



# **KPS - Winchell Elementary School Classroom Addition**

**PRE-BID MEETING**

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**July 31, 2024**

# PRE-BID MEETING



KPS - Winchell Elementary School Classroom Addition

2316 Winchell Avenue

Kalamazoo, MI 49008

# OWNER



## Kalamazoo Public Schools

- **Karen Jackson - Executive Supervisor,  
Facilities Management**

Kalamazoo Public Schools

Every child. Every opportunity. Every time.

# ARCHITECT



TowerPinkster

- Mike Galovan, Senior Project Manager

[mgalovan@towerpinkster.com](mailto:mgalovan@towerpinkster.com)

269-492-6763

**TowerPinkster**  
Architecture · Engineering · Interiors

# THE SKILLMAN TEAM



## ACCOUNT EXECUTIVE

- Michael Kounelis
- 269-207-3049
- [mkounelis@skillman.com](mailto:mkounelis@skillman.com)

## PROJECT MANAGER

- Max Tackett
- 269-207-3049
- [mtackett@skillman.com](mailto:mtackett@skillman.com)

## PROJECT ENGINEER

- Will Karnes
- 269-908-9684
- [wkarnes@skillman.com](mailto:wkarnes@skillman.com)

## SITE MANAGER

- Doug Thompson
- 269-568-0893
- [dthompson@skillman.com](mailto:dthompson@skillman.com)

## ADMIN. ASSISTANT

- Caralee Sokolowski
- 269-350-5757
- [csokolowski@skillman.com](mailto:csokolowski@skillman.com)

# SCOPE OF WORK



- Addition of two classrooms and a corridor at Winchell Elementary school. Including selective interior and exterior demolition, underground drainage and leaching basins, court sealing, small playground system, sidewalks, footings, foundations, SOG, masonry CMU and brick, aluminum storefront windows and doors, steel joists and decking, roofing, fascia and soffits, new VUVs, plumbing fixtures, lighting, casework, ceiling grid and tile, painting, VCT, restroom tile, terrazzo, and interior doors and hardware.
- **Total Addition Area = 3,000 SF**
- **Schedule:**
  - Two existing classrooms/corridor and sitework – June 2025–August 2025
  - Two new classrooms – June 2025–December 2025
- **Overall Budget = Approx. \$2,000,000**



# 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



<b>BID CATEGORY NO. 1</b>	Sitework
<b>BID CATEGORY NO. 2</b>	Concrete
<b>BID CATEGORY NO. 3</b>	Masonry
<b>BID CATEGORY NO. 4</b>	Structural Steel
<b>BID CATEGORY NO. 5</b>	General Trades
<b>BID CATEGORY NO. 6</b>	Flooring
<b>BID CATEGORY NO. 7</b>	Mechanical
<b>BID CATEGORY NO. 8</b>	Electrical

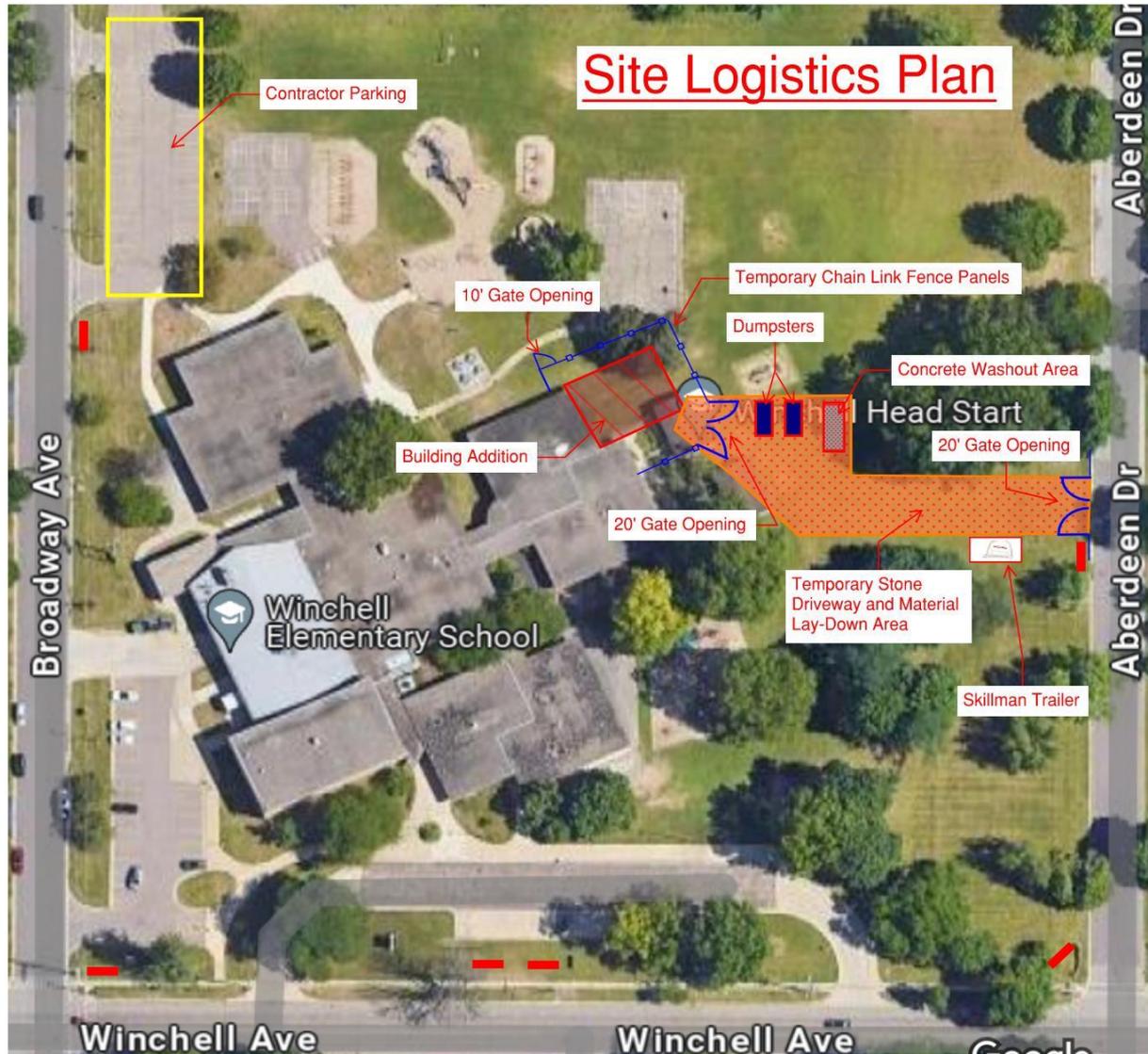
# SITE LOGISTICS PLAN



Kalamazoo Public Schools  
Winchell Elementary Addition

Kalamazoo Public Schools

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### Legend:

Contractor Parking	
Fence Panels	
Dumpsters	
Skillman Trailer	
Building Addition	
Temp. Driveway and Laydown Area	
Project Signage	
Concrete Washout Area	

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The SKILLMAN Corporation

AN EMPLOYEE-OWNED COMPANY



## 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



- Locating and protecting existing utilities, trees, and sidewalks.
- Tying into existing structure (masonry, roofing, etc.).
- Completing existing classroom renovations and sitework prior to the students return in August 2025.
- Completing two additional classrooms during school occupancy.

# ALTERNATES and ADDENDUM



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

- **Alternate #1 – Mill and replace basketball court.**

**Addendum No. 01 – Detailed Guideline Schedule and Phasing Plan, posted July 31, 2024.**

**Forthcoming Addendum No. 02 - Door Hardware Clarifications and Pre-Bid RFI Log.**

# ALLOWANCES



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

- Bid Category No. 01      Sitework      \$10,000
- Bid Category No. 02      Concrete      \$3,000
- Bid Category No. 03      Masonry      \$3,000
- Bid Category No. 04      Structural Steel      \$3,000
- Bid Category No. 05      General Trades      \$10,000
- Bid Category No. 06      Flooring      \$3,000
- Bid Category No. 07      Mechanical      \$10,000
- Bid Category No. 08      Electrical      \$5,000

# 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](mailto:mtackett@skillman.com)

All RFIs must be received before: **August 7, 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: Mike Galovan

[mgalovan@towerpinkster.com](mailto:mgalovan@towerpinkster.com)

# CONSTRUCTION TIMELINE



Review Section 01 32 00 – Schedules & Reports.

Anticipated Construction Start Date: **June 9, 2025**

Anticipated Construction

Completion Date: **December 31, 2025**

Classroom remodel: Completed by **August 2025**

Classroom Addition: Completed by **December 2025**

# BID TO AWARD TIMELINE



- Post the Bid Tab to the PlanRoom **August 15, 2024**
- Pre Award Conferences **August 19, 2024**
- KPS Board Meeting **September 26, 2024**

**All Subcontractor & Products Lists**

**must be submitted by: August 19, 2024**



**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 <b>Bid Form</b> (Section 00 31 00)?		
Is the <b>Bid Total</b> written in both words and figures?		
Are the <b>Alternate</b> quantities in both words and figures and noted as <b>Add or Deduct</b> ?		
Is the <b>Non-Collusion Affidavit</b> , part of the Bid Form, signed, & notarized?		
Have you enclosed a certified check or <b>Bid Bond</b> ? (Note: bond must be signed by Surety and Principal)		
Have you included your company's <b>Financial Statement</b> ?		
Have you included your Written Drug Testing Plan that covers all employees of the bidder who will perform work on the public work project and meets or exceeds the requirements set in IC 4-13-18-5 or IC 4-13-18-6.		
Have Subcontractors and Products List to the Construction Manager within Hours of the Bid for Apparent Low Bidders.		
On the outside of the envelope containing your Bid have you indicated: <b>The Project Name</b> <b>Bidder's Name</b> <b>Bid Category No.</b> <b>Date and Time of Bid Opening</b> <b>Owner's Address</b> 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](http://www.skillmanplanroom.com)

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

# BID OPENING

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**Date: August 14, 2024**

**Time: 2:00 PM**

**Location: Kalamazoo Public Schools Facilities Office, in  
Room 130.**

**600 West Vine Street**

**Kalamazoo, MI 49008**



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**QUESTIONS?**

**KALAMAZOO PUBLIC SCHOOLS  
WINCHELL ELEMENTARY  
SCHOOL –  
CLASSROOM ADDITION**



**DATE: July 31, 2024**

**TSC PROJECT NO.: 224010.03**

**PRE-BID MEETING SIGN-IN SHEET**

<b>COMPANY REPRESENTED</b>	<b>ATTENDEE NAME</b>	<b>EMAIL ADDRESS</b>	<b>PHONE NUMBER</b>
KALAMAZOO PUBLIC SCHOOLS	Karen Jackson	<i>Karen Jackson</i>	
KALAMAZOO PUBLIC SCHOOLS			
THE SKILLMAN CORPORATION	Max Tackett	mtackett@skillman.com	(269) 568-2433
THE SKILLMAN CORPORATION	Mike Kounelis		
THE SKILLMAN CORPORATION	Will Karnes	wkarnes@skillman.com	269. 908.9684
THE SKILLMAN CORPORATION	Caralee Sokolowski	csokolowski@skillman.com	269. 568.1460
<del>TOWERPINKSTER</del> The Skillman Corp.	Doug Thompson	dthompson@skillman.com	269.568.0893

KALAMAZOO PUBLIC SCHOOLS  
 WINCHELL ELEMENTARY  
 SCHOOL –  
 CLASSROOM ADDITION



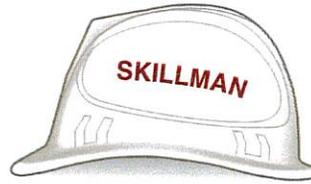
DATE: July 31, 2024

TSC PROJECT NO.: 224010.03

## PRE-BID MEETING SIGN-IN SHEET

COMPANY REPRESENTED	ATTENDEE NAME	EMAIL ADDRESS	PHONE NUMBER
TOWERPINKSTER			
TRG Services	Jason Alphenaar	Jason@therientalsgroup.com	269-635-3980
Central Tile	Scott Breggini	scott@centraltile.net	269-806-9129
<del>TRAVIS WETARSKI</del>	_____	_____	✓
LANSBORN EXC	TRAVIS WETARSKI	TWETARSKI@LANSSBORNEXCAVATING.com	269-251-0402
Bracy Jahr	Andy Bracy	abracy@bracyjahr.com	
an Circuit Electric	Andrew Clemens	AndrewClemens@Circuitelectric.com	269-366-9131

**KALAMAZOO PUBLIC SCHOOLS  
WINCHELL ELEMENTARY  
SCHOOL –  
CLASSROOM ADDITION**



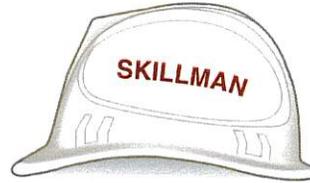
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**TSC PROJECT NO.: 224010.03**

**PRE-BID MEETING SIGN-IN SHEET**

COMPANY REPRESENTED	ATTENDEE NAME	EMAIL ADDRESS	PHONE NUMBER
A1 Refrigeration	Tyson Beuchler	Tbeuchler@A1refrig.com	269-312-9289
Hall Builders	Jim Hall	james@hallbuilders.org	269-655-8866
Vene Klassen Construction	Brian Howard	BHoward@veneklassenconstruction.com	616-918-3486
SWANTROUT EXCAVATING	ANGIE SWANTROUT	SWANTROUT-ID@GMAIL.COM	269 760 0381
Jergens Piping	Doug Bosch	dougbosch@jergenspiping.com	269 760-3544
MALL CITY MECHANICAL	ADAM WOLTHUIS	AWOLTHUIS@MCM-TEAM.COM	269-599-2546
MARTELL ELECTRIC	MATTHEW ROE	MROE@martellelectric	574-339-4010

**KALAMAZOO PUBLIC SCHOOLS  
WINCHELL ELEMENTARY  
SCHOOL –  
CLASSROOM ADDITION**



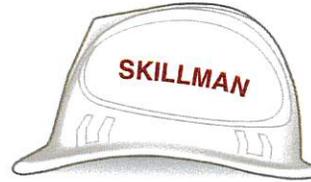
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## **PRE-BID MEETING SIGN-IN SHEET**

COMPANY REPRESENTED	ATTENDEE NAME	EMAIL ADDRESS	PHONE NUMBER
TOWERPINKSTER			
# Howley Agency	STAWN Oger Ryan Hazlett Attended online	solger@dsshowley.com	616.785.9000
Migala Carpet One	Mandle Bazan Attended online	mbazan@migalac1.com	
	TRG world wide Attended online		
Earley & Associates	Todd Blaylock Attended online	tbblylock@earleyassoc.com	
	Alex R Schiweitzer Attended online		

KALAMAZOO PUBLIC SCHOOLS  
WINCHELL ELEMENTARY  
SCHOOL –  
CLASSROOM ADDITION



DATE: July 31, 2024

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COMPANY REPRESENTED	ATTENDEE NAME	EMAIL ADDRESS	PHONE NUMBER
Ritsema	Brian Justus	justusb@ritsema	(269) 491-4134
Cripps Fontaine Exc.	Jim VanAlstine	jvanalstine@crippsfontaine.com	269-317-8526
Shawlorne	Craig Hew	C_hewer@Shawlornebrothers.com	269-209-8451