



Addition and
Remodeling
to
Ottawa Elementary
School

Pre-Bid Meeting
April 22, 2014



The SKILLMAN Corporation
Project Administration
Construction Management

**Buchanan
Community Schools
Administration**



Dr. Andrea van der Laan, Superintendent

Clarence Grimm, Director of Technology

Steve Lawson, Maintenance Director

Mark Nixon, Ottawa Elementary Principal



The SKILLMAN Corporation
Project Administration
Construction Management

Design Team

FANNING HOWEY

Misty Raatz, Project Manager

Carl Baxmeyer, Principal

Ed Sawa, Principal
Construction Administrator



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Construction Management

Construction Management Team



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Construction Management

Courtney James, Project Manager

- Phone: 269.779.3009
- Email: crfjames@skillman.com

Jay Bachtel, Ottawa Elementary Site Manager

- Phone: (269) 830-8685
- Email: jmbachtel@skillman.com

Gary Ritzema, Buchanan Middle Site Manager

- Phone: (616) 293-2965
- Email: gjritzema@skillman.com

Kaytlin Mott, Administrative Assistant

- Phone: (616) 676-6161
- Email: kmmott@skillman.com

Michael Kounelis, Account Executive

Pat Portteus, Vice President, Construction

00 02 00
Notice to Bidders



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SECTION 00 02 00 - NOTICE TO BIDDERS

NOTICE TO BIDDERS

Notice is hereby given that sealed bids will be received:

By: Buchanan Community Schools
401 W. Chicago Street
Buchanan, MI 49107

For: Buchanan Community Schools
Additions to & Remodeling of Ottawa Elementary School
109 Ottawa Street
Buchanan, MI 49107

At: Buchanan Community Schools Superintendent's Office
ATTN: Dr. Andrea van der Laan
401 W. Chicago Street
Buchanan, MI 49107

Until: 3:00 pm (local time), May 1, 2014

Bid Opening: Bids will be publicly opened and read aloud at 3:15 pm (local time), in the Administration Building/High School, 401 W. Chicago Street, Choir Room.

All work for the complete construction of the Project will be under one or more prime contracts with the Owner based on bids received and on combinations awarded. The Construction Manager will manage the construction of the Project.

Construction shall be in full accordance with the Bidding Documents which are on file with the Owner and may be examined by prospective bidders at the following locations:

Office of the Construction Manager
The Skillman Corporation
8120 Moorsbridge Road, Suite 101
Portage, MI 49024

Office of the Architect
Fanning Howey Associates, Inc.
28001 Cabot Drive, Suite 110
Novi, MI 48377

Office of the Owner
Buchanan Community Schools
401 W. Chicago Street
Buchanan, MI 49107

The Skillman Plan Room
www.skillmanplanroom.com

00 02 00
Notice to Bidders



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- “ State of Michigan Department of Treasury qualified bond May 2013 issue.
- “ Bid security in the amount of 10% must accompany each bid.
- “ Successful Bidders will be required to furnish Performance & Payment Bonds for 100% of their Contract amount.
- “ Prevailing Wage – Berrien County

00 10 00
Instructions to
Bidders



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1.02 Bidders Examination & Representation

” H. This is a construction management project. There is no General Contractor. The Owner will award separate Contracts to each Prime Contractor.

1.06 Addenda

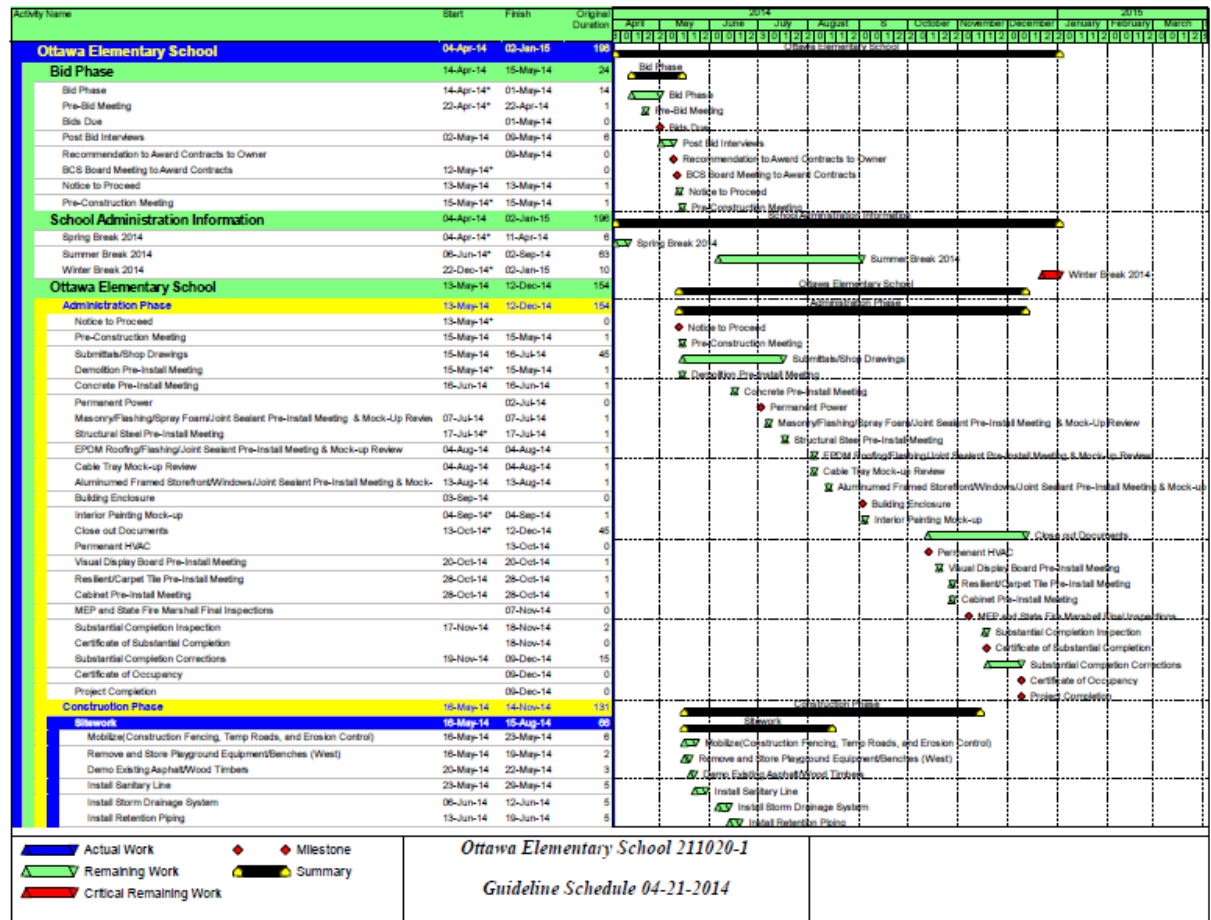
” Addenda will be posted to www.skillmanplanroom.com

” Final posted no later than April 28.

Addendum 1



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00 10 00
Instructions to
Bidders



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RFI Process

- “ Each Bidder is encouraged to contact The Skillman Corp. in the event that 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 via email to Courtney James,
crfjames@skillman.com.

- “ All requests for information must be received before April 25.

- “ Substitution request time has expired.

00 20 00
Information
Available To
Bidders

- ” Subsurface Investigation Information by PSI
- ” Existing Surveys
- ” Asbestos and Lead Paint Reports (on file with the Owner)



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00 30 50 Bidder Checklist

_____ NAME OF BIDDER

BIDDER REMINDER LIST TO BE COMPLETED AND INCLUDED IN BID PACKAGE FOR REVIEW AT BID OPENING

	YES	NO
Have you properly and completely executed the Bid Form (Section 00 31 00)?		
Have you included your company's Financial Statement?		
Are your Non-Collusion and Familial Disclosure Affidavits included and notarized?		
Have you enclosed a certified check or Bid Bond? (Note: bond must be signed by Surety and Principal)		
Have you indicated the Project Name, Bidder's Name, Bid Category No., and Date and Time of Bid Opening, Owner's Address, Address to Where Bid is to be Delivered, and Description on the outside of your Bid envelope?		
Have you included your Iran Sanctions Act?		

NOTE: IF ANY OF THE REQUIRED BIDDING DOCUMENTS ARE NOT INCLUDED, DATED OR PROPERLY EXECUTED, THE CONTRACTOR'S BID MAY NOT BE ACCEPTED.



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00 31 00
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.
- ” Provide Financial Statement.
- ” Complete required Affidavits and Iran Sanctions.



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**00 31 00
Bid Form**

(Amended for BCS)
CONTRACTOR'S BID FOR BUCHANAN COMMUNITY SCHOOLS

**Buchanan Community Schools
Ottawa Elementary School
Berrien County**

PART I

(To be completed for all bids)
(Please type or print)

BIDDER (firm) _____

Address _____ P.O. Box _____

City/State/Zip _____

Telephone Number _____ Fax Number _____

Person to contact regarding this Bid: _____

Pursuant to notices given, the undersigned offers to furnish labor and materials necessary to complete the construction work for:

_____ **Insert Bid Category No.(s) and Name(s)** _____

of public works project, Additions to & Renovations of Ottawa Elementary School, in accordance with Plans and Specifications prepared by Fanning Howey, 2801 Cabot Drive, Suite 110, Novi, MI 48377, as follows:

BASE BID

For the sum of _____
(sum in words)

_____ DOLLARS (\$ _____)
(sum in figures)



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Ottawa Elementary Scope of Work

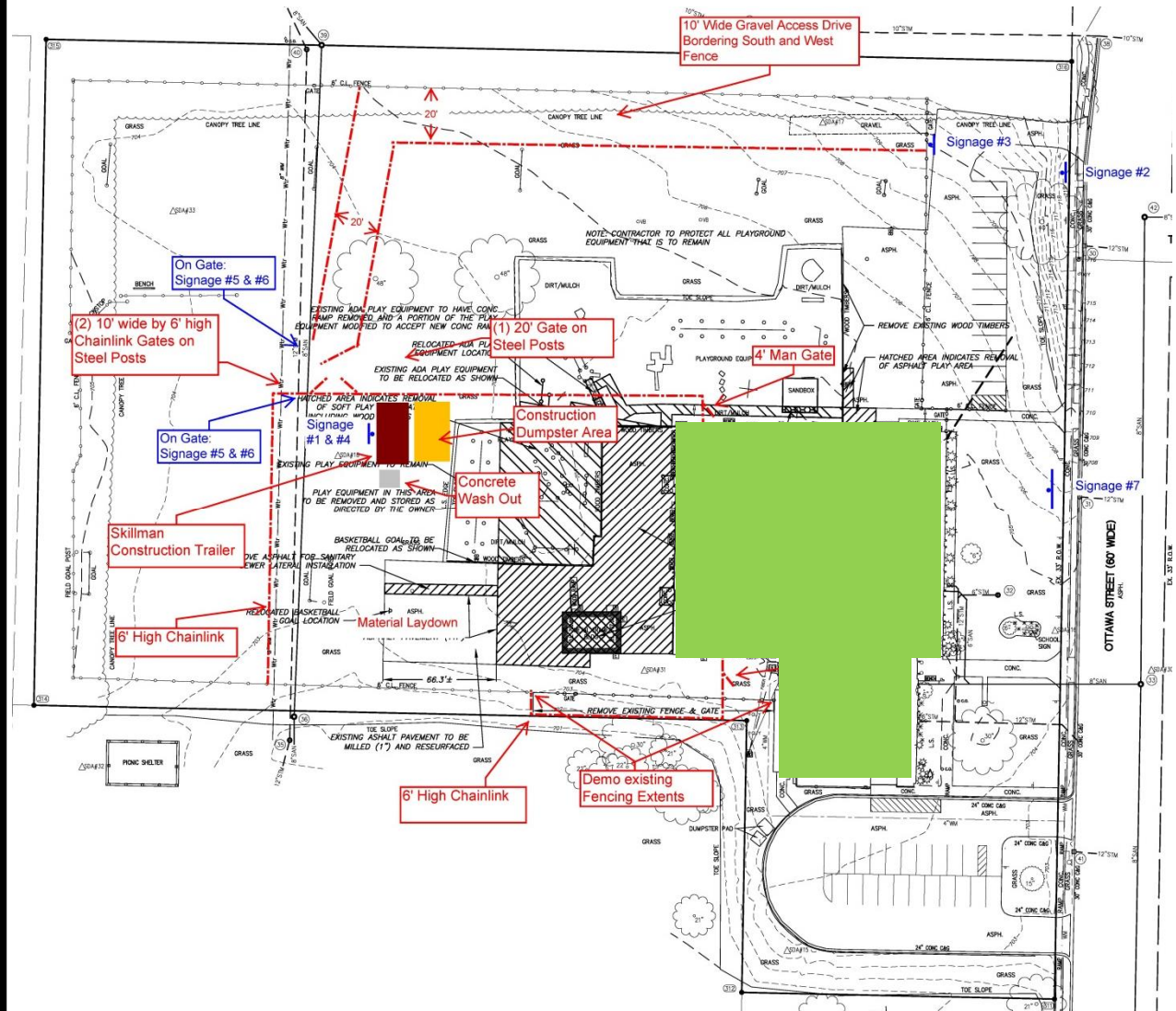
Addition and Remodel

- 9000 sqft classroom addition
- Office remodel and mechanical room conversion
- May – December 2014
- Occupied during construction



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Ottawa Elementary Construction Logistics



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01 12 00
Multiple Contract
Summary



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Bid Categories

BC#1 – Site Work & Utilities

BC#2 – Concrete

BC#3 – Structural Steel

BC#4 – Masonry

BC#5 – Roofing

BC#6 – General Trades

BC#7 – Aluminum Glass & Glazing

BC#8 – Metal Studs, Drywall & Acoustical Ceilings

BC#9 – Painting

BC#10 – Tile & Carpet Flooring

BC#11 – Educational Casework

BC#12 – Plumbing

BC#13 – Mechanical

BC#14 – Electrical

01 21 00
Allowances



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BC#1 – Site Work & Utilities - **\$15,000**

Product Allowance Alternate 1: **\$40,000;**

BC#2 – Concrete - **\$5,000**

BC#3 – Structural Steel - **\$15,000;** Product Allowance
of **Tonnage**

BC#4 – Masonry - **\$10,000**

BC#5 – Roofing - **\$3,000**

BC#6 – General Trades - **\$20,000**

BC#7 – Aluminum Glass & Glazing - **\$3,000**

BC#8 – Metal Studs, Drywall & Acoustical Ceilings -
\$6,000 and Product Allowance of **\$2,000**

BC#9 – Painting - **\$6,000**

BC#10 – Tile & Carpet Flooring - **\$5,000**

BC#11 – Educational Casework - **\$2,000**

BC#12 – Plumbing - **\$5,000**

BC#13 – Mechanical - **\$10,000**

BC#14 – Electrical - **\$10,000**

Schedule

” Sitework

Site demolition, underground, storm detention, asphalt, concrete, seeding **May 16 – July 23**

” Building Demolition

June 9 – 13

” Building Foundation and Enclosure

Establish pad, excavate, pour and backfill, 2 courses masonry, underslab rough-ins, slab pour **June 16 – July 9**

” Building Box

CMU bearing walls, MEP rough-ins, joists, metal deck **July 14 – August 9**



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Ottawa Elementary Schedule



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” **Building Enclosure**

Roofing, masonry insulation, brick veneer, EIFS soffits, windows **August 6 – September 4**

” **Overhead MEP**

August 11 – September 5

” **Interior**

Bulkhead framing, drywall, ceiling grid, lighting, HVAC finishes, first coat paint **September 3 – September 29**

” **Interior Finishes**

Final paint, ACT, markerboards, folding partition, flooring, plumbing fixtures, casework, window sills, MEP finishes, doors and hardware, toilet accessories **September 23 - November 14**

” **Substantial Completion**

November 18

” **Project Completion**

December 9

01 23 00
Alternates

Review Alternates that may alter your scope of work.

State the cost to provide all work related to:

1. Parking lot, detention system, playground (includes allowance)
2. Replace existing fire alarm system



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Construction Documents

- “ Construction documents are available at:
www.skillmanplanroom.com
- “ The electronic files are available at no cost.
- “ Bidders desiring printed documents are required to pay for cost of printing and shipping.



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Post Bid Schedule

- ” Anticipate post bid interviews to begin May 2 and be completed by May 9.
- ” Notice to Proceed by May 13.
- ” Pre-Construction Meeting May 15.



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Bid Opening

- ” Date: May 1, 2014
- ” Time: 3:00 PM (local time)
- ” Location: Buchanan High School – Superintendent’s Office
- ” Bids will be opened and read aloud in the High School



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Questions?

FANNING HOWEY



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Buchanan Community Schools

TSC PROJECT NO.: 211020



DATE: February 13, 2014

PRE-BID MEETING SIGN-IN SHEET

COMPANY REPRESENTED	ATTENDEE NAME	EMAIL ADDRESS	PHONE NUMBER	BC #
BUCHANAN COMMUNITY SCHOOLS	Andrea VanderLaan			
BUCHANAN COMMUNITY SCHOOLS	—			
THE SKILLMAN CORPORATION	Jay Boelter			
THE SKILLMAN CORPORATION	Courtney James			
FANNING HOWEY	MISTY RAATZ			
FANNING HOWEY	—			
SIEMENS INDUSTRY INC.	DANIEL ATKINSON	daniel.atkinson@siemens.com	616-350-4743	
GIBSON-LEWIS	RYAN VANWAARDENBURG	RYANV@GLYNCEUSA.COM	574-259-8581	
Steve Bowen	Bowen's Decorating Service	bowen.2008@att.net	cell 1-219-878-3118	
Rolling Prairie Excavating Payge Jones	Payge Jones	paygejones@gmail	574-876-4407	
D.A. DODD, INC.	Mike Spear	KENTUCKER@DADODD.COM	269-926-7873	



PRE-BID MEETING SIGN-IN SHEET

COMPANY REPRESENTED	ATTENDEE NAME	EMAIL ADDRESS	PHONE NUMBER	BC #
Brown & Brown GC	Brad Rompage	brad@brownandbrown.com	574-862-2171	
LINEAR ELECTRIC	Ron Dockery	ron@linearelectric.net	269-927-6160	
Gough, Inc.	TOM TACKETT	Hackett@goughinc.com	219-313-4728	
ZIOLKOWSKI	DAN KIDD	dkidd@zbuild.com	574 287 1811 ext 246	
Ziolkowski	GARY PASTOR	gpastor@zbuild.com	574-287-1811	
Robert Henry Corp	Jim Hess	jhess@roberthencorp.com	574-232-2091	
JJ WHITE INC.	BRIAN HART	BHART@JJWHITEINC.COM	574.220.8010 CELL	
Pearson Construction	Robert Swem	rswem@pearsonconstruction.com	269-926-7281	
IBID COUNTY ELECT.	ROBERT AHERTON	ROBA@IBIDCOUNTYELECTRIC.COM	269-925-0647	
Hi-TECH Electric	Josh Andrews	jandrews@hi-techelectric.net	269-998-7961	
Hollerbach Exc Inc	Mike Hollerbach	hollerbachexc@gmail.com	269-465-6778	

