



**PRE-BID MEETING**  
**New Buffalo Area Schools**  
**Elementary Security Upgrade**  
**March 30, 2020**



- Dr. Jeff Leslie, Superintendent
- Keith Carlson, Facilities Director
- Pano Arvanitis, Business Director



## ABONMARCHÉ

- Seth P. Morrison – Project Architect
- Evan Leduc – Project Manager



- Joel Hostetler – Site Manager  
Phone: 219.689.1810  
Email: johostetler@skillman.com
- Max Tackett – Project Engineer  
Phone: 269.568.2433  
Email: mtackett@Skillman.com
- Sander Mathijs – Project Manager  
Phone: 269.762.3384  
Email: smathijs@Skillman.com
- Michael Kounelis – Account Executive  
Phone: 269.207.3049  
Email: mjkounelis@Skillman.com

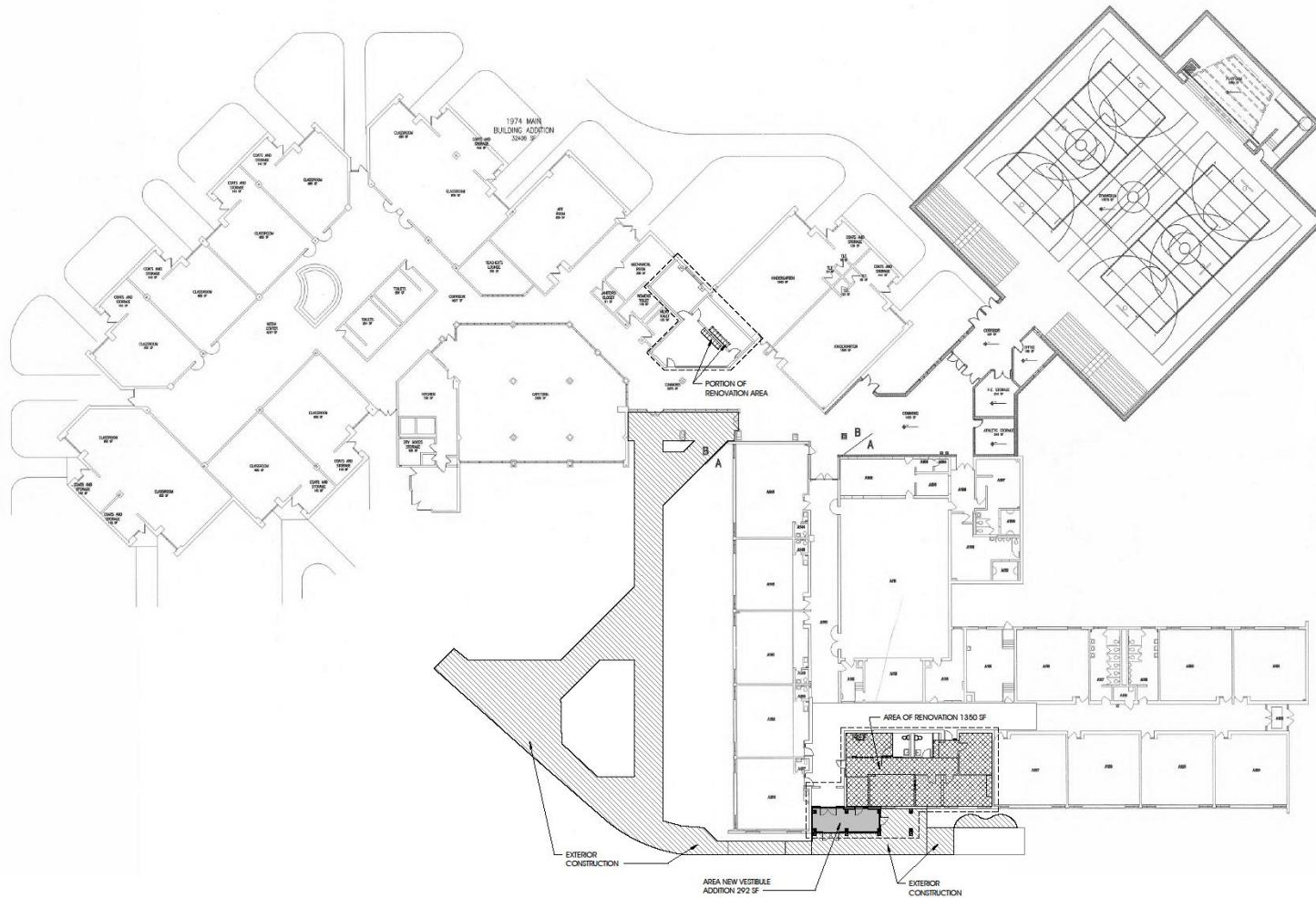
# SCOPE OF WORK

---



- Demolition and removal of existing storefront, casework, masonry walls, and windows.
- Vestibule addition
- New footings and foundation
- Cold form framing and built up roofing
- Metal panel wrapped columns
- New aluminum storefronts
- Office casework
- New VCT and carpet tile
- New lighting
- New Mini Split System
- Granite stone benches
- Site work including vegetation, concrete sidewalks

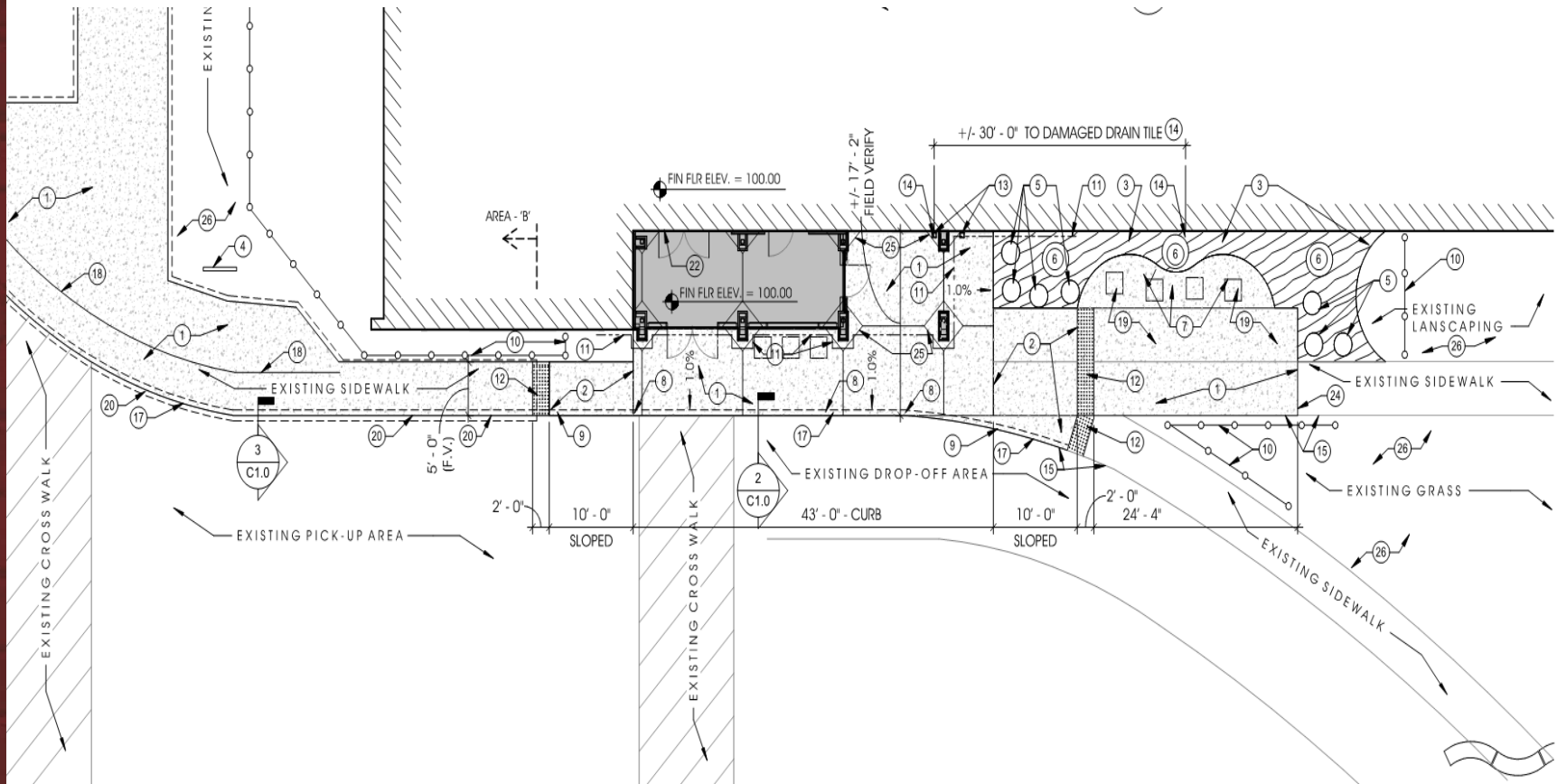
# Site Plan



1 OVERALL FLOOR PLAN  
T1.3 3/64" = 1'-0"



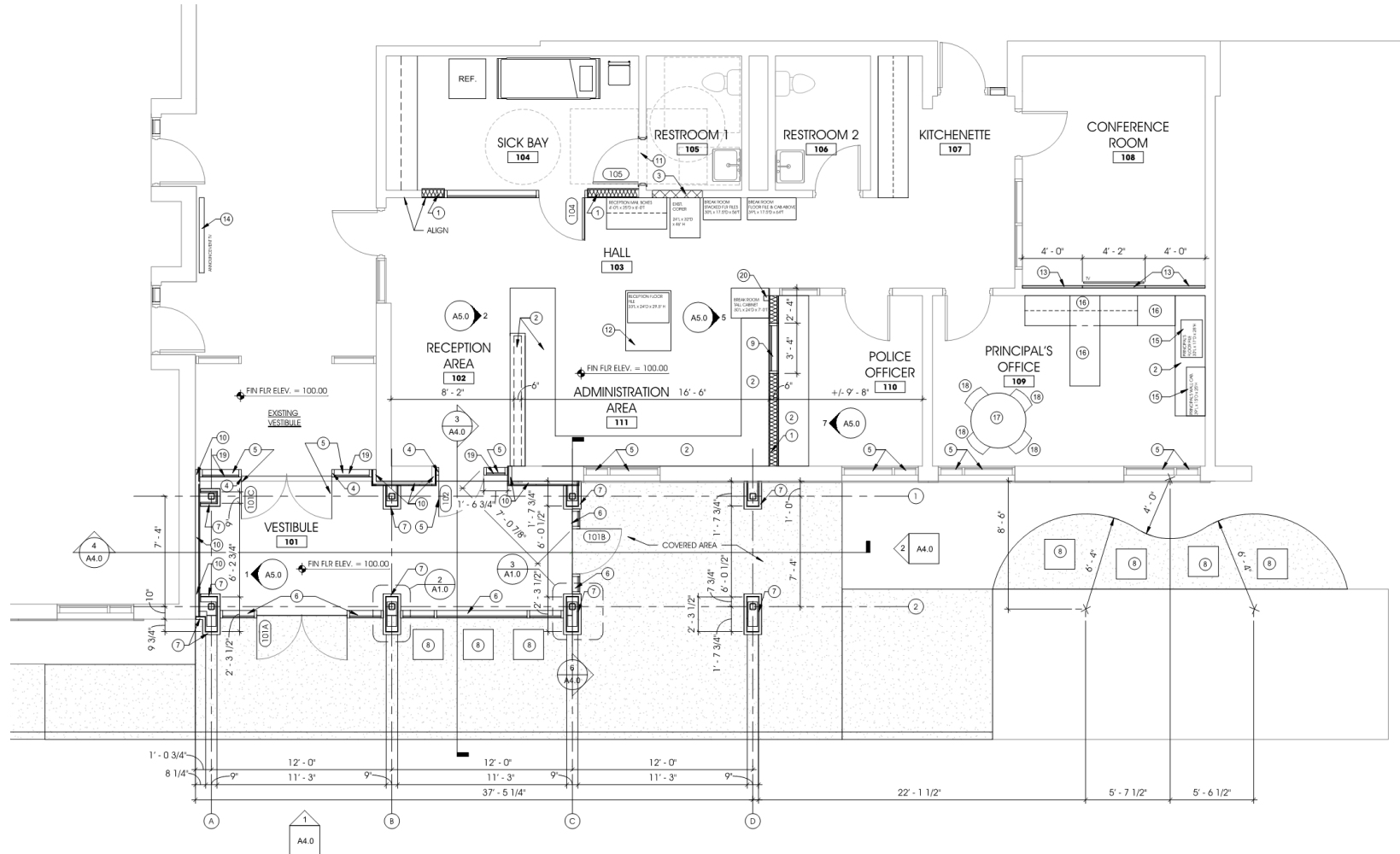
# Entrance and Site Plan



1 ARCHITECTURAL SITE PLAN  
C1.0 1" = 10'-0"

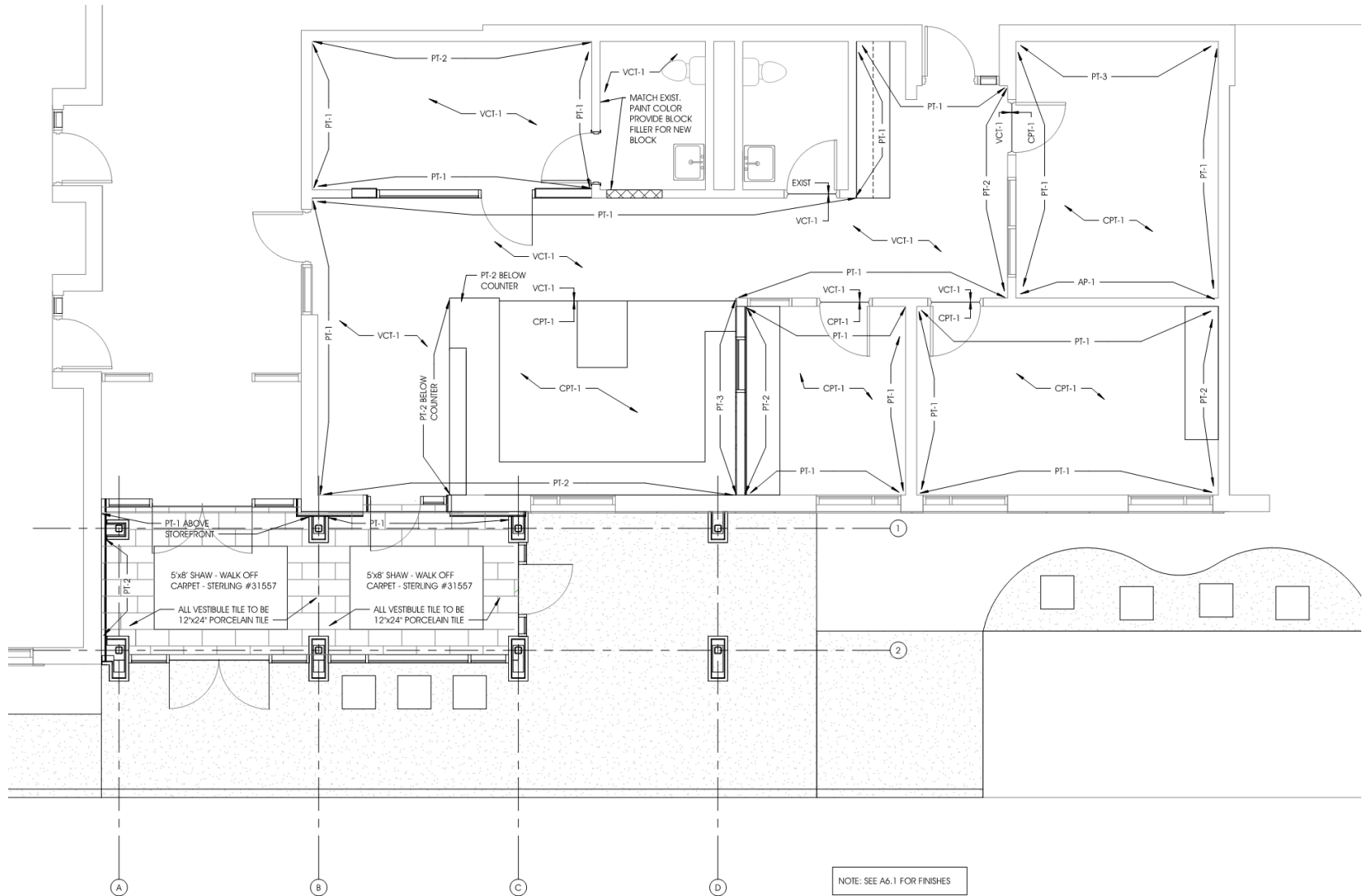


# Entrance and Administration Floor Plan

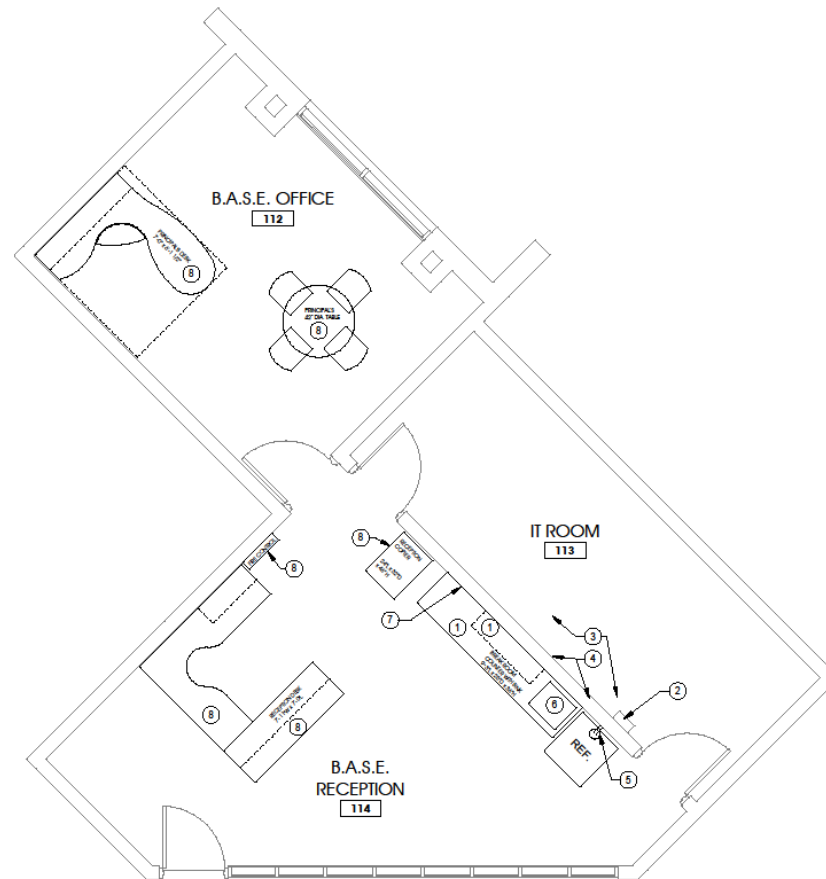




## Entrance and Administration Finish Plan



# Base Office Finish Plan



1 BASE OFFICE AREA FLOOR PLAN  
A1.1 1/4" = 1'-0"



# **MULTIPLE CONTRACT SUMMARY**



- Review of section 01 12 00, Multiple Contract Summary.
- Review all specification sections that are in your scope of work.

# **MULTIPLE CONTRACT SUMMARY**



## **Section 01 12 00**

Review entire section

- 1.01 Related Documents
- 1.02 Summary
- 1.03 Work Under Separate Contracts
- 1.04 Administr. Respons. Primes And CM
- 1.05 Use of Premise
- 1.06 Owner Maintain Operations
- 1.08 Work By Owner
- 1.09 Permits, Fees & Notices
- 1.10 Labor & Materials
- 1.14 Schedule of Responsibilities
- 1.16 Time of commencement and completion
- 3.01 Schedule of Contract Responsibilities

# ALLOWANCES 01 21 00



- Review section 01 21 00 for Allowances that apply to your scope of work.
- Bid Category No. 1 General Trades: \$20,000

***Include \$\$\$ in your Base Bid***

# ALTERNATES



- Review section 01 23 00 for Alternates that may alter your scope of work.

## ALTERNATES:

1. Concrete Sidewalk Area A
2. Concrete Sidewalk Area B
3. Concrete Sidewalks Area A+B.

# AREAS OF COORDINATION



- Site Clearing, Site Work
- New Site Utilities
- Footings and Foundations
- MEP Systems

# INSTRUCTION TO BIDDERS



Review section 00 10 00

- 1.01 – Bid Documents
- 1.02 – Bidders Examination & Representation
- 1.03 – Qualifications of Bidders
- 1.04 – Clarifications of Bidders Questions
- 1.06 - Addenda



# RFI PROCESS

---



- Each Bidder is encouraged to contact Construction Manager 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 writing to Sander Mathijs via email [smathijs@skillman.com](mailto:smathijs@skillman.com). All requests for information must be received 7 days before bid due date. April 20, 2020 (Per Addendum No.1).

# SUBSTITUTION REQUESTS



- Substitution Requests *will not* be considered or accepted during the bidding phase.
- If you have a substitution that would possibly benefit the project, they can be brought to attention in the post bid interview.

# CONSTRUCTION TIMELINE



Review Section 01 32 00, Schedules and Reports

Anticipated Construction Start Date:

- **May 2020**

Construction Completion Date:

- **August 2020**

Notice to Proceed Date:

- **April 28, 2020**

# BID TO AWARD TIMELINE



- Post bid review +/- April 20...April 23
- NBAS Authorization to Proceed April 23, 2020
- ***All Subcontractor and Manufacturers Lists must be submitted within 48 hours of notification.***

# 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.

# BIDDER REMINDER LIST

\_\_\_\_\_ 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 <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> ?		
<b>Is the Non-Collusion Affidavit</b> , part of the Bid Form, signed & notarized?		
<b>Is the Familial Disclosure Affidavit</b> , part of the Bid Form, signed and notarized?		
<b>Is the Iran Sanctions Act Certificate of Compliance</b> , part of the Bid Form, signed and 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> ?		
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 Owners Address		

**NOTE: 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 “Place Order”.  
The electronic files are available at no cost.
- Printed documents available at:
  - Kal-Blue, Kalamazoo, 269.349.8681

# **BIDs DUE**



- April 20, 2020 (Per Addendum No.1)
- Time: 2:00 PM (local time)
- Location:

New Buffalo Area Schools - Administration Building  
1112 E. Clay St. New Buffalo, MI 49117





**Thank you  
Questions?**