



Ivy Tech Building Standards

Project Standards

February 1, 2015

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ASSOCIATES

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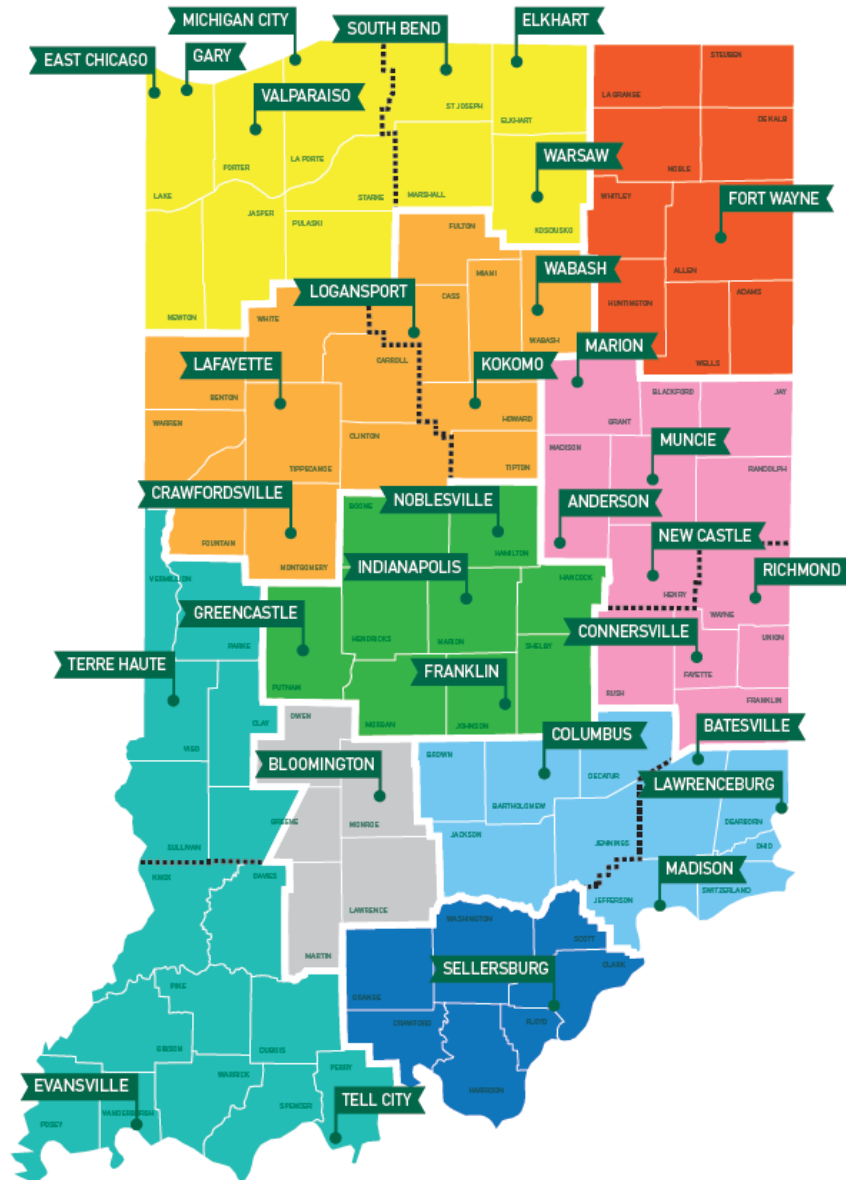
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College Information

1. Ivy Tech Community College Regional Map (2014)



Use of Standards

1. The Ivy Tech Capital Project Standards were developed with the input of Facility Directors, Academic Deans, Architect/Engineers, and Construction Managers in 2007. The standards have been updated on the following dates:
 - a. September 1, 2014
2. All new capital projects are expected to use the guidelines for the project definition and quality level.
3. The use of standards will be helpful as they:
 - a. Assist campuses with front end project planning
 - b. Allow for equity across and within campuses
 - c. Create efficiencies for decision-making (Less time consuming planning)
 - d. Assure cost containment
 - e. Ensure facility design and planning policies
 - f. Do not have to impact the uniqueness of each Ivy Tech facility.
4. It is the responsibility of the entire project team, Owner (central office and campus), Architect/Engineer, and Construction Manager to:
 - a. Ensure compliance with the standards
 - b. Seek approval for and document any deviations
 - c. Recommend improvements or updates to the standards

Standards Updates

1. Format:
 - a. Project Standards Word Document
 - b. Space Standards Database
 - c. Systems Standards Word Document
2. Current standards masters are held at the Central Office and distributed to the campus and architect/engineer and construction manager as a project's professionals are contracted.
3. Standards are available on-line at:
<http://www.ivytech.edu/facilities/>
4. Standards Available:
 - a. Project Standards
 - b. Space Standards
 - c. System Standards
 - d. Furniture Standards

Compliance and Deviations Process

Compliance

1. All Campus Facility Committee members should have a working knowledge of the standards.
2. The Architect/Engineer and Construction Manager shall have an intimate knowledge of the standards as they are charged with leading the design and construction process in a way that achieves maximum alignment with the standards.
3. All project deviations must be submitted for review. All work associated with the use of allowance or other construction changes must meet Ivy Tech Standards or submitted for deviation.

Deviations Approvals

4. At each Design Phase (Schematic Design, Design Development, and Construction Documents)
 - a. The design/construction team shall recommend potential deviations to the Campus Facility Committee/Director of Facilities and may include Central Office Representative.
 - b. Near the completion of each phase, the Campus Facility Committee/Director of Facilities and potentially Central Office Representative shall validate all recommended deviations to the Central Office.
 - c. The Architect/Engineer, Construction Manager, and Head of the Facility Committee/Director of Facilities and potentially Central Office Representative should be participating in a meeting to review potential deviations and the validations.
 - 1) This should include a recommendation on the importance of each decision to the success of the project.
 - d. The Central Office will assess each deviation through a decision-making matrix and provide authorizations regarding the deviation.
5. Reasons why deviations may be approved
 - a. Project funding/phasing
 - b. Budget constraints
 - c. Site specific issues
 - d. Program changes
 - e. Conflicts with other campus protocols
6. Decision Matrix Tool is attached in Exhibits.

Supplier Diversity Initiative

1. Ivy Tech is committed to promoting a culture of inclusivity and afford meaningful opportunities for supplier diversity for their projects.
2. To comply, provide a Supplier Diversity plan to Ivy Tech Community College.
3. Reference current Ivy Tech Community College requirements for any additional supplier diversity requirements.
4. Contractor, Architects/Engineers, and other contracts are expected to comply with the Supplier Diversity initiative.

Public Bidding Requirements

Project Requirements

Requirements apply to all construction, alternation, or repair of a public building or other public work or improvement owned by Ivy Tech.

Construction Costs from \$0 to \$25,000

1. Requires public bids
2. Bidders must turn in their bid forms per 5-16-1-2
3. Bids to be opened at the same time and place.
4. Requires either:
 - a. Publish notice in the manner provided in 5-16-1-3, OR
 - b. Invite bids from not less than three (3) persons, firms, limited liability companies, or corporations, known to deal in the work proposed to be done, by mailing a notice for the work not less than three (3) days before the time fixed for receiving bids indicating that plans and specifications are on file in a certain office.
5. Award to the lowest and best bidder (which means lowers bidder, unless they can be proven not be responsive and/or responsible).

Projects of \$35,000 and Above

1. Compliance with Resolution 2004-32 is required for all contracts and sub-contracts over \$35,000. This includes sub-contracts that exceed \$35,000.

Projects from \$25,000 to \$150,000:

1. Bidders must turn in their bid forms per 5-16-1-2 at a specific time and place, to be opened at the same time.
2. Requires a licensed architect or engineer to prepare, and place on file in Central Office, plans and specification of the building or improvements south to be construction, erected, altered, or repaired.
3. Invite not less than three (3) persons, firms, limited liability companies, or corporations know to deal in the work proposed to be done (as outlined in IC 5-16-1-1.9, 2014).
4. Requires notice of the project which must include a description of the work to be done and be given in at least one (1) newspaper of general circulation printed and published in county in which the work is to be done.

5. Award to the lowest and best bidder (which means lowest bidder, unless they can be proven not to be responsive and/or responsible).

Projects from \$150,000 to \$200,000

1. Requires all of the above plus:
2. Must twice publish a notice indicating that drawings, plans, and specifications are on files at the office and calling for sealed proposals for the work by a day fixed in the publications. The time lapse between the date of publication and the date of receiving bids is governed by the size of the contemplated project and is in the discretion of the board, commission, trustee, officer, or agent publishing the notice. In no event shall the lapsed time be more than six (6) weeks.

Projects from \$200,000 and up

1. Requires all of the above plus:
2. Approval of the Facilities Design Council.

Self-Performed work by Ivy Tech

1. Work performed by Ivy Tech Community College under \$150,000, refer to section 5-16-1-1.5. Action may need to be taken by the Board and/or public notice if the size of the project is over \$100,000.
2. Emergency Procedures for unseen public works projects: Reference 5-16-1-1.6

Mechanical Systems Bidding Requirements

1. There is a desire to have the ability to select the mechanical equipment on the bid on cost, performance, existing systems, or other criteria.
2. Ivy Tech requires that the following process and bid form layout to be followed for the procurement of the mechanical equipment as noted in Item 10 below.
3. The equipment and associated work will be priced separately to be added to the base bid.
4. The total price of base bid and selected equipment (one piece from each equipment to be priced) must create a complete and fully functional system.
5. Design team to confirm that all potential mechanical equipment will function in the proposed design.
6. Bidder Requirements:
 - a. Installation of all mechanical equipment, ducts, piping, accessories, etc. Shall be included in the mechanical bid. Fill in costs for the following mechanical equipment sub-sections. Include all mechanical equipment accessories, utility connections, etc. as part of base bid.

- b. Equipment price shall include all additional electrical, gas, and other utility connections for each equipment prices and any additional work associated with the equipment installation.
 - c. Equipment prices shall also include any additional supports, anchors, training, programming, building automation connections, protocols, or other accessories required so that the selected unit will perform as the design intends.
 - d. At minimum, one manufacturer shall be filled out for each sub-section. If equipment is not provided for each section, the bid will be considered incomplete.
 - e. The costs for the selected equipment plus the mechanical bid category will be equal to the total mechanical bid cost.
 - f. Designer will develop Criteria for evaluation of the mechanical equipment selection.
7. If multiple bid packages, related bid packages (electrical and any other bid packages) must provide pricing for any additional connections, supports, etc. for each piece of equipment.
8. The following equipment will be bid as separate pieces of equipment (where applicable):
- a. Air Handling Units
 - b. Boilers
 - c. Chillers
 - d. VRF Manufacturer
9. One piece of equipment from each area must be selected as part of the project.
10. Sample Bid Form:

Mechanical Bid Package

		Equipment Selection (Required to Complete Base Bid)				Alternate Bids
Contractor	Base Bid	AHU Manufacturer 1	AHU Manufacturer 2	Chiller Manufacturer 1	Chiller Manufacturer 2	Alternate #1
Mechanical Contractor A	\$Bid Amount (less equipment to be selected)	\$Equipment amount and any necessary additional work	\$Equipment amount and any necessary additional work	\$Equipment amount and any necessary additional work	\$Equipment amount and any necessary additional work	\$Alternate Bid Amount
Mechanical Contractor B	\$Bid Amount	\$Equipment amount and any necessary additional work	\$Equipment amount and any necessary additional work	\$Equipment amount and any necessary additional work	\$Equipment amount and any necessary additional work	\$Alternate Bid Amount
Mechanical Contractor C	\$Bid Amount	\$Equipment amount and any necessary additional work	\$Equipment amount and any necessary additional work	\$Equipment amount and any necessary additional work	\$Equipment amount and any necessary additional work	\$Alternate Bid Amount

Electrical Bid Package (if multiple bid packages)

		Equipment Selection (Required to Complete Base Bid)				Alternate Bids
Contractor	Base Bid	AHU Manufacturer 1	AHU Manufacturer 2	Chiller Manufacturer 1	Chiller Manufacturer 2	Alternate #1
Electrical Contractor A	\$Bid Amount	Any additional electrical work associated with the equipment.	Any additional electrical work associated with the equipment.	Any additional electrical work associated with the equipment.	Any additional electrical work associated with the equipment.	\$Alternate Bid Amount
Electrical Contractor B	\$Bid Amount	Any additional electrical work associated with the equipment.	Any additional electrical work associated with the equipment.	Any additional electrical work associated with the equipment.	Any additional electrical work associated with the equipment.	\$Alternate Bid Amount
Electrical Contractor C	\$Bid Amount	Any additional electrical work associated with the equipment.	Any additional electrical work associated with the equipment.	Any additional electrical work associated with the equipment.	Any additional electrical work associated with the equipment.	\$Alternate Bid Amount

Capital Projects Procedure Guide

Step 1 Notification by Chancellor to Pre-Project Review Task Group**Step 2** Approval by the Facilities Design Council

Step 2a Note: The Facilities Design Council meets on alternating months to prepare for the State Board Meetings that occur on subsequent alternating months. Contact Central Office Facilities to be put on the agenda. All projects over \$200,000 need to be approved by the Facilities Design Council.

Step 3 Solicit Proposals from Architect or Engineer (A/E) to prepare bid documents and drawings

Step 3a Per ITCC Finance Manual: “once a decision has been made about the project meeting the need, then the process begins of identifying potential architects or engineers (A/E). The known pool with whom the College has established relationships may indicate which ones can be contacted. In other cases, the larger market of A/E suppliers may need to be searched if the supply of local A/E is limited, the need exists for new A/E, or the market has changed.”

Step 3b Select Architect or Engineer**Step 3c** Issue Purchase Order (PO) to Arch./Eng.**Step 4** Architect / Engineer to Prepare Bid Documents

NOTE: The duration of this step will vary greatly upon a project’s complexities.

Step 5 Common Wage Hearing

Step 5a Common Wages must be adopted for all projects greater than \$350,000 (confirm with current State of Indiana law and regulations). If the projected cost of the project is nearing the threshold, have common wages adopted and included in bid documents as a precaution.

Step 5b Send letter to DOL to request Wage Hearing: For Region 8, hearings are in Marion County; hearings are held the 4th Tuesday of every month at 8:00 am.

NOTE: Letters need to be sent/faxed at least a week ahead of the hearing.

Step 5c Attend Wage hearing, determine which wages will be accepted, see DOL requirements for attendees. Two people need to attend the hearing, one as college representative, one as county taxpayer representative.

Step 5d Wages will be used for any project awarded within 3 months of the date of the hearing

Step 6 Public Notice to Bidders

Step 6a Prepare Notice to Bidders with the following information. Notice should be published a minimum of two times for projects over \$150,000 (confirm with current State of Indiana law and regulations). The larger the project the more publications should be used. Advertise in the county of the project. It is recommended that notices be published in 3 publications for projects.

Item 6a1 Name of college and project, address of project

Item 6a2 Time and location of bids to be dropped off, time and location of public bid opening

Item 6a3 Time and location of pre bid meetings if warranted

Item 6a4 Where/how to obtain bid documents

Item 6a5 Requirement to adhere to Resolution 2004-32 apprenticeship

Item 6a6 Requirements for bid bonds, payment bonds and performance bonds, cert of insurance

Item 6a7 Requirement for submission of Form 96

Step 6b It is recommended to use 3 publications to run Notice to Bidders and get prices; one needs to be a large audience publication

Item 6b1 Indy Star/Public notices E-mail: publicnotices@indystar.com

Item 6b2 IBJ Court and Commercial E-mail: judysmith@ibj.com

Step 6c Determine schedule of publications

Item 6c1 IBJ publishes MWF and needs 3 days notice to publish

Item 6c2 Two Notice to Bidders are required in each publication not less than 7 days apart for projects over \$150,000. Second notice needs to be a minimum of 8 days before bid opening, but could be more. Duration varies according to the estimated cost of project. Allow additional time for large or complicated projects.

Item 6c3 Prebid meetings, although not required by law are highly recommended. The meeting needs to occur not less than 4 days before bid opening, and not less than 4 days after *first* Notice to Bidders is published. Rule of thumb, have the prebid meeting the day of the second notice.

Item 6c4 Prebid meetings occurs in a public room at the college.

NOTE: Schedule the room before the first Notice to Bidders as the information is included in the Notice to Bidders.

Step 7 Public Bid Opening

Step 7a Verification of the timely delivery of sealed bids is done at the time of delivery; date/time of delivery is noted on envelope & initialed by recipient

Step 7b A bid tabulation is kept, usually by the A/E of the project

Step 7c Collection of bids has to stop at the precise time that the notice indicates

Step 7d All bids are taken, sealed, to the location of the bid opening

Step 7e All bids are opened individually and dollar amounts are verbally read for each base bid and any alternates

Step 7f All bids are given to A/E to verify low bidder for base bids and any alternates selected by the college. The final bid tab is signed by the A/E and college representative

Step 8 Paperwork required by the low bidder

Step 8a Form 96, for each contract, which should be in bid documents

Item 8a1 Includes financial statement

Step 8b Satisfy Res 2004-32 Apprenticeship requirements

Item 8b1 Statement of how the contractor will comply with the resolution

Step 8c Apprenticeship documentation

Item 8c1 List of all trades involved in each contract

Item 8c2 US Department of Labor certificate of registration

Item 8c3 Letter of good standing from apprenticeship training organization

Item 8c4 Apprenticeship enrollment documentation for last 3 years

Step 8d Bonds

Item 8d1 Bid bond for 10% of the bid amount for all projects over \$50,000

Item 8d2 Performance bond for 100% of the contract amount preferred, but only required on contracts over \$199,999

Item 8d3 Payment bond for 100% of the contract amount for all projects regardless of cost

Step 8e Certificate of Insurance Liability. Reference Coverage Requirements

Step 8f Certified payroll for all contracts requiring wage rates.

Step 8g Substance abuse policy for union or contractor for projects over \$150,000.

Step 9 Regional Approval by letter

Step 9a A letter is written, for each contract, by the Region's Chancellor. It needs to include: explanation of project, justification of need, written by the Regional Executive Director of Administrative Services (or similar executive). The Regional Board needs to approve all projects over \$500,000.

Step 9b The letter also needs to include: tabulation of costs

Item 9b1 Base bid

Item 9b2 Alternates

Item 9b3 Contingency of 10%

Item 9b4 A/E expense

Item 9b5 All publication expenses

Item 9b6 Note whether contractor is union or non-union

Step 10 Resolution written for State Board Meeting by Associate Vice President for Facilities Planning

Step 11 State Board Approval of Contract

Step 11a Be approved to be on the agenda by State Board of Trustees

Step 11b Attend State Board of Trustee meeting

Step 11c Receive signed resolution from State Board of Trustees written by Associate Vice President for Facilities Planning

Step 12 Contract Packet (summary of all contracts that are needed to engage contractors on project)/Signature of the President

Step 12a Contract packet is compiled completely before submittal, for each contract.

Item 12a1 A Checklist of the items for each contract packet is available from the Central Office Director of Facilities and should be included with Contract Packet. Reference Exhibits for sample checklist. The checklist will include the following items:

Item 12a2 Regional cover letter

Item 12a3 Verification of publication of Notice of Bidders received from the publisher)

Item 12a4 Pages of Bid document showing the location of Res 32 explanation and Res 32 in bid docs

Item 12a5 Adopted wages from Wage Hearing

Item 12a6 A/E letter of recommendation

Item 12a7 Bid tabulation signed by A/E

Item 12a8 Form 96

Item 12a9 Non collusion affidavit

Item 12a10 Substance abuse policy for any Contractor that has a contracts in excess of \$150,000

Item 12a11 Contractor's Financial Statement

Item 12a12 Bonds: bid, payment, performance

Item 12a13 Certificate of Insurance

Item 12a14 Letter from contractor of explanation for Res 32 compliance

Item 12a15 Apprenticeship letter

Item 12a16 Apprenticeship US Department of Labor certificate

Item 12a17 Apprenticeship enrollment documentation for the last 3 consecutive years

Item 12a18 Three copies of AIA contracts provided by A/E with names and dates typed on contract below signature line

Step 12b Contract packet reviewed by a Regional Executive

Step 12c Signature of Chancellor on original contract(s) on each of four copies, for each contract

Step 12d Contract packet delivered/sent to Central office Facilities

Step 12e Contract packet reviewed by Central Office in this order:

Step 12e1 Central Office Director of Facilities

Step 12e2 Central Office Associate Vice President for Facilities Planning

Step 12e3 Central Office Council

Step 12e4 Signed by the President or President's designees

Step 13 Prepare Purchase Order Documentation

Step 13a Two copies of the signed contract are returned to the Region

Step 13b Contract is scanned for electronic filing (to be used for Purchase Order process)

Step 13c One contract is returned to the Chancellor for filing

Step 13d One contract is mailed to the A/E for distribution to contractor(s)

Step 14 Prepare Purchase Requisition

Step 14a Submit purchase order requisition, for each contract, through Higher Markets using FOAP provided by Finance office

Step 14b Attach scanned file of contract to requisition to verify approval

Step 15 Issue Purchase Order

Step 15a The PO number is faxed to the supplier/contractor by the Business office, for each contract

Minimum Standards of Insurance Coverage Required from All Service Contractors

1. The following are the standard minimum insurance coverage limits that are required of all entities the College contracts with for services such as cleaning, vending, security, grounds-keeping (including snow removal), bookstore operation, and construction, etc. Please include these requirements in all future bid requests for service contractors and ensure that they are included in the contract language.
2. General Liability Insurance - \$1,000,000 combined single limit comprehensive general liability, with coverage extended to include completed operations with protective liability in the event of subcontracting work;
3. Umbrella Liability Insurance - \$1,000,000 umbrella liability coverage for small contracts (total value of \$1,000,000 or less) or \$5,000,000 umbrella for large contracts (total value greater than \$1,000,000);
4. Comprehensive Automobile Liability Insurance - \$1,000,000 combined single limit;
5. Workers Compensation and Occupational Disease Insurance on all of contractor's employees on Ivy Tech's property;
6. Employees Bonds – covering contractor's employees on Ivy Tech property.

Responsibilities of the Project Team

OWNER

1. Provide a Campus Facility Committee for decision-making including the following. An executive committee from this group can be put in place to make it more functional:
 - a. Facility Committee
 - 1) Regional Chancellor (Chairperson)
 - a) As chairperson, he/she will define decision authority for the committee
 - 2) Academic Dean
 - a) To provide the avenue for Division Chair interaction. Division Chair is the avenue for teacher/staff input.
 - b) To provide statewide curriculum direction and potential project impact)
 - 3) Finance Director
 - 4) Facility Director (will be the day to day contact during construction)
 - 5) Dean of Student Services
 - 6) Head of Workforce Economic and Development
 - 7) Executive Dean or Campus Dean (for multi-campus Regions)
 - 8) Regional Trustee (optional)
 - 9) Student Representative
 - 10) Faculty Representative
 - 11) Computer/IT staff (regional assignment)
 - b. The Facility Committee will be created at the on-set of the project and remain in place until post occupancy. They are responsible to:
 - 1) Assign a committee chair who is recommended to be the Chancellor, Executive Dean, or a designee.
 - a) If someone other than the Chancellor is assigned as Chair, their responsibilities for decision-making should be made clear at the beginning of the project.
 - 2) Identify value statements for the project, including but not limited to:
 - a) Value Statements are intended to ensure that there is agreement on the “key concepts” or values of the project.” Each project should identify what is important to achieve with this project. This will allow all project decisions to be “checked back” to fulfilling the goals of the project.
 - b) Support of the Mission, Vision, and Goals of the College
 - i. *Mission:* As a statewide, open-access, community college, Ivy Tech Community College provides residents of Indiana with professional, technical, transfer, and lifelong education for successful careers, personal development, and citizenship. Through its affordable, quality educational programs and services, the College strengthens Indiana’s economy and enhances its cultural development.
 - ii. *Vision:* Review the current year vision
 - iii. *Current Goals of the Strategic Plan:* Review the current year goals
 - c) Ivy Tech is always changing, design for flexibility.

- d) Ivy Tech is focused on continuous improvement, ensure the design supports.
- e) Ivy Tech is committed to a sustainable future
- 3) Identify Region expectations
- 4) Define a priority or hierarchy of spaces
- 5) Balance the need for labs and classrooms with faculty spaces.
- 6) Ensure at least two one-on-one meetings (1st meeting = gather input, 2nd meeting = review solutions) with each relevant Division Chair. Division Chairs are expected to seek faculty input. The A/E may request user group meetings or all faculty meetings, but not without the Division Chair's approval.
- 7) Provide the architect (for use in programming) with the number of both full-time and part-time faculty members.
- 8) Provide direction for the use in programming site selection process:
 - a) Led by the Regional Chancellor to identify needs and potential sites
 - b) Regional Chancellors will work with Central Office Facilities Planning Department for coordination
 - c) A Community Advisory Committee may be appointed
 - d) Responsibilities of the A/E/CM are outlined later in this document
- 9) Evaluate the site against the following criteria:
 - a) Safety
 - i. Site free of potentially harmful materials or environment
 - ii. Phase I environmental (and phase II if needed) study
 - iii. No sub-surface structures, natural or man made, to undermine safety of a building
 - iv. Safe traffic access
 - v. Signal controlled for as many of the access points as possible
 - vi. Minimal, but preferably no, turning across heavy traffic without a signal control to get to the site
 - vii. Ingress/egress
 - viii. Crime rates
 - b) Access
 - i. To highways to serve populations in and outside the community
 - ii. Direct as possible (driving time from the nearest major highway exit or major population centers)
 - iii. Bus access (how many blocks from site/how many transfers from population centers most likely to need bus transportation)
 - iv. Controlled
 - v. Multiple points
 - c) Acreage
 - i. Appropriate acreage for projected enrollments but a minimum of 15 buildable acres for a new site (assumes 40,000 sf building)
 - ii. Ability to expand
 - d) Cost
 - i. What will be the purchase price?

- ii. Should take into consideration any unusual site costs
 - e) Availability of utilities
 - i. Water and sewer, electricity, gas, telecommunications, and roads
 - f) Compatibility of neighbors at site
 - g) Benefit to community
 - h) Site related linkages to other institutions
 - i. Educational institutions
 - ii. Businesses (retail low/industry high)
 - i) For land to be considered for the community support measure the land must (as determined through a feasibility study)
 - i. Contain sufficient buildable acreage for the projected enrollment at the site (however, for a site at which the proposed project is the first new construction project, at least 15 buildable acres, the amount needed for a terminal 40,000 gross square foot building and associated site development, must be given to be counted), and
 - ii. Be buildable on the land (no wetlands within the needed amount of acreage, no zoning restrictions detrimental to College use, clear title, clean Phase 1 environmental study, etc.), and
 - iii. Be relatively flat to the extent that fill will not need to be exported or imported (i.e. all fill needed is available on site or excess fill can be used at the site).
 - 10) Coordinating the following services:
 - a) Services:
 - i. Land Survey / ALTA Survey
 - ii. Asbestos Survey
 - iii. Geotechnical
 - iv. Traffic Study
 - v. Environmental Studies and Reports (Phases I & II)
 - vi. Construction Testing
 - vii. Confirm any underground storage tanks or other existing conditions.
 - b) Committees can seek three independent quotes from vendors who provide these services or engage their architect to seek these services on their behalf. Architects would also seek three independent quotes and bill it as a reimbursable.
 - 11) Ensuring the advertisement for bidding is publicly noticed properly. The CM will take the lead on getting the information to the committee chair.
 - 12) Ensure the common construction wage requirements are met.
 - 13) Select designer of telecommunications systems at the time of A/E selection. This may even be provided by the A/E. The telecom infrastructure design must be completed consistent with the overall design schedule. The cabling infrastructure should be bid with the main construction work. The telecom equipment such as LAN, phone system, etc. may be bid at a later date if the construction duration is greater than one year.
2. Assign a representative from the Central Office Planning Department who will be involved at the initial meeting for each project where expectations are outlined and at all key decision-making meetings.

- a. They will also be responsible for:
 - 1) Assisting with the development of value statements for each project.
 - 2) Approving standards deviations.
 - 3) Recommending best practices from other projects.
3. Owner review and approve all project allowances and allowance use prior to authorization.
4. All will participate in a project de-briefing (after construction is completed) with the Architect and Construction Manager to document lessons learned and how the process can be improved.
5. Owner may contract with an independent third-party construction documentation service (Multi Vista).
6. Refer to the Project Budget Responsibilities.

CONTRACTS

1. All contracts shall be based on AIA Documents.
2. Litigation/Arbitration: All litigation/arbitration, regardless of the location of the project, must be done in Marion County.
3. Escrow Agreement
 - a. In construction contracts in excess of \$200,000.00 or as required by Indiana Code 5-16-5, an Escrow Agreement is required to be set with a separate banking institution to act as the Escrow Agent. The College will not hold Escrow.
 - b. All retainage must be held in the Escrow Account.
 - c. All fees associated with the Escrow Agreement shall be paid by the Contractor.
4. Include “Additional Bidding and Contract Requirements for Ivy Tech Community College” in the bid specifications to address Resolution 2004-32. Work with your architect to develop processes to measure contractors’ compliance with the additional requirements. The latest version of the document is available from the Facilities Planning Department.

ARCHITECT/ENGINEER

1. Architect/Engineer (A/E) will lead all activities during the design phase.
 - a. They will actively participate in all design and construction meetings, initiate all Owner/user meetings, and act as primary contact with the Facility Committee. They will manage all Owner expectations regarding the scope, schedule, and budget.
 - b. They will participate in an initial meeting with Central Office to ensure full understanding of the Ivy Tech standards, as they will be responsible for ensuring designs are developed in alignment with the standards.
 - c. Host room by room reviews of each space in comparison to Ivy Tech Standards. This will include the owner and should be completed during Construction Documents Phase.
 - d. Participate in a project de-briefing with the Owner and Construction Manager to document lessons learned and how the process can be improved.

2. Secure permits for State Design Release and Board of Health Approvals in a timely fashion so as to not delay the construction start.
3. Design for Sustainability. Ivy Tech is interested in pursuing energy efficiency and should be a key component of any design of building and its system. LEED (Leadership in Energy and Environmental Design) Certification may be pursued on a case by case basis. Each project is required to meet Governor Daniel's executive order to meet LEED Standards. Even though LEED certification may not be pursued on every project, every building should be designed to meet LEED Silver Standards based on the priorities below. Sustainability is important to the College and as such, Ivy Tech wants to focus on four key areas of sustainability help to reduce operational costs and improve overall staff and student productivity:
 - a. Priority 1: Energy Efficiency
Strategies include:
 - 1) Efficient HVAC systems. Better than current ASHRAE 90.1 by 20% new construction, 10% existing building minimum, as measured by Appendix G or ASHRAE 90.1.
 - 2) Use of LED light fixtures
 - 3) Gas fired High Efficiency Boiler.
 - b. Priority 2: Water Use Reduction
Strategies Include:
 - 1) No irrigation – use of native plantings.
 - 2) Use of low flow fixtures
 - c. Priority 3: Alternative Transportation
Strategies Include:
 - 1) Bike parking for 5% of FTE and shower facilities.
 - 2) Connect to public transportation if available.
 - d. Priority 4: Improve Indoor Environment
Strategies Include:
 - 1) No smoking on campus
 - 2) Provide daylighting and views to at least 75% of occupied spaces
 - 3) Use of low emitting materials.
4. Investigate multiple mechanical systems, providing life cycle cost analysis, with consideration for the owner's long term maintenance and operating costs.
5. Coordination with Commissioning Agent
 - a. A third party commissioning agent should be hired prior to the Design Development phase completion.
 - b. A/E to assist Owner with selection of commissioning agent as required per project. Owner will typically hold the contract with the Commissioning Agent.
 - c. Agent must commission a minimum of HVAC systems. This may be increased to meet LEED requirements if required. Other systems may include plumbing, electrical, and building envelope.
 - d. For their scope of services, ensure the following are provided:
 - 1) Review of Owners Project Requirements (OPR) and Designer's Basis of Design (BOD).

- 2) Development and incorporate commissioning requirements into the construction documents and specifications.
 - 3) Develop and implement a commissioning plan.
 - 4) Review all applicable contractor submittals for coordination with commissioning process.
 - 5) Verify the installation and performance of the system being commissioned.
 - 6) Complete a commissioning report.
 - 7) Participate in 11-month warranty walkthrough.
6. Compliance with Standards:
 - a. Utilize Ivy Tech's color standards where applicable (Ivy Tech green, etc.)
 - b. Deviations from the standards must be documented during each design phase and must be clearly identified on the Space and Systems Standards Sheets.
7. Review of Drawings:
 - a. Review all CM submittals as basis for project budget and schedule. Also, provide a constructability review and suggest alternatives for consideration to meet project's budget and schedule.
8. Cost Estimating:
 - a. Communicate a complete scope of work at each phase of the design.
 - b. Provide the construction manager with adequate drawings and specifications to allow them to properly estimate the work. Information should be provided based on the predetermined schedule so as to allow the CM sufficient time to provide the best estimate possible to the owner.
9. Electronic Drawings
 - 1) Reference BIM Standards.
10. Refer to the Project Budget Responsibilities.
11. Design the room numbers to match the owner's final room numbering system and ensure the contract documents match the owner's approved room numbering system. If additional numbers are needed for the completion of CD's, those numbers can be added at the discretion of the designer.
12. Provide required information to assist the Owner obtain builder's risk insurance. Provide response to questionnaire prior to start of Construction Documents. Coordinate with Owner the information required by insurance. Confirm budget allocation for builder's risk on all preliminary project cost estimates (assume 0.1%).
13. The A/E shall furnish or provide the following services when applicable to project scope:
 - a. Programming - Include analyses of the Owner's needs and program the requirements of each building based on the identified Ivy Tech Standards and the needs of each campus.
 - 1) The A/E is expected to seek information through the Academic Dean on the direction of statewide curricula during the programming stage.
 - 2) The A/E is expected to compare the % of spaces against the Paulien Study.

- b. Site Analysis and Selection including evaluating sites against the criteria listed above. Architects will be responsible to determine if the site is buildable including but not limited to the utilities, zoning, soils, wetlands, etc. (if applicable).
- c. Owner Supplied Data Coordination: Be the central point of coordination for all owner supplied data.
- d. Schedule Development and Monitoring including the design and construction schedule. They will understand and develop resolutions for the project constraints, issues, and impacts on the building's daily activities. They will also assist the CM in planning and strategizing on construction logistics and design the project to minimize disruptions.
- e. Civil Design including all design required for complete bidding documents.
- f. Landscape Design including all design required for complete bidding documents.
- g. Interior Design including design and material finish selections, and coordination of necessary furniture and related equipment. Additional scope for furniture selection shall be made on a project by project basis with the following options:

Furniture Needs Assessment (new vs. refurbishment vs. reuse)	
Furniture Selection Recommendation	
Procurement and Bidding	
Oversight of Installation	
Furniture Training	
Signage (Interior and Exterior)	
Artwork	
Window Treatments	
Phone System	
Other _____	

- h. Start-up Assistance including but not limited to the presence of the design engineer on-site during the start-up of all major equipment.
- i. Record Drawings including incorporating all contractor changes that have been documented on the submitted record documents from each contractor and providing an electronic floor plans for all building levels.
- j. 11-month Warranty Walk through The CM will schedule this walk-through with the attendance of the facility director and A/E.

- k. Technology equipment bidding responsibilities and scheduling including 2-way video equipment, LAN equipment in MDF/IDF, wireless network electronics, computers, printers, phone equipment, etc.
- 14. Provide all necessary services to submit for pre-construction plan reviews and permits.
- 15. Provide timely punch lists for all completed construction, including various construction phases if required, so as not to delay completion and occupancy.
- 16. Investigate existing conditions to identify potential problematic areas. Identify areas that may need special design attention and clearly define the scope on the bidding documents.
- 17. Allowance Use: Use of project allowances must be reviewed and approved by Ivy Tech prior to authorization.
- 18. Complete infrastructure worksheet – Included in Exhibits.

CONSTRUCTION MANAGER

1. Construction Manager (CM) will lead all activities during the construction and bidding phases.
 - a. They will actively participate in all Facility Committee design and construction meetings. They will manage all Owner expectations regarding the scope, schedule, and budget. They will take the lead on the overall design and construction schedule preparation and seek input from the owner and architect.
 - b. They will participate in an initial meeting with Central Office to ensure full understanding of the Ivy Tech Building Standards, as they will be responsible for ensuring designs are developed as close to the standards as possible.
 - c. Participate in room by room reviews of each space in comparison to Ivy Tech Standards. This will include the owner and should be completed during the Construction Documents Phase.
 - d. Participate in a project de-briefing with the Architect and Owner to document lessons learned and how the process can be improved. CM to document notes for the Central Office.
 - e. They will coordinate bidding document distribution and schedule all pre-bid activities.
2. Lead and track the overall project schedule for both design and construction activities, seeking input from the A/E and owner where needed.
3. Compliance with Standards
 - a. Maintain working knowledge of the Owner's standards in order to identify variations from the standard and potential project impacts (i.e. scope creep, etc.).
4. Assist with implementation of sustainable design measures. If LEED Certification is pursued, complete documentation of construction credits.
5. Coordinate with Owner's Third party Construction Documentation Firm (as applicable)
6. Coordinate with Commissioning Agent (as applicable)
 - a. During construction, ensure identified commissioning issues are resolved by contractors
7. Refer to the Project Budget Responsibilities
8. Investigate existing conditions with the Architect / Engineer (A/E) to identify potential problematic areas. Identify areas that may need special design attention from the A/E to ensure good documentation and clear scope on the bidding documents.
9. Site Analysis and Selection including working with the architect to evaluate a site's constructability and the cost impact (as applicable)
10. Provide Construction Phasing strategies congruent with daily on-site operations and the most economical means to deliver Projects, including but not limited to contractor parking, trailer locations, material staging, access, etc.
11. Prepare Construction Procedures Manual for all parties involved in construction. Identify procedures relating to communication, security, site/building access, parking, way finding, etc. Identify all construction requirements. Ensure procedures are enforced during construction.

12. Provide detailed cost estimate at each phase of the work. Work with A/E throughout the process to anticipate costs that may not be clear on early design drawings to assure early understandings of the project budget. Anticipate costs based on existing condition investigations. It is suggested that a design contingency be carried throughout the duration of the design process. For example, 15% at the completion of programming, 10% at the completion of SD, 5% at the completion of DD, and 0% at the completion of CD. The CM is expected to manage the budget, scope, and quality.
13. Provide required information to assist the Owner in obtaining builder's risk insurance. Provide response to questionnaire prior to start of Construction Documents. Coordinate with Owner the information required by insurance. Confirm budget allocation for builder's risk on all preliminary project cost estimates (assume 0.1%).
14. Schedule:
 - a. Based on the outlined timeframe, develop realistic and achievable construction schedule that identifies a critical path for success. Take into consideration school activities that will affect construction activities and the schedule. The CM is expected to offer for the Owner's consideration, creative, alternative approaches and solutions for scheduling.
15. Review of Drawings:
 - a. Review all A/E submittals as basis for project budget and schedule. Also, provide a constructability review and suggest alternatives for consideration to meet project's budget and schedule.
16. Construction Logistics:
 - a. Understand and develop resolutions for the project constraints, issues, and impacts on the building's daily activities. Plan and strategize solutions that can be designed into the project documents to minimize school disruptions.
17. Identify requirements for all state, city, county permits and who has jurisdiction. Work in conjunction with the Architect/Engineer.
18. Bidding:
 - a. Incorporate by reference all special Ivy Tech bidding requirements and applicable trustee resolutions. Coordinate with central office to ensure compliance.
 - b. Provide Pre-award interviews and Bid Recommendations.
 - c. Pre-construction meeting.
19. Allowance Use: Use of project allowances must be reviewed and approved by Ivy Tech prior to authorization.
20. Other Construction Phase responsibilities:
 - a. Construction Contract Administration.
 - b. Regular construction meetings. Document each meeting with meeting notes and schedule updates.
 - c. Acquire Permits and Licenses, except where certifications are required (i.e. State Design Release, Board of Health are the responsibility of the architect).
 - d. Coordinate start-up and training.
 - e. Submittals

- f. Communications
- g. Field Orders
- h. Shut downs/ Utility tie-ins Coordination
- i. Safety Programs
- j. Job site records
- k. Field coordination
- l. Construction Sequences/ Phasing
- m. Temporary Facilities
- n. Change order process
- o. Owner's receipt of all as-built documentation and final project records including indexing of all close-out documents, drawings, shops, equipment manuals, warranties, etc.

Deliverables Expectations

DRAWING STANDARDS

1. A preferred drawing sheet size is 30" x 42"
2. North should be oriented to the top of the sheet
3. Existing vs. new work should be clearly readable.
4. Proposed Drawing Scales:
 - a. Site Plans: As large as possible and a consistent scale between sheets (except for enlarged plans). Preference is 1" = 20'-0", Next preference is 1" = 50'-0"
 - b. Overall Floor Plans: 1/16" scale
 - c. Floor Plans: 1/8" scale
 - d. Enlarged Plans: 1/4" scale and Building Sections: 1/8" scale
5. For publications and promotions at each design phase:
 - a. Prepare colored floor plans (see BIM standards)
 - b. Prepare exterior rendering (update only as necessary)
6. Expected drawing arrangement and coding is as follows:
 - a. Description and Lettering System
 - 1) Title Sheet and index of drawings
 - 2) (C) Site Survey
 - 3) (C) Site / Civil
 - 4) (S) Structural
 - 5) (A) Architectural
 - 6) (I) Interior Design
 - 7) (Q) Consultants (Pool, Theater, Kitchen, Acoustical)
 - 8) (M) Mechanical
 - 9) (P) Plumbing
 - 10) (F) Fire Protection
 - 11) (E) Electrical
 - 12) (T) Telecomm

DELIVERABLES BY PHASE

General

1. It is the responsibility of the Ivy Tech Region, AE, CM to communicate any and all scope changes to the best of their ability in writing and with an assessment of the cost and/or time impact.

Schematic Design Phase

1. Deliverable by the Architect/Engineer
 - a. Design Notebook (provide in PDF format)
 - 1) Introduction: Briefly describe the purpose of this project and the extent of construction.
 - 2) Value Statements for the project: illustrate how the program and design meet it
 - 3) Building Program of Spaces for 10-15 year planning (new, existing and totals)
 - 4) Space and System Standards with documented deviations highlighted on the standards.
 - 5) Sustainability Compliance
 - 6) Identification of all Building Systems -- Narrative
 - a) Foundations (type and special considerations)
 - b) Structural (materials, design information, floor to floor heights, special considerations)
 - c) Roofing system
 - d) Exterior walls, doors, and/or aluminum glazing systems
 - e) Interior wall types
 - f) Interior finishes by space types
 - g) Casework and Equipment
 - h) Elevators
 - i) Mechanical, including Effects on the building's energy usage
 - j) Fire Protection
 - k) Electrical
 - l) Telecommunications
 - 7) Soils Report
 - 8) Parking standard calculations and the space and staff/faculty counts used.
 - 9) Equipment
 - a) List of mechanical and electrical equipment with maximum physical size demands.
 - b) List of all Owner-provided furniture, furnishings, and related equipment
 - c) "Cut sheets": "Cut sheets" must include any major/atypical/proprietary equipment used as a basis of design.
 - 10) Copies of all correspondence
 - b. Drawings
 - 1) Existing Site Survey (including boundary survey)
 - 2) Site Plan
 - 3) New Floor Plans
 - 4) Demolition Floor Plans (if applicable)
 - 5) Roof Plan
 - 6) Exterior Elevations
 - 7) Preliminary Building Section
 - 8) Preliminary Wall Section
 - 9) Renderings and colored floor plans for promotional activities

2. Deliverables by the Construction Manager
 - a. Detailed Cost Estimate consistent with the phase and level of detail
 - b. Projected Project Schedule
 - c. Value engineering considerations
 - d. Projected Construction Phasing/Sequencing Plan that consider
 - 1) Operational hours
 - 2) Parking for all, including contractors
 - 3) Special after hours program needs
 - 4) Contractor site access points
 - 5) Potential contractor staging areas

Design Development Phase

1. Deliverables by the Architect/Engineer
 - a. Design Notebook (provide in PDF format)
 - 1) Update the Introduction
 - 2) Update Value Statements
 - 3) Update Building Program of Spaces (new, existing and totals)
 - a) Show comparison with SD and Space Standards and reference Paulien Study
 - 4) Space and System Standards with documented deviations using deviation form included in Exhibits.
 - 5) Code Analysis with narrative
 - 6) Projected Design/Bidding Schedule
 - a) Agency reviews
 - b) Variances (if required)
 - c) Telecommunications
 - 7) Clearly identify any modifications of Building Systems from Schematic Design (see above)
 - 8) Clearly identify any Design Data updates from Schematic Design (see above)
 - 9) Soils Borings Report
 - 10) Equipment
 - a) Updated List of all Owner-provided furniture, furnishings, and related equipment
 - b) "Cut sheets": "Cut sheets" must include any/all equipment used as a basis of design.
 - 11) Detailed Specifications Divisions including manufacturers that will be acceptable where possible
 - 12) Marked up spec sections for Divisions 0-1 (received from the construction manager)
 - 13) Copies of all correspondence
 - b. Color / Interior Finish boards, which should be re-evaluated at the end of CD's.
 - c. Drawings
 - 1) Existing Site Survey
 - 2) Site Plans (erosion control, grading and drainage, utilities, site development, roadwork, pavement, site details, site electrical work, landscaping, etc)

- 3) Architectural/Interiors
 - a) Code Analysis Sheet
 - b) New Floor Plans (all levels – including basement and penthouse, if applicable)
 - c) Demolition Floor Plans with notes identifying the extent of demolition (if applicable)
 - d) Roof Plan
 - e) Reflected Ceiling Plans indicating ceiling materials, bulkheads and section cuts
 - f) Exterior Elevations
 - g) Major Building sections
 - h) Room finish schedule or room finish floor plans
 - 4) Structural drawings
 - a) Foundation plans
 - 5) Framing Plans for each floor level and roof Mechanical / Plumbing
 - a) Plumbing plans for all floor levels
 - b) Plumbing fixture schedule and special details
 - c) HVAC floor plans for all levels
 - d) Enlarged mechanical equipment room plans
 - e) HVAC details
 - 6) Fire Protection: Floor plans with all zones designated
 - 7) Electrical
 - a) Electrical floor plans, including gear and panel locations
 - b) Lighting Plan
 - c) Power Plan
 - d) Light fixture schedule including specific manufacturer information or catalogue cuts
 - e) Power riser diagram
 - f) Site electrical plan
 - g) Enlarged electrical room plans
 - h) Electrical details
 - 8) Telecommunications
 - a) Floor plan for each level indicating all cable trays, data, phone, a/v outlets, security cameras, motion detection, card access, etc.
 - b) Enlarged plan of the ER and TR rooms
2. Deliverables by the Construction Manager
- a. Updated Detailed Cost Estimate
 - 1) Must compare SD to DD
 - 2) Must show cost/GSF for all categories
 - 3) Must identify proposed bid categories with a scope description for each.
 - a) Provide detailed summary of work at the Construction Documents Phase
 - 4) Must outline all general conditions
 - 5) Must outline any bid alternates with associated costs
 - b. Detailed Construction Schedule

- 1) Including schedule of bidding and permitting process
 - c. Detailed specifications for Divisions 0 and 1
 - d. Marked up spec sections for Specifications Divisions (received from the architect)
 - e. Updated Construction Phasing/Sequencing Plan
 - 1) With a description of the project's impact on other operations like parking, access, utilities change-over, restrictions, etc.
 - 2) Identify temporary partitions
 - 3) Identify contractor staging
 - f. Unit Prices
 - g. Procedures Manual
 - h. Value engineering considerations
3. The number of cost estimates required by phase will be determined by contract for each project.

Construction Documents Phase

- 1. Similar to Design Development for deliverables. Design shall be 100% complete.
- 2. Owner Drawing Sets at Bidding:
 - a. Central Office – Half Size Set with Specifications
 - b. Region – Full Size Set with Specifications
- 3. Review all front end specifications with the campus and central office.
 - a. Utilize AIA documents in front end
 - b. As-built requirements for each contractor should be clearly specified and for the Mechanical Contractor, it should include the following at a minimum
 - i. Record drawings (electronic). Reference BIM Standards.
 - ii. System schematics with sequences
 - iii. Programming disk for College use
 - iv. Product Data
 - v. Equipment data cut sheets
 - vi. Valve and damper schedules
- 4. Infrastructure Reporting Codes
 - a. Provide at bidding to Ivy Tech Central Office Facilities planning the quantities of utility distribution components and support facility components as indicated in Appendix E Infrastructure reporting.
 - b. Include additional quantities of each category as well as the total quantity including existing. Coordinate with Region the quantity of existing of each category.

Supplier Diversity Initiative All construction projects must meet the requirements as described in Indiana State Trustee Resolution 2004-32. Reference Exhibit C Indiana State Trustee Resolution 2004-32.

Design team to submit letter to the Secretary-Treasurer for the Central Indiana Carpenters JAC at bidding in compliance with Resolution 2004-32.

Building Information Model (BIM) Standard

Purpose:

1. The intent is to encourage design teams to work in a collaborative BIM environment and improve design efficiency and accuracy by utilizing 3D coordination.

Project Requirements

1. This BIM Standard will be required for any new construction/renovation/addition in which the total project cost exceeds \$2 million OR the project has been delivered to the design team in a BIM Model format.
2. Other projects are encouraged to follow the BIM Standard.
3. Provide Energy Star Report.

BIM Execution Plan

1. Included in the Schematic Design submittal, a BIM Execution Plan shall be submitted. This plan will include, at minimum, the following:
 - a. List all teams involved in BIM
 - b. BIM Goals.
 - c. Identify Model Element Authors for each portion of the work.
 - d. Model Progressions spec / Level of Development Schedule
 - e. Authorized uses of the BIM
 - f. Exceptions
2. The intent of the BIM Execution Plan will be to create a framework for the implementation of the BIM model. The goal of this will be to identify issues early and develop a tool to measure success and performance throughout the project.

BIM File Formats

1. The Design Team is required to deliver the BIM Project Model in the following format:
 - a. Autodesk Revit .RVT 2012 or later.

Criteria of Model:

1. All design items will be included in the model and to scale.
2. All model elements will be accurately dimensioned and depicted.
3. Model Sheets will be included to match the Record Documents set.
4. The design team shall develop a model with the following criteria:
 - a. All walls, windows, fenestrations, doors, etc. properly modeled.
 - b. All floors, slabs, and roofs modeled.
 - c. All rooms must be bounded, scheduled, and the element properties meet the Room Criteria.
 - d. Structural systems modeled.
 - e. Mechanical equipment, duct, and piping over 1" modeled.
 - f. Plumbing piping over 1", fixtures, and equipment modeled.
 - g. Other major building elements modeled.
 - h. Electrical devices, lighting, conduit over 1" and equipment modeled.
 - i. Technology devices and equipment modeled.
5. Room Documentation Criteria
 - a. The Room Naming and Numbering must be reviewed with Ivy Tech.

- b. The rooms shall have an identification made and appropriately color coded.
- c. The Room Coding shall match the space standard and as follows:
 - i. 100 – Classrooms (RGB: 202-210-191)
 - ii. 200 – Labs (RGB: 215-233-240)
 - iii. 300 – Offices (RGB: 163-188-218)
 - iv. 400 – Study Facilities (RGB: 191-099-064)
 - v. 500 – Special use Facilities (RGB: 216-203-169)
 - vi. 600 – General Use Facilities (RGB: 216-155-128)
 - vii. 700 – Support Facilities (RGB: 178-161-151)
 - viii. WWW – Circulation (RGB: 235-235-235)
 - ix. XXX – Building Services (RGB: 188-190-192)
 - x. YYY – Mechanical Spaces (RGB: 255-231-154)
- d. A colored floor plan shall be presented with the Ivy Tech Color Scheme.
- e. All rooms shall be accurately modeled and bounded to report the actual Assignable Square Feet (ASF).
- f. All spaces in a building must meet this requirements.

Criteria of Deliverable to College

- 1. Use elements and components to the standard practices of the firm.
- 2. Use firm or industry standard for naming of sheets, model elements, and component objects.
- 3. All discipline's model(s) shall be delivered to Ivy Tech.
- 4. All supporting files/references included and linked.
- 5. All links shall be relative.
- 6. All associated objects and supporting files.

Record Documents

- 1. The project design team is required to deliver to Ivy Tech Community College a record document BIM Model. This model shall include all revisions associated with Addendums, ASI, RFI, Change Orders, and other field changes as part of the Record Documents.
 - a. Provide sheets in PDF format.
- 2. A Space Spreadsheet (.XLS Format) which includes the following:
 - a. Space Name
 - b. Space Code (Per Space Standards)
 - c. Total Summary by General Space Code (i.e. all assignable labs are 210, etc.).
 - d. Space by Space Assignable Square Feet
 - e. Building Gross SF
 - f. Building Assignable SF

Indiana State Trustee Resolution 2004-32 Requirements

All construction projects must meet the requirements as described in Indiana State Trustee Resolution 2004-32. Reference Exhibit C Indiana State Trustee Resolution 2004-32.

Design team to submit letter to the Secretary-Treasurer for the Central Indiana Carpenters JAC at bidding in compliance with Resolution 2004-32.

Include section Additional Bidding and Contract Requirements in front end of Bid Documents. See Exhibits.

Sample Builder's Risk Application

Coordinate with the College the required information for the builder's risk. Included is a sample Builder's Risk insurance application. Coordinate with the College the requirements for Builder's Risk.

Exhibits

Exhibit A: Budget Responsibilities

Exhibit B: Standards Deviation Form

Exhibit C: Indiana State Trustee Resolution 2004-32 Specification Section 00 21 15

Exhibit D: Decision Matrix

Exhibit E: Infrastructure Report

Exhibit F: Sample Builder's Risk Application

Budget Responsibilities

Exhibit A

The CM is charged with maintaining the central budget document for the project

Description	Responsibility for Establishing	Responsibility for Tracking
-------------	------------------------------------	--------------------------------

Construction Costs:

<CM To List each Bid Category>

Fixed Equipment

Environmental & Abatement Contractor

Site Development

Demolition

Utility Expense

General Conditions (will be part of CM reimbursables)

Design Contingency

Construction Contingency

Escalation

Close-out Contingency

Sub Total:

\$	CM	CM
\$	CM	CM
\$	Region	Region
\$	CM	CM
\$	CM	CM
\$	CM	CM
\$	CM	CM
\$	CM	CM
\$	CM	CM
\$	CM	CM
\$	CM	CM
\$		

Planning Costs (soft costs):

Planning Study

Architect/Engineer Fee

Architect/Engineer Reimbursables (includes
printing, design release and Board of Health
Submission)

Construction Management Fee

Construction Management Reimbursables

Construction Management General Conditions
(includes construction testing)

Commissioning Fee

Builder's Risk

Legal Notices

Site Survey

Geotechnical Survey

Asbestos Survey

Environmental Survey

Pre-Construction Testing

Deferred Items

Sub Total

\$	Region	Region
\$	Region	Region
\$	Region	Region
\$	Central Office	Central Office
\$	Central Office	Central Office
\$	CM	Central Office
\$	Central Office	Central Office
\$	Central Office	Central Office
\$	Region	Region
\$	Region or AE	Region or AE
\$	Region or AE	Region or AE
\$	Region	Region
\$	Region	Region
\$	Region or AE	Region or AE
\$	Region	Region
\$		

Moveable Equipment (soft costs):

Technology Costs

Fiber Connection

Electronics

LAN Switches, Projector/Systems, Telephone system, "SmartBoards", Security, Visual Display, Cable TV, Network Electronics

\$	Region	Region
\$	Region	Region
\$	Region	Region

Furnishings and Equipment

Furniture

Office Equipment

Computer Equipment

Telephone Equipment

Artwork

Maintenance Equipment

Clocks

Software

Sub Total:

\$	Region	Region
\$	Region	Region
\$	Region	Region
\$	Region	Region
\$	Region	Region
\$	Region	Region
\$	Region	Region
\$	Region	Region
\$		

Land Acquisition (soft costs):

Legal Fees

Appraisal

Land costs

Closing Costs

Sub Total:

\$	Central Office/Region	Central Office/Region
\$	Central Office/Region	Central Office/Region
\$	Central Office/Region	Central Office/Region
\$	Central Office/Region	Central Office/Region
\$		

Other Costs (soft costs):

Sub Total:

\$

Totals:

Total Construction Costs	\$
Total Soft Costs	\$
Total Project Costs	\$

Bond financing costs are above & beyond this total project costs and include legal, financing, Bond Counsel, etc.

Date Finalized:

Project

[illegible]

SECTION 002115 – ADDITIONAL BIDDING AND CONTRACT REQUIREMENTS FOR IVY TECH COMMUNITY COLLEGE

All bid specifications, contracts and subcontracts for the construction, alteration and/or repair of a building or other improvement at Ivy Tech Community College shall contain the provisions listed herein.

Schedule of Wages:

All Contractors and Subcontractors shall file a schedule of wages, to be paid on the Project, with Ivy Tech, at least ten days prior to performing any work (I.C. 5-16-7-2).

At a minimum, this schedule of wages must read as follows:

1. Be conveyed on company letterhead, if such exists, or otherwise be clearly labeled as to the identity of the contractor or subcontractor filing the schedule;
2. Be endorsed by a responsible company official and clearly indicate the name and title of the person endorsing the schedule;
3. Contain an estimate of the number of workers to be employed by that contractor or subcontractor on the project in each skill level within each classification specified in the wage determination; and
4. Set out the minimum wages and fringe benefits to be paid by that contractor or subcontractor in each skill level within each classification on that project.

Apprentices and Trainees:

Apprentices and trainees are defined as follows:

1. Apprentices are those persons employed and individually registered in a bona fide apprenticeship program registered with the U. S. Department of Labor, Office of Apprenticeship, Employment and Training Administration (DOL, OA, ETA), or persons in the first 90 days of probationary employment as an apprentice in such an apprenticeship program, who is not individually registered in the program, but who has been certified by the OP, ETA to be eligible for probationary employment as an apprentice.
2. Trainees are persons registered and receiving on-the-job training in a construction occupation under a program which has been approved in advance by the U.S. Department

of Labor, Employment and Training Administration, as meeting its standards for on-the-job training programs which has been so certified by that administration.

4. The apprentices/trainees must be paid the percentage of the basic hourly rate required and/or fringe benefits specified in the approved plan and in accordance with their level of progression but in no case shall the rate be below the “unskilled” rate set in accordance with I.C. 5-16-7 et seq.
5. The contractor is limited in the number of apprentices/trainees permitted on the job site based on the allowable ratio of apprentices/trainees to journeymen specified in the approved program. The ratio should be determined on a daily, not weekly, basis.

Certified Payroll:

The College requires that a certified payroll to be submitted and reviewed by the College, architect/engineering firm or any other entity contracted by the College to administer the project as a prerequisite to payment for work performed on the public works project. Every public works project that is subject to the provisions of Indiana Code 5-16-7 (Wage Scale of Contractors’ and Subcontractors’ Employees) shall require that each Contractor’s application for payment shall be accompanied by a payroll report by the prime Contractor and each of its Subcontractors for the pay period covered by the application. The report shall be on a Certified Payroll Report form, State Form 51454 or its equivalent, and shall state as to each employee his/her craft, work classification, hours worked, rate of pay, itemized deductions, gross amount earned, net pay and fringe benefit information. This report may be provided either by paper or electronic format.

The payroll record shall be accompanied by a sworn statement by the Contractor that the report is a true and correct summary of the payroll records of all workers working under the contract, either for the Contractor or Subcontractors, that payments were made to the workers set forth in such report, and that all workers employed on the public works project, either by the prime Contractor or by any Subcontractor, have been paid the common wage and all fringe benefits set forth in the contract specifications. A representative of the College, the architect/engineering firm, or other entity designated by the College shall review the certified payroll against the wage scale adopted for the project and the schedule of wages filed by the Contractor or Subcontractor. If the certified payroll complies with the common wage scale and schedule of wages, the College or its designee shall certify payment to the Contractor. If the certified payroll does not indicate that Contractor or Subcontractor has paid wages and benefits in accordance with wage scale and schedule of wages, the College,

architect/engineering firm, or other entity will not certify payment to the contractor. The Contractor must make the necessary payments to the worker(s), correct its payroll, and submit a recertified payroll before any subsequent payments can be certified on this project. The wage determination, including the classification of the labor to be employed in the performance of the contract for the project, determined in compliance with I.C. 5-16-7 et seq., shall be posted at all times by the Contractor and its subcontractors at the site of the work in a prominent and accessible place where it can be easily seen by the workers. Ivy Tech or its representative shall maintain each Certified Payroll Report form, or a copy, for the statutory period cited in I.C. 34-11-2-1 and will make these statements available upon request by an interested party or entity.

Drug Testing:

All Contractors and Subcontractor(s) shall maintain a drug-free workplace for all Ivy Tech projects. To accomplish this objective, a Contractor must adopt a written drug and alcohol testing policy which contains the following:

- Require all employees to possess an identification card which indicates that the employee has passed a drug test within the past twenty-five months. This identification card shall bear the employee's name and an identification number assigned to that employee.
- Require all employees to be tested for drugs and/or alcohol within forty-eight hours of a work-related accident or incident.
- Require all employees to be tested for drugs and/or alcohol if a reasonable suspicion exists that they are impaired by drugs or alcohol.
- Require that all substance abuse testing, at a minimum, be conducted in accordance with the Department of Health and Human Services (DHHS) "Mandatory Guidelines for Federal Workplace Drug Testing Programs" as set forth in the Federal Register.
- Require that only laboratories certified by the Department of Health and Human Services/Substance Abuse and Mental Health Administration (DHHS/SAMSHA) shall perform urine testing for drugs.
- Appoint a Medical Review Officer who will be responsible for reviewing positive test results, communicating these results to the affected employee, determining whether any verifiable explanation exists for the positive test result, and advising the Employer of the revocation of an employee's drug testing card.

- Establish initial and confirmatory cut-off levels for positive drug tests that conform to the levels set forth in the “Mandatory Guidelines for Federal Workplace Drug Testing Programs.” All positive tests must be confirmed by gas chromatography/mass technology.
- Establish cut-off levels for alcohol testing that are equivalent to the values established by the United States Department of Transportation (DOT) under its Commercial Drivers License guidelines.
- Create drug and alcohol testing procedures that protect the privacy of employees, guarantee a proper chain of custody for all samples, and afford employees with the opportunity to have independent retests of positive urine samples.
- Require that the Contractor be responsible for the entire expense of administering this drug free workplace program including, but not limited to, the cost of all drug and alcohol testing, and the retention of Medical Review Officers.

A Contractor and or Subcontractor shall provide Ivy Tech with a written drug free workplace policy, which contains the above provisions, at least ten (10) days prior to commencing work under any contract.

Minority Opportunities:

Contractors and Subcontractors shall engage in their best efforts to recruit minority apprentices and trainees including participation in the Indiana Plan or its equivalent.

Independent Contractors:

All Contractors and Subcontractors shall solely use their own employees to perform any construction, alteration or repair work on an Ivy Tech project. A Contractor or Subcontractor shall not use or retain an individual or individuals acting in the capacity of independent contractor to perform any such construction work.

CONTRACTOR AND SUBCONTRACTOR RESPONSES AND DOCUMENTATION FOR IVY TECH COMMUNITY COLLEGE, STATE TRUSTEE RESOLUTION 2004-32

Background

The College was originally created to provide occupational and technical education and early in its existence realized that much of the occupational training for the construction industry can best be provided through on-the-job-training practices. Historically the College has been served by Governor-appointed State Trustees from the construction industry. Support of apprenticeship training programs is consistent with the College's mission:

As a statewide, open-access, community college, Ivy Tech Community College provides residents of Indiana with professional, technical, transfer, and lifelong education for successful careers, personal development, and citizenship. Through its affordable, quality educational programs and services, the College strengthens Indiana's economy and enhances its cultural development. Ivy Tech Community College strives to accomplish its mission placing strategic emphasis on professional and technical education, general education, transfer education, developmental education, student development and services, continuing education, workforce education and training, community service, diversity and continuous improvement of all instruction and services.

Therefore, the State Trustees of the college have adopted Resolution 2004-32 supporting the use of apprentices on construction and renovation projects of \$35,000 or more.

Acceptable documentation

All documentation required by State Trustee Resolution 2004-32 will be required to be submitted to the Architect within 24 hours of the bid time for the bidder to be considered responsible and responsive. A checklist and sample forms have been included in the back of this section.

Demonstration can be made that a contractor or subcontractor doing \$35,000 of work or more meets the requirements of State Trustee Resolution 2004-32 in three different ways.

- A. The contractor participates in a Joint Apprenticeship Training program, registered and certified with the Office of Apprenticeship, Employment and Training Administration of the US Department of Labor.
 - Identify each of the local or district building trades by name and/or number with which your company has a current agreement to use apprentices,
 - Have an official of each Joint Apprenticeship Training program provide a copy of their Certificate of Registration from the Office of Apprenticeship, Employment and Training Administration of the US DOL for the appropriate trade,
 - Have an official of each Joint Apprenticeship Training program provide a memorandum stating that your company was signatory with their apprenticeship program no later than the time of bid opening,
 - Have an official of the Joint Apprenticeship Training program provide documentation that their program has been actively functioning for at least three consecutive years,

- Due to public Law 111-377, effective January 4, 2011, apprenticeship training programs registered with the Office of Apprenticeship, Employment and Training Administration of the Department of Labor or a State apprenticeship agency recognized by the Office of Apprenticeship, are deemed approved for participation in the GI educational benefits program, and
 - State that you will use apprentices from each trade involved in the appropriate ratio.
- B. The contractor participates in an Associated Builders and Contractors of Indiana (ABC) or another state's comparable apprenticeship program.
- **Registered and certified with OA, ETA of the US DOL** - Provide a copy of ABC's Certificate of Registration from the Office of Apprenticeship, Employment and Training Administration of the US DOL for the appropriate trades.
 - **Bona fide** (e.g. your company is signatory with the program and that the program has been actively functioning for at least three consecutive years):
 - Have ABC provide a memorandum stating that your company was signatory with the apprenticeship program no later than the time of bid opening,
 - Have ABC provide a list of the trades in which you participate and/or a copy of the ABC employer acceptance agreement for each trade involved, and
 - Have ABC provide documentation that the ABC apprenticeship program, for that trade, has been actively functioning for at least three consecutive years, and
 - Due to public Law 111-377, effective January 4, 2011, apprenticeship training programs registered with the Office of Apprenticeship, Employment and Training Administration of the Department of Labor or a State apprenticeship agency recognized by the Office of Apprenticeship, are deemed approved for participation in the GI educational benefits program.
 - **Comparable** – Provide a copy of the ABC curriculum outline for each trade involved.
 - State that your company will use apprentices from each trade involved in the appropriate ratio.
- C. The contractor has his/her own apprenticeship-training program.
- **Registered and certified with OA, ETA of the US DOL** - Provide a copy of your company's Certificate of Registration from the Office of Apprenticeship, Employment and Training Administration of the US DOL for each trade involved.
 - **Bona fide** (e.g. it is and has been functioning for each of the last three years, not just on paper):
 - Provide documentation that your apprenticeship program is ongoing and has been active for each of the last three years and
 - Provide a list of the apprentices employed by your company for each of the last three years by year by trade and certify that each of your apprentices is registered with the US DOL, BAT and
 - Due to public Law 111-377, effective January 4, 2011, apprenticeship training programs registered with the Office of Apprenticeship, Employment and Training Administration of the Department of Labor or a State apprenticeship agency recognized by the Office of Apprenticeship, are deemed approved for participation in the GI educational benefits program.
 - **Comparable** – Provide a copy of your company's curriculum outline for each trade involved
 - State that you will use the apprentice from each trade involved in the appropriate ratio

The participation in an apprenticeship-training program must be active (the contractor is signatory to the program) by the time of bid opening. A commitment to participate in the future is not acceptable.

If none of the bidders can meet the requirements of this resolution, the College reserves the right to contract with the lowest and best bidder not meeting the requirements of this resolution.

Revised 12-31-11

**USE OF APPRENTICES IN CERTAIN CONSTRUCTION OR REMODELING PROJECTS
RESOLUTION NUMBER 2004-32**

WHEREAS, Ivy Tech Community College was originally created to provide occupational and technical education for students regardless of race, color, creed, religion, national origin, sex, disability, or veterans' status, and

WHEREAS, the College shall cooperate and strive for coordination among all providers of occupationally oriented training in all educational sectors, and

WHEREAS, much occupational training by the College can best be provided through on-the-job training practices, and

WHEREAS, the College has been and will be experiencing rapid growth in all regions which requires expansion of facilities to meet the increasing demand for training space to accommodate prospective students and thus, creates an opportunity for the College to provide the construction industry with training programs, the most important factor of which is on-the-job training experience, and

WHEREAS, the College recognizes the responsibility it has to provide opportunities to every qualified person to be properly trained and employed to master the skills in the construction field;

NOW THEREFORE BE IT RESOLVED by the trustees of the Ivy Tech Community College that the specifications for any construction or remodeling project exceeding \$35,000 (Thirty-five Thousand Dollars) shall provide that the contractor and subcontractors shall employ apprentices from each building trades craft involved. Such apprentices shall be properly indentured into a Joint Apprenticeship Training Program or other comparable bona fide apprenticeship training program, which has been actively functioning for at least three consecutive years, and which is registered and certified with the U. S. Department of Labor, Office of Apprenticeship, Employment and Training Administration (DOL, OA, ETA), and that the ratio of apprentices from each respective craft involved shall be determined in accordance with the Apprenticeship Standards of the Labor-Management Contract in that jurisdictional area, and

BE IT FURTHER RESOLVED that if none of the bidders can meet the requirements of this resolution, the College reserves the right to contract with the lowest and best bidder not meeting the requirements of this resolution, and

BE IT FURTHER RESOLVED that this resolution rescinds and replaces Resolution Number 75-69 and Resolution Number 94-42.

**State Board of Trustees
Ivy Tech Community College
Approved on June 10, 2004**

I, _____,

NAME

OFFICER

of _____

FIRM

do hereby agree to comply with the terms of Resolution 2004-32 for use of apprentices if awarded a contract by Ivy Tech Community College.

NAME

FIRM

DATE

Briefly describe how you intend to comply with the terms of the Resolution. Identify the apprenticeship training programs, registered and certified with the U. S. Department of Labor, which will supply the apprentices to be employed by your firm on this project. Please note that if none of the bidders can meet this requirement, a contract may be awarded to the lowest and best bidder not meeting the requirements of Resolution 2004-32 for the use of apprentices.

IVY TECH COMMUNITY COLLEGE MINORITY AND WOMEN'S OWNED BUSINESS PARTICIPATION IN CONSTRUCTION AND RENOVATION PROJECTS

Ivy Tech Community College values diversity and seeks to provide opportunities for Minority Business Enterprises (MBE) and Women's Business Enterprises (WBE) companies to participate in its construction and renovation projects.

Bidders shall take all necessary and reasonable steps to ensure that MBEs and WBEs have the maximum opportunity to compete for and perform work included in the contract documents.

Bidders shall indicate MBE/WBE subcontractor participation as indicated by sample form "4B" no later than 24 hours after the bid to be considered a responsible and responsive bidder.
--

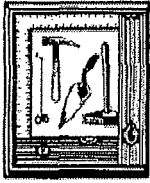
The low bidder and the second and third, if requested, shall verify MBE/WBE participation by submitting proof of such certification for each such subcontractor listed, and for themselves if appropriate, subsequent to bid opening.

The awarding of contracts will be made to the lowest and best bidder when all other requirements have been met.

END OF SECTION 002115

Additional Bidding and Contract Requirements for Ivy Tech Community College Checklist

Resolution 2004-32 Documentation							
F O R M S		Contractor/Subcontractor Name (List all subs - Total value should equal total bid amount)					
		Type of Contractor					
		Total Value of Work (Including Labor and Materials)					
		Is Value over \$35,000 (Yes or No)					
		% of Contract					
		If Value of Work is over \$35,000 - What Type of Apprenticeship Training Program are they involved with? (i.e. Union, ABC, other)					
If Value of work is over \$35,000 must provide documentation from one of the following three options							
Option 1 - Participates in Joint Apprenticeship Training Program	1A	Identify building trades by name or number with which your company has a current agreement to use apprentices					
	1B	Copy of Certificate of Registration from the US DOL, OA, ETA					
	1C	Have official provide a Memo from J.A.T. program stating your company was signatory with their program no later than time of bid opening					
	1D	Have official of J.A.T. program provide documentation that their program has been active for at least three consecutive years					
	1E	State that you will use apprentices from each trade involved in the appropriate ratio					
Option 2 - Participates in ABC Certificate Program from US DOL	2A	Copy of ABC Certificate of Registration from the US DOL, OA, ETA					
	2B	Have official provide a Memo stating your company was signatory with their training program no later than time of bid opening					
	2C	Have official provide documentation that their training program has been active for at least three consecutive years					
	2D	Have ABC provide a list of the trades in which you participate (or employer agreement)					
	2E	Comparable - Provide a copy of the ABC training program curriculum for each trade					
	2F	State that you will use apprentices from each trade involved in the appropriate ratio					
Option 3 - Has there own apprenticeship program/OTHER	3A	Copy of Certificate of Registration from the US DOL, OA, ETA for each trade					
	3B	Have official provide documentation that the training program has been active for at least three consecutive years					
	3C	Provide a list of the apprentices employed by your company for last 3 years by trade - (note registration by US DOL, OA, ETA)					
	3D	Comparable - Provide a copy of the training program curriculum for each trade					
	3E	State that you will use apprentices from each trade involved in the appropriate ratio					
MBE/WBE							
		Contractor/Subcontractor Name					
	4A	MBE/WBE					
	4B	Total Value of Work (Labor Only) - Approximately					
		% of Total Contract					
		Comments					



**International Union of
Bricklayers & Allied Craftworkers
Local 4 of IN & KY
Apprentice Fund**

402 Wall Street, Suite 53 • Valparaiso, Indiana 46383

Office: (219) 464-2450 • Fax: (219) 465-6548

baca@frontier.com



JAMES F. CRUM
Managing Director

July 25, 2012

Construction Corporation

To Whom It May Concern,

This is a letter of recommendation on behalf of **Construction Corporation**. My position is the Managing Director of IUBAC Local #4 IN/KY ← 1A Apprentice Program. The IUBAC Local 4 IN/KY Apprenticeship Program is a statewide organization that has been established since 1994. The program utilizes numerous Ivy Tech Community College facilities statewide and is recognized by and in good standing with the U. S. Department of Labor.

Construction Corporation has been a "signatory union contractor" since ← 1C May 1995 and at the present time they employ enrolled apprentices. **Construction Corporation** has continued to follow the guidelines set forth in Collective Bargaining Agreement with BAC Local #4 IN/KY meeting the required Journeyman/Apprentice ratio on their jobs.

Should you have any further questions please feel free to contact me at our State office at (219)464-2450.

Sincerely,

James F. Crum

James F. Crum
Managing Director
JFC/kg

Sample Forms 1A, 1C

The United States Department of Labor

Office of Apprenticeship

Certificate of Registration of Apprenticeship Program

BRICKLAYERS AND ALLIED CRAFTWORKERS LOCAL 4 IN/KY APPRENTICE FUND

VALPARAISO, INDIANA

FOR THE TRADE CLASSIFICATIONS: BRICKLAYER, FIREBRICK & REFRACTORY; TILE SETTER; TUCKPOINTER, CLEANER, CAULKER

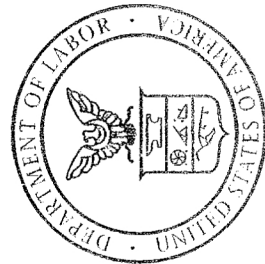
*Registered as part of the National Apprenticeship System
in accordance with the basic standards of apprenticeship
established by the Secretary of Labor*

MAY 24, 1996

Revised: February 2, 2007

IN001960012

Registration No.



R. L. Chao
Secretary of Labor

William S. Swasey
Administrator, Office of Apprenticeship

[My Info](#)[Fill Out Survey](#)[View Past Surveys](#)**Individual Survey Report**
Survey: Inside Annual Survey - 2009 - Year (provide one report for each of the last 3 years)

1. Enter the formal name of the Program.

Terre Haute Electrical JATC - local name and number

2. How many application forms (total) did you issue in 2009?

237

3. Did your JATC have a sufficient number of applicants to meet your needs?

Yes

4. Are you seeing an increase or decrease in the number of applicants?

☒ Increase☐ Decrease☐ About the Same

5. Do you anticipate an increase in the number of apprentices you will indenture in 2010 compared to 2009?

No

6. How many applicants did you INTERVIEW during 2009, regardless of the year they applied or how they qualified for the interview?

Non-Minority		Minority	
Male	Female	Male	Female
85	3	3	0

7. How many applicants were eliminated from the application process by not scoring at least the minimum on the Aptitude Test?

Non-Minority		Minority	
Male	Female	Male	Female
42	1	2	0

 8. **How many new apprentices did you INDENTURE in 2009?** (This figure includes all those entering the program, whether through direct means (organizing), or the standard interview and selection process.)

Non-Minority		Minority	
Male	Female	Male	Female
28	0	0	0

 Number
indentured

9. Of the newly indentured apprentices, what was their average age?

26

10. How many interviewed applicants were offered apprenticeship in 2009 and declined the offer?

Non-Minority		Minority	
Male	Female	Male	Female
1	0	0	0

11. How many applicants entered the program as a result of a NON-UNION EMPLOYER becoming signatory?

Non-Minority		Minority	
Male	Female	Male	Female
2	0	0	0

12. How many applicants entered the program as a result of being among the FIFTY PERCENT or more who signed authorization cards?

Non-Minority		Minority	
Male	Female	Male	Female
2	0	0	0

13. How many applicants qualified for an oral interview as a result of having the minimum number of hours (4,000 or 8,000) of documented electrical construction work experience? (This would imply they could not otherwise qualify for an oral interview.)

Non-Minority		Minority	
Male	Female	Male	Female
9	0	0	0

14. How many apprentices TRANSFERRED from your Program to another IBEW/NECA JATC in 2009?

Non-Minority		Minority	
Male	Female	Male	Female
0	0	0	0

15. How many apprentices transferred INTO your Program from another IBEW/NECA program in 2009?

Non-Minority		Minority	
Male	Female	Male	Female
0	0	0	0

16. How many applicants are currently on your ELIGIBILITY LIST? (This means they have been interviewed, scored and are ready for selection.)

Eligible

Non-Minority		Minority	
Male	Female	Male	Female
120	3	3	0

- 16.1. Of those applicants currently on your eligibility list, approximately how many do you believe would be desirable as apprentices?

90

17. How many of those indentured during 2009 were actually given Advanced Standing in related training classes?

	Non-Minority		Minority	
	Male	Female	Male	Female
2nd Year	0	0	0	0
3rd Year	0	0	0	0
4th Year	0	0	0	0

5th Year 0 0 0 0

18. How many of those indentured during 2009 were given some On-The-Job (OJT) credit for documented previous work experience? (This would include those entering directly through organizing, transfers from another program as well as those selected applicants who requested and were granted credit based on previous experience.) OJT Credit Awarded

	Non-Minority		Minority	
	Male	Female	Male	Female
1 to 500 hours	0	0	0	0
501 to 1000 hours	0	0	0	0
1001 to 2000 hours	4	0	0	0
2001 to 3000 hours	0	0	0	0
3001 to 4000 hours	4	0	0	0
4001 to 5000 hours	2	0	0	0
5001 to 6000 hours	0	0	0	0
6001 or more hours	0	0	0	0

19. What is the total number that graduated from your Inside Program in 2009?

Non-Minority		Minority	
Male	Female	Male	Female
11	0	0	0

20. How many graduates had non-union experience before entering your program?

Non-Minority		Minority	
Male	Female	Male	Female
2	0	0	0

- 20.1. How many of those in the previous question entered the program directly through one of the two organizing means provided for in the Standards?

Non-Minority		Minority	
Male	Female	Male	Female
0	0	0	0

21. The "Currently Active" table below includes apprentices currently indentured in your program. Currently Active

Active

	Non-Minority		Minority	
	Male	Female	Male	Female
1st Year	18	0	0	0
2nd Year	32	1	2	0
3rd Year	23	0	1	0
4th Year	21	1	0	0
5th Year	11	0	0	0

- 21.1. From the "Currently Active" table, how many total apprentices do you have in your program?

Non-Minority		Minority	
Male	Female	Male	Female
106	2	3	0

22. How many apprentices are presently unemployed?

Non-Minority Minority

State Board of Trustees
Ivy Tech Community College
Approved on June 10, 2004

I, _____

NAME

OFFICER

of Construction Corp. do hereby agree

FIRM

to comply with the terms of Resolution 2004-32 for use of apprentices if awarded a contract by Ivy Tech Community College.

NAME

FIRM

July 25, 2012

DATE

Briefly describe how you intend to comply with the terms of the Resolution. Identify the apprenticeship training programs, registered and certified with the U. S. Department of Labor, which will supply the apprentices to be employed by your firm on this project. Please note that if none of the bidders can meet this requirement, a contract may be awarded to the lowest and best bidder not meeting the requirements of Resolution 2004-32 for the use of apprentices.

Apprentices are trained through IOBAC Local 4
IN/KY Apprenticeship Program

We Agree to use the appropriate Apprentices Ratio.

United States Department of Labor

Office of Apprenticeship Training, Employer and Labor Services
Bureau of Apprenticeship and Training

Certificate of Registration

ASSOCIATED BUILDERS AND CONTRACTORS
6926 HILLSDALE COURT
INDIANAPOLIS, INDIANA 46250

Trade(s): BRICKLAYER (RAIS CODE: 0052), CARPENTER (RAIS CODE: 0067), CEMENT MASON (RAIS CODE: 0075), ELECTRICIAN (RAIS CODE: 0159), OPERATING ENGINEER (RAIS CODE: 0365), PAINTER (RAIS CODE: 0379), PIPE FITTER (RAIS CODE: 0410), PLUMBER (RAIS CODE: 0432), ROOFER (RAIS CODE: 0480) SHEET METAL WORKER (RAIS CODE: 0510), HVAC (RAIS CODE: 0637), CONSTRUCTION CRAFT LABORER (RAIS CODE: 0661), ASSEMBLER, METAL (RAIS CODE: 0877) AND INSULATION WORKER (RAIS CODE: 0909)

Registered as part of the National Apprenticeship Program

*in accordance with the basic standards of apprenticeship
established by the Secretary of Labor*



21-SEPTEMBER-2004--Updated
Date

IN001-82-0001

Registration No.

A. F. Chao
Secretary of Labor

Anthony Swager
Administrator, Apprenticeship Training, Employer and Labor Services

2D →

Sample Form
2B



Indiana Chapter

MEMORANDUM

Date: 05/28/2009

To: Mr. Smith

From: Karen VanderWal, VP Workforce Development

RE: Apprenticeship Program

2B → Please accept this as verification that **COMPANY B** has been actively participating in the ABC Apprenticeship program for the last two consecutive years. **COMPANY B** has actually been a member in good standing of Associated Builders & Contractors of Indiana, Inc. Apprenticeship Program since 2007. ABC's Program is certified by the Federal Department of Labor, Bureau of Apprenticeship and Training and by the National Center for Construction Education and Research.

COMPANY B currently has 3 students enrolled in our Electrical program.

Feel free to call me with any questions regarding our apprenticeship program.

kv

Student Enrollment Report from to

2011-2012

Student / Address	Company / Craft / Student	Enroll Date / Status	Drop Date /	Home / Work / Cell
[REDACTED] New Castle, IN 47362	Glazing New Castle Glass & Mirror, LLC	5/18/2011 E Active: Y		(606) 529-2413 (606) 465-1005
[REDACTED] New Castle, IN 47362	Glazing New Castle Glass & Mirror, LLC	5/18/2011 E Active: N		(606) 529-2413 (606) 524-1071
[REDACTED] New Castle, IN 47362	Glazing New Castle Glass & Mirror, LLC	5/18/2011 E Active: Y		(606) 529-2413 (606) 571-2566

Total Listed 3

SAMPLE FORM 2C
(Provide for the last 3 years)

SAMPLE FORM 2E



Indiana Chapter

Glazier :

Level One - Basic Safety, Introduction to Construction Math, Introduction to Hand Tools, Introduction to Power Tools, Introduction to Construction Drawings, Basic Rigging, Basic Communication Skills, Basic Employability Skills, Introduction to Materials Handling, Basic Safety, Basic Math, Introduction to the Trade, Types of Glass, Handling Glass Manually, Handling Glass mechanically, Introduction to Blueprint Reading, Sealants, Part One, Basic Glass Gutting, Mirror & Glass Fabrication, Part One, Plastic and Panels, Aluminum Fabrication Part One, Storefront Installation.

Level Two - Contract, Documents, Introduction to Safety Glazing Codes, Intermediate Trade Math, Sealants Part Two, Custom Mirror Installation, Reglazing, Introduction to Insulating Glass, Types of Windows, Glass Fabrication Part Two, aluminum Fabrication Part two, Entrance and Hardware Part One, Shower and Tub enclosures.

Level Three - Mechanical Fasteners, Rigging & Hoisting, Work Platforms, Job Measurements, Sketching and takeoffs, Introduction to Supervision, Sloped Glazing/Skylights, Curtain Wall, Finishes and Coating for Aluminum and Glass, Entrances and Hardware Part Two.



State Board of Trustees
Ivy Tech Community College
Approved on June 10, 2004

I, MR. SMITH PRESIDENT
NAME OFFICER
of COMPANY B do hereby agree
FIRM

to comply with the terms of Resolution 2004-32 for use of apprentices if awarded a contract by Ivy Tech Community College.

MR. SMITH
NAME
COMPANY B
FIRM
5/26/2009
DATE

Briefly describe how you intend to comply with the terms of the Resolution. Identify the apprenticeship training programs, registered and certified with the U. S. Department of Labor, which will supply the apprentices to be employed by your firm on this project. Please note that if none of the bidders can meet this requirement, a contract may be awarded to the lowest and best bidder not meeting the requirements of Resolution 2004-32 for the use of apprentices.

- We at COMPANY B hire journeyman electricians and apprentices who have been through programs mainly ABC's program for electricians. We have requirements to send new employees with no training to programs through ABC and or Ivy Tech. These programs meet all of the above requirements.



STATE OF INDIANA

Mitchell E. Daniels Jr., Governor

DEPARTMENT OF ADMINISTRATION Minority and Women's Enterprises Division

Indiana Government Center South
402 West Washington Street, Room W469
Indianapolis, IN 46204
(317) 232 - 3061

November 16, 2006

Attn: **COMPANY C**

Subject: Application for MBE re-certification

Dear **MS. DOE,**

Congratulations! The Indiana Department of Administration, Minority and Women's Business Enterprises Division is pleased to inform you that **COMPANY C** is hereby re-certified as a Minority-owned Business Enterprise (MBE).

Your company provides a commercially useful function in the areas listed below. Only work performed in these areas will be counted towards Minority Business Enterprise participation:

UNSPSC CODES(S)

Code	Description
XXX	Plumbing and heating and air conditioning

This certification is valid through November 30, 2009. Although your certification is valid for a three-year period, you will be required to submit an annual *Affidavit of Continued Eligibility*, which reflects updates regarding the issues critical to maintaining your certification. However, you must notify us immediately if any changes occur. Failure to notify us of changes or to provide the *Affidavit of Continued Eligibility* form annually will result in revocation of your certification. Changes include, but are not limited to:

- Change in location or contact information (address, phone number, e-mail address, etc.)
- Change in services provided (amendment to certification)
- Change in ownership
- Change in control

In addition to your official notifications to this office, we encourage you to visit our website at www.in.gov/idoa/mwbe and update your Business Registration Profile. It is important that you review and update your profile regularly, because state purchasing agents and prime contractors will use this information to contact you for business opportunities. For questions regarding your registration profile, you may contact Shirley Houston at (317) 232-6870.

While this letter serves as notification of certification, it does not serve to prove continued eligibility. Please visit <http://www.in.gov/idoa/minority/Certifications.xls> to verify certification status. Please contact our office at (317) 232-3061 if you have any other questions.

Sincerely,


Claudia Cummings, Deputy Commissioner
Indiana Department of Administration

Sample Form
4A

Sample Form 4B

Contractors and Engineers

May 22, 2009

MBE / WBE Contractors

COMPANY A (MBE/WBE) \$12,475.00
ADDRESS

Contact: MR. SMITH

COMPANY B (WBE) \$272.00
ADDRESS

Contact: MR. JONES

COMPANY C (WBE) \$950.00
ADDRESS

Contact: MS. DOE

- Contracts represented comprise 3.9% of the total contract. Other minority contractors were solicited, but chose not to bid the project.



Category	Pre-Project Review Task Group	Staff	F&DC	Presi- dent	State Trustees	CHE, SBC, Gov.	General Assembly
Land (with or without buildings)							
Land acquisition plans		R	A	I	I		
Acquisition (purchase, gift or exchange) in previously approved plans		A		A	A		
Acquisition (purchase, gift, or exchange) <u>not</u> in previously approved plans		R	A	A	A		
Purchase of land or buildings greater than \$250,000		R	A	A	A	A	
Purchase of land or buildings greater than \$500,000 if any State funds or student fees used		R	A	A	A	R	A
Disposition: Sale, transfer, or gift		R	A	A	A		
Permanent public utility or right-of-way easements or right of entry		A		A	A		
Other permanent easements or right of entry		R	A	A	A		
Temporary right of entry for two years or less							
Public utility or right-of-way easements or right of entry		A		A			
Other easements or right of entry		R	A	A			
Facility Leases							
New leases or lease renewals that are within the Chancellor's signature authority, \$15,000 or less, and for which no college-wide funds are being requested, do not need higher level approval. However, they need to be reviewed by the Legal Department. *							
Rent greater than \$150,000 in any one year of the lease period		R	A	A	A	A	
New Leases							
Previously approved in a Region's annual operating budget where:							
Term is two years or less		A		A			
Term is greater than two years		A		A	A		
Rent is greater than \$500,000 for the lease period		A		A	A		
Not previously approved in a Region's annual operating budget where:							
Term is greater than two years		R	A	A	A		
Term is two years or less and							
Rent plus utilities are less than \$100,000 per year		A		A			
Rent plus utilities are \$100,000 or more per year		R	A	A			
Rent is greater than \$500,000 for the lease period		R	A	A	A		
Lease renewals where							
Term is two years or less		A		A			
Term is greater than two years		A		A	A		
Rent is greater than \$500,000 for the lease period		A		A	A		

Category	Pre-Project Review Task Group	Staff	F&DC	Presi- dent	State Trustees	CHE, SBC, Gov.	General Assembly
Projects that could result in a significant commitment of College or Ivy Tech Foundation resources, including leases, land and projects	A						
Capital Budget Request and 10-Year Capital Improvement Plan		R	A	A	A		
Selection of Architects							
Smaller projects (generally less than \$4.0 million) selected and recommended by the Region		A		A	I		
Larger projects and projects approved by the General Assembly selected and recommended by the F&DC		R	A	A	I		
Selection of Construction Management firms for large construction projects		R	A	A	I		
Repair and Rehabilitation (R&R) and parking lot and drive repair PROJECT approval							
New projects that will have a contract within the Chancellor's signature authority, \$15,000 or less, and for which no college-wide funds are being requested, do not need higher level approval to proceed *							
Annual Plan for use of General Assembly General R&R, College-wide R&R, and Parking Lot and Drive funds. Approval of the Plan is an approval to proceed with each project.		R	A	A			
Approval to proceed with projects of \$200,000 or less		A					
Approval to proceed with projects greater than \$200,000 (if not in Annual Plan)		R	A				
Approval to proceed with projects greater than \$750,000 if any State funds or student fees used		R	A	A	A	A	
Approval to proceed with projects greater than \$1,500,000 if no State funds or student fees used		R	A	A	A	A	
New Construction PROJECT approval - includes buildings and parking lots and drives							
New projects that will have a contract within the Chancellor's signature authority, \$15,000 or less, and for which no college-wide funds are being requested, do not need higher level approval to proceed *							
Approval to proceed with projects of \$200,000 or less		A					
Approval to proceed with projects greater than \$200,000		R	A				
Approval to proceed with projects greater than \$500,000		R	A	A	A	A	
Approval to proceed with projects greater than \$750,000 if any State funds or student fees used		R	A	A	A	R	A

Category	Pre-Project Review Task Group	Staff	F&DC	Presi- dent	State Trustees	CHE, SBC, Gov.	General Assembly
Facility CONTRACTS, including CHANGE ORDERS, for Construction, Renovation, or Leases **							
Any contract or change order within the Chancellor's signature authority, \$15,000 or less, and for which no college-wide funds are being used, does not need higher level approval *							
Contracts less than \$500,000							
Contracts between \$15,000 and \$500,000, if within approved project budget		A		A			
Contracts for F&DC approved projects that increase the total <u>project</u> budget by more than 10% cumulatively		R	A	A			
Contracts greater than \$500,000							
Contracts greater than \$500,000 for previously approved projects that are less than 10 % higher than assumptions in project request		A		A	A		
Contracts greater than \$500,000 for previously approved projects that are more than 10 % higher than assumption in the request		R	A	A	A		
Any change order that will increase a previously approved State Trustee contract by more than 10 % cumulatively		R	A	A	A		
Change Orders							
For any project or contract approved by the President or State Board, ALL change orders should be forwarded to Facilities Planning for including in the project files. Approval levels are as follows:							
Any individual change order greater than \$15,000		A		A			
Any change order for contracts, for a project previously approved to proceed by <u>staff</u> , that increases the contract by more than 10% cumulatively		A		A			
Any change order for contracts, for a project previously approved to proceed by the <u>F&DC</u> , that increases the contract by more than 10% cumulatively		R	A	A			

Reviewed by the Facilities and Design Council, March 2013, and by the State Board of Trustees, April 2013

* **Any change to FMM policies may results in changes to these approval levels.**

** **When submitting contracts for review, include MBE/WBE participation levels, and documentation of Outreach Efforts.**

Note: This document specifies approval levels for Ivy Tech Community College facility projects.

Ivy Tech Foundation, Inc. also has approval requirements under its jurisdiction that are different from College requirements.

Notes

A Approval

R Review

I Information

F&DC Facilities and Design Council

CHE Commission for Higher Education

SBC State Budget Committee

Gov. Governor

Infrastructure Reporting Codes

Region:

Building:

Project

Reporting Date:

Utility Distribution Components			
Code	Category Descriptions	Total Quantity on Site	Report Item Using
1 UTL (vol.)	Utility Tunnels		CF
1 ELD	Electrical Distribution		LF
1 CXC	Coax Cable (computer/acad. Video)		LF
1 STM	Steam Lines		LF
1 CHW	Chilled Water Lines		LF
1 SEW	Sanitary Sewer Lines		LF
1 WAT	Domestic Water Lines		LF
1 STS	Storm Sewers		LF
1 GAS	Natural Gas Pipelines		LF
1 TEL	Telephone Lines		LF
1 CCD	Copper Cable - Data		LF
1 FIB	Fiber Cable		LF

Support Facility Components			
Code	Category Descriptions	Total Quantity on Site	Report Item Using
2 SWK	Sidewalks		SY
2 CBG	Curbs and Gutters		LF
2 STR	Public Streets		SY
2 RST	Restricted/Service Roads		SY
2 LIT	Campus Lights		number
2 FHY	Fire Hydrants		number
2 RTW	Retaining Walls (access or safety related only)		SF
2 FNC	Fences (access or safety related only)		LF

Note:

Quantity on Site references quantity between the utility connection/edge of property and the building line.



ARTHUR J. GALLAGHER RISK MANAGEMENT SERVICES, INC.

BUILDERS RISK APPLICATION

Insured Name:

Address: _____

City, State, Zip _____

Job Site: _____

Effective Date:

Completed Value Limit (hard costs) \$

Soft Cost Limit \$ _____

Rents Limit \$ _____

Transit Limit \$ _____

Temp. Storage \$ _____

Total Policy Limit \$ _____

Deductible Requested \$ various 50k -250k

Construction: ☐ Frame ☐ Joisted Masonry ☐ Fire Resistive
☐ Non Comb ☐ Masonry Non Comb
☐ Mod Fire Res ☐ Mod. Fire Resistive

Total Square Ft _____

Floors (# of Stories) _____

Intended Occupancy _____

Term of Project Start Date: _____ Completion Date: _____

Optional Coverages _____

Soft Cost/Rents ☐ Yes ☐ No Limit required *see above*

Equip Breakdown ☐ Yes ☐ No (will provide Boiler testing)

Flood ☐ Yes ☐ No

Earthquake ☐ Yes ☐ No

Contractor (*Name & Experience*) _____

Mortgagee: _____

Security

Fenced ☐ Yes

Lighted ☐ Yes

Watchman ☐ Yes

Police Patrols ☐ Yes

Other, please describe _____

Agent: Arthur J. Gallagher Risk Management Services, Inc. Date _____

Signature _____ Date _____