

ADDENDUM NO. 1

Jones Elementary School – Mechanical Upgrades

Portage Township Schools  
Portage, Indiana

Project No. 224070.00

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Addendum No. 1, 5 items, 2 pages  
Revised Drawing Sheets: MD.03, M.401, M.501, M2.03, M3.03, and M3.11  
Pre-Construction Meeting Agenda  
Pre-Construction Meeting Sign-in Sheet

Date: October 30, 2024

FANNING/HOWEY ASSOCIATES, INC.  
ARCHITECTS/ENGINEERS/CONSULTANTS

TO: ALL BIDDERS OF RECORD

ADDENDUM NO. 1 to Drawings and Project Manual, dated October 2, 2024 for Portage Township Schools, Portage, Indiana; as prepared by Fanning/Howey Associates, Inc., Indianapolis, Indiana.  
This Addendum shall hereby be and become a part of the Contract Documents the same as if originally bound thereto.

The following clarifications, amendments, additions, revisions, changes, and modifications change the original Contract Documents only in the amount and to the extent hereinafter specified in this Addendum.

Each bidder shall acknowledge receipt of this Addendum in his proposal or bid.

NOTE: Bidders are responsible for becoming familiar with every item of this Addendum. (This includes miscellaneous items at the very end of this Addendum.)

RE: ALL BIDDERS

ITEM NO. 1. PROJECT MANUAL, SECTION 23 05 00 – COMMON WORK RESULTS FOR HVAC

A. Replace 1.1, A., as follows:

- A. Warranties, closeout procedures, and submittal requirements are specified in Division 01 Sections.
  - 1. Warranties for Base Bid A – Mechanical Equipment Procurement shall begin on the date of substantial completion as established by the delivery of equipment to the project site.

ITEM NO. 2. PROJECT MANUAL, SECTION 23 09 00 - HVAC DIRECT DIGITAL CONTROLS

A. Add 2.5, C., as follows:

- C. Acceptable manufacturers for actuators are as follows:
  - 1. Belimo

ITEM NO. 3. PROJECT MANUAL, SECTION 23 74 13 – PACKAGED, OUTDOOR CENTRAL STATION AIR-HANDLING UNITS

A. Replace 2.6, A., as follows:

- “A. Roof Curbs: Internally reinforced roof-curb units capable of supporting superimposed live and dead loads, including equipment loads and other construction indicated on Drawings; with welded or mechanically fastened and sealed corner joints, straight sides and integrally formed deck-mounting flanges at perimeter bottom.
  - 1. Materials: Zinc-coated (galvanized) or aluminum-zinc alloy coated steel sheet, 0.052 inch thick (18 gauge), minimum in mill finish.
  - 2. Overall height: Minimum of 16 inches but as required for top of curb to be 12 inches above surrounding roof material.
  - 3. Insulation: Factory insulated with 2 inch thick, minimum, polyisocyanurate board insulation.
  - 4. Liner: Same material as curb of manufacturers standard thickness and finish to provide a sealed curb perimeter.
  - 5. Nailer: Factory-installed wood nailer under top flange on side of curb, unless otherwise indicated, continuous and concealed around curb perimeter.

6. Platform Cap: Where portion of roof curb is not covered by equipment, provide weathertight platform cap formed from 3/4 inch thick plywood covered with metal sheet of same type, thickness, and finish as required for curbs.
7. Metal Counterflashing: Manufacturer's standard removable fabricated of same metal and finish as curb.
8. Existing conditions shall be verified by equipment supplier and installation contractor.
9. Extend size of curb assembly as required to comply with structural framing requirements indicated on Drawings.
10. Manufacturer: LM Curbs or equal.

ITEM NO. 4. REVISED DRAWING SHEETS

- A. Drawing Sheets: MD.03, M.401, M.501, M2.03, M3.03, and M3.11 have been revised, dated 10/30/24 and are included with and hereby made a part of this Addendum. These Drawings supersede the original documents.

ITEM NO. 5. DRAWING SHEET S1.01

- A. Framing Plan: Revise roof curb note to read as follows:

"Roof Top Unit shall be provided with a roof curb assembly sufficient strength to distribute weight of RTU equally to (3) roof joists. The roof curb assembly shall be a minimum of 9'-6" long to bear across a minimum of (3) roof joists as shown."

END OF ADDENDUM

## **PREBID CONFERENCE AGENDA**

Portage Township Schools  
Portage, Indiana

Date: October 17, 2024 at 2:45 p.m.

Re: Jones Elementary School Mechanical Upgrades  
Portage Township Schools  
Portage, IN  
Project No. 224070.00

Present: Refer to attached Prebid Sign-in Sheet

1. Advertisement to Bidders: Per the information contained in the Advertisement to Bidders in the Project Manual, bids will be received until **12:00 noon on November 13, 2024 local time (central time)** at the Offices of:

**Rhame, Elwood, McClure**  
**Portage Professional Center**  
**3200 Willowcreek Road**  
**Suite A**  
**Portage, IN 46368**

Bids received after this time will not be accepted. Rhame, Elwood, McClure will then bring the sealed Bids to **Portage Township Schools Administration Office at 6240 US Highway 6, Portage, IN 46368**. The Bids will then be opened and read aloud at 2:00 p.m. local time, central time. All interested parties are invited to attend.

2. Obtaining Bid Documents: To obtain documents Bidders will be required to register at the **Eastern Engineering, 317-598-0661, website ([distribution.easternengineering.com](http://distribution.easternengineering.com))** to become a plan holder for the Project. Once registered, Bidders can download the complete set of documents in .PDF form free of charge. Registered bidders will receive electronic distribution of addendums and other electronic communications during the bidding period. Bidders can purchase hard copies of the documents from Eastern Engineering for the cost of printing as established by the Printer. No partial sets will be issued.
3. Instructions to Bidders: Per the information contained in the Project Manual, Bids shall be executed on the Bid Proposal Form provided. Other information to be included with the bid form is outlined in the Instructions to Bidders. Each bidder is required to bid every item called for on the bid form, including alternates, and allowances.
  - a. Base Bid A: Mechanical Equipment Procurement
  - b. Base Bid B: General Construction Work – Include following amounts in Base Bid for inclusion in Contract Sum:

Base Bid B, Allowance No. 1: \$70,000.00	Contingency Allowance
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- i. Alternate Bid No. 1: Remove existing louvers associated with unit ventilators and other mechanical equipment. Infill existing wall construction with new wall construction as noted and detailed on the drawings.

Base Bid: Existing louvers associated with unit ventilators and other mechanical equipment to remain in place with a new insulated blank-off panel and construction as noted and detailed on the drawings.

- 4. Identification of Submission of Bid Proposal: Per the Instructions to Bidders, the Bid Proposal shall be submitted in an envelope identified with the name of the project, name of the bidder, base bid package, and the date and closing time of bids. Photocopies of the bid form are acceptable. Refer to the checklist in the Instructions to Bidders and Bidder Reminder List to make sure all required documents are submitted with the Bid. Be sure to submit the subcontractor and manufacturer lists with the bid.
- 5. Bonds: See the Instructions to Bidders and the Advertisement to Bidders for the requirements of bid securities and bonds required. Performance and Payment Bonds are for 100% of the bid.
- 6. Time of Commencement and Completion of Project: The Board will be asked to award a Contract at the Board Meeting on **November 25, 2024** after which a Preconstruction Conference will be scheduled. No work shall occur on-site while students are in school. Last day of school is **May 29, 2025**. All Work must achieve Substantial Completion and be operational by **August 8, 2025**. Students return to school on approximately **August 13, 2025**. Owner will need to perform their cleaning and set-up of each classroom once Work is complete by the Contractor, prior to August 8, 2025. The schedule for the Work will be confirmed at the Preconstruction Meeting referenced above.
  - a. All contractors are advised that this Contract may require multiple labor shifts and overtime to accommodate the Scope of Work within the Project Schedule.
  - b. Refer to Project Manual Section 01 10 00, Summary, Article 1.3 Work Covered by Contract Documents.
- 7. Temporary Facilities and Controls: Information on temporary facilities and controls are listed in Section 015000 of the Project Manual.
- 8. Addenda: – If required, any addenda should be issued by **November 6, 2024**.

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9. Questions and Clarifications: Per the instructions in the Project Manual, questions should be emailed to the appropriate contact person at Fanning Howey and followed up with a telephone call. Contacts and telephone numbers are listed in the Instruction to Bidders. Questions requiring clarifications or revisions will be addressed in an addendum. Any questions can be directed in writing to Nick Van Wieren at [nvanwieren@fhai.com](mailto:nvanwieren@fhai.com)
10. Permits, Fees, and Notices: All permits, fees, and notices are the responsibility of the Contractor. The building permit for this Project will be secured by the Contractor once the Board awards the Contract. Fanning Howey has submitted the Bid Documents to the State of Indiana for review and comment. Correspondence received will be forwarded to the Contractor for use as necessary.
11. Review of Project Scope / Building Tour:
  - a. Jones Elementary School.
12. Discussion Items and Questions:
  - a. To be included from pre-bid meeting.

Nick Van Wieren, AIA  
Project Executive / Project Manager

nvw

Project Name PORTAGE TOWNSHIP SCHOOLS  
 Project No. JONES ELEMENTARY SCHOOL MECHANICAL UPGRADES  
 Meeting Date 224070.00  
 OCTOBER 17, 2024

PLEASE PRINT CLEARLY. YOUR NAME AND  
 TITLE WILL BE INCLUDED IN THE MEETING  
 REPORT.  
 THANK YOU!

# SIGN-IN SHEET

NAME (Please print)	TITLE	COMPANY	PHONE/ FAX	E-MAIL
Nick Van Wieren	Project Executive/Manager	Fanning Howey	317.627.5557	nvanwieren@fhai.com
Mile Mavrovic	Director of Buildings and Grounds	Portage Township Schools	219.764.6299	mile.mavrovic@portage.k12.in.us
John R. Boockish		Circle "K" Mech	219-746-3061	
Azu Kido		Recreation		
Eric Ben		ACMS	219-816-6003	er-ben@acmsgroup.com
Dannd Enloe	PM	ACMS Group	219-688-1485	darrin.enloe@acmsgroup.com
Joe Woods	PM	Integrated Demolition	708-357-0328	joe@integrateddemolition.com
Joe Fiorio	PM	RL School GP	815-436-1177	dmatzen@RLschool.ca
Ed Vieich	PM	Korellis	219-314-2473	edvieich@korellis.com