



New Buffalo Area Schools Elementary Kitchen Addition & Renovation

PRE-BID MEETING

August 10, 2023

3:00 PM

PRE-BID MEETING



ELEMENTARY KITCHEN AND CAFETERIA EXPANSION



New Buffalo Elementary Kitchen Renovation & Addition
12291 Lubke Road, New Buffalo, MI 49117

OWNER



NEW BUFFALO AREA SCHOOLS

- Adam Bowen, Superintendent
- Pano Arvanitis, Business Manager
- Keith Carlson, Dir. of Facility Operations
- Mark German, Maintenance



ARCHITECT



TOWERPINKSTER

- Mike Galovan, Senior Project Manager

mgalovan@towerpinkster.com

269-492-6763

TowerPinkster
Architecture · Engineering · Interiors

THE SKILLMAN TEAM



ACCOUNT EXECUTIVE

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

PROJECT MANAGER

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

PROJECT ENGINEER

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

SITE MANAGER

- Brandon Holdeman
- bjholdeman@skillman.com
- 269-568-3233

ADMIN. ASSISTANT

- Caralee Sokolowski
- csokolowski@skillman.com
- 269-568-1460

SCOPE OF WORK



- **Kitchen remodel/expansion**

- New fire alarm system throughout building
- Fully remodeled kitchen
- All new equipment
- Increased by 850 sq ft
- Interior cooler/freezer
- Dedicated servery area
- New dish return, hand washing station, water bottle filling station

- **Cafeteria remodel/expansion**

- Fully remodeled cafeteria
- New flooring, lighting, ceilings, HVAC
- Expanded cafeteria by 900 sq ft (80 seats)
- Dedicated office and storage cabinets

CAFETERIA WALKTHROUGH



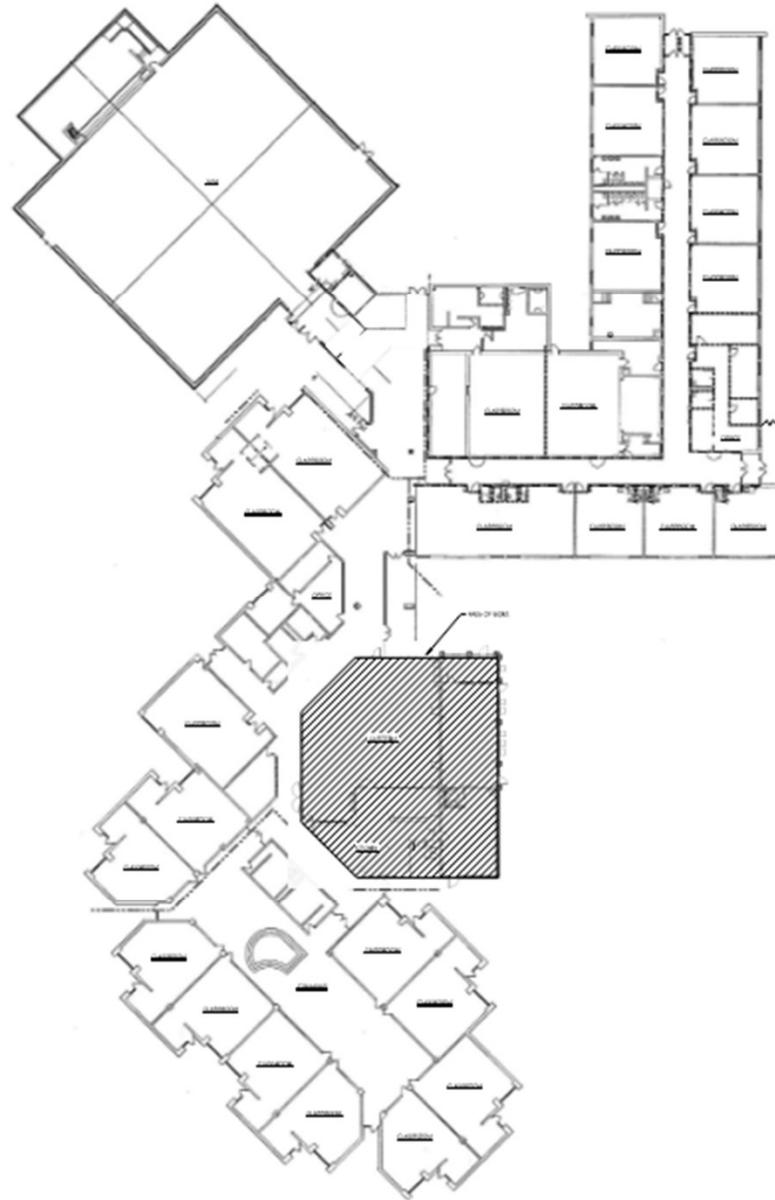
KITCHEN / BACK OF HOUSE WALKTHROUGH



FLOOR PLANS / SITE PLANS



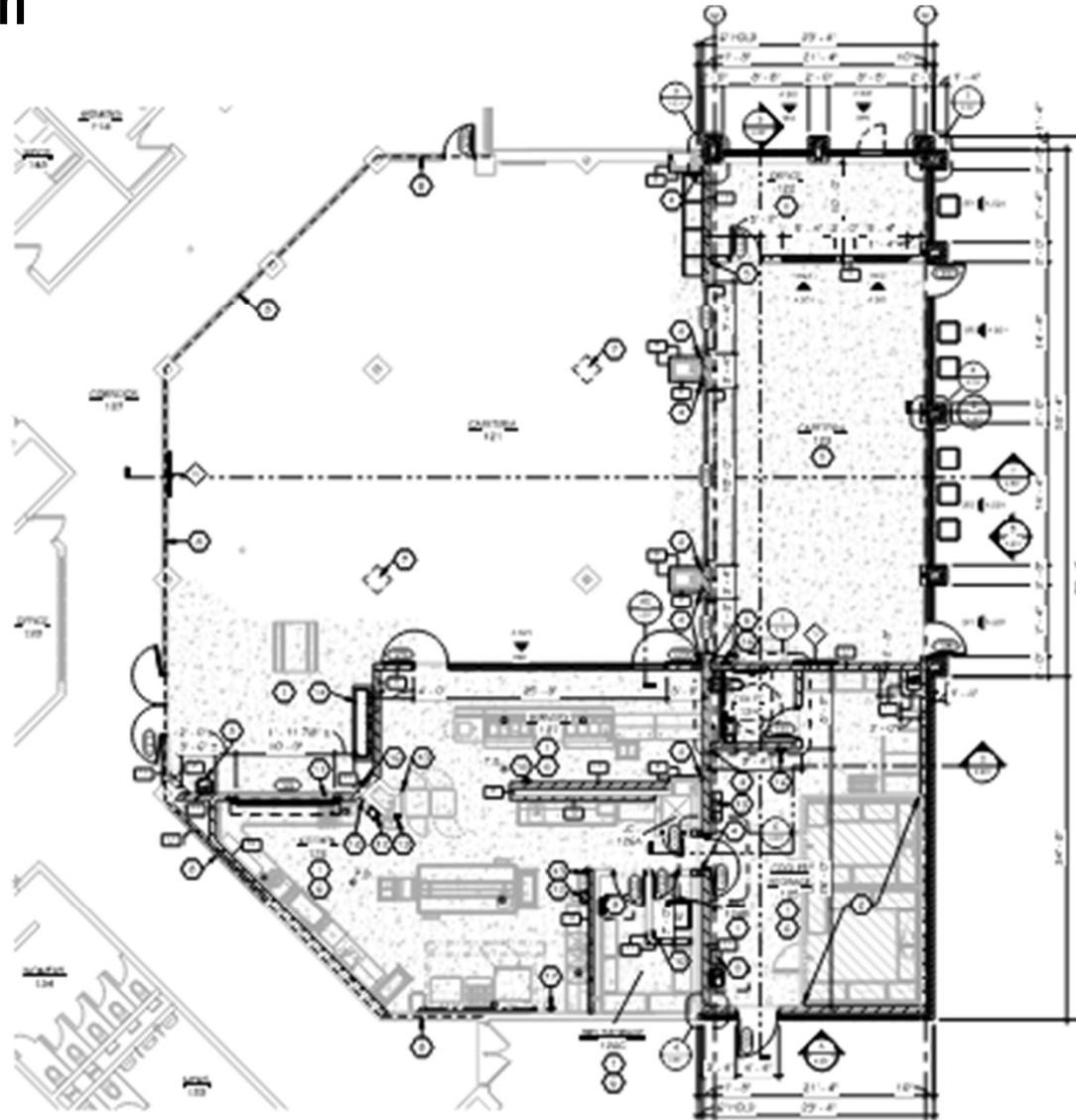
Overall Floor Plan



FLOOR PLANS / SITE PLANS



First Floor Plan



FIRST FLOOR PLAN
1/10/10

MULTIPLE CONTRACT SUMMARY



**Review Section 01 12 00 – Multiple Contract Summary.
Review all Specification Sections that are in your Scope
of Work.**

BID CATEGORIES



BID CATEGORY NO. 1	General Trades
BID CATEGORY NO. 2	Mechanical
BID CATEGORY NO. 3	Electrical
BID CATEGORY NO. 4	Food Service Equipment

BID CATEGORIES – SCOPE OF WORK



The scope of each bid category includes but is not limited to.....

➤ **Bid Category No. 1 – General Trades:**

Provide general conditions, temp fencing, site work, selective demolition and salvage, concrete, masonry, structural steel, roofing, buildout, cabinets and countertops, windows, doors, flooring and finishes, and landscaping

➤ **Bid Category No. 2 – Electrical:**

Provide general conditions (as applicable to bid category), electrical demolition, panels and distribution, lighting, low voltage, new fire-alarm system (entire building), emergency generator re-locate, cabling, technology and security

➤ **Bid Category No. 3 – Mechanical:**

Provide general conditions (as applicable to bid category), mechanical demolition, 5 rooftop units, exhaust fans, natural gas piping, controls, plumbing distribution, grease interceptor, storm piping, plumbing fixtures, fire protection

➤ **Bid Category No. 4 – Food Service Equipment:**

Furnish and installation of kitchen equipment, walk-in cooler, walk-in freezer

SITE LOGISTICS PLAN



See Plan Room



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



- **Maintaining Student & Staff Separations-Safety**
- **Coordinated access & egress-Site Logistics Plan**
- **Expedite material and equipment for Construction Start**
- **Maintain a safe and clean working environment**
- **Partially funded with ESSER, refer to forthcoming Addendum for wage rate clarification**

ALTERNATES



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

- **None at this time.**
- **Pay attention to forthcoming Addenda.**

ALLOWANCES



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

Bid Category 1 – General Trades \$20,000

Bid Category 2 – Mechanical \$10,000

Bid Category 3 – Electrical \$10,000

Bid Category 4 – Food Service Equipment N/A

Include amount in your BASE BID

INSTRUCTIONS TO BIDDERS



Review Section 00 10 00 for Instructions to Bidders.

- **XXXX**
- **XXXX**
- **XXXX**
- **Addendum No. 1 posted +/- August 15, 2023**
- **Addendum No. 2 posted +/- August 21, 2023**

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 – Sr. PM

All RFIs must be received before: **08/17/2023 @ 12pm**

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 – Proj Eng

CONSTRUCTION TIMELINE



Review Section 01 32 00 – Schedules & Reports.

Anticipated Construction Start Date: February 5, 2024

Anticipated Construction

Completion Date: August 30, 2024

Bid Cat 01 – General Trades: February – August 2024

Bid Cat 02 – Mechanical: February – August 2024

Bid Cat 03 – Electrical: February – August 2024

Bid Cat 04 – Food Service Equipment: July – August 2024

CONSTRUCTION TIMELINE



Important Dates:

April 1, 2024 – Spring Break

June 11, 2024 – Summer Break

September 3, 2024 – First Day of School

BID TO AWARD TIMELINE



- **August 24, 2023** – Receive Bids
- Apparent low bidders will be posted to the www.skillmanplanroom.com within 48 hrs.
- **August 29-31, 2023** – Pre-Award Conferences
- **September 4, 2023** – Bid Recommendations
- **September 11, 2023** – Board Approval
- **September 12, 2023** – Notice to Proceed

All Subcontractor & Products Lists

must be submitted by: **August 28, 2023**

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 ?		
<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.

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.

PRE-AWARD INTERVIEWS



Date: August 29- 31

Time: Pre-Award interview schedule will be included in Addendum No. 2.

BID OPENING



Date: August 24, 2023

Time: 2:00 PM

Location: New Buffalo Area Schools Administration Office
1112 East Clay Street, New Buffalo, MI 49117

Q & A



Project Name

TSC PROJECT NO.:



DATE:

PRE-BID MEETING SIGN-IN SHEET

COMPANY REPRESENTED	ATTENDEE NAME	EMAIL ADDRESS	PHONE NUMBER
OWNER	Keith Carlson	kcarlson@nbcs.org	269-277-2132 469-6017
OWNER	Pano Arvanitis	parvanitis@nbcs.org	269-757-1838
THE SKILLMAN CORPORATION	David Taylor		
THE SKILLMAN CORPORATION			
ARCHITECT			
ARCHITECT			
Ideal consolidated	Joe Swaim	KKozlowski@idealconsolidated.com	574-282-1228
Gregg Hicks ←	→ Gibson Lewis	ghicks@gl-nceusa.com	574-259-8581

Project Name

TSC PROJECT NO.:



DATE:

PRE-BID MEETING SIGN-IN SHEET

COMPANY REPRESENTED	ATTENDEE NAME	EMAIL ADDRESS	PHONE NUMBER
Pearson Construction	Rob Swem	rswem@pearsonconstruction.com	(269) 926-7281
Larson-Danielson	Eddie Spence	ecs@ldconstruction.com	219-575-6040
C&T Design & Equipment	Matt Habegger	MHabegger@C-TDesign.com	260-760-4643
B.E.R. Refrigeration	Brandon Cummings	Steve@bertrac.com	269-428-2711
Brown + Brown	Daniel Panice	office@bbgc.us	574-862-2171