



# **Edwardsburg Public Schools Eagle Lake School Renovation PRE-BID MEETING**

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**February 17, 2025**

# PRE-BID MEETING



Edwardsburg  
EAGLE LAKE SCHOOL

Eagle Lake School Renovation

23889 Ave. C

Edwardsburg, MI 49112

# OWNER



## Edwardsburg Public Schools

- **Dr. Courtney Szucs, Superintendent**
- **Gail Enders, Director of Finance & Operations**
- **Christine Neff, Maintenance & Transportation Director**



# ARCHITECT



TowerPinkster

- Sue Potter

[sue.potter@towerpinkster.com](mailto:sue.potter@towerpinkster.com)

616-403-8938

**TowerPinkster**  
Architecture · Engineering · Interiors

# THE SKILLMAN TEAM



## ACCOUNT EXECUTIVE

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

## PROJECT MANAGER

- Max Tackett
- 269-568-2433
- [mtackett@skillman.com](mailto:mtackett@skillman.com)

## PROJECT ENGINEER

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

## SITE MANAGER

- Jay Bachtel
- 269-830-8685
- [jmbachtel@skillman.com](mailto:jmbachtel@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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- **Complete gut and remodel of three gang restrooms and Office Reception area.**
- **New Electrical panels and plumbing fixtures.**
- **New Resilient Floor Tile and Carpet Squares throughout.**
- **Approx. 28,000 sqft. of new flooring.**
- **Schedule: June 2025 – August 2025**

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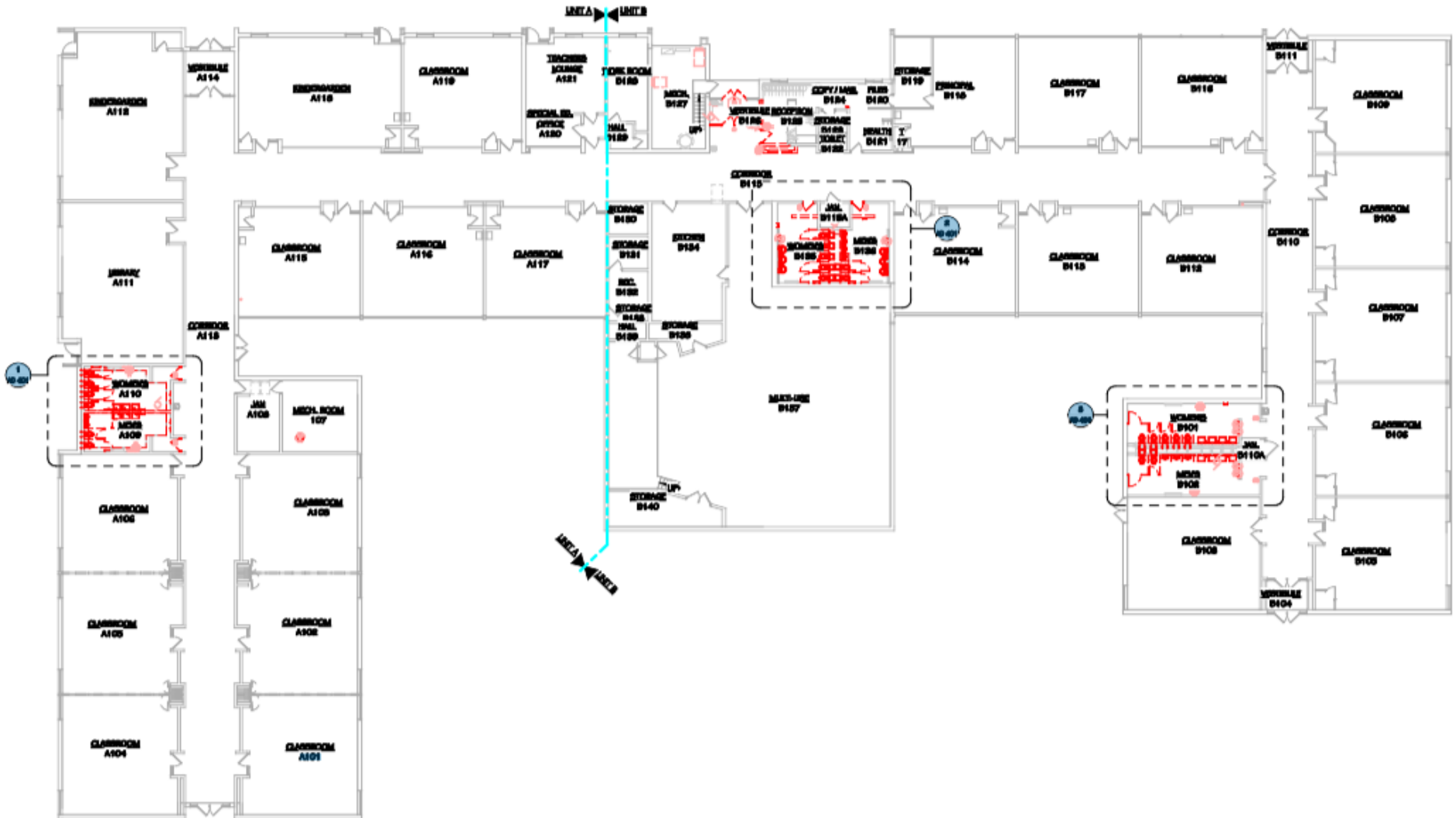
# AREAS OF COORDINATION

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- **Material Lead Times and Procurement.**
- **Flooring Abatement isolation.**
- **Tunnel Pipe Wrap Abatement.**
- **Demo, Save, and Reinstall reception desk.**
- **M.E.P. rough-ins and Slab-On-Grade patching.**

# FLOOR PLANS / SITE PLANS





# FLOOR PLANS / SITE PLANS



## Edwardsburg Eagle Lake School - Abatement Phasing Plan

2/5/2025

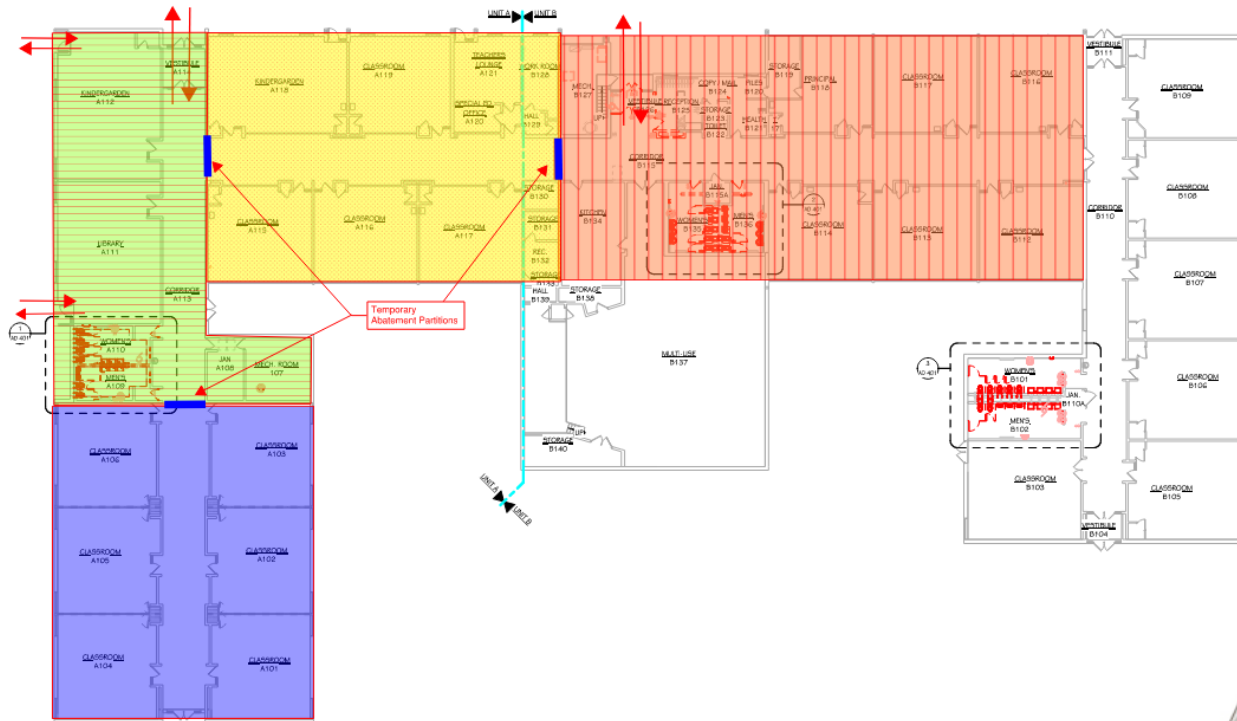
Abatement = June 16th-June 20th, 2025

Abatement = June 26th-June 30th, 2025

Abatement = June 20th-June 26th, 2025

Abatement = June 30th-July 4th, 2025

## Edwardsburg Public School Eagle Lake Elementary Renovations 2025



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Construction Management  
AN EMPLOYEE-OWNED COMPANY

# SITE LOGISTICS PLAN



Site Logistics Plan - 1/27/2025

Ave C

Edwardsburg Public School  
Eagle Lake Elementary  
Renovations 2025





Contractor Entrance


Eagle Lake  
Elementary School

## LEGEND:

Project Signage = 

Temporary Fencing  
for Dumpsters and  
Lay-Down Area = 

Dumpsters = 

Contractor Parking Area = 

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# 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.**

# BID CATEGORIES



<b>BID CATEGORY NO. 1</b>	<b>General Trades</b>
<b>BID CATEGORY NO. 2</b>	<b>Flooring</b>
<b>BID CATEGORY NO. 3</b>	<b>Mechanical</b>
<b>BID CATEGORY NO. 4</b>	<b>Electrical</b>

# 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**
- **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**



## **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**

# ALTERNATES



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

- **No Alternates for this project.**

# ALLOWANCES



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

Bid Category No. 01	General Trades	\$10,000
Bid Category No. 02	Flooring	\$10,000
Bid Category No. 03	Mechanical	\$10,000
Bid Category No. 04	Electrical	\$10,000

**INCLUDE THIS AMOUNT IN YOUR BID.**



# 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: Max Tackett: [mtackett@skillman.com](mailto:mtackett@skillman.com)

All RFIs must be received before: **February 24, 2025, by end of day.**

# 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: Sue Potter:

[sue.potter@towerpinkster.com](mailto:sue.potter@towerpinkster.com)

# BID TO AWARD TIMELINE



- Open Bids – March 6, 2025
- Review/Certify Bids – March 7, 2025
- Bid Tab Posted to the PlanRoom – March 7, 2025
- Pre-Award Timeline – March 10-14, 2025
- EPS Board Approval – March 24, 2025

All Subcontractor & Products Lists

must be submitted by: **March 10, 2025**

# CONSTRUCTION TIMELINE



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

**Anticipated Construction Start Date: June 12, 2025**

**Anticipated Construction**

**Completion Date: August 25, 2025**

# BID FORM



**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?		
Is the <b>Familial Disclosure Affidavit</b> , part of the Bid Form, signed and notarized?		
Is the <b>Iran Sanctions Act Certificate of Compliance</b> , part of the Bid Form, signed and 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> ?		
<p>On the outside of the envelope containing your Bid have you indicated:</p> <ul style="list-style-type: none"> <li><b>The Project Name</b></li> <li><b>Bidder's Name</b></li> <li><b>Bid Category No.</b></li> <li><b>Date and Time of Bid Opening</b></li> <li><b>Owner's Address</b></li> <li>Address to Where Bid is to be Delivered if different from Owner's Address</li> </ul>		

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

# BID OPENING



**Date: March 6, 2025**

**Time: 2:00 PM**

**Location: Edwardsburg Public Schools**

**Administration Building**

**69410 Section Street**

**Edwardsburg, MI 49112**



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# Q & A

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Edwardsburg  
EAGLE LAKE SCHOOL

Project Name: **Edwardsburg  
Public Schools – Eagle Lake School  
Renovation**



DATE: February 17, 2025

TSC PROJECT NO.: 224050.01

## PRE-BID MEETING SIGN-IN SHEET

COMPANY REPRESENTED	ATTENDEE NAME	EMAIL ADDRESS	PHONE NUMBER
EDWARDSBURG PUBLIC SCHOOLS	Dr. Courtney Szucs		
EDWARDSBURG PUBLIC SCHOOLS	Christine Neff		
EDWARDSBURG PUBLIC SCHOOLS			
THE SKILLMAN CORPORATION	Max Tackett	mtackett@skillman.com	(269) 568-2433
THE SKILLMAN CORPORATION	Jay Bachtel	jmbachtel@skillman.com	(269) 830-8685
THE SKILLMAN CORPORATION	Cara Lee Sokolowski	csokolowski@skillman.com	(269) 568-1160
TOWERPINKSTER			
TOWERPINKSTER			

**Project Name: Edwardsburg  
Public Schools – Eagle Lake School  
Renovation**



**DATE: February 17, 2025**

**TSC PROJECT NO.: 224050.01**

## PRE-BID MEETING SIGN-IN SHEET

COMPANY REPRESENTED	ATTENDEE NAME	EMAIL ADDRESS	PHONE NUMBER
Jergens Piping	Brian Lemmer	brianlemmer@jergenspiping.com	269-506-0807
Luke Romine Brawn & Brawn	Luke Romine	luke@bbgc.us	574-340-1127
Pearson Construction <del>Rob Swem</del>	Rob Swem	rswem@pearsonconstruction.com	269-926-7281
Linear Electric	Kevin Stewart	kevin@linearelectricinc.net	269.927.6160
EMC	Don Hearhart	Dhearhart@EMCElectricalLLC.com	574-323-5102
H & G Services	Matt Bailey	m.bailey@hgservices.com	574-360-1517
MIGALA CARPET ONE	JOE SKEMA	JOE@MIGALACARPET.COM	269-217-5725

