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# **CAPS – Annex and Lincoln Roof Replacement**

## **PRE-BID MEETING**

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**March 21, 2024**



# PRE-BID MEETING



## CAPS – Annex and Lincoln Roof Replacement

**Annex**  
532 Haynes Street  
Cadillac, MI 49601

**Lincoln**  
125 Ayer Street  
Cadillac, MI 49601



# OWNER



## Cadillac Area Public Schools

- **Jennifer Brown, Superintendent**
- **Emily Kearney, Chief Financial Officer**
- **Kelly Buckmaster, High School Principal**
- **Paul Higgins, Facilities Maintenance**







## TowerPinkster

- Frank Frost
- (616) 550-0430
- [ffrost@towerpinkster.com](mailto:ffrost@towerpinkster.com)



# THE SKILLMAN TEAM



## ACCOUNT EXECUTIVE

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

## PROJECT MANAGER

- Max Tackett
- 269-568-2433
- [mtackett@skillman.com](mailto:mtackett@skillman.com)

## PROJECT ENGINEER

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

## SITE MANAGER

- Dan Viox
- 616-581-7732
- [dviox@skillman.com](mailto:dviox@skillman.com)

## ADMIN. ASSISTANT

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



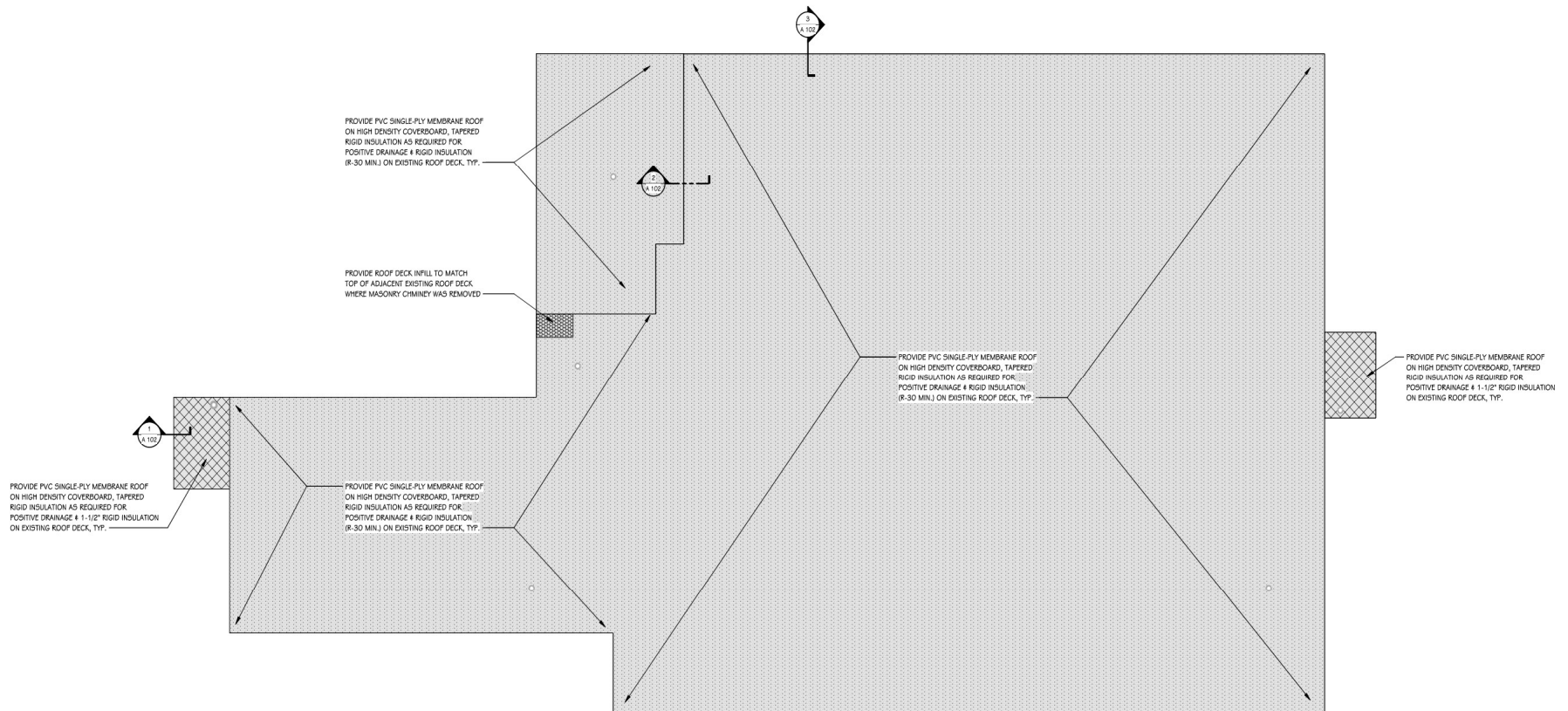
# SCOPE OF WORK



- **ANNEX (Approx. 11,000 sqft.)**
  - **REMOVE BALLASTED ROOF SYSTEM IN ITS ENTIRETY DOWN TO THE ROOF DECK & PREP EXISTING ROOF DECK FOR NEW ROOFING SYSTEM. PROVIDE PVC SINGLE-PLY MEMBRANE ROOF ON HIGH DENSITY COVERBOARD, TAPERED RIGID INSULATION AS REQUIRED FOR POSITIVE DRAINAGE & RIGID INSULATION (R-30 MIN.) ON EXISTING ROOF DECK, TYP.**
- **Lincoln (Approx 30,000 sqft.)**
  - **REMOVE ROOFING SYSTEM (ASSUMED TO BE SINGLE-PLY MEMBRANE & RIGID INSULATION ON METAL DECK). INSTALL NEW PVC SINGLE-PLY MEMBRANE, HIGH DENSITY COVERBOARD & RIGID INSULATION (R-30 MIN.) OVER EXISTING ROOF DECK. SLOPE AS REQUIRED FOR POSITIVE DRAINAGE.**



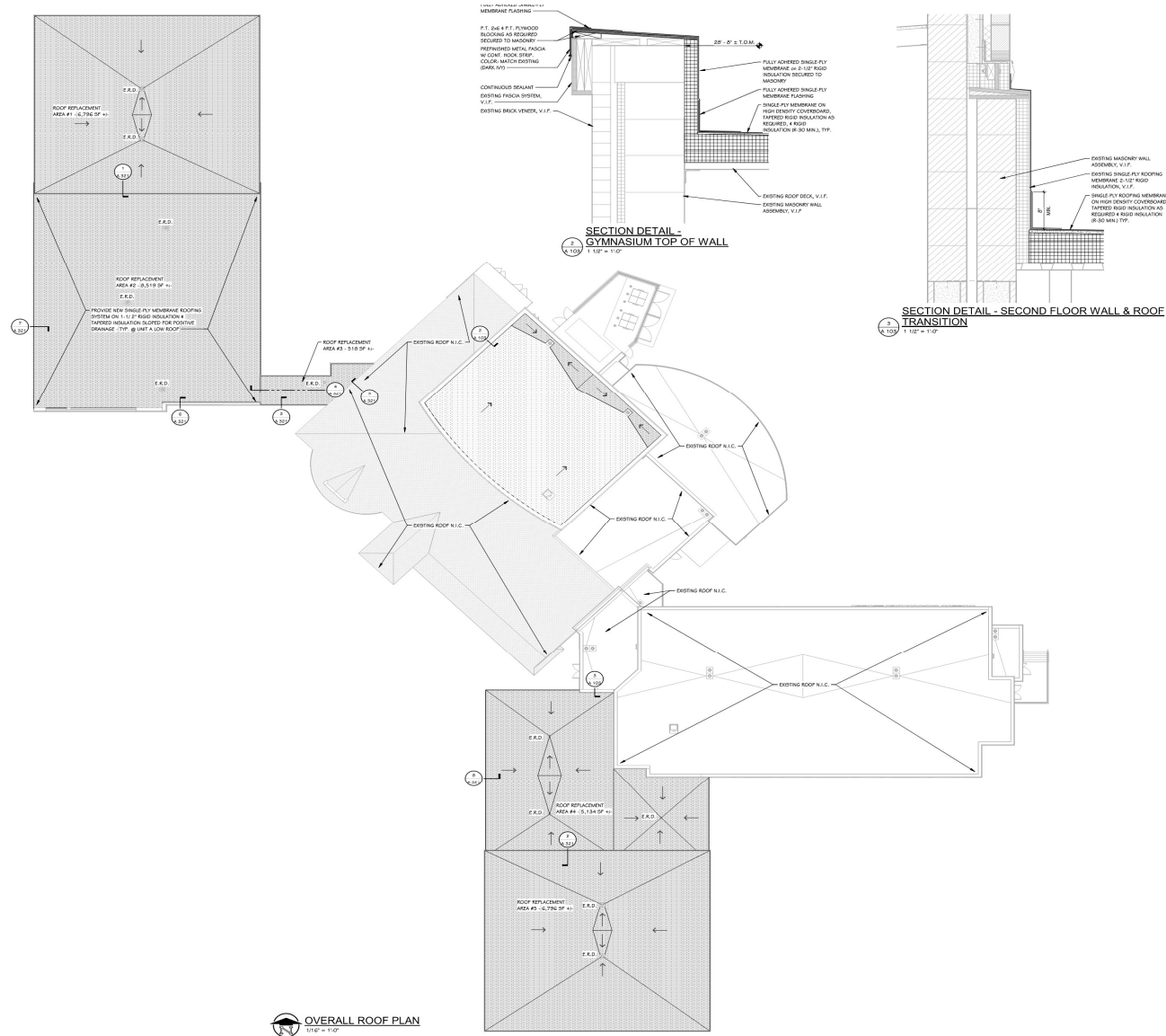
# ROOFING PLANS



## Annex Roof Plan A102



# ROOFING PLANS



**Lincoln Roof Plan A102**



# **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 Premise**

**1.06 Owners Right to Maintain Operations**

**1.10 Labor & Materials, MI/Fed SOR & Drug Screening**

**1.13 Project Security**

**3.01 & 3.02 Schedule of Contract Responsibilities**

**3.03 Bid Cat. 1 Roofing-Review ALL Tech. Specifications**



# BID CATEGORIES

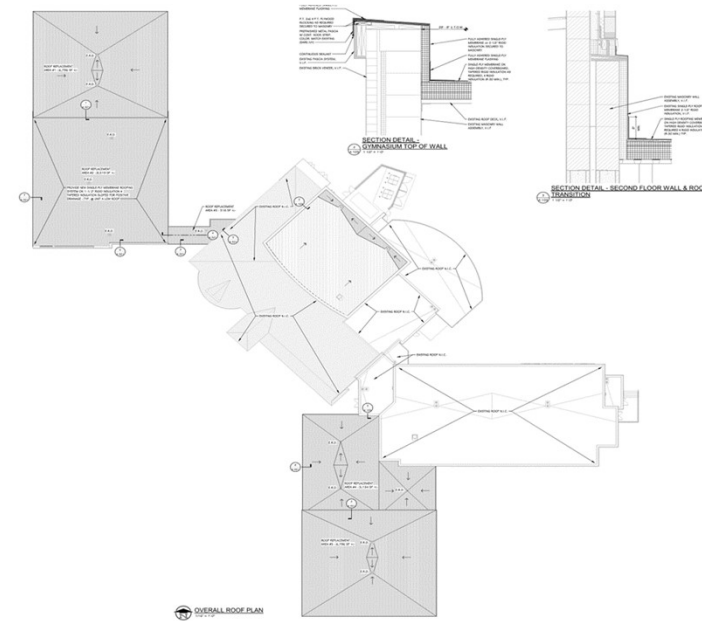
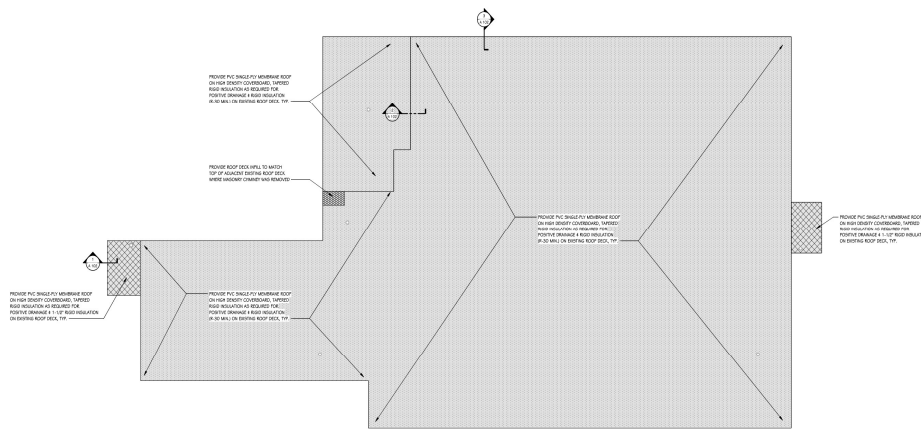


**BID CATEGORY NO. 1**

**ROOFING**



# SITE LOGISTICS



**Refer to section 01 53 10 – Temp. Fences. Contractor shall include 1,000 lineal feet of plastic construction fencing. This will be used to enclose material laydown and dumpster areas.**

**Any disturbed or damaged areas (lawn, sidewalk, parking lots) must be restored.**





## **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**



# AREAS OF COORDINATION

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- **Owner requirements.**
- **Expedite material procurement.**
- **Sequence of installation and completion of each work area.**



# ALTERNATES



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

- N/A



# ALLOWANCES



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

<b>Bid Category No. 1</b>	<b>ROOFING</b>	<b>\$30,000.00</b>
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# INSTRUCTIONS TO BIDDERS



**Review Section 00 10 00 for Instructions to Bidders.**

- **1.02 Bidders Examination & Representation**
- **1.15 Determination of Lowest Responsible & Responsive Bid**
- **1.16 Performance & Payment Bonds**
- **1.17 Execution of the Agreement**
- **1.18 Time of Commencement & Completion**
- **1.11 Bid Security (5%) Must Accompany Bid**



# 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: **March 27, 2024**



# 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: [ffrost@towerpinkster.com](mailto:ffrost@towerpinkster.com)



# CONSTRUCTION TIMELINE



**Review Section 01 32 00 – Schedules & Reports.**

**Anticipated Construction Start Date: May 6, 2024**

**Anticipated Construction**

**Completion Date: August 24, 2024**



# BID TO AWARD TIMELINE



- Bid Tab posted: **April 3, 2024**
- Pre-Award Conference(s): **April 4, 2024**
- Notice To Proceed: **April 9, 2024**

All Subcontractor & Products Lists  
must be submitted by: **April 4, 2024**



# 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 <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?		
Is the <b>Familial Disclosure Affidavit</b> , part of the Bid Form, signed and notarized?		
Is the <b>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: 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](http://www.skillmanplanroom.com)**

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



# BID OPENING



**Date:** April 2, 2024

**Time:** 2:00 PM

**Location:** Cadillac Area Public Schools Administration Office.  
421 Mitchell St  
Cadillac, MI 49601



# Q & A

