

Addendum No. 1

**For Project No. ENG2503744159
Wastewater Treatment Plant Upgrades
Versailles State Park
Ripley County, IN**

ISSUED FROM: Engineering Division Dept. of Natural Resources

ISSUE DATE: January 24, 2025

BID DATE: February 18, 2025

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

- A. SECTION 01 00 00 - GENERAL REQUIREMENTS, Part 1.02 B. Reference Pre-Bid Meeting discussions and clarifications.

END OF ADDENDUM

PRE-BID MEETING
Wastewater Treatment Plant Upgrades
Versailles State Park
DEPARTMENT OF NATURAL RESOURCES
STATE OF INDIANA

Public Works Project No. ENG2503744159
Requisition No:

1387 U.S. 50 East, Versailles, IN 47042

Date: **January 22, 2025 @ 9:00 am EST**

Meeting Location: Park Office
(39°04'07.6"N 85°14'13.0"W)

- A. Attendee Sign-in:
- B. Welcome, Introductions, Project Contacts:
1. Access to site:
 - a. Property Manager: Garrett McAdams; gmcadams@dnr.in.gov
 - b. Assistant Property Manager: Alex Garcia
 - c. Office Phone: (812) 689-6424
 2. Document Questions:
 - a. Million Tesfamaryam; 317-233-6659; Mtesfamaryam@dnr.in.gov. Please submit all questions via email for design team distribution as needed
 3. Code Administrator / Construction Contact:
 - a. Todd Stearns: 317-499-2714; tstearns@dnr.in.gov
- C. Bidding and Contract Requirements:
1. Project is estimated at \$150,000 or above
 2. Notice to Bidders
 - a. Secured Electronic Bid Submission via email to Public Works Division Email Bid Box
 - b. Bids received until 1:31 PM (Indianapolis Time) February 18, 2025.
 - c. Microsoft Teams Live Event Bid Opening at 2:00 PM (Indianapolis Time) February 18, 2025.
 3. Bids shall be taken from Prime Contractors pre-qualified by the Public Works Certification Board in the following classification/s: 1623.03 Sewers and/or Water Lines or 1623.04 Sewer Maintenance and Rehabilitation. 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. Reference the Notice to Bidders for links and complete information.
 5. Per the Instructions to Bidders, Work by Contractor, "The Contractor shall perform a minimum of 15% of the value of the work..." (DAPW 30)
 6. **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.
 7. Each contractor must submit with their bid a written plan for a program to test the contractor's employees for drugs (DAPW 150A)
 8. Reference Bidding and Contract Requirements for detailed instructions.
- D. Document Overview
1. Specifications: Project Locations:
 - a. Main Lift Station – Treatment Plant Lift Station
 - b. Camp Store Lift Station
- E. Allowances:
1. A Remediation Allowance of \$2000.00 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. Alternates:
1. No alternates
- H. Project Schedule:
1. Contracting phase should be expected to take at least 30-60 days to complete
 3. Project Completion: No later than May 23, 2025
 4. Normal work hours 7:00 am – 4:30 pm and as adjusted by Property Manager
- I. Site Restrictions:
1. Maintain Owner's Site Access and Parking – Note: Pavement and related gravel areas shall be repaired and returned to its current condition at the end of the project.
 3. Temporary Field Office Not Anticipated
 4. Contractor Staging Areas
 5. Deliveries
 6. Dumpsters
 7. Site Security
- J. Project Approvals:
1. Local Building Permits not required
- 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/>

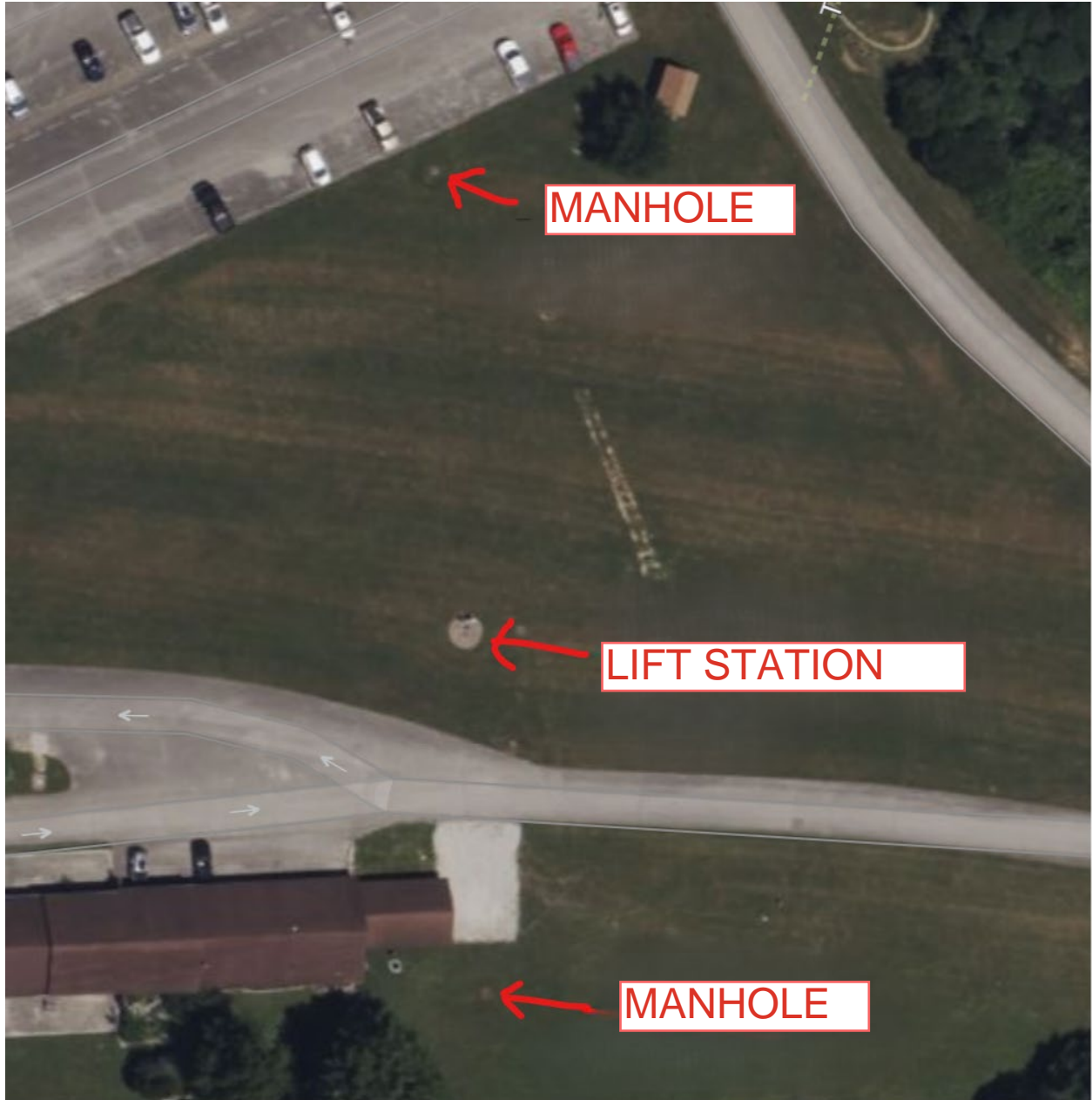
3. W-9 & Direct Deposit: The successful bidder will be required to complete the Automated Direct Deposit Authorization Agreement & W-9 Form. Please reference the Auditor of State website for additional information: <https://www.in.gov/auditor/>.
4. Please reference the attached DNR Vendor Registration Help Sheet 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/>

M. Q & A

N. Site Tour

Summary of Discussion and Clarifications:

1. Reference sign-in sheet for list of attendees.
2. The contents of the Pre-Bid Meeting Agenda (above) were reviewed and discussed.
3. An enclosed fence area can be made available if needed for secure storage.
4. Normal working hours may be adjusted as approved by the Property Manager.
5. The Contractor shall field verify existing conditions and determine measurements, specifications, pump sizes, flow directions, head pressures, and all related system and component requirements as needed for a fully functional system.
6. The new installed material shall be of comparable style and design to the current system.
7. The Remediation Allowance of \$2,000.00 will be included in the Base Bid as a separate item in the Schedule of Values adding up to the total bid price.
8. A 2-year special project warranty should be included on the whole project covering materials and labors.
9. Treatment Plant Lift Station – Line item #8 modified as follows: The Contractor shall replace all discharge piping, **base elbows**, and hardware located in the pump well. All new discharging piping and fittings shall be ductile iron pipe.
10. Bidders can make arrangements with the property manager for any needed field investigations.
11. The location of the existing manholes near the camp store lift station were noted (see attached).



Versailles State Park – Camp Store Lift Station and Adjacent Manholes

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. State Comptroller, formerly the Auditor of State

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 and a copy of a voided check to your DNR contact person.

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

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.

Proc - Bid 1/22/2025

Versailles State Park

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