

Project No. F24062

Fort Wayne, Indiana

**ADDENDUM #01**

Fort Wayne Community Schools 2025 Roof Replacements and Related Work at Various Locations:  
Project R1 & R2  
1200 South Clinton Street  
Fort Wayne, Indiana 46802

MARTINRILEY architects ▪ engineers  
221 West Baker Street  
Fort Wayne, Indiana 46802  
260-422-7994

Commission No.: F24062  
Addendum Date: October 28, 2024

**Conditions:** The following clarifications, amendments, additions, deletions, revisions and modifications are a part of the contract documents and change the original documents only in the manner and to the extent stated.

Copies of the Addendum shall be bound with all contract sets of drawings and specifications.

**Receipt:** Addendum Number #01 shall be acknowledged by Bidders on their Bid Form.

**CLARIFICATIONS:** N/A

**CHANGES TO THE SPECIFICATIONS:** N/A

**CHANGES TO THE DRAWINGS:** N/A

**END OF ADDENDUM NUMBER #01**

Attachments:

Pre-Bid Sign In Sheet  
Prebid Meeting Minutes R1 & R2



# PREBID MEETING MINUTES

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Project: Fort Wayne Community School 2025 Roof Replacement at Various Locations

**Project R-1** (Fairfield ES & Construction Trades)

**Project R-2** (Croninger ES)

Meeting Date: October 22, 2024

Commission No: F24062

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## I. Design Team Introduction:

1. Jayde Steffen, Coordinator  
Office: 260.467.2075; Cell: 260.267.1083; email: [jayde.steffen@fwcs.k12.in.us](mailto:jayde.steffen@fwcs.k12.in.us)
2. Travis Searles, Coordinator  
Office: 260.467.2075; Cell: 260.438.1022; email: [travis.searles@fwcs.k12.in.us](mailto:travis.searles@fwcs.k12.in.us)
4. Mike Hamilton, Principal, **MARTINRILEY architects•engineers**  
Office: 260.422.7994; Cell: 260.223.9014; email: [mhamilton@martin-riley.com](mailto:mhamilton@martin-riley.com)
5. Josh Kessie, Project Manager, **MARTINRILEY architects•engineers**  
Office: 260.422.7994; Cell: 260.610.5778; email: [jkessie@martin-riley.com](mailto:jkessie@martin-riley.com)
6. Don Schmidt, Project Design Assistant, **MARTINRILEY architects•engineers**  
Office: 260.422.7994; Cell: 260.750.2420; email: [dschmidt@martin-riley.com](mailto:dschmidt@martin-riley.com)

## II. Scope of Work:

The Scope of roofing work includes two (2) projects identified as Project R-1 & Project R-2. The projects include the removal of the existing roof system down to the roof deck and providing a new 2-ply modified bituminous roofing system or EPDM roofing system.

### Project R-1: (2) Locations

#### Fairfield ES

- **Base Work R-1 (+/-115 squares):** The removal of the existing 4-ply built up roofing system, cover board and insulation down to existing deck and installation of new 2-ply modified bituminous roofing system on area <2>.

#### Construction Trades

- **Base Work R-1 (+/-113 squares):** The removal of the existing 2-ply MBR roof system or EPDM roof system, cover board and insulation down to existing deck and installation of new 90 mil EPDM roof system on areas <1>, <3b> & <4>.

### Project R-2: (1) Location

#### Croninger ES

- **Base Work R-2 (+/-97 squares):** The removal of the existing 4-ply built up roofing system, cover board and insulation down to existing deck and installation of new 2-ply modified bituminous roofing system on area <4>.

1. by the end of the business according to the following schedule. **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 contractor's compliance with the Owner or Architects interpretation, at no contract increase.**
  - R-1 & R-2: November 1, 2024
2. Bids are due at FWCS, Maintenance and Operations Facility, Facilities Department, located at 1519 Catalpa Street, Fort Wayne, Indiana before 2:00 p.m. local time as indicated on the advertisement for bid and as follows:
  - R-1: November 5, 2024
  - R-2: November 7, 2024
3. Project R-1 & R-2 Project Dates
  - It is the intent of the owner to begin work on **May 23, 2025** for the projects and achieve tear off/base flashing substantial completion on/or before **August 1, 2025**, metal flashings/cap ply substantial completion on/or before **September 30, 2025** and final completion on/or before **October 15, 2025**.
  - Final completion includes the completion of all of the Punch List items (Owner and Architect) and Close Out Paperwork (i.e. change orders, warranties, waiver of liens, certification letters, etc.)

### III. General Items

1. Bidders may obtain bidding documents from Eastern Engineering (260) 426-3119.
2. The owner reserves the right to accept or reject any and all bids and to waive any informalities in bidding
3. Questions relating to the project should be directed to Josh Kessie at the office of **MARTINRILEY architects•engineers**
4. It is the Contractor's responsibility to assure that they or their subcontractors visit each project and verify existing conditions prior to the date of bid. Contractors will be required to sign-in at main office prior to site visit. The buildings will be open to Contractor's for field investigation after the following times:
  - Elementary Schools: 3:30pm

### IV. Additional items

1. **Section 00 01 26 – Background Check Requirements**
  - Each contractor and sub-contractor providing services to the owner shall screen all employees providing services to the owner.
  - FWCS SafeVendor program – online registration of company and background checks required
  - Submit certificate of compliance with background check requirement to be submitted within 30 days of contract execution, failure to do so is ground for contract termination
2. **Section 00 01 27 – FWCS Smoking Policy**
  - Smoking is not permitted on any FWCS properties, including electronic vapor, or smokeless tobacco.

3. **Section 00 01 31 – FWCS Document Management (Procore)**
  - FWCS shall use this software for web-based management tool
  - Use for: Submittals, Meeting Minutes, RFIs, PRs, ASIs/ESIs, Punch List, other project information as required
4. **Section 00 01 33 – Liquidated Damages**
  - Liquidated damages may be assessed for each calendar day beyond the specified Substantial and/or Final completion dates
5. **Section 00 21 13 – Instruction to Bidders**
  - Shall be AIA Document A701, a copy of which is bound within the specifications, will become a part of the Contract Documents.
6. **Section 00 22 13 – Supplementary Instruction to Bidders**
  - Modify, delete and supplement AIA Document A701, Instruction to Bidders.
  - Bidding Procedures among other items are identified in this section.
7. **Section 00 41 71 – Bid Proposal Form**
  - All bids shall be accompanied by the following completed documents identified on the Required Bid Checklist
    - Supplement to Form 96
    - State Form 96
    - Bid Security – 5%
    - List of Major Subcontractors, Suppliers and Manufacturers
    - Roofing Contractor's Installer's Certificate
    - Roofing Contractor's Manufacturer's Certificate
    - E-Verify affidavit
    - Contractor's Statement of Equal Employment Opportunity Policy
    - Record of MBE, WBE, EBE
    - Iran Certifications
    - Submitted in Duplicate
    - Sealed Envelope Marked with Name and Bid Account Numbers
  - The failure to fill out all items in the Bid Supplement to Form 96 will be considered justification for rejection of the bid.
8. **Section 00 43 43 – Responsible Bidder Requirements**
  - Contractor Pre-qualification requirements for Public Works Projects: All contractor's and major subcontractors **MUST** be pre-qualified through the IDOA Public Works Certification Board
    - <http://www.in.gov/idoa/2486.htm>
9. **Section 00 52 13 – Agreement Between Owner and Contractor**
  - The Agreement shall be the FWCS Standard Construction Agreement, a copy of which is bound in these documents, and which when executed, will become a part of the Contract Documents of the successful bidder.
10. **Section 00 72 00 – General Conditions of the Contract**
  - Shall be AIA Document A201, a copy of which is bound within these documents, a will become a part of the Contract Documents.
11. **Section 00 73 00 – Supplementary Conditions**
  - Modify the AIA Document A201, General Conditions of the Contract
  - Contractors shall secure a Performance Bond and Labor and Material Bond in the amount of 100% of the work accepted.

- Insurance limits among other items are identified in this section.

12. **Section 01 21 00 – Allowances**

- Contingency allowances shall be included as follows:
  - Project R-1: \$ 20,000.00
  - Project R-2: \$ 10,000.00
- Contingency Allowance shall be used only as directed for Owner's purposes and only by approved designate amounts to be charged to the contingency allowance.
- Contractor's combined profit & overhead limits are listed in section 01 2600 contract modification procedures.

V. Review Drawings

1. Review drawings.
2. Bid project per drawings, specifications, and addendum(s). Contractors will be held accountable to the bidding documents.
3. Contractor to visit Construction Trades and verify deck repairs and dimensions.

## PRE-BID ATTENDEE LIST

Fort Wayne Community Schools 2025 Roof Replacement at Various Locations

**Project R-1** (Fairfield ES & Construction Trades)

**Project R-2** (Croninger ES)

The following individuals have registered their attendance at the Pre-Bid held at 10:00am, local time, October 22, 2024, at Fort Wayne Community Schools Facilities Department Training Room.

Josh Kessie

(printed name)

Martin Riley

(firm/company)



(signature)

260-610-5778 JKessie@martin-riley.com

(phone, fax & e-mail)

Aaron Price

(printed name)

Martin Riley

(firm/company)



(signature)

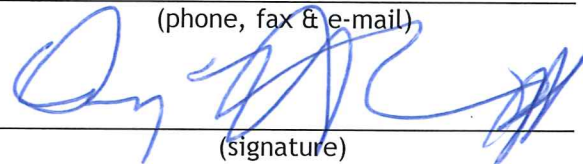
(phone, fax & e-mail)

Don Schmidt

(printed name)

MARTIN RILEY

(firm/company)



(signature)

260-750-2420

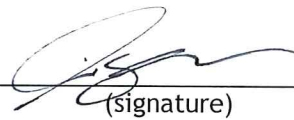
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Jerod Elett

(printed name)

CMS Roofing

(firm/company)



(signature)

Jerod.elett@cmsroofinginc.com

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JR Kuzma

(printed name)

McQUEE ROOFING

(firm/company)



(signature)

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(phone, fax & e-mail)

KEVIN YOUNG

(printed name)

SCHUST CONSTRUCTION

(firm/company)



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260-410-1705 KTY@SCHUSTCONSTRUCTION.COM

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Thomas Dahm  
(printed name)

Dahm Bros., Inc.  
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Evan Byrd  
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FWB  
(firm/company)

Jason Horn  
(printed name)

Dahm Brothers, Inc.  
(firm/company)

Travis Seales  
(printed name)

FWCS  
(firm/company)

(printed name)

(firm/company)

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(firm/company)

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(firm/company)

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