SCOPE OF WORK/GENERAL REQUIREMENTS
INDIANA DEPARTMENT OF NATURAL RESOURCES
PROJECTS ESTIMATED AT LESS THAN $150,000

PROJECT NUMBER:
PROPERTY NAME: Bodine State Fish Hatchery (South Bend Fish Ladder)
PROJECT NAME: Replace Trash Rack Grate of South Bend Fish Ladder Mixing Chamber
DATE: November 10, 2026

Scope of Work:

The purpose of this project is to replace grates for the mixing chamber at the South Bend Fish Ladder in South Bend, IN. The ladder is the Property of the State and operated by Bodine State Fish Hatchery.

The mixing chamber allows for extra water to be mixed and sent out to the fish ladder entrance to help attract migrating Trout and Salmon. Currently, one of the grates has rusted and fallen out. All the other grates are in poor condition and will soon rust and break. The grates keep fish from getting into the mixing chamber and keep them going up the fish ladder to continue migration. Attached photos show the deterioration of the grates and the opening where the grate has fallen out.

- Contractors with dive certification that can do underwater work will be needed to perform the project.
- The old grates will all need to be removed from the mixing chamber. Grates will need to be hoisted/lifted onto the catwalk, then up to ground level. The grates will then be measured so new grates can be cut to size. The old grates will be given back to Bodine State Fish Hatchery, and they will dispose of them.
- Divers will remove any trash, debris, logs, weeds, etc. from the chamber while they are in dive gear.
- Removal trash, grates, and getting everything to ground level should take 1-day of diving.
- Before the old grates are removed, the new aluminum grate will be ordered and in stock at the shop of the vendor or Bodine State Fish Hatchery.
- Hardware for affixing the new grates will need to be ordered after the old grates are removed, so we know exactly what size hardware is necessary. This should be done between diving dates. In addition, the new grates will be cut to size before another dive is done.
- Contractor will dive down on another date and install new grates and hardware.
- Should it take longer than a day, contractor will dive another day. Project will take 3 dive days or less.
- Contactors will ensure worksite is clean and free of building materials/trash from building materials.
- Once complete, attraction water will be turned on to ensure grates are staying in place, and water flowing through them properly.
- After a full spring run season of running attraction and cleaning the grates, if they have broken or moved in anyway due to installation issues, contractor will be responsible for fixing.

Refer to attached pictures for grate condition and underwater photos.

Project Site:

Property Name: Bodine State Fish Hatchery
Property Address: 13200 Jefferson Blvd. Mishawaka, IN. 46545
Project Location: Seitz Park S. Niles Ave. South Bend, IN. 46617 Location of South Bend Fish Ladder. (Map Provided)

Property Access/ Project Manager:

Prior to bidding, bidders are strongly encouraged to visit the site of the proposed work and thoroughly familiarize him/herself with the nature and location of the work, general conditions, and the kind of equipment needed during the execution of the work. Failure to visit the site before bidding does not relieve the Contractor of responsibilities for anything that he/she would be made aware had he/she visited. Contact the Project Manager or property contact below to coordinate site access.

Project Manager Name: Alexander Ingersoll
Project Manager Phone and Email: 574-255-4199 or 616-644-4073 aingersoll@dnr.in.gov.

Bid Requirements:

A bid will be rejected if the following is not met:

- The *Contractor's Bid Document* must be completed and submitted electronically as indicated in the *State of Indiana Solicitation For Quotation*, State Form 21234/DAPW 35.
- Additional Contractor terms and conditions shall not be submitted with bids.
- Sales tax shall not be charged or included in the bid.
- Voluntary alternate bids will not be accepted.

A contract and purchase order cannot be issued unless the Contractor is registered in the State of Indiana Vendor System. See attached Vendor Help Sheet.

No verbal agreement, understanding, or conversation with an agent or employee of the Indiana Department of Natural Resources, either before or after the execution of this contract, shall affect or modify the terms or obligations herein contained. Verbal authorizations are not binding upon the State.

Measurement And Payment - Lump Sum:

All Work described in the Scope of Work and/or shown on the supporting documents shall be included in the Lump Sum Bid. No separate measurements for payment will be performed for Lump Sum Work.

Commencement And Completion of Work:

The Contractor shall initiate the project within ten (10) days after the date of the execution of the Contract, unless otherwise indicated in the bid documents.

Work shall not commence until all labor, materials and equipment are available so work can continue without interruption or delay.

The work shall be completed within the timeframe indicated on the "Contractor's Bid Document", State Form 21234.

Code Requirements and Manufacturer's Instructions:

If the Contractor observes that any of the contract documents are at variance with the printed application instructions of any Manufacturer in any respect, he/she shall promptly notify the Project Manager in writing.

If the Contractor performs any work contrary to State Building and other Codes, Regulations, Ordinances, or Manufacturer's printed instructions without notice to the Project Manager, the contractor shall bear the cost arising from such non-conformance.

Permits, Special Provisions: – Only Include If Needed; Otherwise Delete This Section

In the case of conflicts between state and local codes or regulations, State Codes or State regulations shall prevail.

Permits secured by the Owner for this project include:
List permit numbers/agencies (attach permits to bid packet)

Call out any permit conditions or special project provisions that may affect bid price or project schedule (tree clearing/bat restrictive dates, net free erosion control matting, installation of erosion control measures, property events/work restrictive dates, etc.)

The Contractor shall adhere to all conditions of approved permits.

Working Hours:

The Contractor shall perform all related activities on Monday through Friday excluding State holidays, between the hours of 7:00 a.m. and 6:00 p.m. local time, unless alternate arrangements are made and approved by the Project Manager or his representative.

All work performed at other times shall be approval by the Project Manager or his/her representative, confirmed in writing, and shall not constitute a change in the contract amount.

The Contractor shall plan all material deliveries during normal working hours, shall be responsible for receiving and deliveries, and shall properly protect delivered materials while being stored on the property. The Project Manager or his/her representative will not sign for any deliveries.

Pre-Construction Meeting:

If requested by the Project Manager, the Contractor and his/her Subcontractor (if any) shall attend a pre-construction/pre-service meeting with the Project Manager and/or his representative at the work site. The date for this meeting shall be scheduled by the Project Manager within 14 days after the contract is awarded unless Project Manager has approved alternate arrangements.

Protection of Facilities and Premises:

Before starting excavations, Contractor shall locate existing underground utilities in all areas of the work. Utilities may be privately and/or publicly owned.

Except for permanent site improvements provided under the Contract, Contractor shall restore property disturbed during the Work to the conditions which previously existed.

The Contractor shall be responsible for the protection of all facilities during the entire period of service. Any damages to the existing facilities, roads, lawns, driveways, or other State-owned property caused by the contractor shall be repaired by the Contractor at his/her expense and in a manner and schedule approved by the Project Manager.

The Contractor shall confine his/her operations and the storage of materials and equipment within an area approved by the Project Manager or his representative.

The Contractor shall, at all times, keep the premises free from accumulation of waste materials or rubbish caused by his/her employees or work and prevent the spread of this debris during windy conditions. At the completion of the work, the Contractor shall leave the premises in a neat, clean, and orderly fashion.

The Contractor shall power wash any mechanical equipment or vehicle to be used on the job site to remove all mud and debris prior to unloading on the site. This is necessary to prevent contamination by invasive species seeds that may be attached to the equipment. The Contractor shall not unload the equipment on site without prior visual inspection by the Project Manager. No other vehicles/machines shall be permitted in the project area. All other equipment or project-related vehicles must be parked in specified parking areas.

Safety and Health Plan:

The Contractor shall be required to comply with all OSHA or IOSHA regulations as may be applicable to this project.

The Contractor shall prepare a safety and health plan that identifies the safety requirements of the project, procedures to follow in case of an emergency, accident, injury, or illness and make this plan available to all employees, and sub-contractors complete with persons and/or phone numbers to call for all who are working at this site. This shall be made available to the Project Manager upon request.

The Contractor shall understand that the Department of Natural Resources nor the State of Indiana bares any responsibility for the cost of injuries to Contractor or Sub-Contractor, or their employees injured during the course of the contract. The Contractor shall be responsible for the transport of injured employees needing medical or other attention.

Substitutions:

Materials and methods specified herein are known to meet the requirements of the project. Anyone wanting to use substitute materials or methods shall submit a written request, accompanied by necessary supporting information at least 10 days prior to the bid. If the Project Manager determines that the proposed substitution is acceptable, an addendum to the specifications will be issued to all prospective bidders.

END OF SECTION