



TRCS – District Signage

PRE-BID MEETING

March 12, 2025

PRE-BID MEETING



District Signage

700 Sixth Avenue

Three Rivers, MI 49093

OWNER



Three Rivers Community Schools

- **Nikki Nash, Superintendent**
- **Brian Leonard, Director of Facilities and Operations**



Owner's Representative

- **Chris Mankowski, Senior Consultant**
- **Doug Phillips, Senior Vice President**



ARCHITECT



GMB Architecture + Engineering

- Chris Arntzen
- chrisa@gmb.com
- 616-796-0200



THE SKILLMAN TEAM



ACCOUNT EXECUTIVE

- Mike Kounelis
- mjkounelis@skillman.com
- 269-207-3049

PROJECT MANAGER

- David Taylor
- dtaylor@skillman.com
- 269-908-9569

PROJECT ENGINEER

- Will Karnes
- wkarnes@skillman.com
- 269-908-9684

SITE MANAGER

- Gregg Smurr
- gsmurr@skillman.com
- 269-270-7146

ADMIN. ASSISTANT

- Caralee Sokolowski
- csokolowski@skillman.com
- 269-350-5757

SCOPE OF WORK



- **Installation of (6) new monument digital signs**
 - **High School – on existing concrete/masonry base**
 - **Middle School – on new concrete base**
 - **Ruth Hoppin Elementary – on new concrete base**
 - **Andrews Elementary – on new concrete base**
 - **Park Elementary – on new concrete base**
 - **Norton Elementary – on new concrete base**
- **Sidewalk removal/replacement, utility locating, trenching, electrical, demolition of existing signs/bases, construction of new bases, sign boxes, digital sign boards, lawn restoration**

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



BID CATEGORY NO. 1

Monument Signs



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



- Existing underground utilities

AREAS OF COORDINATION



- **Coordination with TRCS Facilities Department for electrical disconnection, connection, LOTO as needed**

ALTERNATES



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

- **ALTERNATE NO. 1: – State the cost to provide 10mm LED over 8mm for the monument signs.**

ALLOWANCES



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

Bid Category No. 01	Monument Signs	\$10,000
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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

All RFIs must be received before: **3/23/2025**

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: Chris Arntzen
chrisa@gmb.com

CONSTRUCTION TIMELINE



Review Section 01 32 00 – Schedules & Reports.

Anticipated Construction Start Date: April 21, 2025

Anticipated Construction

Completion Date: July 25, 2025

BID TO AWARD TIMELINE



- **March 25, 2025 - Bids Due, Public Opening**
- **March 26, 2025 – Post-Bid/Pre-Award Interviews**
- **March 28, 2025 – Recommendations of Award**
- **April 7, 2025 – School Board Meeting**
- **April 8, 2025 – Notices to Proceed Issued**

All Subcontractor & Products Lists

must be submitted by: 3/26/2025



Review and fully complete the Bid Form 00 31 00

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

CONSTRUCTION DOCUMENTS



Construction Documents are available at:
www.skillmanplanroom.com

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

BIDDERS' REMINDER LIST



	YES	NO
Have you properly and completely executed the Bid Form (Section 00 31 00)?		
Is the Bid Total written in both words and figures?		
Are the Alternate quantities in both words and figures and noted as Add or Deduct ?		
Is the Non-Collusion Affidavit , part of the Bid Form, signed, & notarized?		
Is the Familial Disclosure Affidavit , part of the Bid Form, signed and notarized?		
Is the Iran Sanctions Act Certificate of Compliance , part of the Bid Form, signed and notarized?		
Have you enclosed a certified check or Bid Bond ? (Note: bond must be signed by Surety and Principal)		
Have you included your company's Financial Statement ?		
<p>On the outside of the envelope containing your Bid have you indicated:</p> <ul style="list-style-type: none"> The Project Name Bidder's Name Bid Category No. Date and Time of Bid Opening Owner's Address 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.

PRE-AWARD INTERVIEWS



- **Wednesday, March 26, 2025**

BID OPENING



Date: March 25, 2025

Time: 2:00 PM

**Location: TRCS Administration Building
851 Sixth Avenue
Three Rivers, MI 49093**

Q & A



**THREE RIVERS
WILDCATS**

Three Rivers Community Schools
District Signage



DATE: March 12, 2025

TSC PROJECT NO.: 219050.93

PRE-BID MEETING SIGN-IN SHEET

COMPANY REPRESENTED	ATTENDEE NAME	EMAIL ADDRESS	PHONE NUMBER
THREE RIVERS COMMUNITY SCHOOLS	Nikki Nash	nnash@trschoools.org	269-279-1100
THE SKILLMAN CORPORATION	David Taylor	dtaylor@skillman.com	269-908-9569
THE SKILLMAN CORPORATION	Gregg Smurr	gsmurr@skillman.com	269-270-7146
THE SKILLMAN CORPORATION	Will Karnes	wkarnes@skillman.com	269-908-9684
THE SKILLMAN CORPORATION	Caralee Sokolowski	csokolowski@skillman.com	269-568-1460
Sign Art	Jason Fargo	jfargo@signartinc.com	269-355-5745
Hayes Design	Austin Smith	info@hayesdco.com	574-236-5615
Midwest Sign	Matthes Jarka		

Three Rivers Community Schools
District Signage



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PRE-BID MEETING SIGN-IN SHEET

COMPANY REPRESENTED	ATTENDEE NAME	EMAIL ADDRESS	PHONE NUMBER
Valley City Signs	Tim Cook		702-497-5874
Universal Sign	Nate Zevenbergen		
Postema	Jeremy Merz		
Postema	Jeff Sneider	jeff@postemasign.com	616-719-7888