



Primary Engineering, Inc.
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Addendum: **1**
Date: **5/9/2025**
Project: **FWCS HPB Natatorium HVAC Improvements**

Comm #: **24634**

The following items shall be incorporated into the specifications and drawings and are considered to be integral to the bid documents for the project. Acknowledgement of receipt of this addendum is required on the bid form.

Item #1: General Clarifications.

- A. Refer to attached meeting agenda and meeting minutes for the pre-bid meeting.
- B. Contractors shall schedule visits to site during bidding with Jayde Steffen at 260-267-1083 Jayde.Steffen@fwcs.k12.in.us.

Item #2: Specification Section 011000 "Summary of Work."

- A. Revise scheduled dates for access to site Part 1.7 A to be Monday May 12 from 11:00 am to 1:00 pm. See attached revised specification section.
- B. Revise Pool drain and shutdown dates in Part 1.9 B.4 to be March 9, 2026 through May 29, 2026. See attached revised specification section.

Item #3: Drawing Sheet M103 "Roof Mechanical Demolition Plan"

- A. Existing roof penetrations shall be capped and abandoned in place. Revise Demolition Plan Note 2 as follows: "REMOVE EXISTING PIPING COMPLETE. CAP AND ABANDON REMAINING THROUGH ROOF PIPE PENETRATIONS. "



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Pre-Bid Meeting Minutes

Date: 5/7/2025

Project Name: FWCS HPB Natatorium HVAC Improvements

Project #: 24634

Attachments:

Pre-bid meeting agenda

Pre-bid sign-in sheet

Notes:

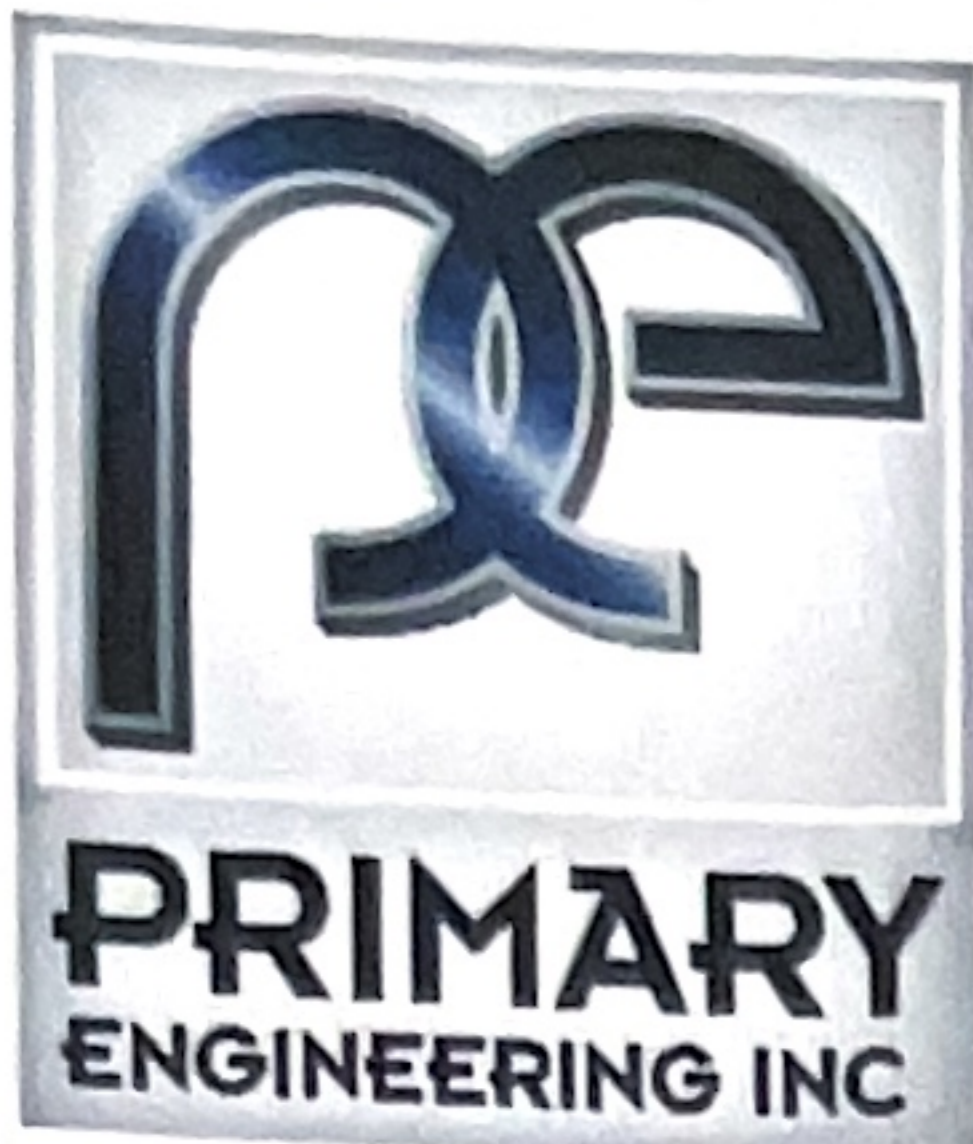
The following notes represent a record of topics discussed during site visits to evaluate scope of services on the project. If any omissions or errors have been made, please notify our office in writing within 5 working days of receipt.

1. Information in the attached Pre-Bid Meeting Agenda was reviewed.

Signed: _____

Andrew Louderback

- Project File
- Chronological File
- Shop Drawing File
- Cc:



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Pre-Bid Meeting Sign-In Sheet

Project: FWCS HPB Natatorium HVAC Improvements
 Date: 5/7/2025

Name	Firm	Email Address
ANDREW LOUDERBACK	PRIMARY ENGINEERING	ALouderback@Primary-Eng.com
Jayde Steffen	FWES	
Paul Wybo	ACB	pwyo@acb general contractor.com
Art Jones	G+L	art@g-lcorp.com
Travis Searles	FWCS	
Eric Tyler	Schenkel	et Tyler@sci build .com



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Fort Wayne Community Schools
Facilities Department

HPB Natatorium HVAC Improvements

Pre-Bid Meeting
May 7, 2025



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HPB Natatorium HVAC Improvements



Jayde Steffen

FWCS Coordinator of Capital Projects
Jayde.Steffen@fwcs.k12.in.us

John Hudson

FWCS Coordinator of Design Controls
John.Hudson@fwcs.k12.in.us

Travis Searles

FWCS Coordinator of Capital Projects
Travis.Searles@fwcs.k12.in.us

Andrew Louderback

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Jeremy Ogle

Architect
The Moake Park Group, Inc.
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Ethan Hess

Structural Engineer
Structural Engineering Services, LLC
ehess@structuralengr.com

Wayne Richardson

Civil Engineer
Bertsch – Frank & Associates, LLC
wrichardson@bertschfrank.com



HPB Natatorium HVAC Improvements



- Bids are due on May 15, 2025 at 2:00 pm local time. Deliver to 1519 Catalpa St, Fort Wayne, IN to the Facilities Reception Desk (Sarah) via the West Entry #1.
- Submit all bid forms in duplicate and include all forms filled out, including Form 96, E-Verify, E/M/W Owned Business, Subcontractor/Vendor List, Iran Certification
- The apparent low bidder will be contacted and must submit the following items within 48 hours of the bid opening:
 - A complete list of all sub contractors.
 - A complete list of all material suppliers.



HPB Natatorium HVAC Improvements



Summary of Work:

- Replace (2) existing natatorium dehumidification units with (1) outdoor Innovent unit.
- New outdoor mechanical yard with screen with revised grading and drainage.
- New MDP Panel.
- Lighting and fire protection adjustments.



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Specifications:

- 000126 – Background Check Requirement
- 004343 – Responsible Bidder Requirements
 - Contractors must certify that they are in compliance with the federal Fair Labor Standards Act (FLSA) and the [Indiana Minimum Wage Law](#).
- 000131 – FWCS Document Management Procure
- 000127 – Smoking Policy
- 000129 – Dust Control
- 000133 – Liquidated Damages
- 011000 – Summary of Work



HPB Natatorium HVAC Improvements



Schedule:

Substantial Completion Date:	May 27, 2026
Final Completion Date:	June 12, 2026
Construction Start Date:	June 30, 2025

City Dive Meet: July 7, 2025 through August 8, 2025 and July 6, 2026 through August 7, 2026. All work and utility shutdowns prohibited during this time.

Pool drain and shutdown shall be scheduled for March 9, 2026 through May 29, 2026.

On-Site Work Hours: normal business working hours of 7:00 a.m. to 5:00 p.m., Monday through Friday. Weekend hours are permitted with approval.



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HPB Natatorium HVAC Improvements



Estimated cost:	\$2,500,000 Base Bid (excluding work by Owner)
Bid Bond:	5%
Perf. Bond:	100%
Allowance:	\$75,000 Contingency (included in bid)
Alternates:	None
Unit Prices:	None
Permits:	Include all construction permits in bid

FWCS is tax exempt



HPB Natatorium HVAC Improvements



Procedure for visiting the natatorium:

The building will be open to Contractors for field investigation on Monday, May 12 from 11:00am-1:00pm and immediately following pre-bid meeting

Contractors are required to check in at main office.

3D Matterport Scans are available



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- Project Management will be done using FWCS's Procore Online system to submit and track all submittals, RFI's, PR's, etc. If you are not familiar with it, there are training classes at FWCS periodically and you will need to use this tool.
- Dust control and housekeeping Spec Section 000129. You must use wet cutting methods, use dust control partitions, protect smoke detectors, seal doors/louvers/diffusers, and do not use FWCS trash cans/dumpsters.
- Dust control on pool drains.
- Disposal of scrap metal is the responsibility of the contractor.



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- Hot work permits are required for any grinding, welding, torching, etc. and must have a fire watch person observing. This is not another person in the room working, but another person observing the hot work and nothing else.
- Construction staging/storage allowed on site as long as it does not obstruct doors/corridors. C.O.I.'s are required for material stored off-site.
- Maintain roof warranty.
- Corrosion resistant materials required.



HPB Natatorium HVAC Improvements



- Asbestos testing reports are available. Abatement will be by Owner.
- Test and Balance: Fluid Dynamics, Inc., Synergy Test and Balance, or Mechanical Test and Balance, Total Balance, Inc.
- Temperature controls by Owner (Automated Logic).
- New dehumidification unit basis of design is Innovent, substitutions not allowed.



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- All requests for clarification or material additions to specs shall be submitted via email to alouderback@primary-eng.com no later than 12:00 Noon on May 13, 2025. This is the cut off for questions that can be answered via addendum.
- Addendum #1: May 9, 2025
- Addendum #2: May 13, 2025
- Bids due: May 15, 2025



HPB Natatorium HVAC Improvements



thank you



SECTION 011000 – SUMMARY OF WORK

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and General Provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to Work of this Section.

1.2 SUMMARY

A. Section Includes:

1. Project information.
2. Work covered by Contract Documents.
3. Work by Owner.
4. Work under separate contracts.
5. Future work.
6. Owner-furnished products.
7. Contractor-furnished, Owner-installed products.
8. Access to site.
9. Coordination with occupants.
10. Work restrictions.
11. Specification and drawings conventions.
12. Miscellaneous provisions.

B. Related Requirements:

1. Section 015000 “Temporary Facilities and Controls” for limitations and procedures governing temporary use of Owner’s facilities.

1.3 PROJECT SUMMARY

A. Project Identification: HPB Natatorium.

1. Project Location: 3301 Calhoun Street, Fort Wayne, IN 46807.



- B. Owner: Fort Wayne Community Schools
 - 1. Owner's Representative: Jayde Steffen
- C. Lead Design Consultant: Primary Engineering, Inc.
- D. Consultants: Primary Engineering, Inc. has retained the following design professionals who have prepared designated portions of the contract documents:
 - 1. Bertsch Frank & Associates LLC
 - 2. Structural Engineering Services, LLC
 - 3. Moake Park Group, Inc.
- E. The Owner maintains tax exempt status and all work shall be tax free. Owner shall provide tax exempt documentation to Contractor.
- F. All permits and fees associated with the construction are the responsibility of the Contractor to pay.
- G. All work performed by the Contractor shall comply with local and state codes/regulations.
- H. Web-Based Project Software: Project software administered by Owner will be used for purposes of managing communication and documents during the construction phase.
 - 1. See Section 0113100 "Project Management and Coordination" for requirements for using web-based Project software.

1.4 WORK COVERED BY CONTRACT DOCUMENTS

- A. The work of the Project is defined by the Contract Documents and consists of the following:
 - 1. Base Bid: The Project Base Bid consists of HVAC improvements.
 - 2. Alternate Bids: None
- B. Type of Contract:
 - 1. Project will be constructed under a single prime contract.
 - a. Temperature controls work and any required asbestos abatement shall be separate contracts direct to Owner.

1.5 WORK BY OWNER

- A. General: Cooperate fully with Owner so work may be carried out smoothly, without interfering with or delaying work under this Contract or by Owner. Coordinate the Work of this Contract with work performed by Owner.



1.6 WORK UNDER SEPARATE CONTRACTS

- A. General: Cooperate fully with separate contractors so work on those contracts may be carried out smoothly, without interfering with or delaying Work under this Contract or other contracts. Coordinate the Work of this Contract with work performed under separate contracts.
 - 1. Asbestos abatement shall be provided under separate contract. All contractors must coordinate schedules and it is the responsibility of the General Contractor to incorporate the work schedule of the abatement contractors into the master project schedule with allocated time for removal and air testing.
 - 2. Temperature controls work shall be provided under separate contract with Automated Logic Controls. All contractors must coordinate schedules and it is the responsibility of the General Contractor to incorporate the work schedule of the controls contractor into the master project schedule with allocated time for installation of controls following mechanical/electrical equipment with adequate time at the completion of each phase for check-out and verification.

1.7 ACCESS TO SITE

- A. Bidding: Each contractor and sub-contractor shall be responsible to visit the project site to verify existing conditions prior to the bidding date and be aware of the conditions of the existing building. The Owner will make the building available for inspection as follows:
 - 1. Monday, May 12 from 11:00am-1:00pm
- B. General: Each Contractor shall have limited use of Project site for construction operations as indicated on Drawings by the Contract limits and as indicate by requirements of this section.
- C. Use of Site: Limit use of Project site to Work in areas indicated. Do not disturb portions of Project site beyond areas in which the Work is indicated.
 - 1. Driveways, Walkways and Entrances: Keep driveways, loading areas and entrances serving premises clear and available to Owner, Owner's employees and emergency vehicles at all times. Do not use these areas for parking or for storage of materials.
 - a. Schedule deliveries to minimize use of driveways and entrance by construction operations.
 - b. Schedule deliveries to minimize space and time requirements for storage of material and equipment on site.
- D. Condition of Existing Building: Maintain portions of existing building affected by construction operations in a weathertight condition throughout construction period. Repair damage caused by construction operations.
 - 1. Protect staff and students from dangerous conditions that might result from construction activities.



- E. Condition of Existing Grounds: Maintain portions of existing grounds, landscaping and hardscaping affected by construction operations throughout construction period. Repair damage caused by construction operations.
- F. Each Contractor shall limit the use of the premises for work and storage to allow work by other Contractors and Owner occupancy. Storage of materials for construction activities in existing buildings is permissible only upon approval by the assigned Owner Project Coordinator.
 - 1. Each Contractor shall assume complete responsibility for the protection and safekeeping of products under his contract, stored at the site.
 - 2. Each Contractor shall move his stored products that interfere with the operation of the Owner or other Contractors.

1.8 COORDINATION WITH OCCUPANTS

- A. Full Owner Occupancy: Owner will occupy site and existing building(s) during entire construction period. Cooperate with Owner during construction operations to minimize conflicts and facilitate Owner usage. Perform the work so as not to interfere with Owner's day-to-day operations. Maintain existing exits unless otherwise indicated.
 - 1. Maintain access to existing walkways, corridors and other adjacent occupied or used facilities. Do not close or obstruct walkways, corridors or other occupied or used facilities without written permission from Owner and approval of authorities having jurisdiction.
 - 2. Notify Owner not less than 72 hours in advance of activities that will affect Owner's operations.
 - 3. Note that the primary functions of this school facility must continue and can not be interrupted by the construction activities. Special considerations for noise/dust/odor control must be provided to prevent disruption of the academic environment.
 - 4. Contractors shall maintain an atmosphere of professionalism while on school grounds.
 - a. Use of profane or lewd language by workers will not be tolerated.
 - b. Any worker wearing clothing containing vulgar or inappropriate content will be asked to leave the premises immediately.
 - c. Use of radios/cell phones to play loud music will not be permitted.

1.9 WORK RESTRICTIONS

- A. Work Restrictions, General: Comply with restrictions on construction operations.
 - 1. Comply with limitations on use of public streets and with other requirements of authorities having jurisdiction.



- B. On-Site Work Hours: Limit work in the existing building to normal business working hours of 7:00 a.m. to 5:00 p.m., Monday through Friday, unless otherwise indicated.
 - 1. Weekend Hours: With Owner's prior approval, weekend hours may be permitted. Notification of need for weekend hours must be submitted no later than two (2) weeks prior to weekend needed for work.
 - 2. City Dive Meet: July 7, 2025 through August 8, 2025 and July 6, 2026 through August 7, 2026. All work and utility shutdowns prohibited during this time.
 - 3. Hours for Utility Shutdowns: Power shutdowns must occur when the building is not occupied and must be scheduled with the Owner in advance. Extended shutdowns lasting more than 4 hours must occur on a weekend and utilize overnight periods to be scheduled with the Owner.
 - 4. Pool drain and shutdown shall be scheduled for **March 9, 2026 through May 29, 2026.**
- C. Existing Utility Interruptions: Do not interrupt utilities serving facilities occupied by Owner or others unless permitted under the following conditions and then only after providing temporary utility services according to the requirements indicated:
 - 1. Notify Owner not less than seven (7) days in advance of proposed utility interruptions.
 - 2. Obtain Owner's written permission before proceeding with utility interruptions.
- D. Noise, Vibration and Odors: Coordinate operations that may result in high levels of noise and vibration, odors or other disruption to Owner occupancy with Owner.
 - 1. Notify Owner not less than seven (7) days in advance of proposed disruptive operations.
 - 2. Obtain Owner's written permission before proceeding with disruptive operations.
 - 3. Each Contractor and Sub-contractor shall take reasonable measures to limit activities which cause undue noise during 2nd shift work which may affect neighboring residents.
 - a. Refrain from using telescoping forklifts to dump trash after 9:00 pm.
 - b. Take special care in closing storage containers at the end of the work shift (do not slam container doors).
 - c. Schedule material and equipment deliveries during late afternoon hours only.
- E. I-LEARN/Achievement Testing: Testing will occur in the spring and fall of each school year. Contractor shall verify exact dates with Owner. NO work shall be permitted in the building during the school day during testing without prior written approval. The Owner reserves the right to allow specific trades and activities in limited areas depending on the potential for noise and disturbance during these times.
 - 1. Any inspection work occurring during testing periods must be completed either before or after school is in session.



- F. Restricted Substances: Use of tobacco products, e-cigarettes (vaping) and other controlled substances on Project site is not permitted on Fort Wayne Community Schools property.
- G. Employee Identification: Provide identification in the form of clothing or hard hats with company logos for all Contractor and Sub-contractor personnel working on Project site. Require personnel to wear identification at all times.

1.10 SPECIFICATION AND DRAWING CONVENTIONS

- A. Specification Content: The Specifications use certain conventions for the style of language and the intended meaning of certain terms, words and phrases when used in particular situations. These conventions are as follows:
 - 1. Imperative mood and streamlined language are generally used in the Specifications. The words “shall”, “shall be” or “shall comply with”, depending on the context, are implied where a colon (;) is used within a sentence or phrase.
 - 2. Specification requirements are to be performed by Contractor unless specifically stated otherwise.
- B. Division 01 General Requirements: Requirements of Sections in Division 01 apply to the Work of all Sections in the Specifications.
- C. Drawing Coordination: Requirements for materials and products identified on Drawings are described in detail in the Specifications. One or more of the following are used on Drawings to identify materials and products:
 - 1. Terminology: materials and products are identified by the typical generic terms used in the individual Specifications Sections.
 - 2. Abbreviations: Materials and products are identified by the typical generic terms as part of the U.S. National CAD Standard and scheduled on Drawings.
 - 3. Keynoting: Materials and products are identified by reference keynotes referencing Specification Section numbers found in this Project Manual.

1.11 MISCELLANEOUS PROVISIONS

- A. Asbestos Containing Materials (ACM)
 - 1. Any ACM shall be removed by the Owner prior to the start of work schedule by the Contractor.
 - 2. If any other suspect ACM is discovered during the course of work, Contractor shall promptly notify the Owner. Owner shall perform testing and, if determined to be regulated asbestos containing building materials, Category I or Category II non-friable asbestos containing materials, the Owner will be responsible to remove materials in compliance with regulatory standards.



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3. Contact FWCS designated Project Manager at (260) 467-2075.
- B. Existing Conditions
1. Each Contractor is responsible to field verify existing conditions and dimensions. The Contractor requiring said verification for the construction or fabrication of his material shall be the Contractor responsible for procurement of the field information.
 2. Notify the design architect/engineer promptly if existing field conditions differ from those indicated on the bid documents. Do not remove or alter structural components without prior written approval.
- C. Each Contractor shall be responsible for securing his work and equipment at the close of each work day.
- D. Fire alarms: If the work requires repair, modifications or replacement of fire alarm systems or components, the Contractors shall provide notification to the Owner a minimum of 72 hours before a fire alarm is rendered inactive.
1. If a fire alarm device is fouled with construction debris/duct/dirt and activates the alarm system, the Contractor shall be solely responsible for all costs associated with false fire truck dispatch and shall replace the soiled device with a new device matching the device that initiated the alarm. Cleaning a triggering device is not acceptable.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION (Not Applicable)

END OF SECTION