



Pentwater Public Schools Renovations & Improvements

PRE-BID MEETING

December 18, 2025

PRE-BID MEETING



Pentwater Public Schools – Renovations & Improvements

600 E. Park Street Park Street

Pentwater, MI 49449

OWNER



Pentwater Public Schools

- Craig Barter, Superintendent
- Anthony Davis, Facilities Director





C2AE/TMP

- Steve Jurczuk
- steve.jurczuk@C2AE.com
- 616-299-1142

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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

- TBD

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.

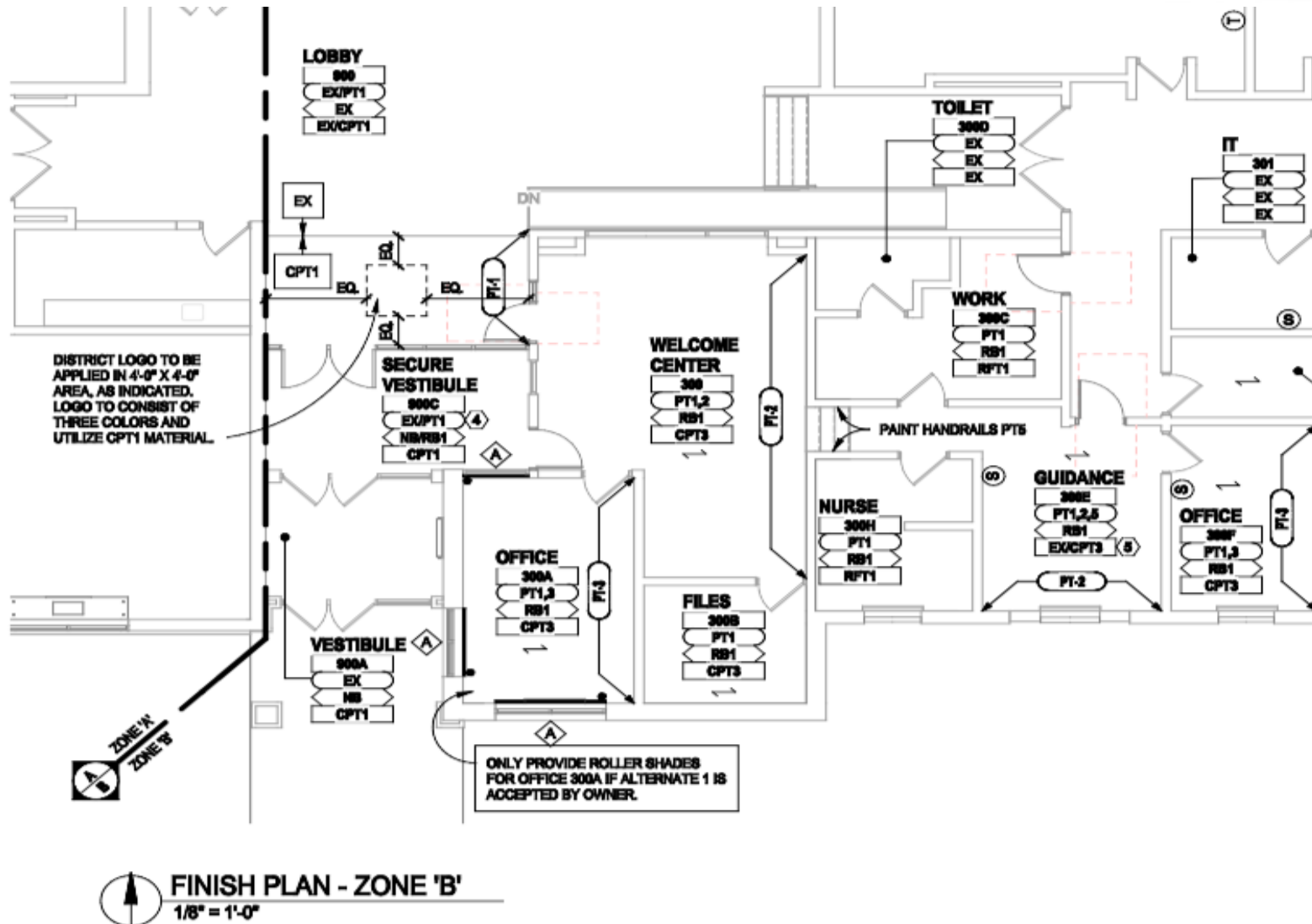
Review Addenda 1-5 on the Planroom.

SCOPE OF WORK



- General Trades package includes interior and exterior painting, installation of new Office flooring and patching existing Classroom VCT, minor demolition of existing CMU walls and S.O.G., new drywall Vestibule bulkheads, roller window shades, and a few hollow metal frames and wood doors.
- Construction Phase = May 2026 – August 2026
- Approx. General Trades Budget = \$425K (+/-)

FLOOR PLANS / SITE PLANS

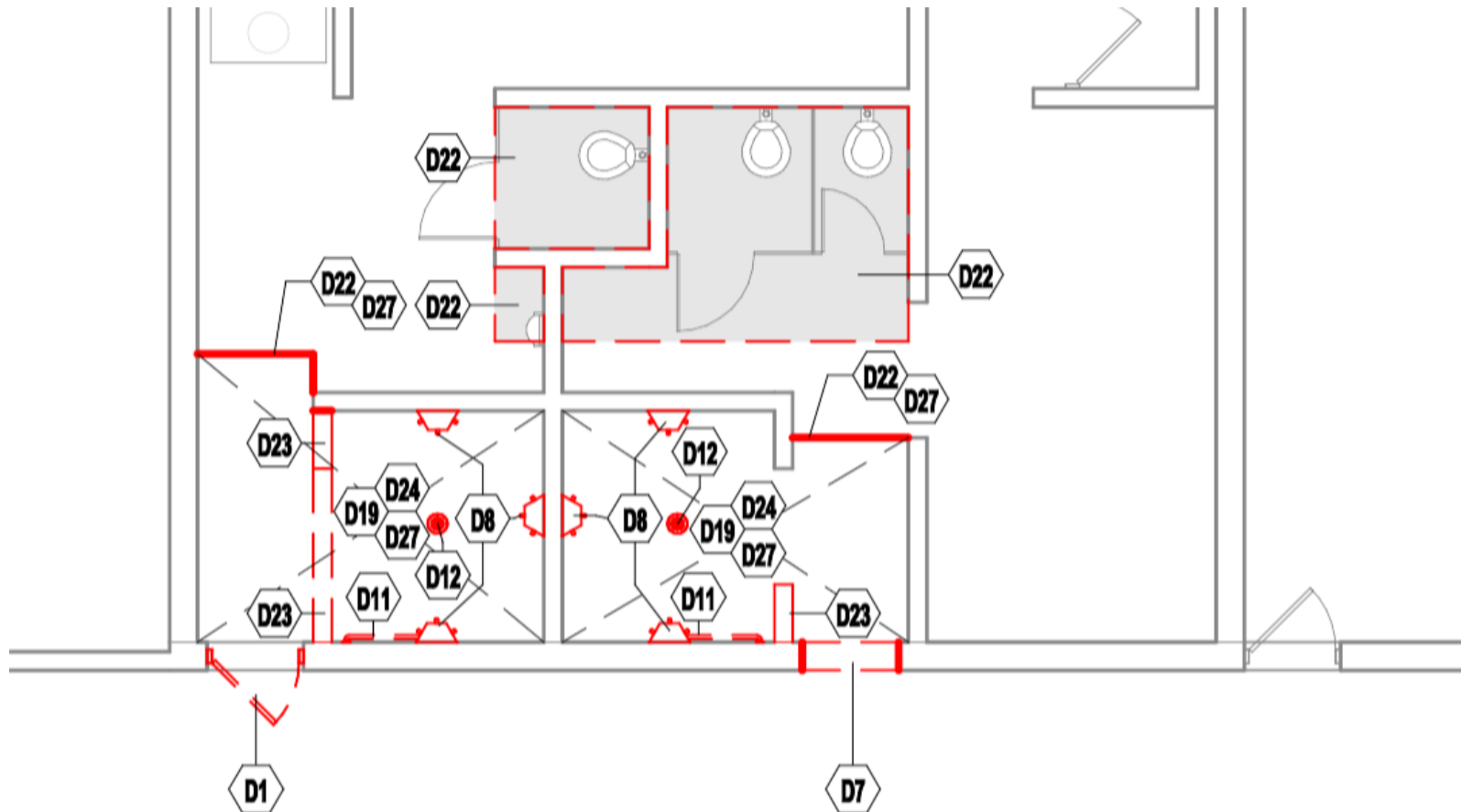


Finish Plan – Area B

FLOOR PLANS / SITE PLANS



Unit A Demolition Plan



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

SITE LOGISTICS PLAN



Pentwater Public Schools

Renovations and Improvements



LEGEND:

- Skillman Site Trailer = 
- Material Lay-Down Area = 
- Contractor Parking Area = 
- Dumpsters = 
- Large Project Sign = 
- Project Traffic and Contractor Entrance Signage = 
- Temporary Toilets = 



The SKILLMAN Corporation
Construction Management



Site Logistics Plan - 10/15/25

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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



- State review time
- Permitting process
- Submittal turnaround
- Material procurement
- Isolating work areas

ALTERNATES



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

ALTERNATE NO. 2: State the cost Paint all exposed exterior woodwork. Refer to drawings for locations. Base bid shall include no exterior painting.

ALLOWANCES



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

Bid Category No. 01 – General Trades \$20,000

INCLUDE THIS AMOUNT IN YOUR BID

INSTRUCTIONS TO BIDDERS



Review Section 00 10 00 for Instructions to Bidders.

- **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**
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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: **January 2, 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:

Steve Jurczuk - steve.jurczuk@C2AE.com
&
Max Tackett - mtackett@skillman.com

CONSTRUCTION TIMELINE



Review Section 01 32 00 – Schedules & Reports.

Anticipated Construction Start Date: **Boiler Room in May, 2026
and Rest of School in June,
2026**

Anticipated Construction

Completion Date: August 28, 2026

- **All Office, Vestibule, Classroom, and Window work must be completed before school starts.**

BID TO AWARD TIMELINE



- Bid Opening – January 8, 2025, at 2:00 PM
- Review/Certify Bids – January 9, 2025
- Bid Tab Posted to PlanRoom – January 9, 2025
- Pre-Award Timeline – January 13, 2025
- PPS Board Approval – January 19, 2025

All Subcontractor & Products Lists

must be submitted by: **January 13, 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: January 8, 2025

Time: 2:00 PM

Location: Pentwater Administration Office
600 E. Park St
Pentwater, MI 49449

Q & A





PRE-BID MEETING SIGN-IN SHEET

COMPANY REPRESENTED	ATTENDEE NAME	EMAIL ADDRESS	PHONE NUMBER
PENTWATER PUBLIC SCHOOLS	Craig Barter		
PENTWATER PUBLIC SCHOOLS	Anthony Davis		
THE SKILLMAN CORPORATION	Max Tackett	mtackett@skillman.com	269-568-2433
THE SKILLMAN CORPORATION	Blake Lee	blee@skillman.com	269-569-3968
THE SKILLMAN CORPORATION	Caralee Sokolowski	csokolowski@skillman.com	269-568-1460
THE SKILLMAN CORPORATION			
C2ae			
Tridonn	Steve Null	snull@tridonn.com	



PRE-BID MEETING SIGN-IN SHEET

COMPANY REPRESENTED	ATTENDEE NAME	EMAIL ADDRESS	PHONE NUMBER
Veneklasen Construction	Jeremy Taylor	jtaylor@veneklasenconstruction.com	
TRC Company	Jordan Wilson	jwilson@trccompany.com	
Hall Builders	Jim Hall	james@hallbuilders.com	