



**THREE RIVERS COMMUNITY SCHOOLS
HIGH SCHOOL MUSIC SUITE
PRE-BID MEETING**

April 23, 2024

PRE-BID MEETING



Three Rivers Community Schools High School Music Suite

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

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

SITE MANAGER

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

ADMIN. ASSISTANT

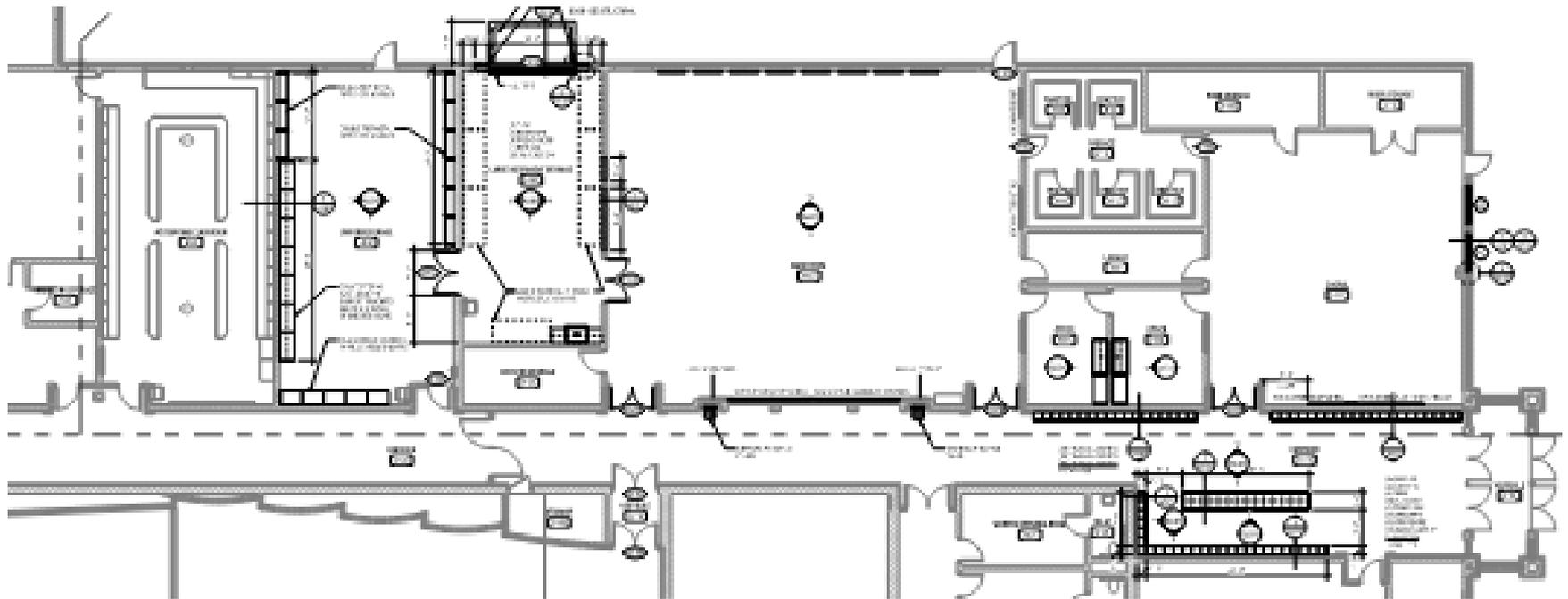
- Caralee Sokolowski
- csokolowski@skillman.com
- 269-350-5757

SCOPE OF WORK



- **Remodeling of existing Band Room & Music Suite**
- **Work includes:**
 - **Selective demolition of CMU, casework, flooring, windows, ceiling pads, and fixtures**
 - **HVAC, plumbing, fire protection, and electrical modifications**
 - **Replacement and new added doors and windows**
 - **New casework**
 - **New flooring and finishes**
 - **New lockers and shelving**
 - **Minimal exterior/site-work**

FLOOR PLANS / SITE PLANS



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	General Trades
BID CATEGORY NO. 2	Flooring
BID CATEGORY NO. 3	Metal Lockers & Shelving
BID CATEGORY NO. 4	Fire Suppression
BID CATEGORY NO. 5	Plumbing & Mechanical
BID CATEGORY NO. 6	Electrical

SITE LOGISTICS PLAN



- **See forthcoming Addendum No. 2**

SPECIAL REQUIREMENTS



- **This is a Prevailing Wage project; Wage scale provided in Specifications Volume 1**



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



- **Short project timeframe**
- **CM will procure required Building Permit, any other permits are by Contractors**
- **Availability/Lead-Time of doors, frames, and hardware**
- **Availability/Lead-Time of lockers**
- **Protection to existing finishes**
- **Safety**

ALTERNATES



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

- None.

ALLOWANCES



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

Bid Category 01 General Trades:	\$15,000.00
Bid Category 02 Flooring:	\$ 5,000.00
Bid Category 03 Metal Lockers & Shelving:	\$ 5,000.00
Bid Category 04 Fire Suppression:	\$ 5,000.00
Bid Category 05 Mechanical:	\$ 5,000.00
Bid Category 06 Electrical:	\$ 5,000.00

Include Allowance amounts 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**

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: **April 23, 2024, by 4:00 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: Chris Arntzen
chrisa@gmb.com

CONSTRUCTION TIMELINE



Review Section 01 32 00 – Schedules & Reports.

Anticipated Construction Start Date: June 3, 2024

**Anticipated Construction
Completion Date: August 16, 2024***

*** Substantial Completion**

BID TO AWARD TIMELINE



- Bid Tab posted: **May 1, 2024**
- Pre-Award Conferences: **May 1, and May 2, 2024**
- Notices to Proceed: **May 7, 2024**

All Subcontractor & Products Lists

must be submitted by: Within 48 hours of bid opening

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



- Bid Cat 01: General Trades: **5/01/2024**
- Bid Cat 02: Flooring: **5/01/2024**
- Bid Cat 03: Metal Lockers/Shelving : **5/01/2024**

- Bid Cat 04: Fire Suppression **5/2/2024**
- Bid Cat 05: Plumbing & Mechanical **5/2/2024**
- Bid Cat 06: Electrical **5/2/2024**

BID OPENING



Date: Tuesday, April 30, 2024

Time: 2:00 PM

Location: Three Rivers Community School
Administration Building
851 Sixth Avenue
Three Rivers, MI 49093

Q & A

