



# **KPS-Loy Norrix High School Mechanical Improvements PRE-BID MEETING: General Trades & Elevators**

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**December 30, 2024**

# PRE-BID MEETING



Loy Norrix High School Mechanical Improvements

606 East Kilgore Rd

Kalamazoo, MI 49001

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# OWNER

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## Kalamazoo Public Schools

- **Karen Jackson - Director of Facilities Management**

Kalamazoo Public Schools

Every child. Every opportunity. Every time.

# ARCHITECT



TowerPinkster

- Mike Galovan, Senior Project Manager

[mgalovan@towerpinkster.com](mailto:mgalovan@towerpinkster.com)

269-492-6763

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# THE SKILLMAN TEAM



## ACCOUNT EXECUTIVE

- Michael Kounelis
- 269-207-3049
- [mkounelis@skillman.com](mailto:mkounelis@skillman.com)

## PROJECT MANAGER

- David Taylor
- 269-908-9569
- [dtaylor@skillman.com](mailto:dtaylor@skillman.com)

## PROJECT ENGINEER

- Will Karnes
- 269-908-9684
- [wkarnes@skillman.com](mailto:wkarnes@skillman.com)

## SITE MANAGER

- Brandon Holdeman
- 269-568-3233
- [bholdeman@skillman.com](mailto:bholdeman@skillman.com)

## ADMIN. ASSISTANT

- Caralee Sokolowski
- 269-350-5757
- [csokolowski@skillman.com](mailto:csokolowski@skillman.com)

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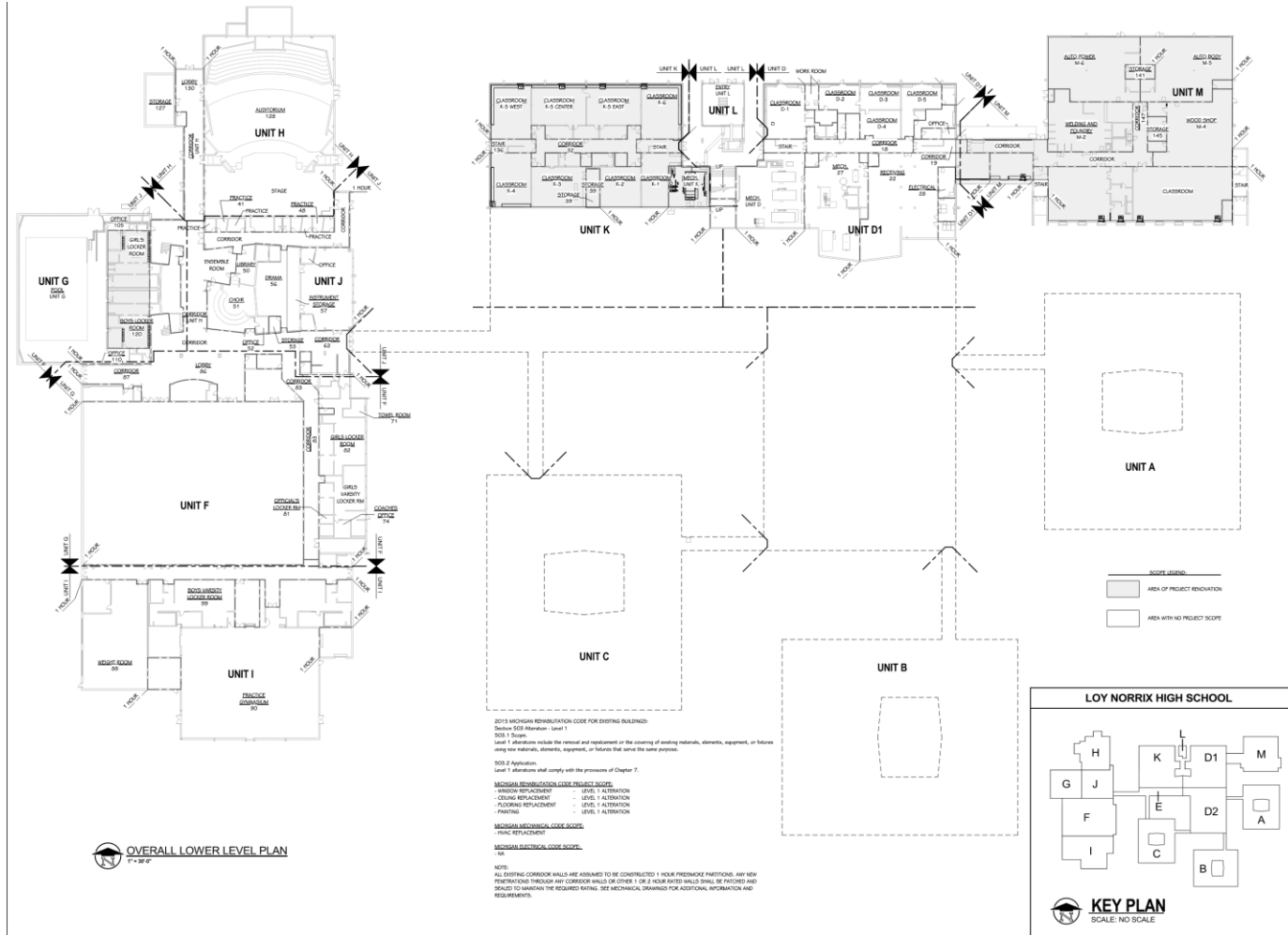
# SCOPE OF WORK

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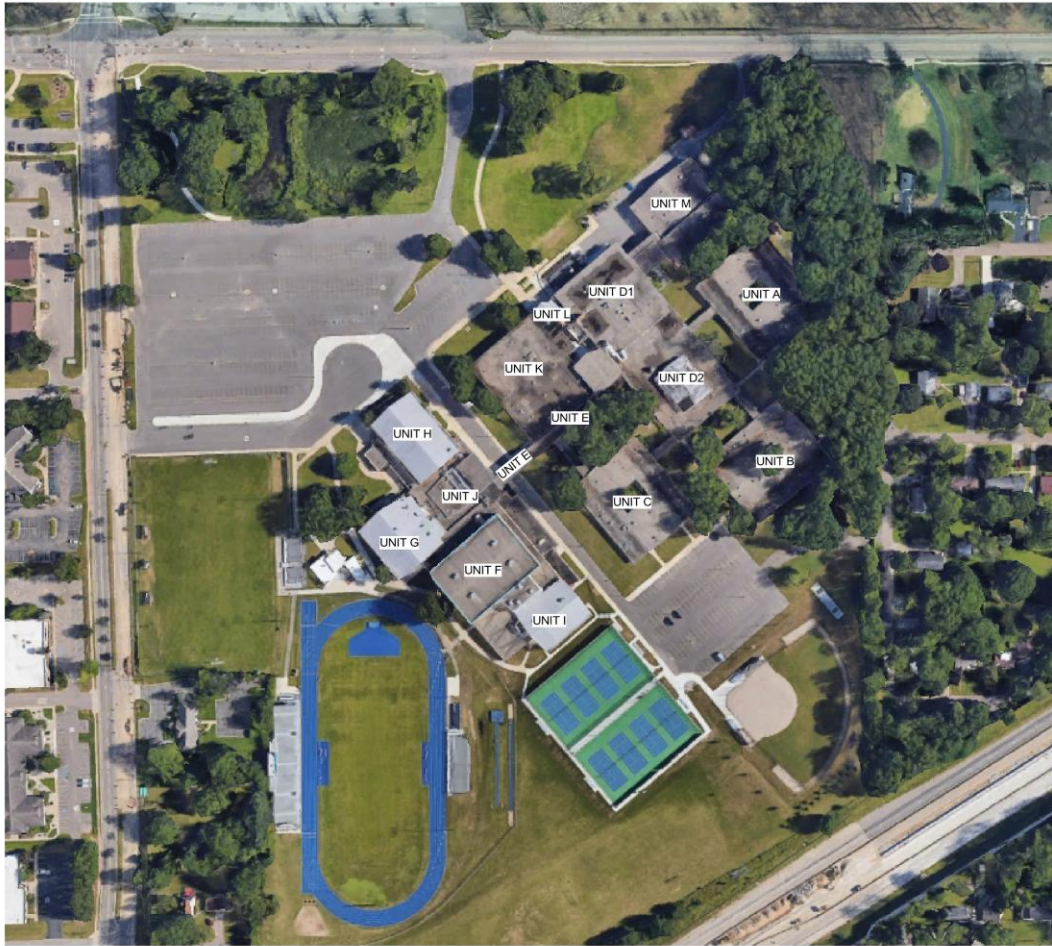


- **Mechanical Upgrades throughout school (Units C, D, K, L, M)  
with related architectural and FFE improvements**
- **96,800 SF**
- **Overall Budget is \$11,000,000**

# FLOOR PLANS / SITE PLANS



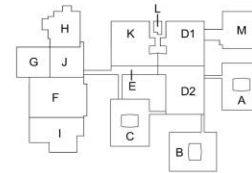
# FLOOR PLANS / SITE PLANS



OVERALL SITE AERIAL PLAN

THIS DRAWING SHEET IS INTENDED TO BE PLOTTED IN COLOR. IF THIS TEXT APPEARS IN BLACK AND WHITE, IT IS PLOTTED INCORRECTLY. DISCARD AND OBTAIN AN ACCURATE DRAWING

LOY NORRIX



KEY PLAN  
SCALE: NO SCALE



# **MULTIPLE CONTRACT SUMMARY**



**Review Section 01 12 00 – Multiple Contract Summary.  
Review all Specification Sections that are in your Scope  
of Work.**

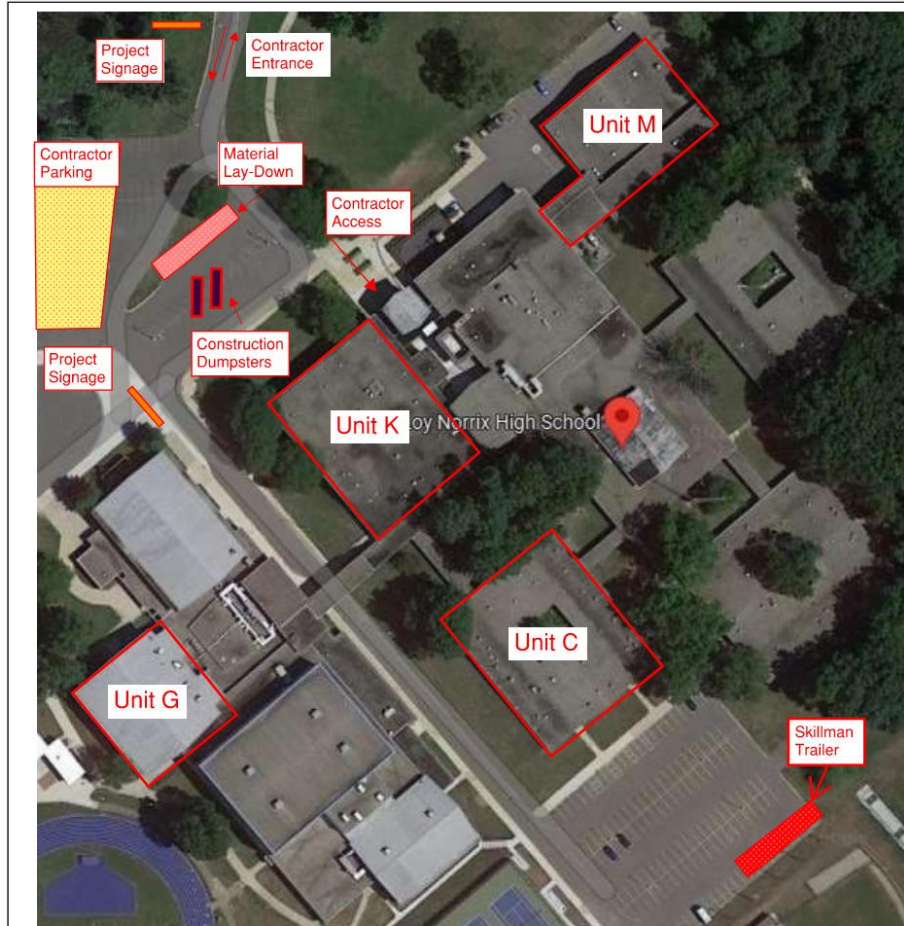
- **1.05 Prime Contractors Use of Premises**
- **1.07 Occupancy Requirements, A. Full Owner Occupancy**
- **1.09 Permits, Fees and Notices**
- **1.10 Labor and Materials. A, B, & C**
- **1.14 Schedules of Contract Responsibilities-Scope**
- **1.16 Time of Commencement and Completion**

# BID CATEGORIES



<b>BID CATEGORY NO. 1</b>	General Trades
<b>BID CATEGORY NO. 3</b>	Interior Finishes
<b>BID CATEGORY NO. 5</b>	Mechanical/Plumbing
<b>BID CATEGORY NO. 6</b>	Electrical
<b>BID CATEGORY NO. 7</b>	Elevator Modernization

# SITE LOGISTICS PLAN







Site Logistics Plan - 9/19/2024

## Kalamazoo Public Schools

Loy Norrix High School - HVAC Improvements

### Legend:

- Material Lay-Down Area 
- Project Signage 
- Construction Dumpsters 
- Contractor Parking 

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## REQUIRED FOR EVERY CONTRACTOR

- No subscription is required
- Current set of documents
- Issues tracking
  - Safety
  - QA/QC
  - Noncompliance
  - Work Completion List
  - Punch List
- As-built record drawings

# ANTICIPATED CHALLENGES



- Time constraints of work that can only be performed when Faculty and Students are not present.
- Coordination among trades
- Staffing of trades to meet tight timeline. Schedule may require heavy staffing, overtime, 2<sup>nd</sup> shift, weekends to meet deadlines



Review Section 01 23 00 for Alternates that may alter your Scope of Work.

- **ALTERNATE NO. 1**: Building Automation System Training: Building automation system training specified in Section 23 09 00 “Instrumentation and Control for HVAC” is not a part of the base-bid. If Alternate No. 1 is accepted, provide Building automation system training specified in Section 23 09 00 “Instrumentation and Control for HVAC”.
- **ALTERNATE NO. 2**: Transformer Replacement: The replacement of existing transformer T-11 with new larger transformer and new low voltage switch gear is not part of base bid. If Alternate No. 2 is accepted, replace existing transformer T-11 with new larger transformer and new low voltage switch gear as shown on the electrical drawings as Alternate No. 2.

# ALLOWANCES



**Review Section 01 21 00 for Allowances that apply to your Scope of Work.**

Bid Category No. 01	General Trades	\$20,000
Bid Category No. 03	Interior Finishes	\$10,000
Bid Category No. 05	Mechanical/Plumbing	\$30,000
Bid Category No. 06	Electrical	\$20,000
Bid Category No. 07	Elevator Modernization	\$20,000

# INSTRUCTIONS TO BIDDERS



**Review Section 00 10 00 for Instructions to Bidders.**

- **1.02 Bidders Examination & Representation**
- **1.10 Bidding Procedures, (R.) Sales Tax (include in bid)**
- **1.15 Determination of Lowest Responsible & Responsive Bid**
- **1.17 Execution of The Contract**
- **1.19 Wage Rates-NOT APPLICABLE.**



# RFI PROCESS



Each Bidder is encouraged to contact the Architect and Construction Manager if problems occur or questions arise in analyzing the Drawings and Specifications, where additional clarification or information would be helpful in the preparation of a proper bid.

Submit all questions in writing to: David Taylor [dtaylor@skillman.com](mailto:dtaylor@skillman.com)

All RFIs must be received before: **End of day January 14, 2025**

# SUBSTITUTION REQUESTS



Prior to receipt of bids, the Architect will consider proposals for substitution of materials, equipment, and methods only when such proposals are submitted in writing within the time period stated before the date and time set for receipt bids, and are accompanied by full and complete technical data and other information required by the Architect to evaluate the proposed substitution.

Request for product approval shall be submitted on the Substitution Request Form and sent to: Mike Galovan

[mgalovan@towerpinkster.com](mailto:mgalovan@towerpinkster.com)

# CONSTRUCTION TIMELINE



**Review Section 01 32 00 – Schedules & Reports.**

**Anticipated Construction Start Date: March 24, 2025**

**Anticipated Construction**

**Completion Date: October 16, 2026**

**2025 work in admin & student areas: June 9, 2025–  
August 22, 2025**

# BID TO AWARD TIMELINE



- Post the Bid Tab to the PlanRoom: **January 22, 2025**
- Pre Award Conferences: **TBD**
- KPS Board Meeting: **February 6, 2025**

**All Subcontractor & Products Lists**

**must be submitted by: 48 hrs following Bid  
Opening**



**Review and fully complete the Bid Form 00 31 00**

**Complete all alternates on the Bid Form that may affect your Scope of Work.**

# BIDDERS' REMINDER LIST



	YES	NO
Have you properly and completely executed the <b>Bid Form</b> (Section 00 31 00)?		
Is the <b>Bid Total</b> written in both words and figures?		
Are the <b>Alternate</b> quantities in both words and figures and noted as <b>Add or Deduct</b> ?		
Is the <b>Non-Collusion Affidavit</b> , part of the Bid Form, signed, & notarized?		
Have you enclosed a certified check or <b>Bid Bond</b> ? (Note: bond must be signed by Surety and Principal)		
Have you included your company's <b>Financial Statement</b> ?		
Have you included your Written Drug Testing Plan that covers all employees of the bidder who will perform work on the public work project and meets or exceeds the requirements set in IC 4-13-18-5 or IC 4-13-18-6.		
Have Subcontractors and Products List to the Construction Manager within Hours of the Bid for Apparent Low Bidders.		
On the outside of the envelope containing your Bid have you indicated: <b>The Project Name</b> <b>Bidder's Name</b> <b>Bid Category No.</b> <b>Date and Time of Bid Opening</b> <b>Owner's Address</b> Address to Where Bid is to be Delivered if different from Owner's Address		

**IF ANY OF THE REQUIRED BIDDING DOCUMENTS ARE NOT INCLUDED, DATED, OR PROPERLY EXECUTED, THE CONTRACTOR'S BID MAY NOT BE ACCEPTED.**

# CONSTRUCTION DOCUMENTS



**Construction Documents are available at:**  
[www.skillmanplanroom.com](http://www.skillmanplanroom.com)

**Bidding Contractors are required to pay for printed Documents. The electronic files are available at no cost.**

# PRE-AWARD INTERVIEWS



- TBA



# **BID OPENING-GENERAL TRADES & ELEVATORS**



**Date: January 21, 2025**

**Time: 2:00 PM**

**Location: Kalamazoo Public Schools Facilities Office  
600 West Vine Street  
Kalamazoo, MI 49008**

# Q & A



**KPS-Loy Norrix Mechanical**

**TSC PROJECT NO.: 224010.06**



**DATE: December 30, 2024**

## **PRE-BID MEETING SIGN-IN SHEET-GENERAL TRADES & ELEVATORS**

<b>COMPANY REPRESENTED</b>	<b>ATTENDEE NAME</b>	<b>EMAIL ADDRESS</b>	<b>PHONE NUMBER</b>
Veneklasen	Brian Holwerda		
Miller-Davis Company	Mike Martinchek		
McNally Elevator	Joe McNally Ryan McNally		
OTIS Elevator	Brian Eikenberry		

KPS-Loy Norrix Mechanical

TSC PROJECT NO.: 224010.06



DATE: December 30, 2024

## **PRE-BID MEETING SIGN-IN SHEET-GENERAL TRADES & ELEVATORS**

<b>COMPANY REPRESENTED</b>	<b>ATTENDEE NAME</b>	<b>EMAIL ADDRESS</b>	<b>PHONE NUMBER</b>
KALAMAZOO PUBLIC SCHOOLS	Karen Jackson		
KALAMAZOO PUBLIC SCHOOLS			
THE SKILLMAN CORPORATION	David Taylor		
THE SKILLMAN CORPORATION	Brandon Holdeman		
THE SKILLMAN CORPORATION	Will Karnes		
THE SKILLMAN CORPORATION	Caralee Sokolowski		
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