

ADDENDUM NO. 1
To the Contract Document and Project Specifications for the
JEFFERSON MIDDLE SCHOOL SITE IMPROVEMENTS
Fort Wayne Community Schools (FWCS)
Fort Wayne, Indiana
December 20, 2024

To: All holders of the contract documents for the above project.

The items in this addendum are to become a part of the original documents as if included therein. The remainder of the original contract document is to remain in its entirety. This Addendum modifies the Contract Documents and Specifications as follows:

- Part 1 – General Clarifications
- Part 2 – Specifications
- Part 3 – Construction Drawings/Details
- Part 4 – Questions

PART 1 – GENERAL CLARIFICATIONS

1. This addendum includes meeting minutes from the pre-bid meeting.

PART 2 – SPECIFICATIONS (Replace - See Attached)

1. None included

PART 3 – CONSTRUCTION DRAWING / DETAILS (Replace - See Attached)

1. None included

PART 4 – QUESTIONS

1. None included

SUBJECT: Jefferson Middle School Site Improvements: Pre-Bid Meeting
DATE/TIME: December 17, 2024 - 10:00am
LOCATION: FWCS Facilities Department Training Room (1519 Catalpa Street)

1. Welcome and Introductions

- a. Sign-In
- b. Design Team
 - i. Travis Searles, Coordinator of Capital Projects
Phone: 260.438.0122; email: travis.searles@fwcs.k12.in.us
 - ii. John Hudson, Coordinator of Design Controls (FWCS)
Office: 260.467.2893; john.hudson@fwcs.k12.in.us
 - iii. Nathan Deig, Project Manager (Jones Petrie Rafinski)
Office: 260.422.2522; Cell: 260.336.0442; email: ndeig@jpr1source.com

2. Scope of Work

- a. The scope of work includes improvements at Jefferson Middle School. This work includes the demolition of selective existing features, new asphalt and concrete pavement improvements (new pick-up/drop-off stacking loop), pavement markings, stormwater management through structures and basins, new LED lighting, fencing and gates, and signage. Alternate includes a trash enclosure and dumpster pad.

3. Timeline

- a. In order to fairly disseminate all information to all bidders in an Addendum, please address all questions to Jones Petrie Rafinski (JPR) by the end of business on January 6, 2025. **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 the contractor's compliance with the Owner or Engineer's interpretation, at no contract increase.**
- b. Bids are due at Fort Wayne Community Schools (FWCS) Facilities Department (Door #1), 1519 Catalpa Street, Fort Wayne, IN 46802 before 2:00pm local time on January 9, 2025, as indicated on the advertisement for bid.
 - i. FWCS noted that the bids would be opened either in the main conference room or the training room depending on what room is available that day.
 - ii. FWCS noted that the contract would go for approval before the school board later in January
- c. It is the intent of the Owner to begin work on **May 23, 2025** (weather pending). Substantial completion should be achieved on/or before **August 1, 2025** and final completion on/or before **August 29, 2025**. Final completion includes the completion of all the Punch List items (Owner

and Engineer) and Close Out Paperwork (i.e. change orders, warranties, waiver liens, certification letters, etc.)

- i. If the selected Contractor would desire to begin construction improvements prior to May 23, 2025, this could be discussed with FWCS as they have flexibility to allow construction in areas not impacting school operations to begin prior to the end of school.
 1. FWCS reiterated the potential flexibility in the schedule dependent upon the Contractor's workload, but that any work beginning before school would need to not impact daily operations.
- ii. Successful bidder will need to submit final Subcontractor and Supplier list to Owner within 48 hours after bid.
- iii. Contractor to coordinate with Owner on timing of construction improvements. This will be of particular importance for the improvements at the entrance drive so that access can be maintained to the building and the potential improvements related to the dumpster enclosure that could limit access to the cafeteria.

4. General Items

- a. Bidders may obtain bidding documents from Eastern Engineering (260.426.3119)
- b. The owner reserves the right to accept or reject any and all bids and to waive any informalities in bidding.
- c. Questions relating to the project should be directed to Nathan Deig at the office of JPR (ndeig@jpr1source.com).
- d. It is the Contractor's responsibility to ensure that they or their subcontractors visit each project and verify existing conditions prior to the date of bid. If walking around the property during the school day, please ensure to check in at the office upon arrival. Please avoid arrival (7:20am) and dismissal (2:25pm) times.

5. Project Manual Items

- a. Section 00 01 26 – Background Check Requirements
 - i. Each contractor and sub-contractor providing services to the owner shall screen all employees providing services to the owner.
 - ii. FWCS SafeVendor Program – online registration of company and background checks required.
 - iii. FWCS may require random background checks to be performed.
 - iv. Certificate of compliance with background check requirement to be submitted within 30 days of contract execution, failure to do so is grounds for contract termination.
- b. Section 00 01 27 – FWCS Smoking Policy
 - i. Smoking is not permitted on any FWCS properties, including electronic vapor, or smokeless tobacco.
- c. Section 00 01 29 – FWCS Dust Control / Housekeeping Standard
 - i. Important for demolition efforts and work in and around the building, especially cutting access into building.
- d. Section 00 01 31 – FWCS Document Management (Procore)
 - i. FWCS shall use this software as a web-based management tool.
 - ii. Training will be offered to awarded contractors.

- iii. Use for: Submittals, Meeting Minutes, RFIs, PRs, ASIs/ESIs, Punch List, other project information as required.
- e. Section 00 01 33 – Liquidated Damages
 - i. Liquidated damages may be assessed for each calendar day beyond the specified Substantial and/or Final completion dates.
 - 1. Substantial Completion: August 1, 2025
 - 2. Final completion: August 29, 2025
- f. Section 00 21 13 – Instruction to Bidders
 - i. Shall be AIA Document A701, a copy of which is bound within the specifications, will become a part of the Contract Documents.
- g. Section 00 22 13 – Supplementary Instruction to Bidders
 - i. Bidding Procedures among other items are identified in this section.
- h. Section 00 41 71 – Bid Proposal Form
 - i. All bids shall be accompanied by the following completed documents identified on the Required Bid Checklist
 - 1. Supplement to Form 96
 - 2. State Form 96
 - 3. Bid Security – 5%
 - 4. List of Major Subcontractors, Suppliers and Manufacturers
 - 5. E-Verify Affidavit
 - 6. Contractor’s Statement of Equal Employment Opportunity Policy
 - 7. Record of MBE, WBE, EBE
 - 8. Iran Certifications
 - 9. Submitted in Duplicate
 - 10. Sealed Envelope Marked with Name and Bid Account Numbers
 - ii. The failure to fill out all items in the Bid Supplement to Form 96 will be considered justification for rejection of the bid.
- i. Section 00 43 43 – Responsible Bidder Requirements
 - i. All contractors must comply with ALL requirements of the Indiana Common Construction Wage as indicated. Ensure that form (Section 00 43 43A) included in the project manual is completed and submitted with bids.
 - ii. Contractor Pre-qualification requirements for Public Works Projects: All contractors and major subcontractors **MUST** be pre-qualified through the IDOA Public Works Certification Board. Bidders must ensure their company is current as well as all subcontractors over \$300,000 need to be certified as well.
 - 1. <http://www.in.gov/idoa/2486.htm>
- j. Section 00 52 13 – Agreement Between Owner and Contractor
 - i. The Agreement shall be the FWCS Standard Construction Agreement, a copy of which is bound in these documents and, when executed, will become a part of the Contract Documents of the successful bidder.
- k. Section 00 72 00 – General Conditions of the Contract
 - i. Shall be AIA Document A201, a copy of which is bound within these documents, and will become a part of the Contract Documents.
- l. Section 00 73 00 – Supplementary Conditions
 - i. Modify the AIA Document A201, General Conditions of the Contract.

- ii. Contractors shall secure a Performance Bond and Labor and Material Bond in the amount of 100% of the work accepted.
 - iii. Insurance limits among other items are identified in this section.
 - m. Section 01 21 00 – Allowances
 - i. Allowance No. 1: Unsuitable Soils
 - 1. FWCS reiterated that this (and all allowances) allowance shall also to be included within the base bid price by all Contractors
 - 2. FWCS and JPR reiterated the approach that is taken with this allowance and how the value is calculated utilizing Unit Price No. 1: Unsuitable Soils noted below.
 - ii. Allowance No. 2: Design Contingency of \$25,000 (Included in base bid)
 - n. Section 01 22 00 – Unit Prices
 - i. Unit Price No. 1: Unsuitable Soils
 - 1. FWCS and JPR noted that this same unit price is to be utilized to calculate the value for Allowance No. 1: Unsuitable Soils noted above.
 - ii. Unit Price No. 2: Geogrid
 - o. Section 01 23 00 – Alternates
 - i. Alternate No. 1: Trash Enclosure and Dumpster Pad

6. Review Drawings

- a. Bid project per drawings, specifications, and addenda. Contractors will be held accountable to the bidding documents.
- b. The Contractor will need to coordinate public and private locates.

7. Coordination Items

- a. The Owner can aid in locating existing private utility lines. Provide a minimum of 48 hours notice and coordinate with Jayde Steffen or Travis Searles.
- b. Contractor shall utilize pavement marking stencils and paint provided by Owner for pavement message markings. Coordinate with Owner for further details.
- c. The Contractor shall coordinate with the Owner to determine an acceptable lay down and staging area(s) throughout duration of construction activities.
- d. No vehicle/equipment access should be allowed and no work (unless otherwise noted) shall occur on the existing turf soccer field area on the south side of the school building.
 - i. FWCS reiterated the importance of maintaining the existing turf on the soccer field where not noted on the plans for disturbance.
- e. Construction of the entrance drive revisions shall occur during summer months when school is not in session. Contractor shall coordinate with FWCS and Jefferson Middle School on closure timing and access needs a minimum of 48 business hours in advance. Contractor shall construct entrance drive in two phases to maintain ingress traffic off Wheelock Road into school property.
- f. If construction occurs before the end of the school year, the Contractor shall maintain the existing northbound sidewalk into the adjacent neighborhood or provide an accessible alternative route approved by FWCS.
 - i. FWCS reiterated the importance of this northern sidewalk to the adjacent neighborhood that is frequently utilized by students to get to school and that this access would need to remain safely accessible in it's current condition or another approved condition during all school days.

- g. The Contractor shall coordinate with the Owner to provide appropriate interior and exterior signage at all impacted exit doors and safe exit routes. An accessible exit shall be maintained at all times unless otherwise coordinated with the Owner for short durations.
- h. Geotechnical Report for project site included within appendix of project manual. Contractor shall notify Owner and Engineer a minimum of 48 hours in advance of proofrolling of the subgrade condition so they can be present to observe the proof-rolling with the Contractor and their independent, qualified soil technician. Based on the conditions noted on site, the geotechnical report, and the recommendations of the Contractor's independent, qualified soil technician, the Owner and Engineer shall approve the subgrade condition or provide the Contractor with final direction for treatment of any unsuitable conditions prior to the placement of stone subgrade and asphalt pavement lifts.
- i. Contractor shall field verify the elevation and pipe material at the proposed location of STM-2 prior to submittal of shop drawings, fabrication of structure, or construction of upstream storm sewer improvements.
 - i. JPR noted that the east/west stormwater trunkline running beneath the parking lot is noted in record drawings to be 18" on the west end and 24" on the east end, so there is importance to field verifying the pipe size and invert at the proposed location of STM-2 as noted above.
- j. Abandoned electrical and communications lines are present on the north side of the building. If wires are present, Contractor to pothole and cut conduit and wires of abandoned utility lines at both extents of removal limits. After cutting at both ends of removal limits, Contractor shall remove all wire and remove abandoned conduit as required to construct proposed improvements.
- k. It is the intent of FWCS that all excess spoils will remain on site. Proposed mounding has been incorporated adjacent to the pick-up/drop-off lanes and grading improvements have been incorporated around the soccer field south of the school. If additional excess spoils are anticipated to remain, the Contractor shall coordination with FWCS for placement location. The Contractor shall incorporate seeding and restoration of these areas (including vehicular access paths) in their bid price.
- l. Prior to the Contractor's scope of work beginning, FWCS intends to remove dead trees and undergrowth along the northern property line.
 - i. FWCS and JPR noted that plan revisions would be forth coming in an upcoming addendum to remove the screening fence along the northern property line in its entirety, replacing it with shrubs.

8. Permits

- a. Site Plan Review for the site improvements is currently under review by the City (SITE-2024-0248)
- b. Fence Permit (FEN-2024-1308): ILP Issued
 - i. JPR noted that with the removal of the screening fence along the northern property line, this fence permit would no longer be applicable.
- c. Known Permits to be Secured by Contractor
 - i. Excavation in the Right-of-Way Permit (\$80-\$175)
 - ii. Sidewalk Permit (\$15-\$30)
 - iii. Driveway Access Permit (\$125)

d. Contractor Responsibilities

- i. Coordinating with City, police/fire departments, and responsible parties for all traffic control
- ii. Coordinating all required inspections with City
- iii. Provide a full topo as-built survey that includes the layout of all utilities and their associated inverts documentation
- iv. Providing name, title, phone number, and email address for their “on-site erosion control supervisor” for the project
- v. Coordinating a pre-construction meeting with Charlie Cochran (260-427-1062) at least 48 hours prior to start of land disturbance per current SWPPP protocol. Contractor shall notify the Owner and Engineer of this meeting time as well.

9. Addendum #1

- a. Addendum #1 will be released in the coming days that will include the meeting minutes from this meeting along with any necessary plan or project manual revisions based on questions and discussions today.
- b. It is anticipated that Addendum #1 (or a future addendum) will also include the removal of the fence along the northern property line from the scope of the project along with revisions to the proposed plantings along the northern property line.
 - i. FWCS and JPR reiterated that plan revisions would be forthcoming in an upcoming addendum to remove the screening fence along the northern property line in its entirety, replacing it with shrubs.

10. Sign-In Reminder

11. Questions

- a. Direct all questions, in writing via email by **Monday, January 6, 2025 at 5:00pm (EST)** to: Nathan Deig, Jones Petrie Rafinski, ndeig@jpr1source.com
- b. No questions were asked during the pre-bid meeting