete finish renovation of the existing 175,000 sf**
- **Sidewalk and paving improvements**
- **Building Envelope Improvements including re-roof of approximately 245,000 sf.**
- **Budget of 9.6 million**
- **May 2026 – August 2027**
- **Work will not be continuous**

CARMEL MIDDLE SCHOOL (CAM) MID-LIFE CYCLE RENOVATION

300 SOUTH GUILFORD ROAD
CARMEL, IN 46032

CARMEL CLAY SCHOOLS
5301 EAST MAIN STREET
CARMEL, IN 46033
317-844-8961

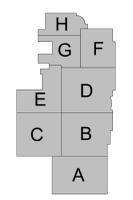


ARCHITECT



317.848.0966 WWW.FHAI.COM

350 E NEW YORK ST, SUITE 300, INDIANAPOLIS, IN 46204



KEY PLAN

100% CONSTRUCTION DOCUMENTS

NOT FOR CONSTRUCTION

DRAWN BY: HA
PROJECT NUMBER: 222009.00
PROJECT ISSUE DATE: 12.19.2025

REV. NO.	DESCRIPTION	DATE

OVERALL FIRST FLOOR PLAN

A-101

Legend

- No Work in This Area
- June 2026 - July 2026
- June 2026 - July 2026 (Includes HVAC Work)
- Abatement Contractor to Demo
- Boilers/HW Pumps August 2026 - September 2026
- Chillers/CW Pumps November 2026 - January 2027
- June 2027 - July 2027
- May 2026 - June 2026
- August 2026 - September 2026
- June 2027 - July 2027

← Roofing May 2026 - August 2026 →



1 OVERALL FIRST FLOOR PLAN
SCALE: 1" = 30'-0"



Interior Phasing Plan

South Lot Phasing Plan



MULTIPLE CONTRACT SUMMARY



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

- **Pay attention to man hour allowances within your bid category**
- **Division 9 Contractors are responsible to walk each phase with the contractor providing the substate to accept the surface.**
- **GT responsible for wall-to-wall plastic floor protection over existing corridor carpet to provide a path to the closest exit door.**

SPECIAL REQUIREMENTS



- **Skillman Issued ID Badges will be worn by every contractor onsite. These will be in addition to the hard hat sticker issued during orientation.**

All Contractors and their Sub-contractors must be enrolled in SafeVendor. Please visit: 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 in an occupied school (limited scope)
- Fire alarm replacement maintaining existing system until complete switchover of system is complete.
- Neighborhood proximity to the project
- Tennis traffic during the summer break
- Pedestrian traffic on the campus
- Public access on campus after hours
- Partitions and dust control within the school
- Building weathertightness
- Owner move out / move in

AREAS OF COORDINATION



- **Coordinate owner moves**
- **Coordinate central plant shutdowns**
- **Coordinate TC contractor/owner expectations on graphics**
- **Site concrete and paving**
- **Any power shutdowns or technology interruptions**

ALTERNATES



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

- **There are no alternates on this project**



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

3.01 PRODUCT ALLOWANCE

A. Bid Category No. 1 – General Trades Signage/Graphics \$40,000

3.02 CONTINGENCY ALLOWANCES

Allow a lump sum additional work required but not indicated on Drawings or reasonably anticipated.

A.	Bid Category No. 1 - General Trades	\$125,000
B.	Bid Category No. 2 - Sports Flooring	\$50,000
C.	Bid Category No. 3 - Flooring	\$75,000
D.	Bid Category No. 4 - Painting & Wall Coverings	\$75,000
E.	Bid Category No. 5 - Mechanical/Plumbing/Electrical	\$100,000
F.	Bid Category No. 6 - Paving	\$25,000
G.	Bid Category No. 7 - Roofing	\$75,000

INSTRUCTIONS TO BIDDERS



Review Section 00 10 00 for Instructions to Bidders.

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

All RFIs must be received before: **2/25/26**
5:00 pm

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: David Roan

**By: 2/25/26
5:00 pm**

CONSTRUCTION TIMELINE



Review Section 01 32 00 – Schedules & Reports.

Anticipated Construction Start Date: **May 1, 2026**

Anticipated Construction

Completion Date: **August 1, 2027**

Exterior Improvements Complete by August 7, 2026

Phase 1 Interior Improvements Complete by August 7, 2026

Central Plant Complete by January 31, 2027

BID TO AWARD TIMELINE



- **Bids received on March 5, 2026, with a recommendation to the owner no later than March 12, 2026**
- **Bid Tab will be posted to the planroom no later than March 9, 2026**

Board Approval on March 25, 2026

All Subcontractor & Products Lists

must be submitted by: March 9, 2026

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 Bid Form (Section 00 31 00)?		
Is the Bid Total written in both words and figures?		
Are the Alternate quantities in both words and figures and noted as Add or Deduct ?		
Is the Non-Collusion Affidavit , part of the Bid Form, signed, & notarized?		
Have you enclosed a certified check or Bid Bond ? (Note: bond must be signed by Surety and Principal)		
Have you included your company's Financial Statement ?		
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 48 Hours Hours of the Bid for Apparent Low Bidders.		
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 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

Bidding Contractors are required to pay for printed Documents. The electronic files are available at no cost.

PRE-AWARD INTERVIEWS



- **March 9th 1:00pm – 4:00pm**
- **Via Microsoft Teams**

BID OPENING



Date: March 5, 2026

Time: 2:00 pm

**Location: Carmel Clay Schools
5201 E. Main Street
Carmel, IN 46033**

Q & A

