

ADDENDUM NO. 1

To the Contract Document and Project Specifications for the

BLACKHAWK MIDDLE SCHOOL SITE IMPROVEMENTS

Fort Wayne Community Schools (FWCS)

Fort Wayne, Indiana

October 10, 2025

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: Blackhawk Middle School Site Improvements: Pre-Bid Meeting
DATE/TIME: October 8, 2025 - 10:00am
LOCATION: FWCS Facilities Department Training Room (1519 Catalpa Street)

1. Welcome and Introductions

- a. Sign-In
- b. Design Team
 - i. Jayde Steffen, Coordinator of Capital Projects (FWCS)
Phone: 260.467.2078; email: jayde.steffen@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
 - iv. Sydney King, Project Manager (Jones Petrie Rafinski)
Office: 260.422.2522; email: sking@jpr1source.com

2. Scope of Work

- a. The scope of work includes improvements at Blackhawk Middle School. This work includes the demolition of selective existing features, new asphalt and concrete pavement improvements (new pick-up/drop-off stacking loop, bus loop improvements, and parking lot improvements), pavement markings, stormwater management through structures and basins, new LED lighting, and signage. Alternate includes mill and resurface of a parking lot area and sidewalk panel replacement.

3. Timeline

- a. In order to fairly disseminate all information to all bidders in an Addendum, please address all questions to Nathan Deig (ndeig@jpr1source.com) at Jones Petrie Rafinski (JPR) by the end of business on October 17, 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 FWCS Facilities Department (Door #1), 1519 Catalpa Street, Fort Wayne, IN 46802 before 2:00pm local time on October 22, 2025, as indicated on the advertisement for bid.
- c. It is the intent of the Owner to begin work on **March 30, 2026** (weather pending). Substantial completion should be achieved on/or before **July 15, 2026**, and final completion on/or before **July 31, 2026**. Final completion includes the completion of all Punch List items (Owner and Engineer) and Close Out Paperwork (i.e. change orders, warranties, waiver liens, certification letters, etc.)

- i. FWCS reiterated the importance of this timeline with the beginning of the school year and activities that occur at the school leading up to the first day of school.
- 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 and refer to the Project Phasing Figure in the Project Manual. It is important to note that access from the southern parking lot and walkways to the track are maintained during the school year.

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. 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. Please note that school is not in session on October 10 and 13, so these would be great days to visit the site.

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: July 15, 2026
 - 2. Final completion: July 31, 2026

- 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.
 - 1. FWCS reiterated the Davis-Bacon Wage rates are not required for this project.
 - 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>
 - 2. FWCS reiterated that this requirement applies to all Contractors over the threshold
- 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. JPR discussed the mathematical method for which the unsuitable soils allowance is to be calculated based on the same unit price provided for unsuitable soils.
 - ii. Allowance No. 2: Design Contingency of \$25,000 (Included in base bid)
 - 1. FWCS reiterated that this \$25,000 allowance should be included within the base bid value by all Contractors.
- n. Section 01 22 00 – Unit Prices
 - i. Unit Price No. 1: Unsuitable Soils
 - ii. Unit Price No. 2: Geogrid
 - iii. Unit Price No. 3: Geotextile Fabric
 - iv. Unit Price No. 4: Boring Conduit/Wire
- o. Section 01 23 00 – Alternates
 - i. Alternate No. 1: Mill and Resurface Parking Lot
 - ii. Alternate No. 2: Sidewalk Panel Replacement

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.
- 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 east side of the school building.
- e. Construction Phasing
 - i. Phase 1: Installation of the car stacking lanes and associated stormwater basin, utilities, and lighting/electrical improvements (commence on or after March 30, 2026).
 - ii. Phase 2: Construction within the parking lots, bus loop, and existing drive lanes shall occur during summer months when school is not in session (commence on May 22, 2026). The Contractor shall coordinate with FWCS and Blackhawk Middle School on closure timing and access needs a minimum of 48 business hours in advance.
- f. 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.
- g. 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. If rain event(s) occur prior to the proofroll forming wet conditions, the Owner has the right to request the Contractor to delay the proofroll until dryer conditions exist. 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. FWCS and JPR reiterated that when work is occurring during wet conditions, a proofroll could be delayed or other measures may be required before a proper proofroll occur.
 - ii. FWCS reiterated that the Contractor should account for all costs incurred for proper testing within their bid value.
- h. FWCS has encountered shallow (some even within concrete walks) electrical conduits in the past at this property. The Contractor should be aware of this at locations where electrical lines cross pavement and shall be responsible for potholing on either side of a pavement area at electrical conduits to determine their as-built depth prior to removal of pavements or electrical conduit.
- i. It is the intent of FWCS that all excess spoils will remain on site. If additional excess spoils are anticipated to remain, the Contractor shall coordinate with FWCS for placement location. The Contractor shall incorporate seeding and restoration of these areas (including vehicular access paths) in their bid price.
- j. Contractor staging area from previous project shall be removed and reseeded as a part of the previous project, but will likely have a lower elevation. The Contractor for this project shall be responsible for visiting the site during bidding to understand the current conditions on the site to understand additional efforts that may be required to meet proposed conditions.
 - i. FWCS and JPR reiterated that the restoration of the old staging area has occurred and that Contractors should visit the site to evaluate conditions prior to bidding and that October 10th and 13th would be great days as students are not at school.

8. Permits

- a. Local Stormwater Approval Issued (2025-ST-0332)
- b. IDEM NOI to be submitted upon selection of Contractor
- c. Known Permits to be Secured by Contractor as part of bid:
 - i. Parking Lot Permit (\$200)
- 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.
 - vi. Contractor shall provide notice of the start of stormwater work at least two (2) business days prior to beginning any stormwater work, to IDEM at 317-233-1864 or 800-451-6027 (within Indiana) and City Utilities – Development Services at 260-427-5064 (DVS Admin Desk).
 - vii. Secure Special Use (Tapping) Permit. Purchased by Contractor at the new Water & Sewer Permit Office (200 E Berry Street, Suite 250, 260-427-1161 or online at <https://citizenaccess.acfw.net/citizenaccess>). \$80.00 each.

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.

10. Sign-In Reminder

- a. Please see sign in sheet from meeting attached at the end of the meeting minutes.

11. Questions

- a. Direct all questions, in writing via email by **Friday, October 17, 2025 at 5:00pm (EST)** to: Nathan Deig, Jones Petrie Rafinski, ndeig@jpr1source.com
- b. Questions during meeting:
 - i. If a Contractor was ready to mobilize on Phase 1 prior to March 30th and weather permitted, would that be an option?
 - 1. Yes, FWCS would consider allowing a Contractor to begin before March 30th if weather conditions allowed.
 - ii. Can the CAD file for the project be provided to prospective bidders?
 - 1. The CAD files will be provided to the successful bidder upon award.

Sign In

SUBJECT: Blackhawk Middle School Site Improvements: Pre-Bid Meeting

DATE/TIME: October 8, 2025 – 10:00 am

LOCATION: FWCS Facilities Training Room (1519 Catalpa Street, Fort Wayne, IN 46802)

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