



**Edwardsburg Public Schools
Middle School and High School
Renovation
PRE-BID MEETING**

March 18, 2025

PRE-BID MEETING



Edwardsburg
M I D D L E S C H O O L



Edwardsburg
H I G H S C H O O L

Middle School

69230 Section Street
Edwardsburg, MI 49112

High School

69358 Section Street
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

616-403-8938

TowerPinkster
Architecture · Engineering · Interiors

THE SKILLMAN TEAM



ACCOUNT EXECUTIVE

- Michael Kounelis
- 269-207-3049
- mkounelis@skillman.com

PROJECT MANAGER

- Max Tackett
- 269-568-2433
- mtackett@skillman.com

PROJECT ENGINEER

- Blake Lee
- 269-569-3968
- blee@skillman.com

SITE MANAGER

- Jay Bachtel
- 269-830-8685
- jmbachtel@skillman.com

ADMIN. ASSISTANT

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

CONSTRUCTION DOCUMENTS



Construction Documents are available at:
www.skillmanplanroom.com

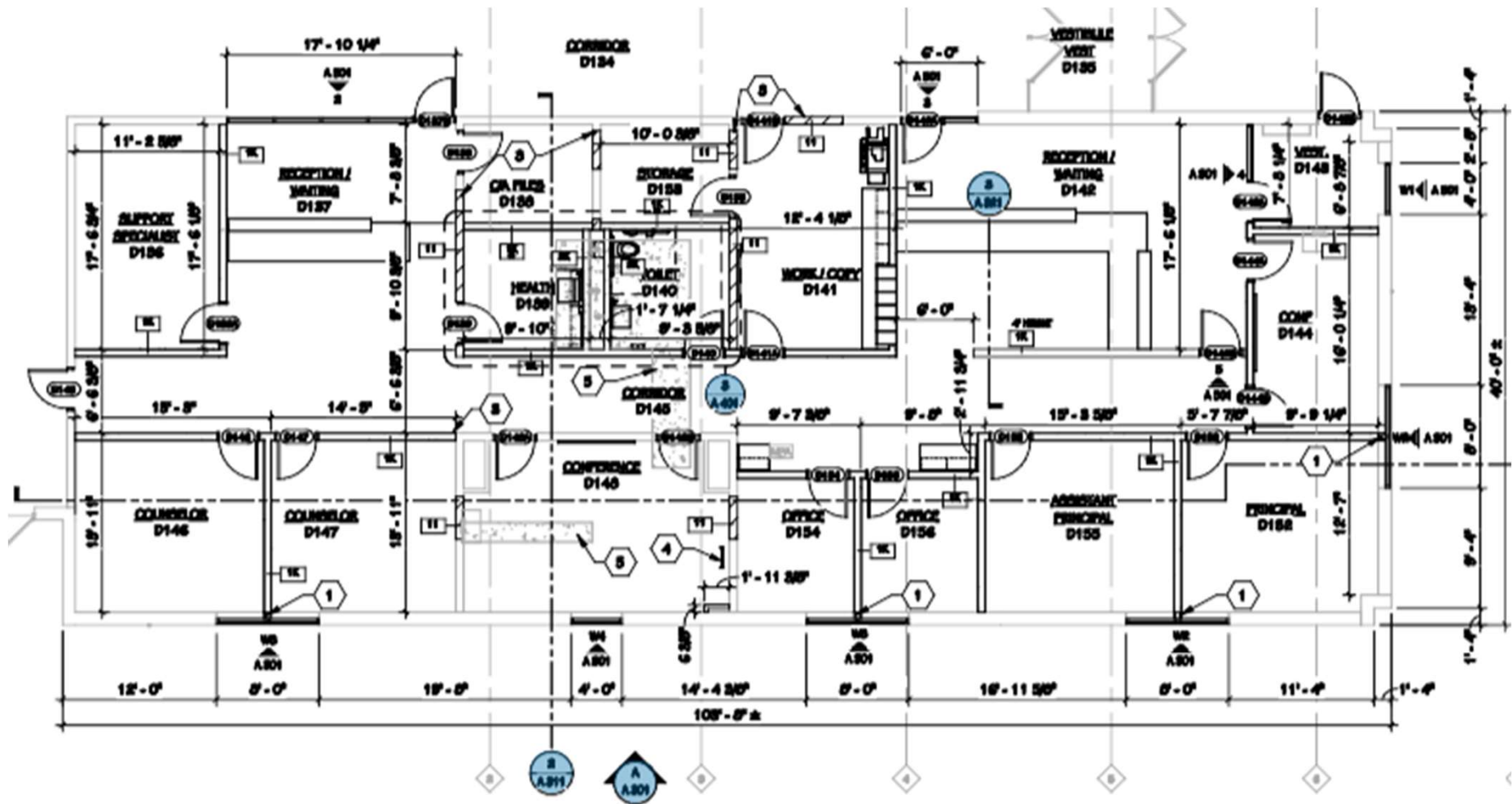
Bidding Contractors are required to pay for printed Documents. The electronic files are available at no cost.

SCOPE OF WORK



- **Complete Office and Special Education area remodels. Including selective demolition, new secure vestibules, new CMU and drywall walls and bulkheads, roofing, windows, doors and hardware, painting, flooring, casework, ceilings, tiled Health Rooms and Restrooms, new mechanical equipment, Office and Classroom ductwork, LED lighting, and new access controls.**
- **MS Area of Renovation = 5,674 sqft**
- **HS Area of Renovation = 2,989 sqft**
- **Budget = approx. \$4.5 M**

FLOOR PLANS / SITE PLANS



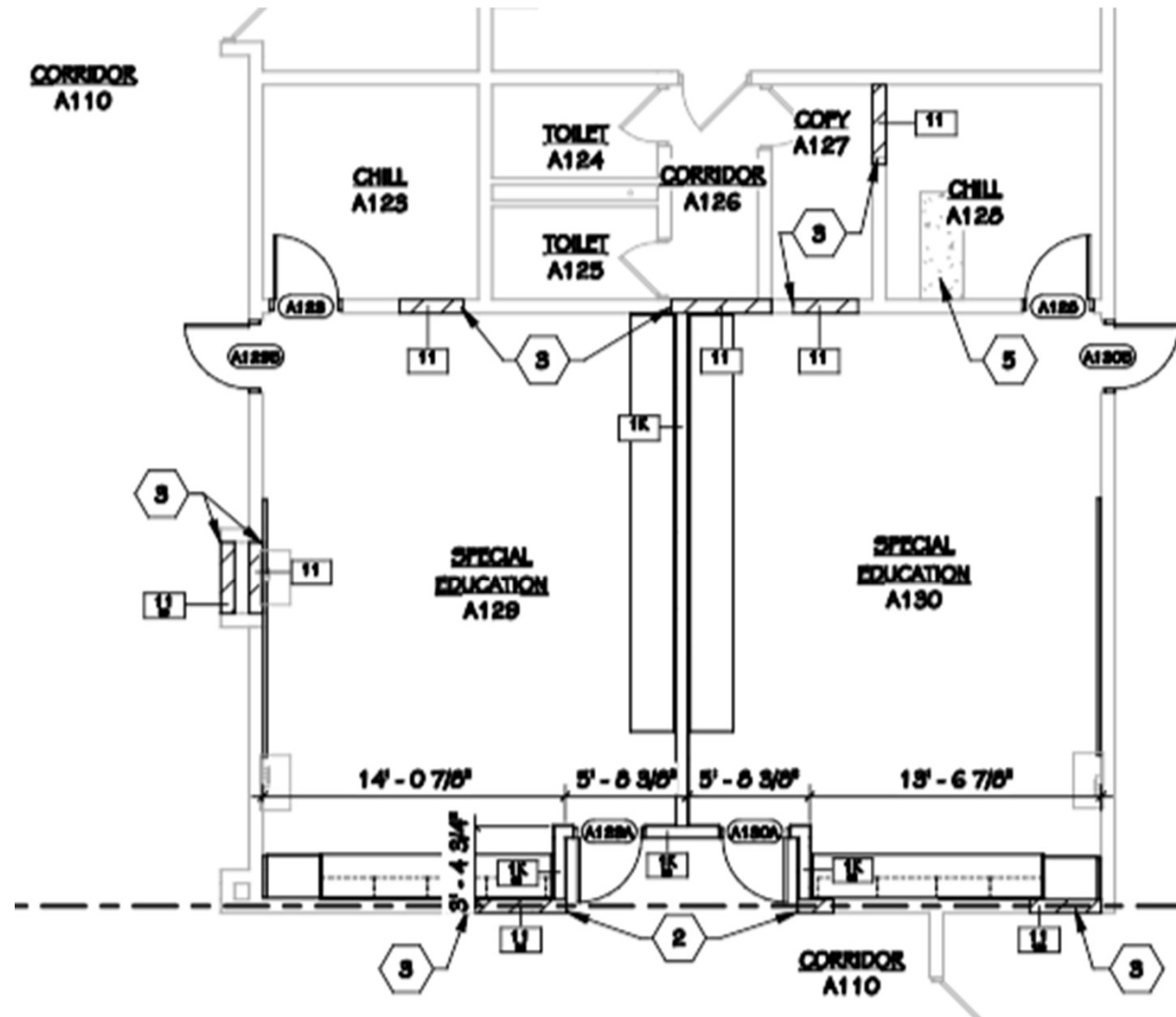
Middle School New Office

 **FIRST FLOOR PLAN - UNIT D**
1/8" = 1'-0"

FLOOR PLANS / SITE PLANS



Middle School Special
Ed. Classrooms



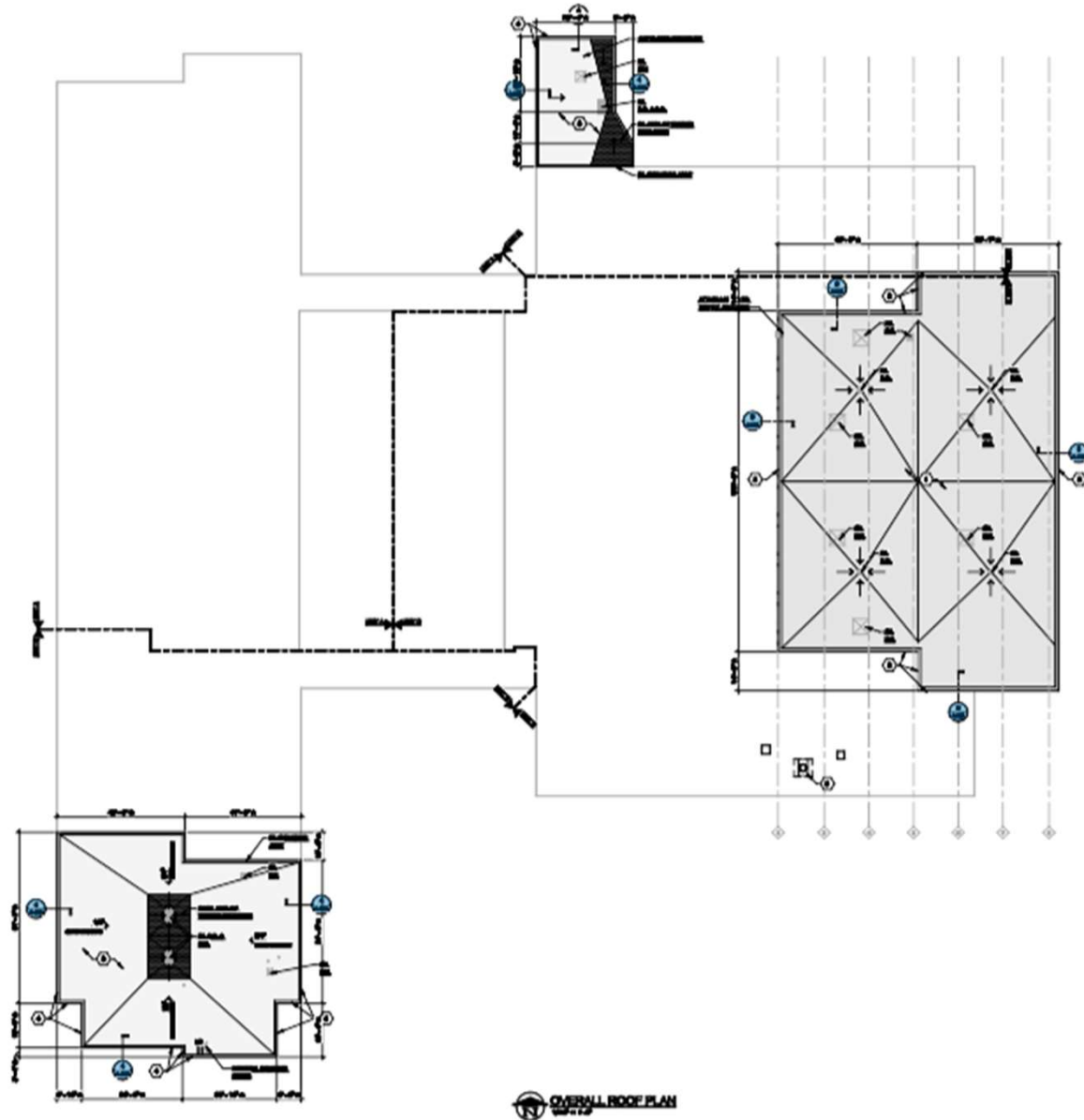
FIRST FLOOR PLAN - UNIT A

1/8" = 1'-0"

FLOOR PLANS / SITE PLANS



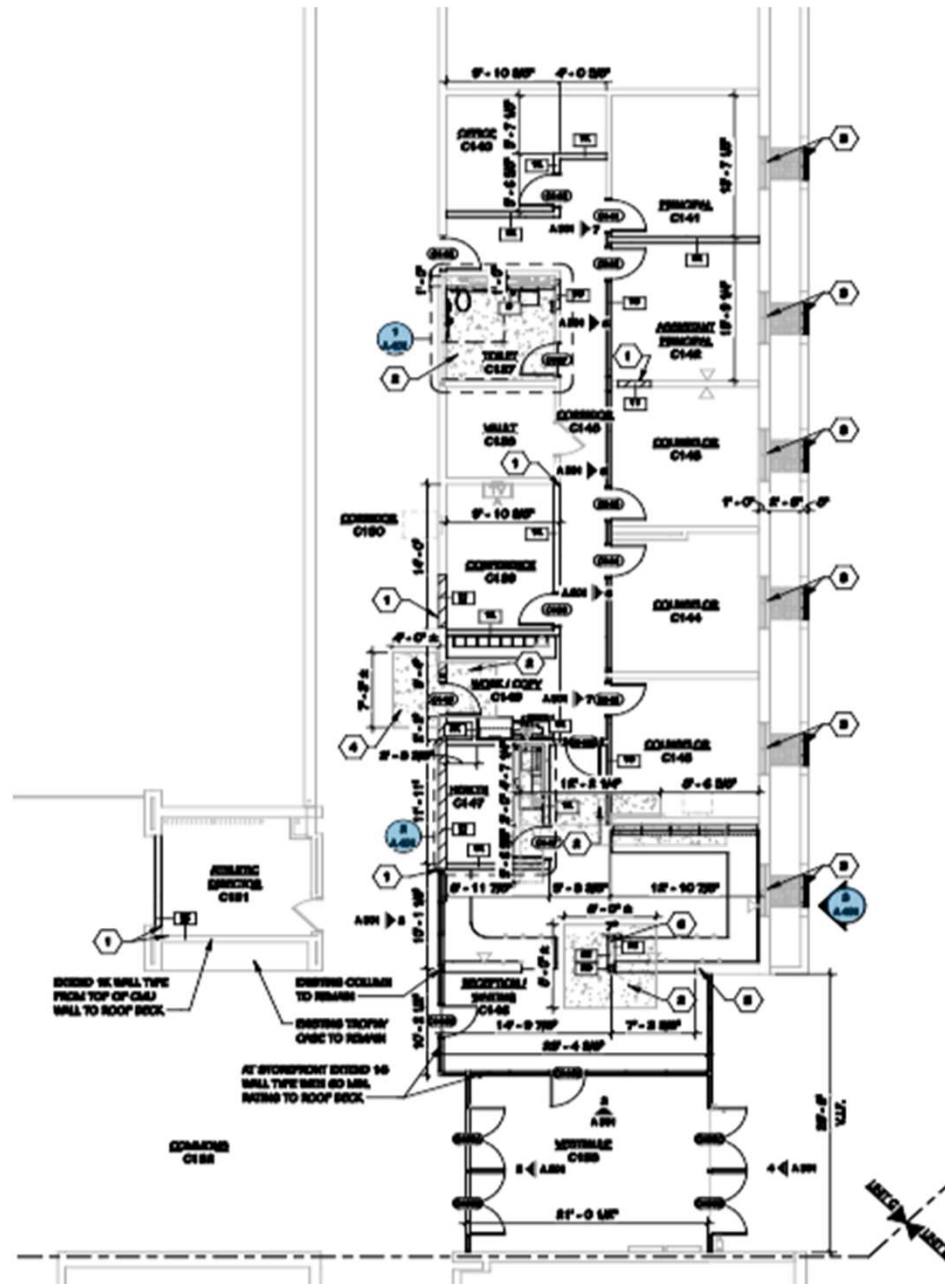
Middle School Roofing



FLOOR PLANS / SITE PLANS



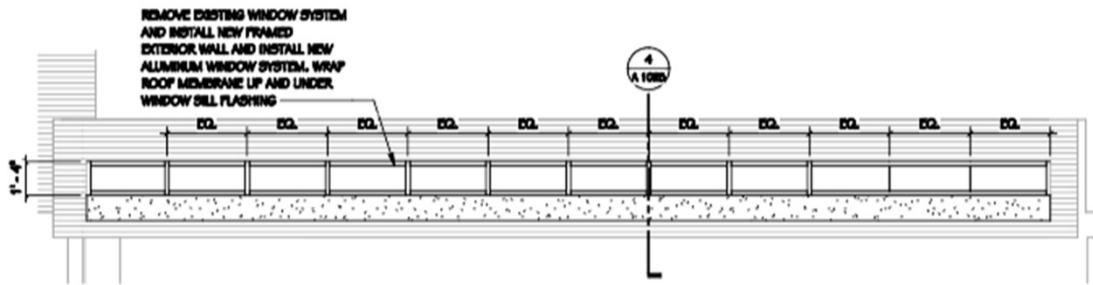
New High School Office



FLOOR PLANS / SITE PLANS

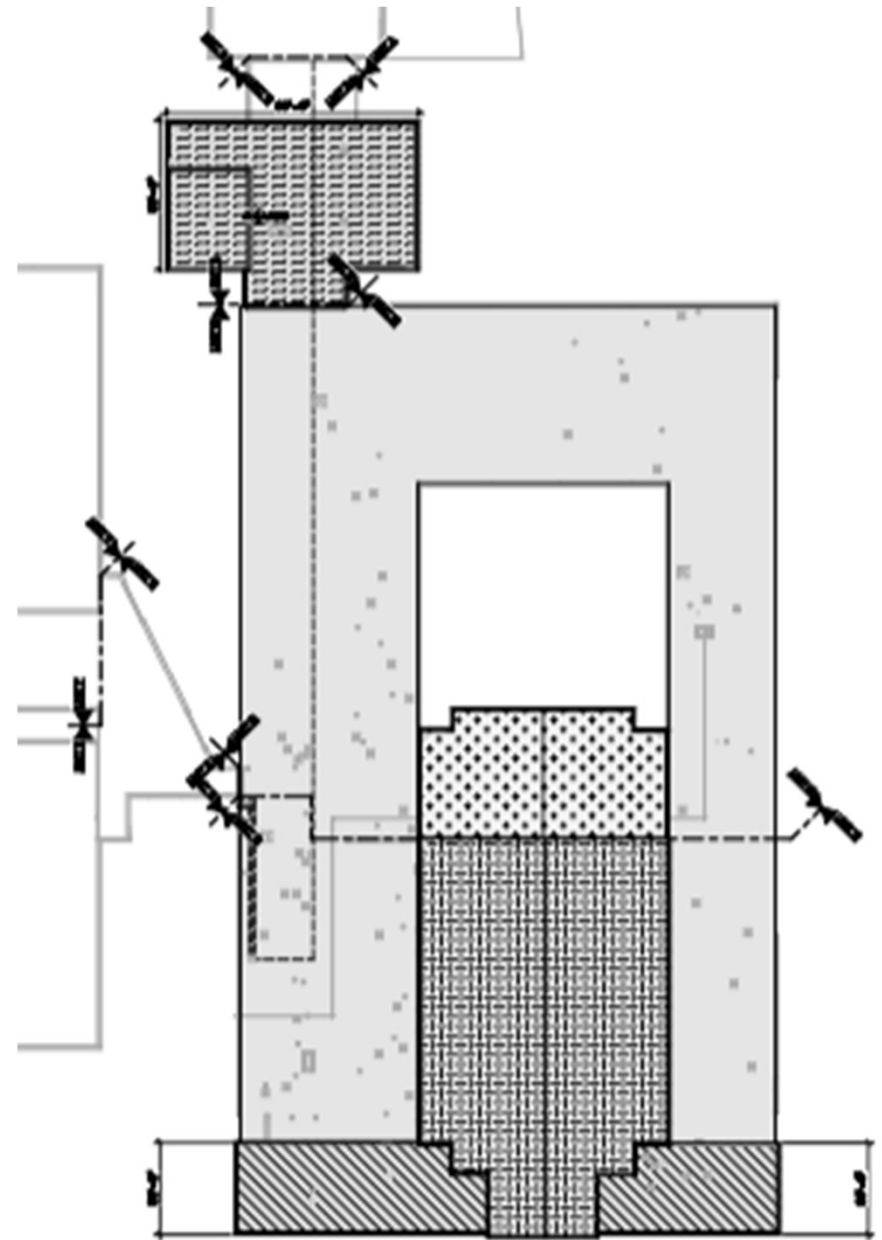
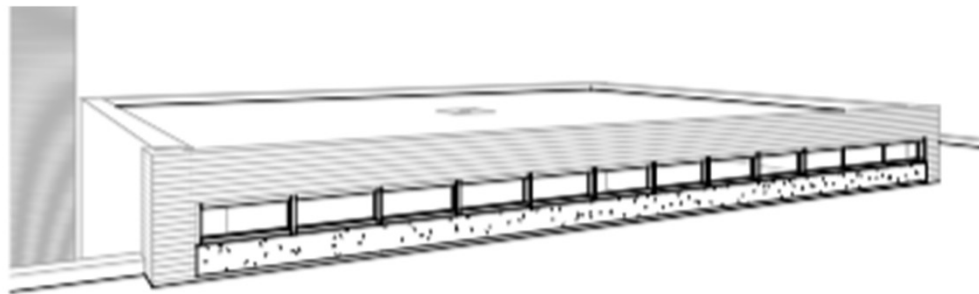


High School Roofing and Library Windows



LIBRARY CLERESTORY WINDOW
1/4" = 1'-0"

NOTE: ALL WORK ASSOCIATED WITH THIS WINDOW IS TO BE INCLUDED IN ALTERNATE 04



OVERALL ROOF PLAN
1/8" = 1'-0"

BID CATEGORIES



BID CATEGORY NO. 1	General Trades
BID CATEGORY NO. 2	Roofing
BID CATEGORY NO. 3	Mechanical
BID CATEGORY NO. 4	Electrical

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**

SITE LOGISTICS PLAN



Site Logistics Plan
2/12/2025



Edwardsburg Public Schools

Middle School and High School -
Office Renovations and Roofing



LEGEND:

Temp. Fenced-In Job Trailer and Material Lay-Down Area =	
Skillman Jobsite Trailer =	
Contractor Parking Area =	
Temp. Dumpster Area =	
Large Project Sign =	
Project Traffic and Contractor Entrance Signage =	



The SKILLMAN Corporation
Construction Management

TowerPinkster
Architecture · Engineering · Interiors



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



- State review time.
- Procuring permits.
- Expediting submittals and samples.
- Expediting material procurement.
- Isolating work areas.
- Expediting inspections.
- HS Office slab removal and new structural steel installation.

ALTERNATES at the HIGH SCHOOL



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

- **ALTERNATE NO. 01:** State the cost to provide new Roof Membrane and associated details as indicated on roof plans - refer to sheet AD 102 for area of work at the High School.
- **ALTERNATE NO. 02:** State the cost to provide new Roof Membrane and associated details as indicated on roof plans - refer to sheet AD 102 for area of work at the High School.
- **ALTERNATE NO. 03:** State the cost to provide new Roof Membrane and associated details as indicated on roof plans - refer to sheet AD 102 for area of work at the High School.
- **ALTERNATE NO. 04:** State the cost to provide new Roof Membrane and associated details as indicated on roof plans - refer to sheet AD 102 for area of work at the High School.

ALTERNATES at the MIDDLE SCHOOL



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

- **ALTERNATE NO. 05: State the cost to State the cost to provide new Roof Membrane and associated details as indicated on roof plans - refer to sheet AD 102 for area of work at the Middle School.**

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. 02	Roofing	\$20,000
Bid Category No. 03	Mechanical	\$20,000
Bid Category No. 04	Electrical	\$20,000

INCLUDE THIS AMOUNT IN YOUR BASE 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

All RFIs must be received before: **March 21, 2025, by Noon.**

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: Max Tackett & Sue Potter:

mtackett@skillman.com

sue.potter@towerpinkster.com

CONSTRUCTION TIMELINE



Review Section 01 32 00 – Schedules & Reports.

Anticipated Construction Start Date: April 14, 2025

**Anticipated Construction
Completion Date: August 25, 2025**

BID TO AWARD TIMELINE



- Open Bids – April 1, 2025
- Review/Certify Bids – April 2, 2025
- Bid Tab Posted to the PlanRoom – April 2, 2025
- Pre-Award Timeline – April 2 through April 4, 2025
- EPS Board Approval – April 7, 2025

All Subcontractor & Products Lists

must be submitted by: April 2, 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 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 ?		
On the outside of the envelope containing your Bid have you indicated: 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.

BID OPENING



Date: April 1, 2025

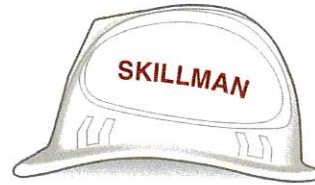
Time: 2:00 PM

Location: Edwardsburg Public Schools Administration Building
69410 Section Street
Edwardsburg, MI 49112

Q & A



**EDWARDSBURG PUBLIC
SCHOOLS -
MIDDLE SCHOOL AND HIGH
SCHOOL RENOVATION**



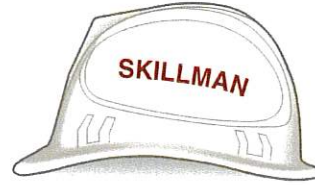
March 18, 2025

TSC PROJECT NO.: 224050.02

PRE-BID MEETING SIGN-IN SHEET

COMPANY REPRESENTED	ATTENDEE NAME	EMAIL ADDRESS	PHONE NUMBER
EDWARDSBURG PUBLIC SCHOOLS	Christine Neff	cneffegoeddies.com	269-663-1043
EDWARDSBURG PUBLIC SCHOOLS	Dr. Courtney SZUCS		
THE SKILLMAN CORPORATION	Max Tockett	mtockett@skillman.com	269.568.2433
THE SKILLMAN CORPORATION	Jay Bachtel	jmbachtel@skillman.com	269.830.8685
THE SKILLMAN CORPORATION	Blake Lee	blee@skillman.com	269.569.3968
THE SKILLMAN CORPORATION	Caralee Sokobowski	csokobowski@skillman.com	269.350.5757
TOWERPINKSTER	Dennis Knoff	dknoff@towerpinkster.com	989.708.2093

EDWARDSBURG PUBLIC
SCHOOLS -
MIDDLE SCHOOL AND HIGH
SCHOOL RENOVATION



March 18, 2025

TSC PROJECT NO.: 224050.02

PRE-BID MEETING SIGN-IN SHEET

COMPANY REPRESENTED	ATTENDEE NAME	EMAIL ADDRESS	PHONE NUMBER
TOWERPINKSTER			
Linear Electric	Kevin Stewart	kevin@linear-electricinc.net	269.927.6160
TRG Services *	Tyler Thomas	tyler@therienksgroup.com	262-620-4476
Brown & Brown	Heather Doberenz	office@bbgc.us	574-862-2171
BRAND MORRIS & SONS	DEW SHIVELY	DEW@MORRISANDSONSROOFING.COM	(574) 276-7482
SKILL MAN	Jay Bachtel		
TRG SERVICES	CURTIS BORCHARDT	CURTIS@THERIENKSGROUP.COM	224-441-4234

EDWARDSBURG PUBLIC
SCHOOLS -
MIDDLE SCHOOL AND HIGH
SCHOOL RENOVATION



March 18, 2025

TSC PROJECT NO.: 224050.02

PRE-BID MEETING SIGN-IN SHEET

COMPANY REPRESENTED	ATTENDEE NAME	EMAIL ADDRESS	PHONE NUMBER
H+G Services	JOHN FEEKS	jfeeks@hgservices.com	574-339-1325
H+G Services	Kevin Cleary	KCleary@HGServices.com	574-876-0938
Gibson Lewis	Matt Potter	mpotter@gl.nceusa.com / GHicks@gl.nceusa.com	574 259 8581
HOEKSTRA ROOFING	BEAM BYERLY	BEAM@HOEKSTRAROOFING.COM	616-914-7112
EMC	Don Gearhart	Dgearhart@EMCelectricalLLC.com	574-323-5102
Pearson	Thad Rieder		
Hon Company	Amber Coatney misael Munoz		616-953-9404 718-300-2812