

**RCSC – High School  
Parking Lot Resurface  
Pre-Bid Meeting Minutes**

**Project #** 2021.0007

**July 13, 2021**

**Minutes Issued: July 14, 2021**

**Location: Rochester Learning Center**

**Those Present:**

Brad Carter	RCSC	
Terry Thornsbury	Viridian Architectural Design	<a href="mailto:terry@viridian-design.net">terry@viridian-design.net</a>
Haley Robinaugh	Viridian Architectural Design	<a href="mailto:haley@viridian-design.net">haley@viridian-design.net</a>
Phil Bowers	E&B Paving	<a href="mailto:phil.bowers@ebpaving.com">phil.bowers@ebpaving.com</a>
Shawn Williams	E&B Paving	<a href="mailto:shawn.williams@ebpaving.com">shawn.williams@ebpaving.com</a>

**ITEMS DISCUSSED:**

1. Sign-in Sheet was made available and all attendees were asked to sign in.
2. Introductions were made of the Design Team Personnel.
3. The project is a public bid project, and the Indiana Common wage Act (Section 007375), not a wage scale, applies to the project, see the requirements listed in the specifications.
4. There are a few checklists in the documents for the contractor to verify that all items are submitted. Section 004393 Bid Submittal covers items to be included in the bid submission, and 007400 Contractor Checklist covers items needed to execute the contract.
5. The project is tax exempt. There is a 5% Bid Bond and 100% Performance and Payment Bond.
6. There is a Contingency Allowance (Section 012100) that is to be included in the base bid.
7. RCSC is a **NO** tobacco campus to include all cigarettes, chewing tobacco, e-cigarettes, etc.
8. Bidders were allowed to inspect the site following the Pre-Bid.
9. Construction should start as soon as possible and continue no later than November 12<sup>th</sup>, 2021.
10. The project has a Substantial Completion deadline of November 12<sup>th</sup>, 2021.
11. Drawings and specification books can be ordered / picked up at Eastern Engineering in Fort Wayne (1239 Wells Street, Fort Wayne, IN, P: 800-782-4115). Bidders must purchase drawings from Eastern Engineering in order to be on Bidder List and Receive addenda updates. Complete hard copy sets can be purchased for a \$50 refundable deposit. Sets may be returned that are complete, reasonably clean, and free of pen / pencil or highlighter marks within 10 days from Bid date.

12. All questions and requests for substitutions shall be submitted to Terry Thornsbury via email ([terry@viridian-design.net](mailto:terry@viridian-design.net)) no later than 12 noon Tuesday, July 20<sup>th</sup>, 2021 for consideration.
13. Rochester Community Schools will be receiving sealed Bids for the High School Parking Lot Resurface project up until 1:00 pm on Tuesday, July 27<sup>th</sup>, 2021 at the Rochester Learning Center, mailing address: P.O. Box 108, Rochester, IN 46975. Bid opening will be immediately after.
14. The following items were noted during the drawing review:
  - a. Parking lot configuration will remain the same as existing, but a new row of parking will be added to the west end of the parking lot.
  - b. Guardrails are to be replaced, but existing guardrail posts are to remain.
  - c. There is a deduct alternate to seal and stripe the bus parking lot.
15. The following questions were asked by contractors after the pre-bid presentation.
  - a. Since the guardrails are being replaced, can the guardrail posts be replaced as well?
    - i. Viridian will add a line item to the Bid Form for an add alternate to replace the guardrail posts.
  - b. How is the school going to handle parking since the construction time frame will be taking place during the school year?
    - i. Contractor to create a phasing plan to maintain 50% parking at all times.
    - ii. Viridian will add a line item to the Bid Form for an alternate for construction to take place next summer.

Any revisions to these minutes, please notify the undersigned.

Respectfully submitted,



Haley Robinaugh, Interior Design / Architectural Assistant  
Viridian Architectural Design, Inc.