

Date:11/14/2024

**Addendum No. 1**

**For Project No. ENG2503758164  
Lift Station Rehab Miami SRA  
Mississinewa Lake  
Wabash & Miami Counties**

**ISSUED FROM: Engineering Division Dept. Natural Resources**

**ISSUE DATE: November 14, 2024**

**BID DATE: December 3, 2024**

**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**

**State Form 21208R4**

**DAPW-118**

Department of Administration, Public Works Division  
Mississinewa Lift Station Rehab Miami SRA  
Mississinewa Lake and Miami SRA, Wabash and Miami Counties  
Department of Natural Resources

**EXHIBIT #1**

PRE-BID MEETING  
**Mississinewa Lift Station Rehab Miami SRA**  
**Mississinewa Lake and Miami SRA**  
DEPARTMENT OF NATURAL RESOURCES  
STATE OF INDIANA

Public Works Project No. ENG2503758164  
Requisition No:

4673 S. 625 E., Peru, IN 46970

Date: **November 13, 2024 @ 9:00 am EST**  
Meeting Location: Main Office  
(40°41'52.5"N 85°57'14.1"W)

- A. Attendee Sign-in:
- B. Welcome, Introductions, Project Contacts:
  - 1. Access to site:
    - a. Property Manager: Jordon Epp
    - b. Assistant Property Manager: Joe Savage
    - c. Office Phone: 765-473-6528
  - 2. Document Questions:
    - a. Michael Johnson; 317-233-1101; [MicJohnson1@dnr.in.gov](mailto:MicJohnson1@dnr.in.gov). Please submit all questions via email for design team distribution as needed
  - 3. Code Administrator / Construction Contact:
    - a. Greg Peterson: 317-6708250; [GrePeterson@dnr.in.gov](mailto:GrePeterson@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) December 3, 2024
    - c. Microsoft Teams Live Event Bid Opening at 2:00 PM (Indianapolis Time) December 3, 2024.
  - 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. Miami Campground Lift Station
  - b. Miami Beach Lift Station
  - c. Miami Ramp Lift Station
  - d. Assistant Manager and Service Area Lift Station
  - e. Seasonal Campground Front Lift Station

E. Alternates:

1. Alternate Number 1: Seasonal Campground Front Lift Station
2. Alternate Number 2: SCADA System Programming

F. Allowances:

1. A Remediation Allowance of \$5,000.00 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. Contracting phase should be expected to take at least 30-60 days to complete
3. Project Completion: No later than April 11, 2025
4. Normal work hours 7:00 am – 5:00 pm and as adjusted by Property Manager

H. 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

I. Project Approvals:

1. Local Building Permits not required

J. 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](https://public.govdelivery.com/accounts/INDNR/subscriber/new?topic_id=INDNR_16)

K. 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.
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 contents of the Pre-Bid Meeting Agenda (above) were reviewed and discussed.
3. The Instructions to Bidders, Section 04, Part I provides information on bid bond requirements. Bidders are encouraged to thoroughly review and comply with all bid documents to avoid issues with bid acceptance.
4. Regarding system integration, the previous SCADA service provider was Rockwell.
5. Bidders are responsible for field verifying all existing conditions, and providing and installing all items necessary for a fully functional, turn-key project.
6. Normally working hours may be adjusted as approved by the Property Manager.
7. The Property has limited security patrols during the specified project period. Project site security shall be the responsibility of the Contractor.
8. Portions of the General Requirements (Section 01 00 00), including Parts 1.02 A and B, were emphasized.

9. Site tour discussion and conclusions for Assistant Manager and Service Area Lift Station
  - a. Provide galvanized or brass fittings for pipe connections.
  - b. The location of the existing water line stub out was visible.
  - c. Provide #12 copper locate wire and as required for underground utilities.
  - d. The new control panel for the new lift station shall remain located on the adjacent building.
  - e. The proposed location of the new sewage pit package, inside the existing pole barn, was reviewed. Installation of the waterline to this room within the pole barn and installation of the new sewage line from the new sewage pit package to the new lift station shall take into consideration the existing pole barn construction, which includes a rat trench approximately 2' deep.
  - f. At Bidder's option, provide new NEMA 4X rated stainless steel enclosure with factory wired control panel rather than field installation of new control panel within reused existing enclosure. All unused enclosures shall be returned to Owner.
  - g. Provide and install pedestal base for mobile Davit crane. Mount base as required to existing concrete structure.
10. Site tour discussion and conclusions for Miami Ramp Lift Station
  - a. The battery backup system shall provide 2-hours (minimum) of PLC and SCADA operation.
  - b. Control panel scope shall include a new button to reverse the pump motor.
  - c. Provide PLC's with hand control backup and as required by IDEM.
  - d. Special disconnects for equipment removal prior to flood event(s) not required.
  - e. Provide and install pedestal base for mobile Davit crane. Mount base as required to existing concrete structure.
11. Site tour discussion and conclusions for Miami Campground Lift Station
  - a. The battery backup system shall provide 2-hours (minimum) of PLC and SCADA operation.
  - b. Control panel scope shall include a new button to reverse the pump motor.
  - c. Provide PLC's with hand control backup and as required by IDEM.
  - d. The portable Davit crane shall be sized to remove the maximum pump weight at any of the project locations and include an electric winch that can be plugged into each of the control panels. Crane shall have epoxy finish.
  - e. Provide and install pedestal base for mobile Davit crane. Mount base as required to existing concrete structure.
  - f. Guide brackets shall be stainless steel.
12. Site tour discussion and conclusions for Seasonal Campground Front Lift Station
  - a. The battery backup system shall provide 2-hours (minimum) of PLC and SCADA operation.
  - b. Control panel scope shall include a new button to reverse the pump motor.
  - c. Provide PLC's with hand control backup and as required by IDEM.
  - d. Provide and install pedestal base for mobile Davit crane. Mount base as required to existing concrete structure.
13. Site tour discussion and conclusions for Miami Beach Lift Station
  - a. The battery backup system shall provide 2-hours (minimum) of PLC and SCADA operation.
  - b. Control panel scope shall include a new button to reverse the pump motor.
  - c. Provide PLC's with hand control backup and as required by IDEM.
  - d. Provide and install pedestal base for mobile Davit crane. Mount base as required to existing concrete structure.

**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](mailto: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](mailto: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  
Mississinewa Lift Station Rehab Miami SRA  
Mississinewa Lake and Miami SRA  
DEPARTMENT OF NATURAL RESOURCES  
STATE OF INDIANA

Public Works Project No. ENG2503758164  
Requisition No: xxxxx

4673 S. 625 E., Peru, IN 46970

Date: November 13, 2024 @ 9:00 am EST  
Meeting Location: Main Office  
(40°41'52.5"N 85°57'14.1"W)

NAME	COMPANY	E-MAIL	PHONE
1 Michael Johnson	DNR	MicJohnson@dnr.in.gov	317-233-1101
2 Tom Coath	ICA	TOM.COATH@ICAMIDWEST.COM	(765)776-1697
3 Brian Day	ICA	BRIAN.DAY@ICAMIDWEST.COM	765-437-6987
4 Million Testamaryam	DNR	mtestamaryam@dnr.in.gov	317-233-6659
5 Mark Haskins	Haskins Underground	mark@haskinsunderground.com	574 930-6857
6 Jeff Woodcock	Spectra Tech llc	jwoodcock@spectratelining.com	317-362-7526
7 Lexie Striegel	Striegel Design	monteStriegel@juno.com	812-525-8099
8 Joe Savage	DNR	jsavage@DNR.IN.GOV	574-702-1231
<del>9 Howard</del> <del>DRAWING</del>	<del>DNR</del>		<del>(765) 863-5321</del>
10 Blake Hull-Cochran	DNR	bhullcochran@dnr.in.gov	(765) 473-6528
11			
12			