Date:6/22/2023

Addendum No. 1

For Project No. ENG2002905497 DEER CREEK MAINTENANCE BUILDING DEER CREEK FISH & WILDLIFE AREA Putnam County

ISSUED FROM: Engineering Division Dept. Natural Resources

ISSUE DATE: June 22, 2023

BID DATE: July 11, 2023

FOR AGENCY: Department of Natural Resources

The information contained in this Addendum shall become a part of the basic plans and specifications the same as if original incorporated therein. The original plans and specifications shall remain in their entirety, except as modified by this Addendum. The items herein shall supersede information in the specifications and on the plans.

ITEM No. 1: GENERAL

A. Attached, please find a copy of the pre-bid meeting sign-in sheet and pre-bid meeting agenda with a summary of the discussion and clarifications.

ITEM No. 2: CONSTRUCTION PLANS

A. Revised Drawing Sheet 4.

Changed Plan Note: "Required tree removal to be completed by contractor".

ITEM No. 3: SPECIFICATIONS

Q: Are the signage to be supplied by GC or is that going to be done by owner?

A: Signage is supplied and installed by GC as part of the project. Refer to Specification 101423.16 FL Room - Identification Panel Signage.

Q: The way we are understanding the Document Specifications for the Goose Pond Maintenance Building is there is not Prevailing Wage on this project. Could you please confirm that there is no prevailing wages on this project.

A: Prevailing wage is not required for this project.

END OF ADDENDUM

State Form 21208R4

DAPW-118

Department of Administration, Public Works Division Deer Creek Maintenance Building Deer Creek Fish & Wildlife Area, Putnam County Department of Natural Resources

EXHIBIT #1

PRE-BID MEETING

DEER CREEK MAINTENANCE BUILDING DEER CREEK FISH & WILDLIFE AREA

DEPARTMENT OF NATURAL RESOURCES
STATE OF INDIANA

Public Works Project No. ENG2002905497 Requisition No: 135884

Deer Creek Fish & Wildlife Area 2001 W County Rd 600 S, Greencastle, IN 46135 Putnam County, IN

Date: June 15, 2023 @ 10:00 am ET

Meeting Location: DNR Office at Project Site

2001 W County Rd 600 S, Greencastle, IN 46135

- A. Attendee Sign-in:
- B. Welcome, Introductions, Project Contacts:
 - 1. Access to site:
 - a. Property Manager: Kevin Shettle
 - b. Assistant Property Manager: Noah Short
 - c. Office Phone: 765-653-0453
 - 2. Document Questions:
 - a. Nathan Smothers; 317-233-4707; NSmothers@dnr.in.gov. Please submit all questions via email for design team distribution as needed. Questions shall be submitted no later than fourteen (14) calendar days prior to the scheduled bid date.
 - 3. Code Administrator / Construction Contact:
 - a. Randy Craven: 317-605-1983; RCraven@dnr.in.gov
- C. Bidding and Contract Requirements:
 - 1. Project is estimated at \$150,000 or above
 - 2. Notice to Bidders
 - Secured Electronic Bid Submission via email. Bids received until 2:31 PM (Indianapolis Time) July 11, 2023
 - b. Microsoft Teams Live Event Bid Opening at 3:00 PM (Indianapolis Time) July 11, 2023. Reference link on Notice to Bidders
 - Bids shall be taken from Prime Contractors pre-qualified by the Public Works Certification Board in the following classification/s: 1541.01 Industrial Plants and Warehouses or 1542.02 Commercial Buildings. Prequalification by the Certification Board is required for this project prior to bid opening. Reference the following link for more information

https://www.in.gov/idoa/state-property-and-facilities/public-works/certification-board/contractors-and-sub-contractors/

- 4. Per the Instructions to Bidders, Work By Contractor, "The Contractor shall perform a minimum of 15% of the value of the work..." (DAPW 30)
- 5. Participation Goals: 7% MBE, 5% WBE and 3% IVOSB
 - a. The Indiana Department of Administration ("IDOA") in its commitment to Minority and Women's Business Enterprise ("MBE/WBE") and Indiana Veteran Owned Small Business ("IVOSB") participation in the state's procurement and contracting process, expects prime contractors to solicit MBE, WBE, and IVOSB subcontractors for competitive bids in the areas of construction, professional services, and goods and services. This policy outlines the steps necessary for subcontractor participation that is subject to IDOA purchasing authority.
 - b. Please see Part "K" Reference Information links and attachments for additional information.
- 6. Each contractor must submit with their bid a written plan for a program to test the contractor's employees for drugs (DAPW 150A)
- 7. Reference Bidding and Contract Requirements for detailed instructions.

D. Document Overview

- 1. Drawings
 - a. Site
- Construction Stormwater General Permit. Contractor shall be responsible for erosion control measures and monitoring for all portions of the site work. Products shall be wildlife friendly.
- ii. Project scope includes connection to an existing Onsite Sewage System
- iii. Building Power secondary power from existing transformer by Contractor.
 Owner will pay for temporary electrical service.
- iv. Water Service connection to existing water service by Contractor. Owner will pay for temporary water service.
- v. Gas Service New gas service installation to site by Owner / Vectren/CenterPoint Energy. Schedule to be determined.
- b. Building
 - i. Base Bid is 3 bays (Rooms 101 106)
- 2. Specifications
 - a. Existing Condition Information: Site Utilities All utility locates shall be by Contractor
 - b. Geotechnical Data
 - c. Alternates (Reference Section 01 23 00 for detailed information)
 - i. 1A: Add Maintenance Bay 107
 - ii. 1B: OSB in place of plywood associated with Maintenance Bay 107
 - iii. 2A: Add Maintenance Bay 108
 - iv. 2B: OSB in place of plywood associated with Maintenance Bay 108
 - v. 3: OSB in place of plywood in locations described.

E. Corrections and Clarifications:

- Section 01 00 00 General Requirements, Part 1.02, Item #6: Owner will provide AutoCAD drawings from Contractor's field mark-ups.
- 2. Delete Table of Contents reference to utility locates.

F. Allowances:

1. A Remediation Allowance of \$25,000.00 shall be included in the Base Bid as a separate item in the Schedule of Values adding up to the total bid price.

2. If any portion of the remediation allowance is not used during the project, that portion will revert to the owner and will not be included in the contractor's final payment.

G. Project Schedule:

- 1. Bids received until 2:31 PM (Indianapolis Time) July 11, 2023
- 2. Contracting phase should be expected to take at least 30-60 days to complete
- 3. Project duration is 365 calendar days
- 4. Tree removal window is from October 1 March 31
- Normal work hours 7:00 am 5:00 pm and as adjusted by Property Manager

H. Site Restrictions:

- 1. Maintain Public Access and Parking Note: Existing gravel areas shall be repaired and returned to its current condition at the end of the project.
- 2. DNR Staff Parking
- 3. Temporary Field Office and Utilities
- 4. Contractor Staging Areas
- 5. Deliveries
- 6. Dumpsters
- 7. Site Security Maintain existing perimeter security with existing and new fence as required

I. Project Approvals:

- 1. DHPA Section 106 Determination Letter Clearance Letter dated 7/20/20
- 2. F&W Section 7 Endangered Species Review Complete No Issues
- 3. Owner will submit to IDEM for the Construction Stormwater General Permit.
- 4. Owner will obtain the Construction Design Release from Plan Review
- 5. Local Building Permits not required

J. Bidding Documents:

- DNR Engineering Website Division of Engineering Home Page: https://www.in.gov/dnr/engineer/
- 2. DNR Engineering Website DNR Project Bidding Information Page: https://www.in.gov/dnr/engineer/2908.htm
- 3. Subscribe to receive email updates when the Engineering Bid Page is updated: https://public.govdelivery.com/accounts/INDNR/subscriber/new?topic_id=INDNR_16

K. Reference Information:

- IDOA Certification board: https://www.in.gov/idoa/state-property-and-facilities/public-works/certification-board/
- 2. Bidder ID #: https://www.in.gov/idoa/procurement/supplier-resource-center/requirements-to-do-business-with-the-state/bidder-profile-registration/
- 3. W-9 & Direct Deposit: The successful bidder will be required to complete the Automated Direct Deposit Authorization Agreement & W-9 Form. Please reference the Auditor of State website for additional information: https://www.in.gov/auditor/.
- 4. Please reference the attached DNR Vendor Registration HelpSheet for additional information.
- 5. https://www.in.gov/idoa/mwbe/files/MBE,-WBE,-and-IVOSB-Participation-Policy-4-21.pdf
- 6 https://www.in.gov/idoa/mwbe/files/MWBE-Revised-Goals-Policy-6-21.pdf
- 7. https://www.in.gov/idoa/mwbe/minority-and-womens-business-enterprises/laws-and-policies/
- 8. https://www.in.gov/idoa/mwbe/indiana-veteran-business-program/

- 9. https://www.in.gov/idoa/mwbe/minority-and-womens-business-enterprises/participation-goals/
- L. Q & A
- M. Site Tour

Summary of Discussion and Clarifications:

- 1. Reference sign-in sheet for list of attendees.
- 2. The Notice to Bidders for this project is posted on the DNR Engineering Website, along with the Drawings and the Project Manual.
- 3. If bidding both the Goose Pond and Deer Creek projects, please be careful not to confuse one bid with the other.
- 4. Normal office hours are 8 am to 3 pm Monday through Friday. The General Contractor may work later into the day as coordinated with the Property Manager and would be responsible for closing and securing the main site entrance at the end of the day.
- 5. Installation of the gas service shall not be anticipated until the end of the proposed construction schedule.
- 6. While not discovered on site, karst formations are known to exist within the vicinity of the project. Please review the geotechnical reports for additional information.
- 7. Bidders shall provide an amount for each alternate. Missing amounts will result in a non-responsive bid.
- 8. All utility locates, soil compaction, and concrete testing are the responsibility of the Contractor using an independent third-party testing agency.
- 9. Use of the site shall be coordinated as needed with the Property Manager to accommodate the Owners storage and access to equipment.
- 10. Maintaining site security is a priority. The Contractor shall quickly (no more than 1 week) remove existing fencing as needed and establish the new perimeter fence line as needed to accommodate the work and secure the site.

Site Tour:

- 1. The location of the existing on-site sewage system was reviewed.
- 2. The location of the existing transformer and the approximate location of the incoming primary electrical service was reviewed. All utility locates are the responsibility of the Contractor to field verify all utility locations. The location of existing and new utilities shall be documented on the Contractors field set and submitted to the Owner.

- 3. The location of the building site and its proximity to the existing tree lines was reviewed. Determining the extent of tree removal as needed to accommodate the work, as well as tree removal, is the responsibility of the Contractor. Any notes referring to tree removal by Owner, such as the note listed on site sheet #4, and elsewhere, shall be deleted. The goal is to minimize site disturbance.
- 4. No known settlements are believed to be in the project area, but if any artifacts are found, they must be reported. Please reference the DHPA Clearance letter for additional information.
- 5. Regarding the alternates, bidders shall carefully review the foundation and building design to incorporate and accommodate the proposed and required grades. In addition, please note that the full loop of the drive through access road shall be positioned as shown for the full length of the building, even if the alternates are not accepted.

Supplemental Notes:

1. Please Note: Per the instructions to bidders, Part 06, Work by Contractor, the Contractor shall perform a minimum of 15% of the value of work (measured in dollars of the total contract price) with his own forces, and not more than 85% of the value of work is to be subcontracted.

Clarification: The work managing can count toward the 15% but we prefer to see the contractor self-perform some work.

- 2. Bidders are responsible for looking for addenda and any changes issued during the bidding process.
- 3. Bidders are encouraged to review the state bidding process to avoid any issues.
- 4. Clarification: Owner will provide the gas service to within 5'-0" of the building.



Thank you for supporting the Department of Natural Resources! DNR is committed to the wise use of the

DNR is committed to the wise use of the state's resources *and* our tax dollars.

As directed by State of Indiana procurement laws and Indiana Department of Administration (IDOA) policy, all entities ("suppliers") conducting business with DNR must be registered before we can finalize a solicitation award, create a purchase order, execute a contract, or make a payment.

WE GET IT: Doing business with the State can seem overwhelming. Assistance is available through IDOA's *Vendor and Supplier Resource Center* at https://www.in.gov/idoa/3106.htm.

You'll also find registration forms and links, as well as detailed information on State bidding opportunities, purchasing terminology, supplier responsibilities, technical support, and more.

Communicating with DNR is easy.

Because DNR divisions and properties make their own procurement decisions, communicating directly with them about your products and services is best. Contact information is available on DNR's website at https://www.in.gov/dnr/.

Additionally, the DNR Division of Purchasing is happy to distribute electronic information on your behalf. Feel free to email your request to DNRPurchase@dnr.in.gov.

REGISTRATIONS TO BE A STATE SUPPLIER

1. Auditor of State (AOS)

Required for all suppliers, payments, and dollar amounts. **Complete the two forms listed below** to create a new account, update an inactive account, or modify information on an existing account (e.g. address, bank account, business name). Submit completed forms to your DNR contact person OR email them directly to DNRVendorForms@dnr.in.gov.

- Request for Taxpayer Identification Number and Certification (IRS W-9, October 2018)
- Automated Direct Deposit Authorization Agreement (State Form 47551; R7/5-18)

2. IDOA Bidder Profile

Required for purchases costing \$1,500 or more and creation of a purchase order, grant, or contract, even if not technically "bidding" for anything. Upon registration, suppliers receive a unique ID which allows DNR to select them for purchase orders and payments. Suppliers can also complete information in their Bidder Profile to identify to the State what kind of business they are or products they sell.

3. Secretary of State (SOS) Business Registration

Except for Sole Proprietorships and General Partnerships, suppliers must register per IC 23-1-49-1 for purchases costing \$1,500 or more and creation of a purchase order, grant, or contract. Suppliers may not need to register for a one-time purchase.

Indiana businesses are likely already registered. Out-of-state suppliers may need to register and/or secure an Indiana agent. Initial registration costs \$90, with a \$30 fee every two years to remain current. Contact the SOS for detailed advice.

4. Tax Clearances

DNR cannot issue a purchase order to or execute an agreement with a supplier who owes taxes to the State of Indiana. Suppliers must be current with all tax payments to the Indiana Department of Revenue (https://www.in.gov/dor/) and the Indiana Department of Workforce Development (https://www.in.gov/dwd/). DNR cannot provide tax-related information or advice.

PRE-BID MEETING

DEER CREEK MAINTENANCE BUILDING DEER CREEK FISH & WILDLIFE AREA

DEPARTMENT OF NATURAL RESOURCES STATE OF INDIANA

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Date: June 15, 2023 @ 10:00 am ET Meeting Location: DNR Office at Project Site 2001 W County Rd 600 S, Greencastle, IN 46135

NAME	COMPANY	E-MAIL	PHONE
1 Michael John	ion DNR Engineerin	a MicJohnson ledar, in. o	pov 317-233-1101
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PRE-BID MEETING

DEER CREEK MAINTENANCE BUILDING DEER CREEK FISH & WILDLIFE AREA

DEPARTMENT OF NATURAL RESOURCES STATE OF INDIANA

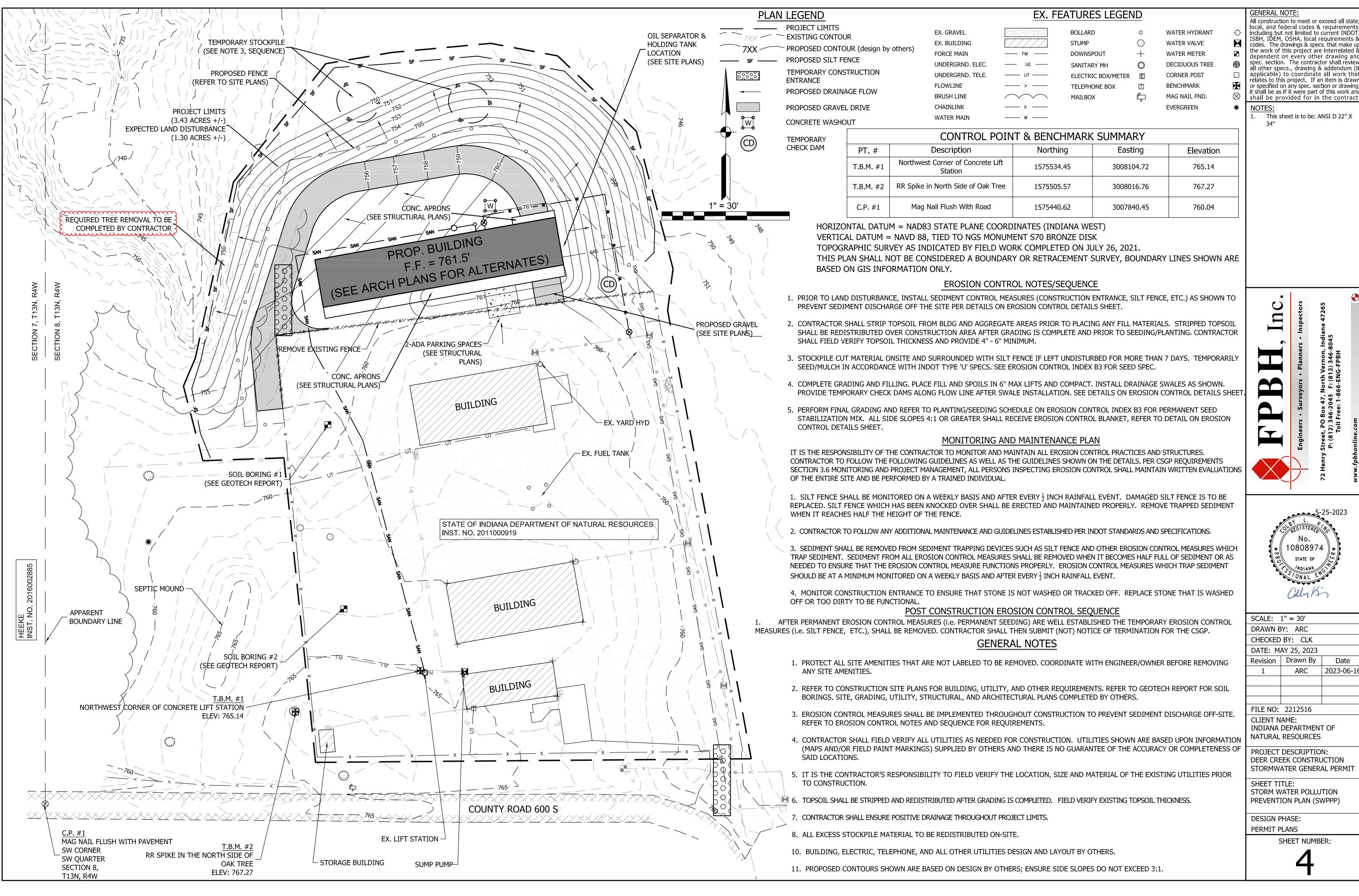
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NAME	COMPANY	E-MAIL	PHONE
			317-605-188
14 NATHAN SHOTHERS	5 DNR	OCHAMADOR FR. 601	317-233-470
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All construction to meet or exceed all state local, and federal codes & requirements including but not limited to current INDOT ISBH, IĎEM, OSHA, local requirements 8 the work of this project are interrelated 8 ependent on every other drawing an spec. section.The contractor shall reviev l other specs., drawing & addendum (i applicable) to coordinate all work that

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