
Huntington County Community School Corporation
HNHS Varsity Locker Room Renovation
Pre-Bid Meeting Minutes

Project # 2025.0018

Meeting Date: Tuesday, March 24, 2026
Issue Date: Wednesday, March 25, 2026

ADDENDUM_01

This addendum is issued as a supplement to the plans and specifications and shall be considered an integral part of the same. Acknowledgement of receipt of this addendum is required on the Bid Form.

Those Present:

Terry Thornsby	Viridian	terry@viridian-design.net
Rick Stump	Viridian	rick@viridian-design.net
Jeremy Markham	HNHS	jmsrkham@hccsc.k12.in.us
Beth Clark	HNHS	bclark@hccsc.k12.in.us
Justin Carpenter	CMRCC	jcarpenter@cmrcc.com
Kyle Rennaker	JGBowers	krennaker@jgbowers.com

1. ITEMS DISCUSSED:

- The Pre-Bid Meeting and Building walk-thru was held on Tuesday, March 24, 2026, beginning at 3:30PM.
 - Introduction were made.
 - The Project is a public bid project.
 - The Project shall meet the requirements outlined in the Indiana Common Wage Act. Specification Section 007375.
 - The Project is tax exempt.
 - The bid form needs to be filled out completely and include all items listed on the bid checklist.
 - The Project contains a \$125,000 Contingency Allowance that is to be included in the base bid.
 - A (5%) Bid Bond and Performance and (100%) Payment Bond are required on the project.
 - Drawing and Specifications: hardcopies are available on [\$350] deposit from Eastern Engineering at 1239 Wells Street, Fort Wayne. Contractors may order (1) electronic copy of Bid Docs at no cost.
 - Questions during bidding are to be submitted to rick@viridian-design.net.
 - Last Day for questions is **Tuesday, March 31, at 12 noon.**
 - **NO SUBSTITUTIONS** will be considered after bids are received.
 - Bid submission of the contractors that have not / do not visited the site will be rejected as per the specification requirements.
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- **ADDITIONAL DISCUSSIONS**
 - There was a Drawings sheet by sheet explanation of the project.
 - HCCSC will provide primer for the walls that are to receive graphics.

2. ATTACHMENTS

- See attached Pre-Bid Meeting Sign-in Sheet.
- See attached Pre-Bid Meeting Handout.
- See attached Drawings sheet D1.01 – ARCHITECTURAL DEMOLITION – VARSITY LOCKER ROOM PLAN – rev. 2026.03.25.

3. PROJECT DATES:

- **Building Walk Through:** Bidders may coordinate additional site visits with Rick Stump (rick@viridian-design.net).
 - Bid submission of contractors that have not / do not visited the site will be rejected.
- **Sealed Bids Due:** Tuesday, April 7, 2026, at 11:00AM (EST), at the HCCSC Administrative Center, 1415 Flaxmill Road, Huntington, Indiana 46750
- **Anticipated Construction Start:** May 6, 2026 – to be coordinated with the school.
- **Completion:**
 - **PHASE I - Friday, August 7, 2026 - ABSOLUTE**
 - **PHASE II – Friday, October 16, 2026**

4. TOUR:

- Existing locations of varsity lockers / shower rooms, etc. to be renovated were visited and reviewed.
- Boys and girls showers and toilet facilities reconfigurations were explained.
- Coach's shower and toilet facilities reconfiguration was explained.
- Equipment wall hook locations were identified.
- Walls to receive school provided and installed graphics were identified.
- Demo routes were identified.
 - Dumpster and staging areas are to be coordinated with the school.
- Locker salvage was discussed.
 - Lockers shall be removed and turned over to the school.
 - Existing concrete locker bases are to remain, protected from damage and reused.
 - Existing wood benches are to remain and be refinished like new.
 - The contractor can either remove and refinished benches and reinstall or refinish the benches in place at their options.
 - If benches are refinished in place, clean up shall be done in a manner such to allow concrete locker bases to receive required epoxy coating.
 - The existing concrete locker base in the girls' locker room at the equipment wall hook location shall remain and receive a new wood bench over the entire top surface of the locker base, finished to match other benches, to create a bench / shelf. See attached revised Drawings sheet D1.01 – ARCHITECTURAL DEMOLITION – VARSITY LOCKER ROOM PLAN – rev. 2026.03.025.

5. Meeting Adjourned.

PROJECT: HNHS – Varsity Locker Rooms Renovation

DATE: March 24, 2026

SIGN-IN SHEET

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

PRESENT	NAME	COMPANY	E-MAIL
✓	Terry Thornsbery	Viridian	terry@viridian-design.net
✓	Rick Stump	Viridian	rick@viridian-design.net
	Chuck Brimbury	HCCSC	CRBrimbury@hccsc.k12.in.us
	Christina Linker	HCCSC	CLinker@hccsc.k12.in.us
	Rich Hertel	HCCSC	RHertel@hccsc.k12.in.us
	Dr. Russ Degitz	HCCSC	RDegitz@hccsc.k12.in.us
✓	Beth Clark	HCCSC	BClark@hccsc.k12.in.us
	Jim Hyde	C-H-I Engineering	chiengineering@frontier.com
	Jason Brand	SCO Engineering	jbrand@sco-llc.com
✓	Justin Carpenter	CMRCC	jcarpenter@cmrcc.com
	Kyle Rennaker	JGBowers	krennaker@jgbowers.com
✓	Jeremy Markham	HNHS	jmarkham@hccsc.k12.in.us

Huntington County Community School Corporation

HNHS – Varsity Locker Rooms Renovation
Pre-Bid Meeting – Tuesday, 03/24/2026 @ 3:30PM (Local Time)

A/E Team:

Mr. Terry Thornsby– Architect (Viridian Architectural Design)
Mr. Rick Stump – Senior Architect / Project Manager (Viridian Architectural Design)

Project Notes:

- 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.
- 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: hardcopies are available on [\$350] 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. Last Day for questions **Tuesday, March 31, 2026, at 12 noon.**

Project Dates:

Building Walk Through:

Immediately following the Pre-Bid Meeting on **03/24/2026.**

If addition inspection is needed contact Rich Hertel at rhertel@hccsc.k12.in.us

Sealed Bids Due:

Tuesday, April 7, 2026 @ 1100AM (Local Time)

Huntington County Community School Corporation – Administrative Center
1415 Flaxmill Road, Huntington, IN 46750-8806

Anticipated Construction Start:

May 26, 2026 – to be coordinated with the school

Substantial Completion:

Friday, August 7, 2026 – PHASE I
Friday, October 16, 2026 – PHASE II

PLAN DEMOLITION NOTES

- D1.25 REMOVE AND SALVAGE FROM THIS AREA ALL LOCKERS, TOILET ACCESSORIES AND SIMILAR ITEMS AND TURN THEM OVER TO THE OWNER. COMPLETELY REMOVE ALL FLOORING MATERIAL (CARPET, TILE, ETC.). COMPLETELY REMOVE CERAMIC WALL AND FLOOR TILE INCLUDING MORTAR BED. STRIP OIL OR LATEX BASED PAINT AND PREPARE EXISTING WALLS TO RECEIVE NEW FINISH. REMOVE EXISTING CMU WALL INDICATED IN THEIR ENTIRETY INCLUDING WALL BASE. REMOVE EXISTING CEILING (HARD TIE AND GRID SYSTEM) IN ITS ENTIRETY. REMOVE AND SALVAGE EXISTING LIGHTS FOR REINSTALLATION. REMOVE ALL PLUMBING FIXTURES CAPPING WATER AND SANITARY LINES. USE GROUND PENETRATING RADAR TO LOCATE LINES. SLAB DRAIN AND SANITARY LINES AND REMOVE PORTIONS OF EXISTING FLOOR SLAB SUFFICIENT TO RELOCATE DRAIN AND SANITARY LINES TO COORDINATE WITH NEW PLUMBING FIXTURE LOCATIONS. SEE REFERENCE PHOTO P21, P22, P23.
- D1.26 REMOVE EXISTING SLOPED CONCRETE SLAB IN ITS ENTIRETY AND PREPARE SUBSURFACE TO RECEIVE NEW LEVEL FLOOR SLAB.
- D1.27 REMOVE EXISTING SLOPED CONCRETE SLAB IN ITS ENTIRETY AND PREPARE SUBSURFACE TO RECEIVE NEW SLOPED FLOOR SLAB. SLOPE SUBFLOOR TO CENTER WALL WHERE A NEW DRAIN / GUTTER SHALL BE FORMED. SEE CONSTRUCTION FLOOR PLAN.
- D1.28 REMOVE EXISTING CEILING SYSTEM. REMOVE AND SALVAGE EXISTING LIGHT FIXTURES, AND MECHANICAL DIFFUSERS, GRILLES, ETC. FOR REUSE AND REINSTALLATION. SEE REFLECTED CEILING PLAN, FINISH SCHEDULE AND ELECTRICAL FOR ADDITIONAL INFORMATION. SEE REFERENCE PHOTOS P14, P15, P16, P18, P19, P20.
- D1.29 REMOVE EXISTING DOOR AND HARDWARE. FRAME TO REMAIN. PREPARE FRAME TO RECEIVE NEW DOOR AND HARDWARE. SEE DOOR SCHEDULE AND SPECIFICATIONS FOR ADDITIONAL INFORMATION.
- D1.30 REMOVE A PORTION OF EXISTING CMU TO PROVIDE OPENING ENOUGH TO RECEIVE NEW DOOR AND FRAME. SEE DOOR AND FRAME SCHEDULE FOR ADDITIONAL INFORMATION.
- D1.31 REMOVE A PORTION OF EXISTING CMU SUFFICIENT TO INSTALL DOMESTIC PIPING FOR NEW PLUMBING FIXTURES AND HOT WATER PIPING FOR MECHANICAL DEVICES. FIELD LOCATE AND VERIFY LOCATION WITH PLUMBING AND MECHANICAL DRAWINGS. TOOTH-IN NEW IN-FILL CMU AS NEEDED SO THAT NO PARTIAL BLOCK REMAINS. SEE PLUMBING, MECHANICAL, AND FINISH SCHEDULE FOR ADDITIONAL INFORMATION.
- D1.32 ONCE EXISTING HOT WATER PIPING IS CAPPED AND SECURED WITHIN THE EXISTING CMU WALL, TOOTH-IN NEW IN-FILL CMU AS NEEDED SO THAT NO PARTIAL BLOCK REMAINS. SEE PLUMBING, MECHANICAL, AND FINISH SCHEDULE FOR ADDITIONAL INFORMATION.
- D1.33 EXISTING CONCRETE LOCKER BASE IN THE GIRLS LOCKER ROOM AT THE EQUIPMENT WALL FLOOR LOCATION SHALL REMAIN AND RECEIVE A NEW BENCH OVER THE ENTIRE TOP SURFACE OF THE LOCKER BASE. FINISH TO MATCH OTHER BENCHES TO CREATE A BENCH / SHELF.

PLAN DEMOLITION NOTES

- D1.13 REMOVE PAINTED OSB PARTITION IN ITS ENTIRETY INCLUDING ALL FASTENERS. PATCH WALLS AT FASTENER LOCATIONS AND PREPARE SURFACES FOR NEW FINISH. SEE FINISH SCHEDULE FOR ADDITIONAL INFORMATION. SEE REFERENCE PHOTO P1-10.
- D1.14 REMOVE EXISTING WALL MOUNTED MIRROR AND SALVAGE FOR REINSTALLATION. PATCH WALL AND PREPARE FOR NEW FINISH. SEE FINISH SCHEDULE FOR ADDITIONAL INFORMATION.
- D1.15 REMOVE EXISTING DRINKING FOUNTAIN, PATCH WALL, AND MODIFY EXISTING COLD WATER AND EXISTING SANITARY PIPING TO RECEIVE NEW UNIT. CONTRACTOR SHALL EXTEND PIPING AS REQUIRED FOR A FULLY FUNCTIONAL SYSTEM. SEE FINISH SCHEDULE AND PLUMBING FOR ADDITIONAL INFORMATION. SEE REFERENCE PHOTOS P11, P12.
- D1.16 CAREFULLY REMOVE THE EXISTING METAL LOCKERS IN THEIR ENTIRETY AND TURN OVER TO THE SCHOOL. THE EXISTING WOOD BENCHES ARE TO BE REMOVED, SALVAGE, CLEANED AND REFINISHED FOR REINSTALLATION WITH NEW LOCKER. THE EXISTING CONCRETE BASES SHALL REMAIN AND RECEIVE NEW PAINT AND WALL BASE. SEE FINISH SCHEDULE AND SPECIFICATIONS FOR ADDITIONAL INFORMATION. SEE REFERENCE PHOTOS P9, P11, P13.
- D1.17 REMOVE EXISTING WALL MOUNTED RADIANT HEATER CABINET. TOOTH-IN NEW IN-FILL CMU AS NEEDED SO THAT NO PARTIAL BLOCK REMAINS TO RECEIVE NEW FINISH. REROUTE HYDRONIC PIPING TO NEW CEILING MOUNTED HEATER CABINET LOCATION. SEE FINISH SCHEDULE, PLUMBING, AND MECHANICAL FOR ADDITIONAL INFORMATION. SEE REFERENCE PHOTOS P16, P17.
- D1.18 CAREFULLY REMOVE WOODEN, OPEN FACE LOCKERS AND TURN OVER TO THE SCHOOL. SEE REFERENCE PHOTOS P14, P15.
- D1.19 EXISTING SHOWER CONTROL CABINET. SEE PLUMBING FOR ADDITIONAL INFORMATION. SEE REFERENCE PHOTOS P18, P19.
- D1.20 REMOVE EXISTING KAV ADJUSTABLE SHELVING. PATCH WALL TO RECEIVE NEW FINISH. SEE FINISH SCHEDULE FOR ADDITIONAL INFORMATION. SEE REFERENCE PHOTO P20.
- D1.21 CAREFULLY REMOVE WALL MOUNTED TV MONITOR AND TURN OVER TO THE SCHOOL FOR STORAGE AND POTENTIAL REINSTALLATION. SEE REFERENCE PHOTOS P15, P19, P24.
- D1.22 CONTROL PANEL / SENSOR TO REMAIN. PROTECT DURING CONSTRUCTION. SEE REFERENCE PHOTOS P5, P6, P8, P24.
- D1.23 ELECTRICAL PANEL AND SWITCH GEAR TO REMAIN. SEE REFERENCE PHOTO P25. SEE ELECTRICAL FOR ADDITIONAL INFORMATION.
- D1.24 REMOVE CURB AND PATCH FLOOR TO MATCH ADJACENT CONCRETE FLOOR. SEE REFERENCE PHOTOS P2, P4, P17, P21.

PLAN DEMOLITION NOTES

- D1.01 REMOVE EXISTING DOOR, HARDWARE, AND FRAME IN THEIR ENTIRETY. PREPARE REMAINING OPENING TO RECEIVE NEW DOOR, FRAME, AND HARDWARE.
- D1.02 REMOVE ALL FLOORING MATERIAL (CARPET, TILE, ETC.) AND PREPARE EXISTING CONCRETE SLAB TO RECEIVE NEW EPOXY FLOOR SYSTEM.
- D1.03 STRIP EXISTING OIL OR LATEX BASED PAINT AND PREPARE WALLS TO RECEIVE NEW PAINTED FINISH. SEE FINISH SCHEDULE AND SPECIFICATIONS FOR ADDITIONAL INFORMATION.
- D1.04 REMOVE EXISTING CERAMIC WALL AND FLOOR TILE AND THIN SET MORTAR FROM EXISTING REMAINING CMU WALLS. CONTRACTOR SHALL CLEAN WALLS IN PREPARATION TO RECEIVE NEW EPOXY WALL COATING PROVIDED AND INSTALLED BY DANCER CONCRETE UNDER SEPARATE CONTRACT. CONTRACTOR SHALL COORDINATE WITH DANCER SCHEDULE TO INSTALL EPOXY WALL COATING. CMU WALLS THAT DO NOT RECEIVE EPOXY COATING SHALL BE CLEANED, RECEIVE BLOCKER FILLER AND PAINT. SEE FINISH SCHEDULE AND SPECIFICATIONS FOR ADDITIONAL INFORMATION. SEE REFERENCE PHOTO P1, P2, P3, P4, P21, P22, P23.
- D1.05 CONTRACTOR TO PROTECT EXPOSED EDGE OF ADJACENT FLOOR FINISHES DURING CONSTRUCTION.
- D1.06 REMOVE ANY EXISTING WALL BASE, PREPARE WALL TO RECEIVE NEW EPOXY COVE BASE. SEE FINISH PLAN, FINISH SCHEDULE, AND SPECIFICATIONS FOR ADDITIONAL INFORMATION.
- D1.07 REMOVE ALL EXISTING TOILET PARTITIONS.
- D1.08 REMOVE EXISTING PLUMBING FIXTURES, CAPPING WATER AND SANITARY LINES NECESSARY TO PREPARE FOR NEW FIXTURE INSTALLATION. SEE FLOOR PLAN AND PLUMBING FOR ADDITIONAL INFORMATION.
- D1.09 REMOVE ALL EXISTING TOILET ACCESSORIES (SOAP DISPENSER, PAPER TOWEL DISPENSERS, FEMINE HYGIENE DISPENSER, SANITARY WAFER DISPOSAL, ROOM DEODORIZERS, WARDROBE HOOKS, ETC.) AND TURN OVER TO SCHOOL FOR REINSTALLATION. SEE A1.01 FOR ADDITIONAL INFORMATION.
- D1.10 REMOVE EXISTING SHOWER COLUMNS, CAPPING WATER AND DRAIN LINES NECESSARY TO PREPARE FOR NEW SHOWER LOCATIONS. SEE FLOOR PLAN AND PLUMBING FOR ADDITIONAL INFORMATION. SEE REFERENCE PHOTOS P1, P2, P3, P4.
- D1.11 REMOVE AND SALVAGE ALL WALL MOUNTED SIGNAGE, DISPLAY / RECORD PLAQUES, DRY ERASE BOARDS, BULLETIN BOARDS, ETC. FOR REINSTALLATION. COORDINATE WITH THE OWNER ITEMS TO BE REINSTALLED. TURN ANY REMAINING ITEMS OVER TO THE SCHOOL. SEE REFERENCE PHOTOS P5, P6, P7, P8, P9 AND A1.01 FOR ADDITIONAL INFORMATION.
- D1.12 REMOVE HARD CEILING AND LIGHT FIXTURES, SALVAGE LIGHT FIXTURE FOR REUSE / REINSTALLATION. PREPARE SPACE TO RECEIVE NEW CEILING AND LIGHTS. SEE REFLECTED CEILING PLAN, FINISH SCHEDULE AND ELECTRICAL FOR ADDITIONAL INFORMATION. SEE REFERENCE PHOTOS P1, P2, P3, P4, P23, P26, P27.

GENERAL DEMOLITION NOTES

- THESE NOTES APPLY TO ALL DEMOLITION DRAWINGS AND TO ALL CONTRACTORS AND / OR SUBCONTRACTORS THAT WORK WITHIN THE BUILDING.
1. ALL MATERIALS INDICATED AS DASHED ARE TO BE REMOVED. THIS INCLUDES ALL FINISHES AND MATERIALS NOT SPECIFICALLY CALLED OUT BUT PERTAINING TO THE INTENDED SCOPE. CONTRACTOR TO COORDINATE ALL ASSOCIATED WORK BETWEEN ALL TRADES.
 2. CONTRACTORS SHALL BE RESPONSIBLE FOR VISITING THE SITE TO BECOME FAMILIAR WITH THE EXISTING CONDITIONS. THESE DEMOLITION SHEETS SHALL SERVE TO AID THE CONTRACTOR IN THE EVALUATION OF THE EXTENT OF DEMOLITION; BUT SHALL NOT BE HELD TO BE ALL INCLUSIVE.
 3. CONTRACTORS SHALL FIELD INSPECT ALL DEMOLITION WORK PRIOR TO REMOVAL, TO ENSURE SUCH REMOVAL DOES NOT IMPAIR STRUCTURAL INTEGRITY OF THE EXISTING BUILDING. IF THE INSPECTION INDICATES THAT THE STRUCTURAL INTEGRITY MAY BE COMPROMISED, NOTIFY THE ARCHITECT / ENGINEER IMMEDIATELY.
 4. ALL CONSTRUCTION AREAS AND ASSOCIATED WORK AREAS SHALL BE KEPT CLEAN BY THE CONTRACTOR - DAILY.
 5. CONTRACTOR TO ENSURE NO DEMOLITION DEBRIS IS LEFT ON SITE (WOODS, DRIVEWAY, OR COUNTY ROADS) PRIOR TO COMPLETING ALL DEMOLITION WORK.
 6. CONTRACTOR TO PATCH / REPAIR / RESURFACE EXISTING DRIVEWAY AS NEEDED TO ELIMINATE ANY RUTS OR LOW AREAS CREATED DURING DEMOLITION.
 7. CONTRACTOR SHALL PROTECT ASPHALT AND / OR CONCRETE PAVING WITH 1" (MIN.) PLYWOOD UNDER DEMOLITION DEBRIS DUMPSTERS, RECYCLING CONTAINER, MATERIAL STORAGE CONTAINERS, ETC. REPAIRS TO DAMAGED PAVEMENT DUE TO NEGLIGENCE WILL BE AT THE CONTRACTORS EXPENSE.



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CERTIFICATION



Jerry W. Thomsen
All Concepts, Ideas, Design Elements, Plans, and Details as shown on this document are the sole property of Viridian Architectural Design, Inc. and shall not be used for any purpose without prior expressed written consent. The Owner shall be permitted to retain copies for information and reference.

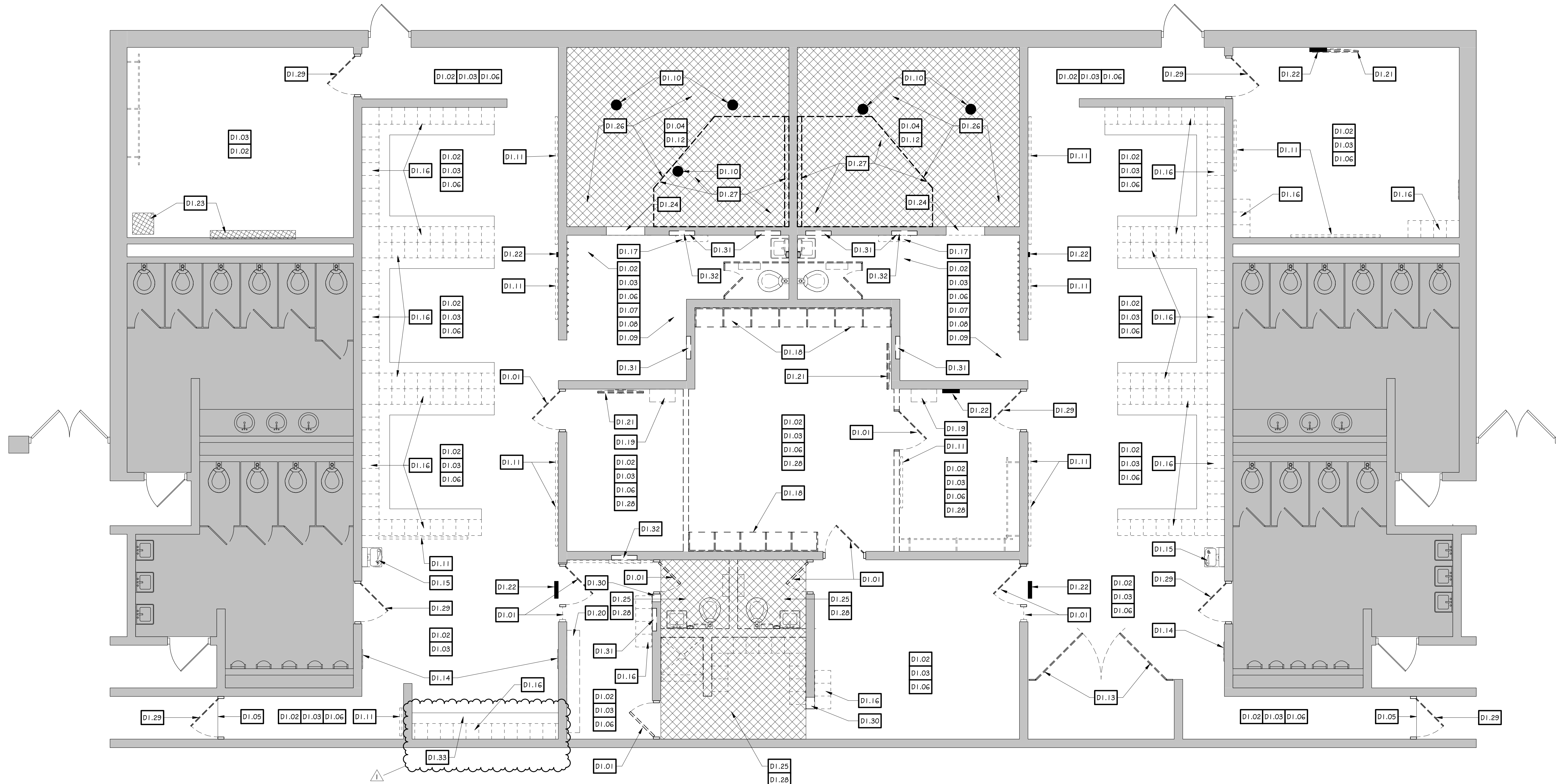
HNHS - VARSITY LOCKER ROOM RENOVATION
450 MACGAHAN STREET
HUNTINGTON, INDIANA 46750

REVISION	DATE	DESCRIPTION
1	03/25/2026	ADDEDNUM_01

DATE	PROJECT
03/23/2026	2025.0018

TITLE
ARCHITECTURAL
DEMOLITION - VARSITY
LOCKER ROOM PLAN
SHEET

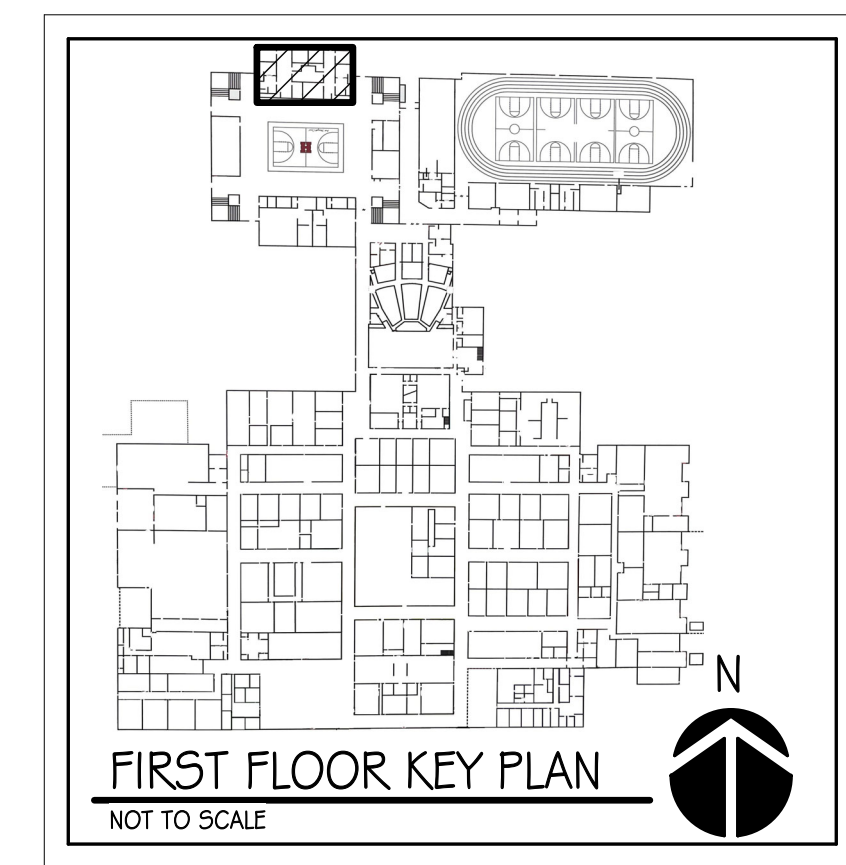
D1.01



NOTE:
CONTRACTOR TO ENSURE THAT EXISTING COAT OF PAINT THROUGHOUT THE ENTIRE PROJECT, TO INCLUDE WALLS, BULKHEADS, ETC., SHALL BE PROPERLY PREPARED TO RECEIVE NEW LATEX PAINT.

NOTE:
CONTRACTOR SHALL USE GROUND PENETRATING RADAR TO LOCATE UNDERSLAB DRAIN LINES. SAW CUT EXISTING CONCRETE SLAB AS NOTED. RELOCATE DRAIN LINES COORDINATING WITH NEW PLUMBING REQUIREMENTS. SEE PLUMBING FOR ADDITIONAL INFORMATION.

ARCHITECTURAL DEMOLITION - VARSITY LOCKER ROOM FLOOR PLAN
SCALE: 1/4" = 1'-0"
NORTH



one inch = one foot
one quarter inch = one foot
one eighth inch = one foot
one quarter inch = one foot
one eighth inch = one foot
one quarter inch = one foot
one eighth inch = one foot