

## NOTICE TO BIDDERS

Sealed bid proposals for MSD of Warren Township – 2014 Summer Projects will be received by the MSD of Warren Township at the Education & Community Center, 975 North Post Road, Indianapolis, Indiana 46219 until 9:00 a.m. Owner's local time on May 1, 2014. Bids are to be delivered in a sealed envelope indicating "Sealed Bid Enclosed", the Bidder's name and address, and "MSD of Warren Township – 2014 Summer Projects". The bids shall be noted for date and time upon receipt. All bids shall be publicly opened and read aloud after the deadline. Bids received after 9:00 a.m. will be returned unopened.

The MSD of Warren Township – 2014 Summer Projects Work will be executed under (4) prime contracts, each received on a lump sum basis. The individual contracts shall be:

1. General Construction.
2. Paving.
3. Roofing.
4. Electrical.

Each proposal shall include all labor, material, and services necessary to complete the Work in strict accordance with the construction drawings, specifications and project manual prepared by Stair Associates, Inc., 9641 Commerce Dr., Carmel, IN 46032. Each Bona Fide bid shall be accompanied by a certified check, a cashier's check, or a Bid Bond for 10% of the total bid payable to the Owner.

A pre-bid meeting has been scheduled for April 23, 2013 at 1:30 p.m. Owner's local time. Interested parties may assemble at the Porter Service Center, 9150 Rawles Avenue, Indianapolis, In. Responsive bidders are expected to attend the pre-bid meeting

Bid documents shall be available on or after April 10, 2013 and may be obtained with a refundable deposit of \$50.00 per set by prospective bidders from Eastern Engineering, 9901 Allisonville Road, Fishers, IN 46038, Phone: (317) 598-0661; fax: (317) 598-0630; or over the web at [www.easternengineering.com](http://www.easternengineering.com). A "Bidder" is defined as any entity submitting a Bona Fide bid for the Work as defined in the Project Manual and as described above. Subcontractors and material suppliers may purchase plans. Bids will be executed on proposal forms furnished by the Architect/Engineer, which are in accordance with the Indiana State Board of Accounts Form No. 96, as required by the Statutes of the State of Indiana.

Contractors will be required to complete their work in accordance with the schedule provided in the specifications and within the specified period as provided.

THE METROPOLITAN SCHOOL DISTRICT OF WARREN TOWNSHIP BOARD OF EDUCATION,  
Rachel Burke, Secretary

## **SECTION 01 01 00 – SUMMARY**

### **PART 1 - GENERAL**

#### 1.01 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract Documents, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this Section.

#### 1.02 SUMMARY

A. Section includes:

1. Project information.
2. Work covered by Contract Documents.
3. Access to site.
4. Work restrictions.
5. Preliminary Schedule.
6. Scope of Work

B. Related Section:

1. Division 1 Section “Project Management and Coordination” for requirements for meetings, scheduling, and general coordination.

#### 1.03 PROJECT INFORMATION

A. Project Identification: MSD of Warren Township – 2014 Summer Projects.

1. Project Locations:

Brookview Elementary  
Eastridge Elementary  
Grassy Creek Elementary  
Hawthorne Elementary  
Lowell Elementary  
Pleasant Run Elementary  
Creston Middle School  
Raymond Park Middle School  
Stonybrook Middle School  
Warren Central High School (WCHS)  
Walker Career Center (WCC)  
Warren Education and Community Center (WECC)  
Porter Service Building

2. Owner:

Metropolitan School District of Warren Township  
975 North Post Road  
Indianapolis, IN 46219

3. Architect / Engineer:

Stair Associates, Inc.           Phone:     (317) 228-1900  
9641 Commerce Dr.           Fax:       (317) 228-1700  
Carmel, IN 46032

Contact: Woody Holm – Engineer, Martin Truesdell – Architect

#### 1.04 WORK COVERED BY CONTRACT DOCUMENTS

- A. The Work shall be completed under (4) Prime Contracts with the Owner including:
1. General Construction – Bid Package #1
  2. Paving – Bid Package #2
  3. Roofing – Bid Package #3
  4. Electrical – Bid Package #4
- B. An itemized schedule of the Work is included at the conclusion of this section.

#### 1.05 WORK BY THE OWNER

- A. The Owner shall complete general repairs and maintenance throughout the school district throughout the construction period. It is not anticipated that any of this Work by the Owner shall impact any of the 2014 Summer Projects contracts.

#### 1.06 ACCESS TO SITE

- A. General: The following information applies to all contracts and Work locations.
- B. Use of Site: Limit use of the Work site to areas immediately adjacent to the work. Do not disturb portions of Work site beyond areas as required for execution of the Work.
1. Driveways, Walkways and Entrances: Keep driveways, sidewalks, and entrances serving premises clear and available to the Owner, the Owner's employees, and emergency vehicles at all times. Do not use these areas for parking or storage of materials.
    - a. Schedule deliveries to minimize use of driveways and entrances by construction operations.
    - b. NO deliveries may occur within 30 minutes of school arrival or dismissal.
    - c. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on-site.

#### 1.07 WORK RESTRICTIONS

- A. Work Restrictions, General: Comply with restrictions on construction operations.
1. Comply with limitations on use of public streets and other requirements of authorities having jurisdiction.
- B. Special Notes:
1. The Schedule for the Work shall require the Contractor to complete portions of the Work during the school year. Any such work will be strictly limited to the portions of the building and site as required by the Work.
  2. Access to the work shall be restricted to a direct path between these areas and the portion of the building being renovated. The Contractor's personnel and those of its subcontractors shall not enter any other portion of the building or site. Persons who do not follow this restriction may be removed from the Work without further cause.
  3. During the school year deliveries, trash removal, and general access to the Work may be required to cross a main student corridor. The Contractor shall coordinate with the

Owner to obtain the schedule for student passing periods, and shall assure that there are no impediments to student circulation from five (5) minutes prior to the passing period to five (5) minutes after the passing period.

- a. The contractor's personnel shall not occupy student corridors during the passing periods.
- b. Emergency egress from all corridors must be maintained clear at all times.

C. On-Site Work Hours:

1. Any work which creates noise or otherwise is potentially disruptive to the adjoining neighborhood shall be restricted to:
  - a. 8:00 am to 8:00 pm on weekdays.
  - b. 10:00 am to 5:00 pm on weekends.

D. Existing Utility Interruptions: Do not interrupt utilities serving facilities occupied by Owner or others unless permitted under the following conditions and then only after providing temporary utility services according to requirements indicated:

1. When interruption is required, notify the Owner not less than (5) days in advance of proposed utility interruptions.

E. Noise, Vibration, and Odors: Coordinate operations that may result in high levels of noise and vibration, odors, or other disruption to the Owner occupancy with the Owner.

F. Nonsmoking Job Sites: Smoking or use of smokeless tobacco products is not permitted ANYWHERE on the Owner's property.

1. Controlled Substances: Use of tobacco products and other controlled substances is not permitted on school property.

G. Employee Identification: Provide identification tags for the Contractor's personnel working on the site. Require personnel to utilize identification tags at all times.

1. Identification tags for the Contractor's use may be obtained through the owner.

H. Employee Screening: See Specification section 00 83 10 Employee Screening

1. Individuals who have not been screened who are involved with delivery of products to the site, and who are present on site for less than sixty (60) minutes, must be accompanied by an approved screened individual at all times they are on site. Any individual who is on site more than sixty (60) minutes must be screened.

1.08 GENERAL PROVISIONS

A. All work performed under this contract is to be complete and finished, with all required accessories, installation of new equipment, cutting, patching, paint, etc., as necessary for an obviously finished product. Furnish and install all such items required.

B. Prior to starting construction, EACH prime contractor shall arrange a meeting at the job site with his project superintendent, the Architect-Engineer, and the Owner's rep. to review the work to be done, and discuss the schedule for completion. From this point on, initial contract work shall be coordinated to run continuously to completion, subject only to material deliveries, weather conditions and strikes. Job superintendent shall report any delays immediately to the Architect-Engineer.

- C. Contractors and Subcontractors shall receive instructions and interpretations from the Architect-Engineer and designated Owner's representatives ONLY.
- D. Each individual Prime Contractor shall be responsible for project scheduling, sequencing and coordination of work between all prime contractors. Each individual Prime Contractor shall have a superintendent on site and equipped with a mobile phone whenever his forces or his subcontractors are working on site.

1.09 PRELIMINARY SCHEDULE

- A. All Dates 2014
  - 1. First Advertisement –April 10.
  - 2. Pre- Bid Conference – April 23.
  - 3. Acceptance of Bids – May 1.
  - 4. School Board Meeting – May 7.
  - 5. Last Day of School for Students –June 3
  - 6. All work substantially complete – July 25
  - 7. First day for students Fall term – July 28

PART 2 - SCOPE OF WORK

**A. Bid Package #1: General Construction - Base Bid:**

<u>BUILDING</u>	<u>SCOPE OF WORK</u>
Eastridge	Carpet replacement
Creston	Backstop and fencing repairs
Creston	Auditorium seating
Stonybrook	Carpet replacement
Stonybrook	Bleacher foundation repairs
WCHS	Natatorium locker replacement
WCHS	Replace concrete sidewalk at door #1

**B. Bid Package #1: General Construction - Alternate Bid:**

<u>BUILDING</u>	<u>SCOPE OF WORK</u>
WCHS	Re-grade J.V. soccer field
WCC	Ceiling and lighting at threshold*
WCC	Carpet replacement at second floor corridors
WCHS	Re-surface tennis courts
WCC	Welding shop air exhaust

(\* Coordinate with Bid Package #4, note that ductwork modifications are included in Bid Package #1.)

**C. Bid Package #2: Paving - Base Bid:**

<u>BUILDING</u>	<u>SCOPE OF WORK</u>
Lakeside	Provide "speed bumps"
Pleasant Run	Parking lot modifications **
Raymond Park	Pave front drive
WCHS	Mill and replace section north of building

(\*\* concrete work at Pleasant Run Elementary is included in Bid Package #2.)

**D. Bid Package #2: Paving – Alternate Bid:**

<u>BUILDING</u>	<u>SCOPE OF WORK</u>
Lowell	Repair asphalt east of building
Raymond Park	Pave front drive – Bus parking

**E. Bid Package #3: Roofing - Base Bid:**

<u>BUILDING</u>	<u>SCOPE OF WORK</u>
Grassy Creek	Partial roof replacement
Lowell	Metal roof replacement
WCHS	South gym roof replacement

**F. Bid Package #3: Roofing - Alternate Bid:**

<u>BUILDING</u>	<u>SCOPE OF WORK</u>
Grassy Creek	Gymnasium roof replacement

**G. Bid Package #4: Electrical - Base Bid:**

<u>BUILDING</u>	<u>SCOPE OF WORK</u>
Brookview	Replace parking lot lights
Creston	Install hand dryers
WCHS	Replace Natatorium pool heaters
WCHS	Replace Natatorium lighting
WCHS	Install keyless entry at Mediaplex
WCHS	Install keyless entry at football press box
WCHS	Replace alarm at Clinic with CSC system
Porter Service	Complete LED lighting at parking

**H. Bid Package #4: Electrical – Alternate Bid:**

<u>BUILDING</u>	<u>SCOPE OF WORK</u>
WCHS	Replace lighting at Field House with LED
WCC	Replace lighting at Threshold*

(\*Coordinate with Bid Package #1)

**END OF SECTION 01 01 00**