



BALL STATE UNIVERSITY

BUSINESS AFFAIRS
FACILITIES PLANNING AND MANAGEMENT

Muncie, Indiana 47306-0745 | Phone: 765-285-5082 | Fax: 765-285-8758

ADDENDUM 1– December 10, 2025

Project: Baseball & Softball Locker Room Buildings

Project Number: 2024-008.01 A2/A9

The following Addendum contains clarifications and revisions to the construction documents issued for bid 11/26/2025 for the above-mentioned project. This addendum forms a part of the Contract Documents and modifies all previously issued specifications and drawings. Bidders shall update their Bidding Documents with the information contained in this Addendum. Where new Drawings are enclosed with this Addendum, discard the old Drawing and insert the new. Where Supplemental drawings (Sketches) are enclosed with this Addendum, attach the Supplemental drawing to the documents as noted. Where only written modifications are given, copy the information onto the appropriate Documents and note the Addendum number. All items contained herein shall be included with the Bid. Acknowledge receipt of this addendum by inserting the number and date on the bid form.

Note: This addendum ☒ does ☐ does not modify the bid due date.

General

1.A Bid Due Date

BID DATE HAS BEEN MODIFIED – SEE BELOW.

Sealed bids to provide all equipment, labor, and material to complete a Ball State University Public Works project titled: Baseball and Softball Locker Room Buildings will be received by June Sanders, Senior Purchasing Agent, Ball State University, Purchasing Services, Service & Stores, 3401 N Tillotson Ave, Muncie, IN until 11:00 A.M. EST, **Thursday, January 15, 2026**. Bids will then be opened and read aloud.

1.B Pre-Bid Conference Overview

Refer to attachments for the pre-bid conference agenda, sign-in sheet, and meeting minutes.

Summary of Attachments

Pre-Bid Conference Agenda
Pre-Bid Conference Sign-In Sheet
Pre-Bid Conference Meeting Minutes

END OF ADDENDUM

Project Name	Ball State Baseball & Softball Locker Room Buildings	Project Number	24104.00
Date & Time	12.09.25 11:00 AM	Location	Purchasing Services, 3401 N. Tillotson, Muncie, IN
Meeting Number	Pre-Bid Conference	Subject	Pre-Bid Conference Meeting Minutes

1. Introductions

Ball State Attendees

- Greg Graham, Director of Facilities Planning
- Ryan Koenker, Manager of Campus Construction
- David Post, Project Architect
- June Sanders, Senior Purchasing Agent

MSA Sport Attendees

- Amy Benetti, Principal Architect
- Alex Spencer, Project Manager
- Kirsten Goodge, Project Designer

Attendee sign-in sheet was circulated and will be appended.

2. Contract Documents

Contract documents are assumed to be distributed to attending bidders. If additional copies are needed, bidders may request through Ball State Purchasing. Questions and clarifications are to be submitted to Amy Benetti (MSA) @ abenetti@msaarch.com.

3. Interpretation and Addenda

Questions and voluntary substitution requests are to be submitted by end of day January 6, 2026. Addenda will be issued to plan holders and posted on the University Purchasing website.

4. Bidding Timeline

Bids due January 15, 2026 at 11:00 AM (note, this is updated from original Notice to Bidders) . Bids must be received prior to that time in the specified location.

6. Required Bid Forms and Certifications

The following documents were reviewed:

- Indiana Form 96 (Parts 2-5)
- Bid Form Supplement (Appendix A-H)
- Acknowledgement of addenda
- Project completion acknowledgment (January 26, 2027)
- Alternates (3)
- List of subcontractors
- MEP supplementary documentation
- Non-discrimination statement
- Contractor self-performance certification (15% minimum)
- Authorized employment (E-Verify)
- Drug testing plan

- Training program certification (for firms with 10 or more employees)
- IDOA prequalification
- Bid Bond

7. Project Scope Overview

Two new buildings are included within this project: the Baseball Locker Room Building and the Softball Locker Room Building. Both are bid under one package. Buildings are designed as “sister” structures with shared detailing.

8. Drawing Organization

Drawings are labeled either “B” or “S” for each building. Elevations and sections use a common base elevation with actual site elevations noted separately. Construction details apply to both buildings unless specifically noted.

9. Alternates

Alternate 1: Prefabricated covered walkway canopy connecting new buildings with existing dugouts at each field. Additional detail drawing to be issued in an upcoming addendum.

Alternate 2: Custom Cardinal logo carpet in locker rooms. Artwork provided by Ball State.

Alternate 3: Locker front doors, priced separately for baseball and softball.

10. Locker Clarification

Lockers will be clarified as phenolic construction. Specification update to be included in an upcoming addendum.

11. Site Conditions and Logistics

Active athletic environment. Work coordination required with practice and game schedules. Construction activities restricted during home game times. Existing dugout restroom utilities to be reconfigured; restrooms temporarily offline during construction but expected to be reactivated as early as possible.

12. Parking

Construction parking anticipated near the softball side. Parking permits may be required and should be included in the bid.

13. Safety and Security

Temporary fencing and secure site conditions expected. Consideration should be given to public access during athletic events and tailgate activities.

14. Additional Ball State Context

Teams may practice in temperatures above approximately 40°F regardless of official schedules. Discussion noted regarding future practice field work adjacent to this project.

15. Site Visit

Site available immediately after the meeting. Contractors may walk the site independently or meet with staff. Questions following site visit should be submitted by email for written verification.

16. Next Steps

Second addendum forthcoming (date TBD) to cover RFI questions received to date. All questions are due by January 6, 2026. Second addendum expected to include canopy drawings, locker specifications, and related clarifications.

Pre-Bid Conference

AGENDA

Baseball & Softball Lock Room Buildings
Ball State University
BSU Project No. 2024-008.01 A2/A9
Date: December 9, 2025

I. Project Team

A. Owner's Representative(s):

Greg Graham,	Facilities Planning & Mgmt,	765-285-2828,	email: ggraham@bsu.edu
Robert Ramey	Facilities Planning & Mgmt,	765-285-2835	email: reramey2@bsu.edu
Ryan Koenker,	Facilities Planning & Mgmt,	765-285-2821,	email: rkoenker@bsu.edu
David Post,	Facilities Planning & Mgmt,	765-285-2820,	email: dspost@bsu.edu
June Sanders	Purchasing,	765-285-1548,	email: jasanders3@bsu.edu

B. Consultant's Representative(s):

Alex Spencer,	MSA Design,	513-241-5666,	email: aspencer@msaarch.com
Amy Benetti,	MSA Design,	513-720-9018,	email: abenetti@msaarch.com
Kirsten Goodge,	MSA Design,	513-241-5666,	email: kgoodge@msaarch.com

Contract Documents: Project Manual and Drawings.

- C. Availability of Contract Documents.
- D. Interpretation of Contract Documents.
- E. Addenda.
- F. Substitutions.

II. Bidding Procedures.

A. Bidding Date: January 8, 2026 @ 11:00 A.M. EST

Location: Purchasing Conference Room
Service & Stores Building
3401 N. Tillotson Avenue
Muncie, Indiana 47306

B. Bidding Form and Other Documents.

- 1. Indiana Form 96 (Revised 2013).
 - a. Fill out Part II., Section I. Experience Questionnaire
 - b. Fill out Part II., Section II. Plan and Equipment Questionnaire.
 - c. Attach Part II., Section III. Contractor's Financial Statement.
 - d. Fill out Part II., Section IV. Contractors Non – Collusion Affidavit
 - e. Fill out Part II., Section V. Oath and Affirmation
- 2. Bid Form Supplements, Document 00 43 00
 - Appendix A.
 - (1) Acknowledgment of Receipt of Addenda.
 - (2) Project Completion, *January 26, 2027*
 - Appendix B. Alternatives, *3 Alternates*
 - Appendix C. Unit Prices, *n/a*
 - Appendix D. Principal Subcontractors
 - Appendix E. Supplementary General Construction Information
 - Appendix F. Supplementary Mechanical Information
 - Appendix G. Supplementary Electrical Information
 - Appendix H. Supplementary Telecommunications Information
- 3. Representations and Certifications, Document 00 45 00
 - Appendix 1. Nondiscrimination Compliance Statement
 - Appendix 2. Contractors Certification of Self Performance
 - Appendix 3. Contractors Certification of Authorized Employment
 - Appendix 4. Drug Testing Plan
 - Appendix 5. Contractors Certification of Training Program Compliance
 - Appendix 6. Contractors Certification of Pre-Qualification Compliance
 - Appendix 7. Bidder's Check List
- 4. Bid Security, Document 00 43 13.

III. Scope of Project.

- A. Summary of Work.
- B. Project Schedule.
- C. Access to Project Area.
- D. Coordination with Other Projects.
- E. Coordination with Owner Occupancy.

IV. Questions.

V. Tour of Project Site.

End of Agenda

Ball State University
Facilities Planning & Management
Pre-Bid Conference

SIGN-IN SHEET

Baseball and Softball Locker Room Buildings
Ball State University
BSU Project No. 2024-008.01 A2/A9
December 9, 2025

NAME	REPRESENTING	PHONE NUMBER	EMAIL ADDRESS
Ryan Koenker	BSU - FPM	765-285-2821	rkoenker@bsu.edu
JUNE Sanders	BSU Purchasing	765-285-1548	jsanders3@BSU.EDU
Jim Walker	Carlisle Syntec	440-668-5076	JTWalker@ADVANCED.COM
Bryan Guffy	Pridemore Construction	765-524-3691	bguffy@pridemoreconstruction.com
Graham Hopkins	Smither Roofing	765-610-1221	ghopkins@Smitherroofing.com
DOUG FEATHERSTON	SIDNEY ELECTRIC	765-808-4200	DFEATHERSTON@SIDNEYELECTRIC.COM
Jody Steed	J&J Electric	765-669-0100	jsteed@jandjelectric.net
Keith Baulwage	Next Generation Mechanical	317-523-8463	NextgenmechanicalLLC@gmail.com
Mitch Vickery	Conger Construction	513-320-5730	mvickery@congerbuilt.com
Nathan Schwieterman	Conger Construction	513-476-6964	nschwieterman@congerbuilt.com
BEN JACOBS	ELECTRIC PLUS	317-654-3978	BJACOBS@ELECTRICPLUS.COM
David Desplinter	Hagerman	317-607-0160	dldesplinter@hagermangc.com
AMY BENETTI	MSA	513-720-9019	ABENETTI@MSAARCH.COM
KIRSTEN GOODGE		513-241-5666	KGOODGE@MSAARCH.COM
ALEX SPENCER		513-241-5666	ASPENCER@MSAARCH.COM

Ball State University
Facilities Planning & Management
Pre-Bid Conference

SIGN-IN SHEET

Baseball and Softball Locker Room Buildings
Ball State University
BSU Project No. 2024-008.01 A2/A9
December 9, 2025

NAME	REPRESENTING	PHONE NUMBER	EMAIL ADDRESS
NATALIE SHOTTS	SHIEL SEXTON	(317) 431-2407	nshotts@shielsexton.com
ERIC FREY	MATTCON GENERAL CONTRACTORS, INC	317-872-4700	ericf@mattcongc.com
CHUCK PEMATTON	MATTCON	317-872-4700	chuckpemattcongc.com
CHAD ARNOW	MYERS CONSTRUCTION MANAGEMENT, INC	317 773-3590	chad@myerscm.com
CORY KRAVETZ	Myers Construction Management	941-661-7415	cory@myerscm.com
BRAD TYLER	COBECK CONSTRUCTION	(716) 208-3274	BRAD.TYLER@COBECKCONSTRUCTION.COM
Charlie Stalneck	RLTurner Corporation	317-312-4916	Cstalneck@rlturner.com
Ron Lubbehusen	RLTurner Corporation	812-240-4915	rlubbehusen@rlturner.com
Jason Folkner	DuCast LLC	765-256-0436 765-520-1532	jason@ducastllc.com
JONATHAN CHAMBLESS	CRU CONSTRUCTION		JONATHAN@CRU.CONSTRUCTION
DAVID PEST	BSU - FPM	766-286-2828	DPEST@BSU.EDU
GREG GRAMM	BSU - FPM	765-286-2828	GGRAMM@BSU.EDU
Pete Stafford	Forte Systems	745-744-3697	pete@fortesystems.com
TRIPLE J	TJP	765-62 524-3447	triplej@triplejplumbing.net