

Project No. F23009

Fort Wayne, Indiana

**ADDENDUM #01**

Fort Wayne Community Schools 2024 Roof Replacements and Related Work at Price Elementary School:  
Project R4  
1200 South Clinton Street  
Fort Wayne, Indiana 46802

MARTINRILEY architects ▪ engineers  
221 West Baker Street  
Fort Wayne, Indiana 46802  
260-422-7994

Commission No.: F23009  
Addendum Date: March 12, 2024

**Conditions:** The following clarifications, amendments, additions, deletions, revisions and modifications are a part of the contract documents and change the original documents only in the manner and to the extent stated.

Copies of the Addendum shall be bound with all contract sets of drawings and specifications.

**Receipt:** Addendum Number #01 shall be acknowledged by Bidders on their Bid Form.

**CLARIFICATIONS:** N/A

**CHANGES TO THE SPECIFICATIONS:** N/A

**CHANGES TO THE DRAWINGS:** N/A

**END OF ADDENDUM NUMBER #01**

Attachments:

Pre-Bid Sign In Sheet  
Prebid Meeting Minutes R4



## PREBID MEETING MINUTES

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Project: Fort Wayne Community School 2024 Roof Replacement at Various Locations  
**Project R-4 (Price E.S.)**

Meeting Date: March 12, 2024  
Commission No: F23009.04

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I. Design Team Introduction:

1. Jayde Steffen, Coordinator  
Office: 260.467.2075; Cell: 260.267.1083; email: [jayde.steffen@fwcs.k12.in.us](mailto:jayde.steffen@fwcs.k12.in.us)
2. John Hudson, Coordinator  
Office: 260.467.2075; email: [john.hudson@fwcs.k12.in.us](mailto:john.hudson@fwcs.k12.in.us)
3. Mike Hamilton, Principal, **MARTINRILEY architects•engineers**  
Office: 260.422.7994; Cell: 260.223.9014; email: [mhamilton@martin-riley.com](mailto:mhamilton@martin-riley.com)
4. Josh Kessie, Project Manager, **MARTINRILEY architects•engineers**  
Office: 260.422.7994; Cell: 260.610.5778; email: [jkessie@martin-riley.com](mailto:jkessie@martin-riley.com)
5. Don Schmidt, Project Design Assistant, **MARTINRILEY architects•engineers**  
Office: 260.422.7994; Cell: 260.750.2420; email: [dschmidt@martin-riley.com](mailto:dschmidt@martin-riley.com)

II. Scope of Work:

The Scope of roofing work includes one (1) project identified as Project R-4. The projects include the removal of the existing roof system down to the roof deck and providing new tapered insulation 2-ply modified bituminous roofing system.

**Project R-4: (1) Location**

**Price E.S.**

- **Base Work R-4 (+/-48 squares):** The removal of the existing 2-ply modified bituminous roofing system, cover board and insulation down to existing deck and installation of new 2-ply modified bituminous roofing system on areas <9B>.

**Price E.S.**

- **Alternate Work R-4-A (+/-93 squares):** The removal of the existing 2-ply modified bituminous roofing system, cover board and insulation down to existing deck and installation of new 2-ply modified bituminous roofing system on areas <9C>.

1. by the end of the business according to the following schedule. **Be certain all questions have been asked, as the submission of bids by the contractor suggests there are no questions regarding ambiguity, and you are submitting bids that will result in a complete project. Failure to do so will result in**

**contractor's compliance with the Owner or Architects interpretation, at no contract increase.**

- R-4: March 18, 2024
2. Bids are due at FWCS, Maintenance and Operations Facility, Facilities Department, located at 1519 Catalpa Street, Fort Wayne, Indiana before 2:00 p.m. local time as indicated on the advertisement for bid and as follows:
    - R-4: March 21, 2024
  3. Project R-4 Project Dates
    - It is the intent of the owner to begin work on **May 24, 2024** for Project R-4 and achieve tear off/base flashing substantial completion on/or before **August 1, 2024**, metal flashings/cap ply substantial completion on/or before **September 30, 2024** and final completion on/or before **October 15, 2024**.
    - Final completion includes the completion of all of the Punch List items (Owner and Architect) and Close Out Paperwork (i.e. change orders, warranties, waiver of liens, certification letters, etc.)

### III. General Items

1. Bidders may obtain bidding documents from Eastern Engineering (260) 426-3119.
2. The owner reserves the right to accept or reject any and all bids and to waive any informalities in bidding
3. Questions relating to the project should be directed to Josh Kessie at the office of **MARTINRILEY architects-engineers**
4. It is the Contractor's responsibility to assure that they or their subcontractors visit each project and verify existing conditions prior to the date of bid. Contractors will be required to sign-in at main office prior to site visit. The buildings will be open to Contractor's for field investigation after the following times:
  - Elementary Schools: 3:30pm
5. Fort Wayne Community Schools no longer requires salvaging of scrap metal, as in years past. Contractor responsible for disposing/removing scrap metal from job site.

### IV. Additional items

1. **Section 00 01 26 – Background Check Requirements**
  - Each contractor and sub-contractor providing services to the owner shall screen all employees providing services to the owner.
  - FWCS SafeVendor program – online registration of company and background checks required
  - FWCS may require random background checks to be performed
  - Submit certificate of compliance with background check requirement to be submitted within 30 days of contract execution, failure to do so is ground for contract termination
2. **Section 00 01 27 – FWCS Smoking Policy**
  - Smoking is not permitted on any FWCS properties, including electronic vapor, or smokeless tobacco.

3. **Section 00 01 29 – FWCS Dust Control/Housekeeping Standard**
  - Contractor responsible for daily policing and cleaning of building below areas of roof work for fallen debris, excessive dust, etc.
4. **Section 00 01 31 – FWCS Document Management (Procore)**
  - FWCS shall use this software for web-based management tool
  - Training will be offered to awarded contractors
  - Use for: Submittals, Meeting Minutes, RFIs, PRs, ASIs/ESIs, Punch List, other project information as required
5. **Section 00 01 33 – Liquidated Damages**
  - Liquidated damages may be assessed for each calendar day beyond the specified Substantial and/or Final completion dates
6. **Section 00 21 13 – Instruction to Bidders**
  - Shall be AIA Document A701, a copy of which is bound within the specifications, will become a part of the Contract Documents.
7. **Section 00 22 13 – Supplementary Instruction to Bidders**
  - Modify, delete and supplement AIA Document A701, Instruction to Bidders.
  - Bidding Procedures among other items are identified in this section.
8. **Section 00 41 71 – Bid Proposal Form**
  - All bids shall be accompanied by the following completed documents identified on the Required Bid Checklist
    - Supplement to Form 96
    - State Form 96
    - Bid Security – 5%
    - List of Major Subcontractors, Suppliers and Manufacturers
    - Roofing Contractor's Installer's Certificate
    - Roofing Contractor's Manufacturer's Certificate
    - E-Verify affidavit
    - Contractor's Statement of Equal Employment Opportunity Policy
    - Record of MBE, WBE, EBE
    - Iran Certifications
    - Submitted in Duplicate
    - Sealed Envelope Marked with Name and Bid Account Numbers
  - The failure to fill out all items in the Bid Supplement to Form 96 will be considered justification for rejection of the bid.
9. **Section 00 43 43 – Responsible Bidder Requirements**
  - Contractor Pre-qualification requirements for Public Works Projects: All contractor's and major subcontractors **MUST** be pre-qualified through the IDOA Public Works Certification Board
    - <http://www.in.gov/idoa/2486.htm>
10. **Section 00 52 13 – Agreement Between Owner and Contractor**
  - The Agreement shall be the FWCS Standard Construction Agreement, a copy of which is bound in these documents, and which when executed, will become a part of the Contract Documents of the successful bidder.
11. **Section 00 72 00 – General Conditions of the Contract**
  - Shall be AIA Document A201, a copy of which is bound within these documents, a will become a part of the Contract Documents.

**12. Section 00 73 00 – Supplementary Conditions**

- Modify the AIA Document A201, General Conditions of the Contract
- Contractors shall secure a Performance Bond and Labor and Material Bond in the amount of 100% of the work accepted.
- Insurance limits among other items are identified in this section.

**13. Section 01 10 00 – Summary of Work**

- Provides additional project information and Contractor Use of Premises.

**14. Section 01 21 00 – Allowances**

- Contingency allowances shall be included as follows:
  - Project R-4: \$ 5,000.00
- Contingency Allowance shall be used only as directed for Owner's purposes and only by approved designate amounts to be charged to the contingency allowance.
- Contractors overhead and profit, including bond markups shall be included in the Base Bid and not part of the allowance

**V. Review Drawings**

1. Review drawings.
2. Bid project per drawings, specifications, and addendum(s). Contractors will be held accountable to the bidding documents.

**VI. Additional Notes**

1. Project will be going to the board for approval on April 22, 2024. A Letter of Intent will be issued +/- 2 days following the bid opening.

## PRE-BID ATTENDEE LIST

Fort Wayne Community Schools 2024 Roof Replacement at Price E.S.  
Project R-4

The following individuals have registered their attendance at the Pre-Bid held at 9:00am, local time,  
March 12, 2024, at Fort Wayne Community Schools Facilities Department Training Room.

Aristeo Santa Maria  
(printed name)

uniquality co  
(firm/company)

  
(signature)

(919)685-7346 Aristeo@uniqualityco.com  
(phone, fax & e-mail)

Travis Secorles  
(printed name)

FWCS  
(firm/company)

(signature)

(phone, fax & e-mail)

  
(printed name)

FWCS  
(firm/company)

(signature)

(phone, fax & e-mail)

Mike Giersch  
(printed name)

FWCS  
(firm/company)

(signature)

(phone, fax & e-mail)

Garrett VanBrocklin  
(printed name)

Fort Wayne Roofing  
(firm/company)

  
(signature)

260-579-7074 gvanbrocklin@technamerica.com  
(phone, fax & e-mail)

Jayde Steffen  
(printed name)

FWCS  
(firm/company)

(signature)

(phone, fax & e-mail)

Josh Kessie

(printed name)

Martin Riley

(firm/company)

Don Schmidt

(printed name)

MARTIN RILEY

(firm/company)

(printed name)

(firm/company)

(printed name)

(firm/company)

(printed name)

(firm/company)

(printed name)

(firm/company)

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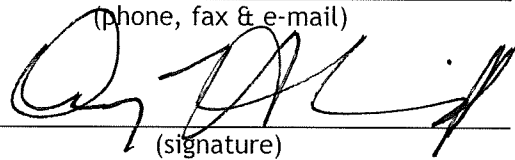
(firm/company)



(signature)

2606105778 JKessie@~~MARTINRILEY.COM~~

(phone, fax & e-mail)



(signature)

260-750-2420 DSCHMIDT@

(phone, fax & e-mail)

MARTINRILEY.COM

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