

Pre Bid Meeting

*all 317-797-1001
Mary Schmidt Associates*

SCHMIDT



ASSOCIATES

Agenda

Attendees: Kevin D. Shelley, AIA, LEED AP, Schmidt Associates, Inc.
Cynthia T. McLoed, AIA, Schmidt Associates, Inc.
Lennie R. Brim, Schmidt Associates, Inc.

From: Kevin D. Shelley, AIA, LEED AP
Project Manager / Principal
kshelley@schmidt-arch.com *MS*

Date: January 29, 2009

Re: Pre-Bid Agenda
Cascade Science Lab Renovation
2008-046.CSL 7.1

Meeting: February 5, 2009 **Time:** 10:00 am

Location: Mill Creek Community School Corporation

*Architecture
Engineering
Technology
Interior Design
Landscape Architecture*

*Wil-Fra-Mar Building
326 East Vermont Street
Indianapolis IN 46204-1636
317.263.6226
317.263.6224 (fax)
www.schmidt-arch.com*

The purpose of the meeting is to review the Scope of the Project and respond to Contractor questions before bidding. All Contractors bidding this Project should review the Bid requirements described in the Specifications. This meeting is intended to cover highlights, not all of the requirements of the Contract Documents.

1. A Sign-in sheet will be circulated at the meeting and is attached to this document.

2. The following introductions will be made:

Project Manager – Kevin Shelley
(Schmidt Associates primary contact for questions)

Project Architect – Cindy McLoed

Construction Administrator – Lennie Brim

Owner's Representative – Dr. Patrick Spray

Mechanical Engineer – Kevin Schulte

Plumbing Engineer – Mike Perry

Electrical Engineer – Aaron Schipp

Technology – Greg Litteral



3. Questions during bidding should be directed to Schmidt Associates. Questions should be submitted ten days prior to bidding for a formal written response. No formal/official responses will be given from that time through the time Bids are due. You may ask questions verbally, however all responses given verbally from any entity shall not be considered official and part of the Bidding Documents.
4. Contract Documents and Bidders List are to be purchased from Reprographics, Inc. A nonrefundable fee will be added for postage or delivery when necessary.
5. The Bids are due at 2:00 pm on February 17, 2009 at the following location:
 - a. Mill Creek Community School Corporation
Administration Building
6631 S County Rd. 200 W
Clayton, IN 46118
 - b. Bids will be publicly opened at the same address in the Board Room.
6. Work shall be performed under Unified Contract. This Project is a Public Work job and all Bids shall be executed in accordance with Indiana Board of Accounts Form No. 96. A One Hundred percent *SB* (100%) Bid Bond is required as described in Specification Section 001113 "Advertisement for Bids." All Contractors should review the Specifications for all bidding requirements.
7. Contractors are strongly encouraged to attend the Pre-Bid Meeting. The Owner reserves the right to consider attendance at the Pre-Bid meeting in determining the lowest, most responsive bid. Contractors wanting to walk-through the building after the Pre-Bid, prior to Bidding should contact Dr. Spray at (317) 539-9217. *after 2:00 pm contact 539-9315 - secret*
8. A Pre-Award meeting will be required with the apparent Low Bidder to review their qualifications, preliminary schedule, and subcontractor qualifications.
9. Contractors are required to submit two "Subcontractors and Suppliers" lists. One list must be submitted with the Bid; the other longer list is to be submitted by 9:00 a.m. of the following day, to Schmidt Associates, Inc. The Long Form List must be faxed or hand delivered to Schmidt Associates at 317-263-6224 to be received by the deadline. The Owner can reject a Bid if these lists are not provided as stipulated. The Owner reserves the right to accept or reject the Bid for a period up to sixty (60) days after Bid opening.
10. A One Hundred percent (100%) Labor and Material Payment Bond and a One Hundred percent (100%) Performance Bond are required.
11. If there is a discrepancy between Drawings and Specifications not clarified before bidding, the better quality or greater quantity of Work shall be provided per Specification Section 007200 "General Conditions of the Contract."



12. Contractors should note the Wage Rate requirements in Specification Sections 001113 "Notice to Bidders" and 004343 "Wage Rate Schedule."
13. Contractors should note Exhibit 1 to AIA Document A701-1997 Criminal History information policy located at the end of Specification Section 002113 "Instructions to Bidders."
14. Contractors should note the One-Year Warranty requirement in Specification Section 007200 "General Conditions of the Contract" item 3.5 of AIA Document A201.
15. Contractors should have submitted any proposed substitutions to the Architect/Engineer no later than one week prior to the Bid opening. All substitutions must be approved before bidding and included in an addendum. Substitutions will not be considered during construction.
16. The Owner is Tax Exempt.
17. Contractors should note Specification Section 007200 "General Conditions of the Contract" item 9.8.1.1 of AIA Document A201 regarding timely completion of the Project and possible back charges against the Project Close Out line item on the Schedule of Values.
18. The Contractor is to note the cleaning requirements of Specification Section 017300 "Execution Requirements."
19. The Contractor is to note the "Use of Premises" in Specification Section 011000. **Tobacco and alcohol use is prohibited on School Corporation property.**
20. Project Coordination
 - a. Schedule - refer to Specification Section 013200 "Construction Progress Documentation."
 - 1) The anticipated schedule for the Work is as follows.
 - a) **March 2009** - Award the Contract for Construction
 - b) **April 2009** - Building available for field verification, initial layout, field dimensions for casework shop drawings *with 2.5' draw.*
 - c) **May 1, 2009** - Rooms 104, 105, and 106 available for construction to begin. *104 105 106*
 - d) **June 1, 2009** - All Areas available for Construction
 - e) **August 10, 2009** - All Rooms as Available for School Use.
 - f) **September 1, 2009** - Construction Substantial Completion (ALL AREAS)
 - b. Applications for Payment - refer to Specification Section 012900 "Payment Procedures."
 - c. Insurance - refer to Specification Sections 007200 "General Conditions of the Contract"
 - 1) Builder's Risk - Article 11.3 - Owner to Carry Builders Risk
 - 2) Liability Insurance - Article 11.1

21. Description of Work - refer Specification Section 011000 "Summary."
 - a. The Work includes the renovation of existing classroom space into new Science Labs and support spaces. The renovation includes space reconfiguration, casework, interior finishes, mechanical, electrical, plumbing, and technology systems.

22. Other Comments
 - a. Reference documents for requirements of building permits. The Owner will obtain the State Construction Design Release. The Contractor is responsible for all others.
 - b. Substantial Completion, as stated in the Contract Documents, is anticipated for **September 1, 2009**, for the total Project to be substantially complete. There is a 60-day limit on completing all Punch Lists items or there will be additional charges to the Contractor. There is a two-inspection limit on Punch Lists or there will be additional charges to the Contractor. Final Completion means done-done with all Punch Lists complete and all Close-out Documents submitted.
 - c. Project personnel - Refer to the Contract Documents. Contractor is to provide a qualified Project Superintendent and Project Manager. Contractor may not remove Project Superintendent and Project Manager from Project until the time final payment is made.
 - d. Project subcontractor's qualifications- Refer to Specifications - subcontractor will be required to submit qualification information prior to award of Contract. Subs required to submit information include, but not limited to, Mechanical, Electrical.
 - e. Contractors are to keep in mind that the surrounding buildings will be occupied year round and that construction sequencing is important.
 - f. Alternates were reviewed as listed in the Bidding Documents.
 - 1) Alternate No. 1: Wood Science Lab Casework - Provide all labor and materials for wood science lab casework as described in specification section 123533 in lieu of plastic laminate casework in all science labs. *Wood Cabinets - Resin Top*
 - 2) Alternate No. 2a and 2b: Additional Science Lab Casework - Provide all labor and materials for additional science lab casework as described in the casework elevation drawings as follows.
 - a) Alternate 2a: Plastic Laminate Casework
 - b) Alternate 2b: Wood Casework
 - 3) Alternate No. 3: Vertical Unit Ventilator - Provide all labor and materials for a new Vertical Unit Ventilator, including electrical connections and piping and floor drains for condensate in Room 100 as described on the MEP-Series Drawings. Existing Unit Ventilator to remain under Base Bid. Existing Unit Ventilator and all associated piping and wiring to be removed in its entirety under alternate bid.
 - 4) Alternate No. 4: Room Exhaust - Provide full room exhaust, including electrical connections, of the Science Labs as described in the M-Series Drawings and Specifications.



- g. Allowances were reviewed as listed in the Bidding Documents.
Allowance No. 1: Include \$3500 for Door Hardware as specified in Division 8 Section "Door Hardware" and as indicated on the drawings.

23. Questions/Answers

- a.
b.

If any of the above does not agree with your understanding please clarify by return mail within seven days of receipt. Otherwise, notes shall stand as written.

KDS:ank

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