BRACKEN LIBRARY MASONRY AND ROOF REPAIRS
PHASE VII

BALL STATE UNIVERSITY
Muncie, Indiana 47306

Project No.: 2022-018.01 BL

Owner:
Facilities Planning and Management
Ball State University
Muncie, IN  47306

Engineer/Architect:
ARSEE Engineers, Inc.
9715 Kincaid Drive, Suite 100
Fishers, IN  46037-9459

Frederick A. Herget

ARSEE ENGINEERS, INC.

ADDENDUM No. 1
Issued:  May 6, 2022
This addendum is issued in accordance with the provisions of Division 0 - Bidding and Contract Requirements of the Project Manual - Technical Specifications and becomes a part of the Contract Documents as provided therein.

Acknowledge receipt of this Addendum in the space provided on the Proposal Form. Failure to do so may subject the Bidder to disqualification.

I. DRAWING CHANGES
   A. Sheet SP101 – Add the following notes:
      1. CONTRACTOR SHALL PROVIDE AND UTILIZE ¾” PLYWOOD OR OTHER APPROVED MATERIAL TO PROTECT ANY GRASS AREAS OR MULCH BEADS WHEN MOVING OR USING HEAVY EQUIPMENT OR VEHICLES IN SUCH AREAS.
   
   B. Sheet A100 – Add 5/A100 – TYPICAL ROOF PROTECTION DETAIL.

II. PROJECT MANUAL CHANGES
   A. None.

III. QUESTIONS AND CLARIFICATIONS
   A. CLARIFICATIONS
      1. Contractor shall assist the Owner in the development of materials for FM Global submission as requested by the Owner’s Representative.

   B. QUESTIONS – None.

IV. ATTACHMENTS
   A. Detail 4/A100 – TYPICAL ROOF PROTECTION DETAIL
   B. Pre-bid meeting agenda.
   C. Pre-bid meeting sign-in sheet.

END OF ADDENDUM 1
CONTRACTOR WORK AND LAY DOWN AREAS TO BE APPROVED BY OWNER. CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTION OF THE EXISTING ROOF MEMBRANE TO REMAIN THROUGHOUT THE DURATION OF THE PROJECT. MINIMUM PROTECTION SHALL BE 1” OF POLY BOARD AND THEN 3/4” PLYWOOD BUTTED TIGHTLY TOGETHER TO PREVENT PUNCTURE OF THE ROOF MEMBRANE IN THE AREAS AFFECTED BY HIS WORK. ADDITIONAL ROOF PROTECTION MAY BE DESIGNATED BY THE OWNER’S PROJECT MANAGER. SUCH PROTECTION SHALL BE PROVIDED AT NO ADDITIONAL COST TO THE OWNER. AN APPROVED ROOF PROTECTION SYSTEM MUST BE INSTALLED PRIOR TO THE PLACEMENT OF MATERIALS OR EQUIPMENT ON THE ROOF.

TYPICAL ROOF PROTECTION DETAIL 5

N.T.S.
Bracken Library Masonry and Roof Repairs – Phase VII  
Ball State University  
BSU Project No. 2022-018.01 BL  
May 3, 2022

AGENDA

I. Project Team  
A. Owner’s Representative(s):  
   Kelly Knable, Facilities Planning & Mgmt., 765-285-0585, email: kknable@bsu.edu  
   Ryan Koenker, Facilities Planning & Mgmt., 765-285-2821, email: rkoenker@bsu.edu  
   June Sanders, Purchasing, 765-285-1548, email: jasanders3@bsu.edu  

A. Consultant’s Representative(s):  
   Scott Drake, ARSEE Engineers, 317-594-5152, email: sdrake@arsee-engineers.com

A. Availability of Contract Documents.  
B. Interpretation of Contract Documents.  
C. Addenda.  
D. Substitutions.

III. Bidding Procedures.  
A. Bidding Date: May 12, 2022 at 11:00 A.M. EDT  
   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 July 5, 2022 – November 30, 2022  
   Appendix B. Alternatives, 3 Alternates  
   Appendix C. Unit Prices,  
   Appendix D. Principal Subcontractors  
   Appendix E. Supplementary General Construction Information  
   Appendix F. Supplementary Mechanical Information n/a  
   Appendix G. Supplementary Electrical Information n/a  
   Appendix H. Supplementary Telecommunications Information n/a  
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. Contractors Certification of Training Program Compliance  
   Appendix 5. Drug Testing Plan  
   Appendix 6. Contractors Certification of Pre-Qualification Compliance  
   Appendix 7. Bidder’s Check List  
4. MBE/WBE/Veteran Participation Plan, Document 00 45 39  
   MBE / WBE / Veteran Subcontractor Plan  
   Documentation of Effort to Meet MBE / WBE / Veteran Participation  
   MBE / WBE / Veteran Letter of Intent to Perform  
6. Documents that must be submitted by the Awarded Contractor prior to mobilization.
   Section 00 61 00 – Bond Forms: AIA Document A312 - Performance Bond and Payment Bond
   Section 00 73 73 – Escrow Agreement: Owner will provide document after the award of the project.

IV. 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.

V. Questions.

VI. Tour of Project Site.

End of Agenda
### SIGN-IN SHEET

**Bracken Library Masonry and Roof Repairs – Phase VII**  
**Ball State University**  
**BSU Project No. 2022-018.01 BL**  
**May 3, 2022**

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