

Addendum No. 1

**For Project No. ENG2102901515
SUGAR RIDGE STORAGE BUILDING
SUGAR RIDGE FISH & WILDLIFE AREA
Pike County**

ISSUED FROM: Engineering Division Dept. Natural Resources

ISSUE DATE: September 1, 2022

BID DATE: September 21, 2022

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

N/A

ITEM No. 3: SPECIFICATIONS

N/A

END OF ADDENDUM

Department of Administration, Public Works Division
Sugar Ridge Storage Building
Sugar Ridge Fish & Wildlife Area, Pike County
Department of Natural Resources

EXHIBIT #1

PRE-BID MEETING

**SUGAR RIDGE STORAGE BUILDING
SUGAR RIDGE FISH & WILDLIFE AREA
DEPARTMENT OF NATURAL RESOURCES
STATE OF INDIANA**

Project No: ENG2102901515
Requisition No: 130734

Sugar Ridge Fish & Wildlife Area
2310 E State Road 364, Winslow, IN 47598

Date: **August 31 @ 9:00 ET**
Location: FWA Office and Project Site

- A. Attendee Sign-in
- B. Welcome, Introductions, Project Contacts:
 - 1. Access to site:
 - a. Property Manager: Hillary Bulcher
 - b. Assistant Property Manager: Andrea Logsdon
 - c. Office Phone: 812-789-2724
 - d. Craig Jansen, Project Manager and Asian Carp Biologist; Direct: 812-827-2836;
cjansen1@dnr.IN.gov
 - 2. Document Questions:
 - a. Site & Architecture: Michael E Johnson; 317-233-1101; MichaelJohnson1@dnr.in.gov
 - b. MEP: Ron Peterson; 317-232-4153; RPeterson@dnr.in.gov
 - 3. Code Administrator / Construction Contact:
 - a. Todd Stearns: 317-499-2714, tstearns@dnr.in.gov
 - 4. Division of Engineering, 402 West Washington Street, W299, Indianapolis, Indiana 46204
- C. Bidding and Contract Requirements:
 - 1. Project is estimated at \$150,000 or above.
 - 2. Notice to Bidders
 - a. Electronic Bid Submission
 - b. Teams Live Event Bid Opening

3. 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.
 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. Review of Participation Goals
 6. Reference Bidding and Contract Requirements for detailed instructions.
 7. A Davis-Beacon wage rate is not applicable.
- D. Document Overview
1. Specifications
 - a. Existing Conditions – DHPA & Utility Locates
 - b. Geotechnical Data – Investigations Report
 - c. Alternates
 2. Drawings
- E. Scope of Work:
1. The scope of work generally consists of the Base Bid and five (5) Alternates. For description of work reference drawing sheets C-1 & A-1 and specification Section 01 00 00 – GENERAL REQUIREMENTS
 2. Items of special attention:
 - a. Existing Septic & Waterline Protection & Field Verifications
 - b. New Primary Electrical Service - CenterPoint Energy
 3. Signage – Provide ADA signage for each room and at each exterior man door.
- F. Allowances:
1. A Remediation Allowance of \$2,500.00 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) September 21, 2022
 2. Normal work hours
 3. Project duration is 180 calendar days
 4. Daily site cleaning required
 5. Tree removal window is from October 1 – March 31
 6. Special sequencing and timing requirements:
 - a. If accepted, complete the Alternate Number 2 Stone Lot early in the process to provide additional storage space for the Owner's equipment.
- H. Site Restrictions:
1. Maintain Public Access and Parking
 2. DNR Staff Parking
 3. Temporary Field Office and Utilities
 4. Contractor Staging Areas
 5. Deliveries
 6. Dumpsters
 7. Site Security

8. Excess Fill Dirt
- I. Temporary Utilities
 1. Utilities will be paid for by the Owner.
- J. Project Approvals:
 1. Contractor to Obtain the Construction Design Release
 2. Local Building Permits not required
 3. Septic Permit not required
 4. DHPA – Section 106 Determination Letter – Clearance Letter Included
 5. Submit Payment, Notice of Intent (NOI) / Obtain Notice of Sufficiency (NOS) & Permit if required by project scope
 6. F&W - Section 7 - Endangered Species Review – In-Progress
- K. Bidding Documents:
 1. 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
- L. Reference Information:
 1. 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.
- M. Site Tour (Building and Site):
- N. Q & A:

Summary of Discussion and Clarifications:

1. Reference sign-in sheet for list of attendees.
2. Normal work hours are approximately 7 am to 3 pm Monday through Friday. Needed adjustments can be coordinated with the Property Manager.
3. There are no gate restrictions; however, a security cable may be installed during deer season and as needed to help with site security.
4. The Endangered Species Review has been completed as a part of the grant funding process. No issues were noted.

5. The contracting phase should be expected to take at least 30-60 days to complete.
6. Final design, construction documents, State Submittal to the IDHS, and related fees by Contractor.
7. The length of the lean-to shall be approximately 40-feet, shortened as needed to accommodate the roof to gable end wall connection. Adjust Door 101E as needed to be under the lean-to roof.
8. Utility locates by Contractor. Coordinate as required for water line connection and installation of sanitary line to existing septic system. An existing gas line is also located in the vicinity of the project.
9. Construction staking shall be by the contractor. The specific location of the new building corners shall be coordinated with the Owner to allow for trailer access and truck parking north of the existing roadway. Set finish floor elevation as noted in the project description.
10. Remove tree stumps and root balls within the project site(s). Also remove the clump of trees within the northeast corner of the proposed stone lot. Trees can be pushed into a pile west of the new stone lot.
11. Staging and construction operations shall allow for continuous vehicle and tractor access along the roadway.
12. Sod and topsoil can be stockpiled east of the project site. Reuse as needed for final grading work.
13. The new stone parking lot may generally follow the existing grades and as noted in the project description. Provide positive drainage.
14. Wildlife friendly erosion control shall be stalled to project the existing pond and as required to meet stormwater runoff requirements.
15. New electrical service will need to be installed for this project. CenterPoint Energy is the service provider. Craig Jansen will verify the scope of work that needs to be provided by DNR and the Contractor.

Thank you for supporting the Department of Natural Resources!

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.

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| NAME | COMPANY | E-MAIL | PHONE |
|--------------------|---------------------|--------------------------------------|------------------------------|
| 1 Michael Johnson | DNR | MicJohnson1@dnr.in.gov | 317-233-1101 |
| 2 NATHAN SMOTHERS | DNR | NSMOTHERS@DNR.IN.GOV | |
| 3 Andrew Heppner | Kries construction | andrew.kriesconstruction@gmail.com | |
| 4 COLTON DURCHOLTZ | MORTON BUILDINGS | COLTON.DURCHOLTZ@MORTONBUILDINGS.COM | 812-582-1332 |
| 5 TODD S. STEARNS | DNR Eng. | TSTEARNS@DNR.IN.GOV | 812-482-1125 317-498-2714 |
| 6 Kyle Giesler | Jasper Lumber | kgiesler@jasperlumberonline.com | |
| 7 Josh Krempp | Krempp Construction | JDK@Krempp.net | |
| 8 Craig Jansen | DNR | cjansen1@dnr.in.gov | 812-631-0473 |
| 9 Cody Sluder | C.H. Building | csludr@chbuilding.com | 812-798-5309 |
| 10 Hillary Bulcher | DNR | hbulcher@dnr.in.gov | (812)789-2724 |
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