



**Kalamazoo Public Schools
Phoenix High School Secure
Vestibule & Renovations
PRE-BID MEETING**

November 4, 2025

PRE-BID MEETING



Kalamazoo Public Schools

Every child. Every opportunity. Every time.

Phoenix High School Secure Vestibule & Renovations

1411 Oakland Drive
Kalamazoo, MI 49008

OWNER



Kalamazoo Public Schools

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

Kalamazoo Public Schools

Every child. Every opportunity. Every time.



TowerPinkster

- Mike Galovan, Senior Project Manager

mgalovan@towerpinkster.com

269-492-6763

TowerPinkster
Architecture · Engineering · Interiors

THE SKILLMAN TEAM



ACCOUNT EXECUTIVE

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

PROJECT MANAGER

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

PROJECT ENGINEER

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

SITE MANAGER

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

ADMIN. ASSISTANT

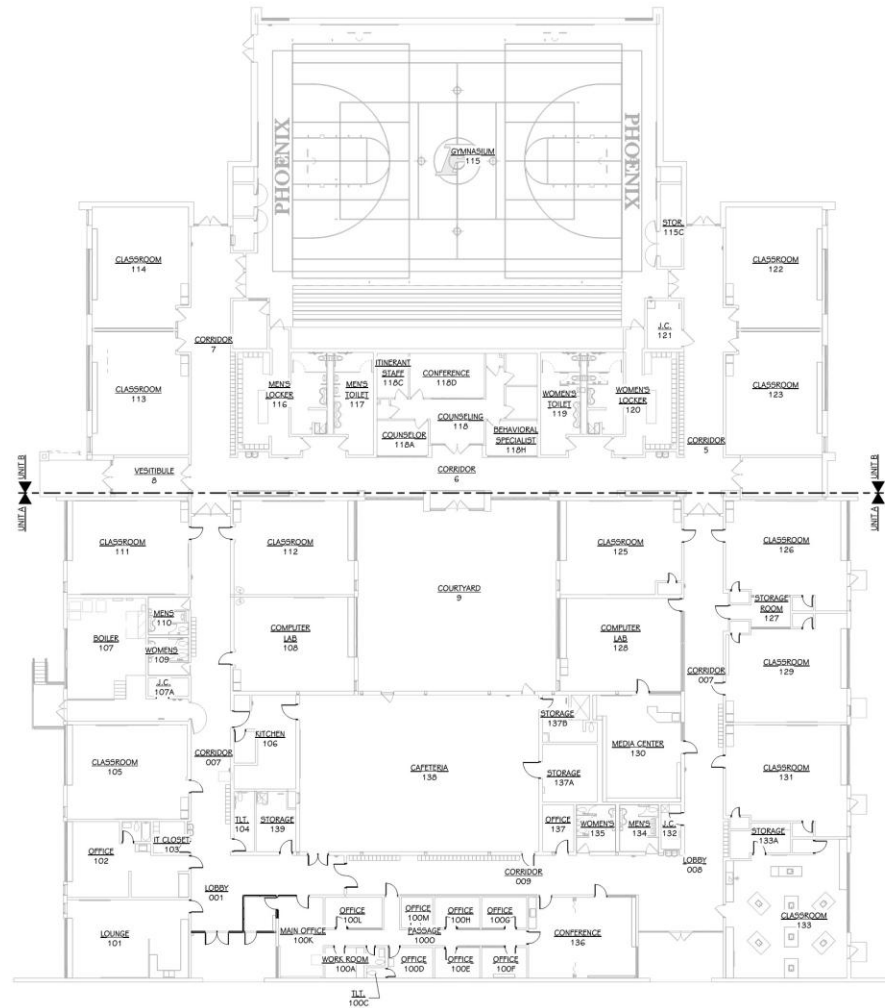
- Caralee Sokolowski
- 269-350-5757
- csokolowski@skillman.com

SCOPE OF WORK



- Admin Office Area Renovation, New Interior/Exterior Doors, New Flooring, and New Secure Vestibule.
- 24,700SF of Renovation
- Budget will range \$342+/-
- Plan to begin work in Classrooms on June 11, 2026.
- Plan to begin work in Office on June 16, 2026.
- Finish by all work, except for Punch-List, by end of day on August 3, 2025

FLOOR PLANS / SITE PLANS



 OVERALL FIRST FLOOR PLAN
1/16" = 1'-0"

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**

BID CATEGORIES

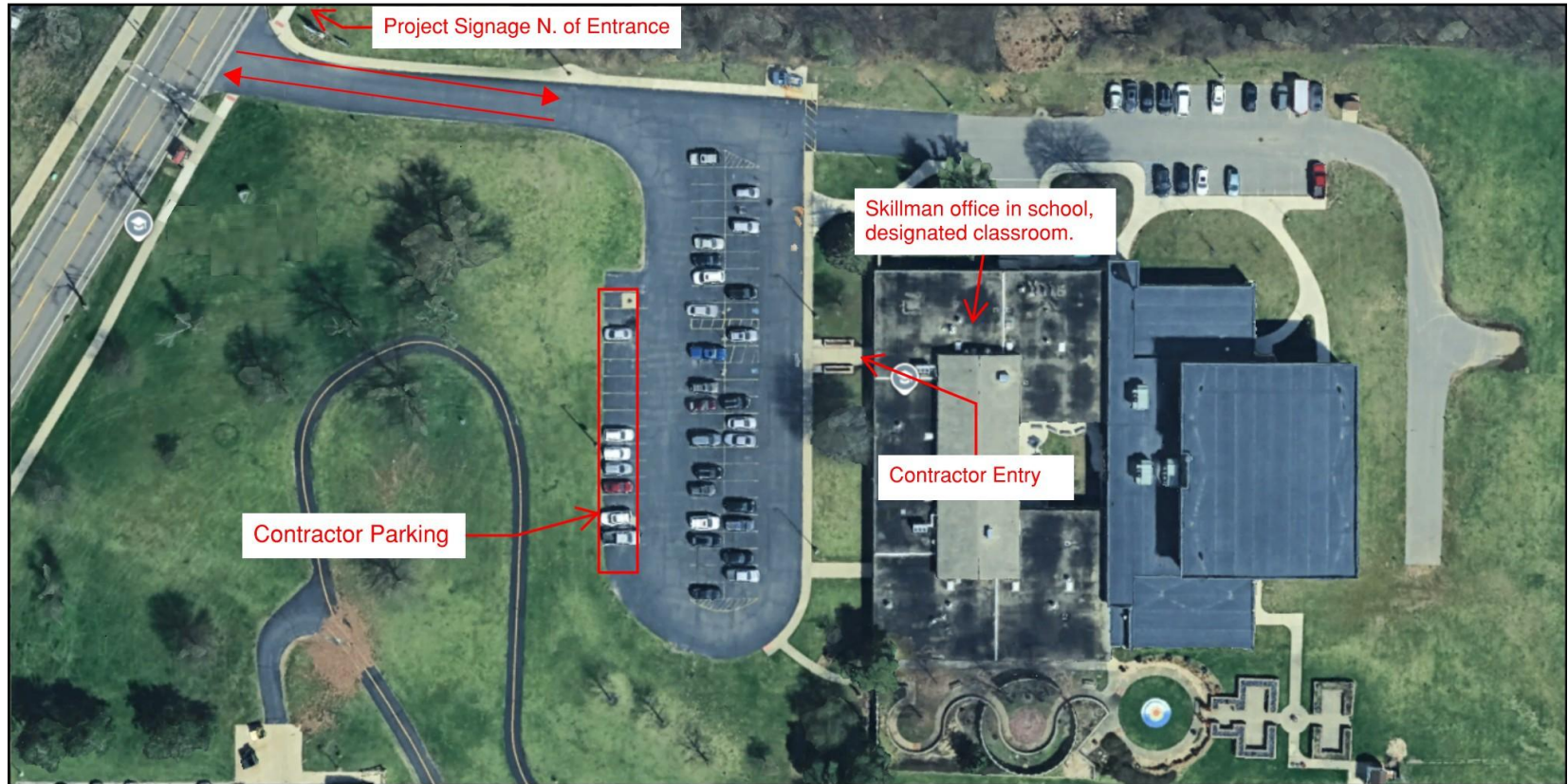


BID CATEGORY NO. 1	General Trades
BID CATEGORY NO. 2	Interior Finishes
BID CATEGORY NO. 3	Technology/Security

SITE LOGISTICS PLAN



KPS Phoenix HS Secure Vestibule & Renovations Project





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



- Abatement duration and completion. (Minor)
- Door Protection.
- Do not anticipate many challenges for this job.

AREAS OF COORDINATION



- **Make sure to coordinate during door removal and replacement, doors must be protected.**
- **Coordinate access controls for new Secure Vestibule.**

ALTERNATES



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

- **No Alternates on 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	Interior Finishes	\$5,000
Bid Category No. 03	Technology-Security	\$0.00

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: **This Thursday, November 6, 2025,
by 2:00 PM**

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: **David Taylor and Will Karnes**

CONSTRUCTION TIMELINE



Review Section 01 32 00 – Schedules & Reports.

Anticipated Construction Start Date: June 11, 2026

**Anticipated Construction
Completion Date: August 3, 2026**

BID TO AWARD TIMELINE



- Post the Bid Tab to the PlanRoom: **November 19, 2025**
- Pre Award Conferences: **November 20, 2025**
- KPS Board Meeting: **December 18, 2025**

All Subcontractor & Products Lists
must be submitted by:

**48 Hours Post Bid
Opening. (Low Bid)**

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.

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 ?		
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: November 18, 2025

Time: 2:00 PM

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

PRE-AWARD INTERVIEWS



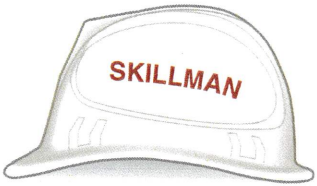
Thursday November 20, 2025, lowest two responsive bids:

- **General Trades**
- **Interior Finishes**
- **Technology / Security**

Interview times To Be Announced

Q & A



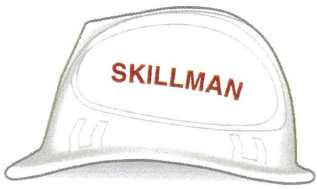


DATE: November 4, 2025

TSC PROJECT NO.: 224010.09

PRE-BID MEETING SIGN-IN SHEET

COMPANY REPRESENTED	ATTENDEE NAME	EMAIL ADDRESS	PHONE NUMBER
KALAMAZOO PUBLIC SCHOOLS			
THE SKILLMAN CORPORATION	David Taylor <i>DT</i>	dtaylor@skillman.com	
THE SKILLMAN CORPORATION	Will Karnes	wkarnes@skillman.com	
THE SKILLMAN CORPORATION	Gregg Smurr	gsmurr@skillman.com	
THE SKILLMAN CORPORATION	Caralee Sokolowski	csokolowski@skillman.com	
TOWERPINKSTER	<i>LEE D</i>		
TOWERPINKSTER			
<i>Miller-Davis Co.</i>	<i>Jordan Corstange</i>	<i>jcorstange@miller-davis.com</i>	<i>(269) 303-1503</i>



DATE: November 4, 2025

TSC PROJECT NO.: 224010.09

PRE-BID MEETING SIGN-IN SHEET

COMPANY REPRESENTED	ATTENDEE NAME	EMAIL ADDRESS	PHONE NUMBER
Hazelhoff Builders	Matt Hazelhoff	matt@hazelhoffbuilders.com	
Circuit Electric	Andrew Clemens	Andrew.Clemens@CircuitElectric.com	269-366-9131
KPS Faulster	Julia Savoy		
Joe Napieralski	Smart Building Services	Attended Virtually	