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May 18, 2015  

ADDENDUM #1  
TO THE PROJECT MANUAL & DRAWINGS  
FOR:  
Heritage Elementary School  
Site Improvements  
Pickerington Local School District  
Pickerington, OH 43147  

Project Number 2014014.01  
(1 page of Text /4 pages of Attachments / 0 pages of Sketches /5 pages Total)  

TO ALL BIDDERS:  
This Document supplements, amends the original Drawings and Project Manual, issued and dated April 24, 2015, and shall be taken into account when preparing bids, and shall become part of the Contract Documents.  

CHANGE TO BID DATE: Bids are now due May 28, 2015 BY 11:00AM Local Time  

Pickerington Local - District Office  
Office of the Treasurer  
90 East Street  
Pickerington, OH 43147  

GENERAL ITEMS  
Item #1: Pre-Bid Meeting (3 pages):  
A) See the attached Pre-Bid Meeting Minutes  
B) See the attached Pre-Bid Meeting Sign-In Sheet  

Item #2: Pre-Bid RFI Questions:  
RFI#1: Is the project required to following prevailing wage?  
Answer: Prevailing wage rates are not required.  

END OF ADDENDUM #1
Pickerington Local School District
Heritage Elementary School Site Improvements
Pre-Bid Meeting
May 14, 2015
1:00PM
Heritage Elementary, District Office

Discussion Items:

I. Introduction of Project Team Members
   a. Pickerington Local School District – Owner
      i. Vince Utterback
      ii. Ed Wolf
   b. SHP Leading Design – Architects
      i. Josh Predovich
   c. Kleingers Group – Civil Engineering
      i. Mike Couvreur

II. Program Overview

A. Description of the Work:

   1. Site Improvements Contract Work: The project includes the installation of new storm
drainage piping, gas line and pavement at Heritage Elementary School. Provide all labor,
equipment and materials as indicated in the Contract Documents.

      a. This scope of work includes all contract documents, including but not limited to, this
bid package, general requirements, the drawings, the specifications and the General
Conditions as part of the Bid Package. Furnish and install all of the items to make a
complete working system unless otherwise noted.

      b. All Contractors are to thoroughly review the existing conditions prior to submitting
proposal/start of work.

      c. Contractor to include an Allowance of $10,000.00 for miscellaneous work not
described in the contract documents. This allowance will be administered by the
Architect and any portion of the allowance not used will be returned to the Owner.

      d. Owner is obtaining the engineering permits.
e. Owner is responsible securing a testing agency for all testing necessary to comply with the codes, ordinances, plans and specifications unless specifically indicated otherwise. Contractor to coordinate with owner for all notifications and arrangements for inspections as required by governing authorities.

f. The Contractor shall produce and maintain the construction schedule. The schedule is required to be reviewed by the Architect and Owner.

g. Contractor shall obtain criminal background checks for all workers on the project prior to them working on the project site per contract requirements spelled out in 16.12 of the Owner-Contractor Agreement.

h. Contractor is responsible for layout and quality control.

i. Contractor is responsible for weekly clean up. All debris from paving activities will be removed daily.

j. Contractor is responsible for providing restroom facilities for workers. No access will be provided to the school facilities.

k. Contractor will have access to water and electric as required for the project.

l. The school will be occupied during construction activities. Contractor will notify the owner of any utility shut off or construction activities that will affect the occupied areas of the building.

m. Contractor will be liable for any damage to areas outside of the scope area of renovation.

n. The Contractor shall be responsible for receiving, off-loading, loading and proper storage and protection of their materials and equipment in and around the building. All storage shall be coordinated with the Owner prior to shipping of material.

o. Smoking shall not be permitted within the building or around the building. Smoking locations shall be designated locations as identified by the school officials. Violations of this policy will be grounds for removal from the job site.

p. Offensive language shall not be permitted on the job. Appropriate behavior is expected at all times. There shall be strict interpretation of harassment policy and this policy will be strictly enforced.

III. Bidding Procedures

A. **BID DATE:** Bids due Thursday May 21, 2015 BY 1:00PM *(CHANGED TO MAY 28, 2015 @11AM)*

   i. Deliver Bids to the following address:

   Pickerington Local - District Office
   Office of the Treasurer
   90 East St.
   Pickerington, OH 43147

   ii. Bids to be opened at the district office conference room.
a. Submission Requirements / Bid Attachments
   i. Sealed Envelope – CLEARLY MARKED ON OUTSIDE WITH:
      1. Project Name
      2. Contractor Scope of Work and Bid Package Number
      3. Date of Bid Opening
      4. See ITB for additional requirements.
   ii. Complete & Sign Bid Form including all alternates
      1. Include "N/A" for any alternates not bidding
      2. Alternate A1 – mill and overlay existing pavement
   iii. Bid Guaranty and Contract Bond (Refer to Instruction to Bidders for more options)
      1. Power of Attorney for Surety which is licensed in Ohio
   iv. Note All Addendums
   v. Refer to Instruction to Bidders for further requirements
b. Addenda
   i. (1) addendum to follow with Pre-Bid meeting minutes, sign in sheet.
c. Bid Evaluation
   i. Per ORC, overall published estimate for construction project will be evaluated to be within 10% of the budget. Owner reserves the right to reject any and all bids.
d. Equal Employment Opportunity / Nondiscrimination section in ITB.
e. The owner has 60 days to award contract.

III. Project Schedule
a. The Project must be completed by August 17, 2015. The project site will be available for work on June 1, 2015. A Notice to Proceed is anticipated to be issued on May 29, 2015.

IV. Plan and Specification Questions (RFI)
   a. Fax or e-mail all questions to SHP Leading Design.
   b. Bidders are encouraged to submit all questions by 1pm May 15th.
   c. Responses to all questions received by the 15th will be included in final addendum which will be issued to all plan holders.

   VERBAL INTERPRETATIONS ARE NOT BINDING AND THE BIDDER SHALL NOT RELY ON THEM.

   d. Bidders will not be compensated for claims of incomplete Contract Documents or Bidder Assumptions.

V. Proposed Equals (Substitutions)
   a. Fax or e-mail substitution request to SHP.
   b. Bidders are encouraged to submit by 1pm May 15th.
   c. Any accepted substitutions will be included in final addendum which will be issued to all plan holders.

VI. Site Visits
   a. Additional site visits will be scheduled upon request. Bidders to contact SHP Leading Design.

END OF AGENDA