

## **Huntington County Community School Corporation** **HCCSC Administration Building Renovation** **Pre-Bid Meeting Minutes**

**Project # 2024.0001**

**Date: May 01, 2024**

### **Those Present:**

Terry Thornsburg	Viridian	<a href="mailto:terry@viridian-design.net">terry@viridian-design.net</a>
Rick Stump	Viridian	<a href="mailto:rick@viridian-design.net">rick@viridian-design.net</a>
Tom Offerle	SCO	<a href="mailto:tofferle@sco-llc.com">tofferle@sco-llc.com</a>
Jason Brand	SCO	<a href="mailto:jbrand@sco-llc.com">jbrand@sco-llc.com</a>
Chuck Brimbury	HCCSC	<a href="mailto:crbrimbury@hccsc.k12.in.us">crbrimbury@hccsc.k12.in.us</a>
Valerie Moore	HCCSC	<a href="mailto:vmoore@hccsc.k12.in.us">vmoore@hccsc.k12.in.us</a>
Alexandria Eckert	HCCSC	<a href="mailto:aeckert@hccsc.k12.in.us">aeckert@hccsc.k12.in.us</a>
Rich Hertel	HCCSC	<a href="mailto:rhertel@hccsc.k12.in.us">rhertel@hccsc.k12.in.us</a>
Robb Flutz	ACB	<a href="mailto:rfultz@acbgeneralcontractor.com">rfultz@acbgeneralcontractor.com</a>
Brad Dellinger	ACB	<a href="mailto:bdellinger@acbgeneralcontractor.com">bdellinger@acbgeneralcontractor.com</a>
Eric Tyler	Schenkel Construction	<a href="mailto:etyler@scibuild.com">etyler@scibuild.com</a>
Larry PeGan	P.E.I	<a href="mailto:larry@peganelectric.com">larry@peganelectric.com</a>
Kyle Ledbetter	J.G. Bowers	<a href="mailto:kledbetter@jgbowers.com">kledbetter@jgbowers.com</a>
Logan Oppen	FCI	<a href="mailto:lopper@fci.construction">lopper@fci.construction</a>

### **1. ITEMS DISCUSSED:**

- The Project is a public bid project.
- The Project does have to meet the requirements outlined in the Indiana Common Wage Act. Spec Section 007375.
- The Project is tax exempt.
- NO Tobacco campus.
- The Bid Form needs to be filled out completely and include all items listed on the bid checklist.
- The Project contains a Contingency Allowance that is to be included in the base bid.
- A Bid Bond and Performance and Payment Bond are required on the project.
- Drawing and Specifications are available from Eastern Engineering at 1239 Wells Street, Fort Wayne, Indiana.
  - No cost for digital copy.
  - \$400 [deposit] for hardcopy.
- Questions during bidding are to be submitted to [rick@viridian-design.net](mailto:rick@viridian-design.net). Last Day for questions **Wednesday, May 8, 2024, at 12:00pm noon.**
  - Requests for substitutions must be presented during the bidding process.
  - NO SUBSTITUTIONS will be considered after bids are received.
- The existing building is wood framed construction with metal structural columns and open web wood trusses.
- Most of the existing walls remain in place. Coordinate between the Demolition Floor Plan and Architectural Floor Plan.

- All existing casework is to be removed.
- All sinks except for toilets rooms, and breakrooms are to be removed and water and drains capped inside the walls. The new breakroom sink is to be connected to the existing water and drain lines
- There will be a new sink in the conference room. This is a DEDUCT ALTERNATE. Refer to drawings for additional information.
- Toilet fixtures are to be removed to remove existing flooring and install new flooring. Contractor is to provide new wax ring when reinstalling existing toilet fixtures.
- ALL existing suspended ceiling, grid, lights, diffuser, grilles, vent fans, etc., are to be removed. The only light fixture to be salvaged and reused is the pendent fixture in the lobby. Refer to drawings for additional information.
- New exterior windows will be installed. Refer to the plans for additional information.
- The proposed ship ladder and dumbwaiter was discussed and mentioned as alternates. Refer to the drawings and specifications for additional information.
- Most of the existing doors are to be salvaged to be reused and reinstalled into H.M. frames with new hardware. Study the plans and door schedule for additional information.
- Existing doors that remain in their existing location will receive new hardware.
- The main entrance aluminum doors are being replaced in the existing frames with new hardware. Refer to the door schedule and specifications for additional information.
- The interior vestibule doors are being replaced in the existing frames with new hardware. Refer to the door schedule and specifications for additional information.
- The existing exterior H.M. doors are being replaced in the existing frames with new hardware. The existing frames need to be modified to power door hardware. Frame modification occurs on the interior of the exterior walls. Refer to the door schedule and specifications for additional information.
- Be aware of the DEDUCT ALTERNATES. Refer to the drawings and specifications for additional information.
- Existing electrical receptables that are not being reused are to be vacated and covered with a cover plate. See electrical drawings for additional information.
- Card readers, Ai phones, security cameras, buzzer releases, etc. shall be provided and installed by the owner. Data wiring, pulling and cable management shall be provided and installed by the owner.

## 2. **PROJECT DATES:**

- **Building Walk Through:** Bidders may coordinate additional site visits with Mr. Rich Hertel (RHertel@hccsk.k12.in.us).
- **Sealed Bids Due:** Wednesday, May 15, 2024, at 11:00am (EST), Salamonie School – Admin Office 1063 E 900S, Huntington, IN 46792
- **Anticipated Construction Start:** Approximately June 2024.
- **Substantial Completion:** Wednesday, November 06, 2024 – THIS IS A HARD DATE.

## 3. **TOUR:**

- Walked the existing building and reviewed which walls to be demolished.
- The attic was available to those that wished to see it.
- New exterior windows type and location was reviewed and discussed.

## 4. **Meeting Adjourned.**



**VIRIDIAN**  
ARCHITECTURAL DESIGN INC.

Viridian Architectural Design, Inc.  
2020 East Washington Boulevard, Suite 200  
Fort Wayne, Indiana 46803  
260-424-4830  
www.viridian-design.net

PROJECT: HCCSC – Administration Building Renovation

DATE: Wednesday, May 1, 2024

SIGN-IN SHEET

PLEASE PRINT CLEARLY. PLEASE LEAVE A BUSINESS CARD, IF AVAILABLE.

PRESENT	NAME	COMPANY	E-MAIL
✓	Terry Thornsbury	Viridian	<a href="mailto:terry@viridian-design.net">terry@viridian-design.net</a>
✓	Rick Stump	Viridian	<a href="mailto:rick@viridian-design.net">rick@viridian-design.net</a>
	John Trout	HCCSC	<a href="mailto:JTrout@hccsc.k12.in.us">JTrout@hccsc.k12.in.us</a>
	Cindy Gray	HCCSC	<a href="mailto:CGray@hccsc.k12.in.us">CGray@hccsc.k12.in.us</a>
✓	Rich Hertel	HCCSC	<a href="mailto:RHertel@hccsc.k12.in.us">RHertel@hccsc.k12.in.us</a>
✓	Tam Offertle	SCO	<a href="mailto:toffertle@sc0-llc.com">toffertle@sc0-llc.com</a>
✓	Alexandria Eckert	HCCSC	<a href="mailto:aekert@hccsc.k12.in.us">aekert@hccsc.k12.in.us</a>
✓	ROBB FOULR	ACB	<a href="mailto:rfoultz@generalcontractors.com">rfoultz@generalcontractors.com</a>
✓	BRAD DECKINGER	ACB	<a href="mailto:bdeckinger@acbgeneralcontractors.com">bdeckinger@acbgeneralcontractors.com</a>
✓	Larry Pelan	PE.I.	<a href="mailto:larry@pegan-electric.com">larry@pegan-electric.com</a>
✓	Jason Brand	SCO	<a href="mailto:jbrand@sc0-llc.com">jbrand@sc0-llc.com</a>
✓	Kyle Ledbetter	JGBowers	<a href="mailto:kledbetter@jgbowers.com">kledbetter@jgbowers.com</a>
✓	Eric Tyler	Schenkel	<a href="mailto:et Tyler@scribblers.com">et Tyler@scribblers.com</a>
✓	Yvonne Moore	HCCSC	<a href="mailto:yvonne@hccsc.k12.in.us">yvonne@hccsc.k12.in.us</a>
✓	Loean Oppen	FCI	<a href="mailto:loppen@fci.construction">loppen@fci.construction</a>
✓	Chuck Brimbury	HCCSC	<a href="mailto:cbrimbury@hccsc.k12.in.us">cbrimbury@hccsc.k12.in.us</a>
✓	Rich Hertel	HCCSC	<a href="mailto:rhertel@hccsc-k12.in.us">rhertel@hccsc-k12.in.us</a>

## Huntington County Community School Corporation

### HNHS – Administration Building Renovation Pre-Bid Meeting 05/01/2024

#### **A/E Team:**

Mr. Terry Thornsby– Architect (VADI)  
Mr. Rick Stump – Senior Architect / Project Manager (VADI)  
Mr. Mark Reinhard – Civil Engineer (ERI)  
Mr. Dan Schenkel – Structural Engineer (ERI)  
Mr. Jason Brand – Mechanical Engineer (SCO)  
Mr. Tom Offerle – Electrical Engineer (C-H-I)

#### **Project Notes:**

- The Project is a public bid project.
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- The Project is tax exempt.
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- The Project contains a Contingency Allowance that is to be included in the base bid.
- A Bid Bond and Performance and Payment Bond are required on the project.
- Drawing and Specifications: Hardcopies are available on [\$400] deposit from Eastern Engineering at 1239 Wells Street, Fort Wayne. (1) electronic copy of Bid Docs at no cost.
- Questions during bidding are to be submitted to [rick@viridian-design.net](mailto:rick@viridian-design.net). Last Day for questions **Wednesday, May 08, 2024 at 12 noon.**

#### **Project Dates:**

##### **Building Walk Through:**

Immediately following the Pre-Bid Meeting on **05/01/2024.**

If addition inspection is needed contact Rich Hertel at [rhertel@hccsc.k12.in.us](mailto:rhertel@hccsc.k12.in.us)

#### **Sealed Bids Due:**

**Wednesday, May 15, 2024 at 11am**

Huntington County Community School Corporation – Salamonie School  
1063 E 900 S, Warren, IN 46792

#### **Anticipated Construction Start:**

**June, 2024**

#### **Substantial Completion:**

**SUBSTANTIAL COMPLETION IS WEDNESDAY, NOVEMBER 06, 2024**