



Edwardsburg Public Schools Parent Drop Off Loop PRE-BID MEETING

April 24, 2025

PRE-BID MEETING



Edwardsburg Public Schools – Parent Drop Off Loop Project
69410 Section Street, Edwardsburg, MI 49112

OWNER



Edwardsburg Public Schools

- **Dr. Courtney Szucs, Superintendent**
- **Gail Enders, Director of Finance & Operations**
- **Christine Neff, Maintenance & Transportation Director**



ARCHITECT



TowerPinkster

- Sue Potter

sue.potter@towerpinkster.com

616-403-8938

- Dennis Knoff

dknoff@towerpinkster.com

269-492-6730

TowerPinkster
Architecture · Engineering · Interiors

THE SKILLMAN TEAM



ACCOUNT EXECUTIVE

- Michael Kounelis
- 269-207-3049
- mkounelis@skillman.com

PROJECT MANAGER

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

PROJECT ENGINEER

- Blake Lee
- 269-569-3968
- blee@skillman.com

SITE MANAGER

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

ADMIN. ASSISTANT

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

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.

BID CATEGORIES



BID CATEGORY NO. 1	Sitework
BID CATEGORY NO. 2	Asphalt Paving
BID CATEGORY NO. 3	Concrete
BID CATEGORY NO. 4	Electrical

SCOPE OF WORK



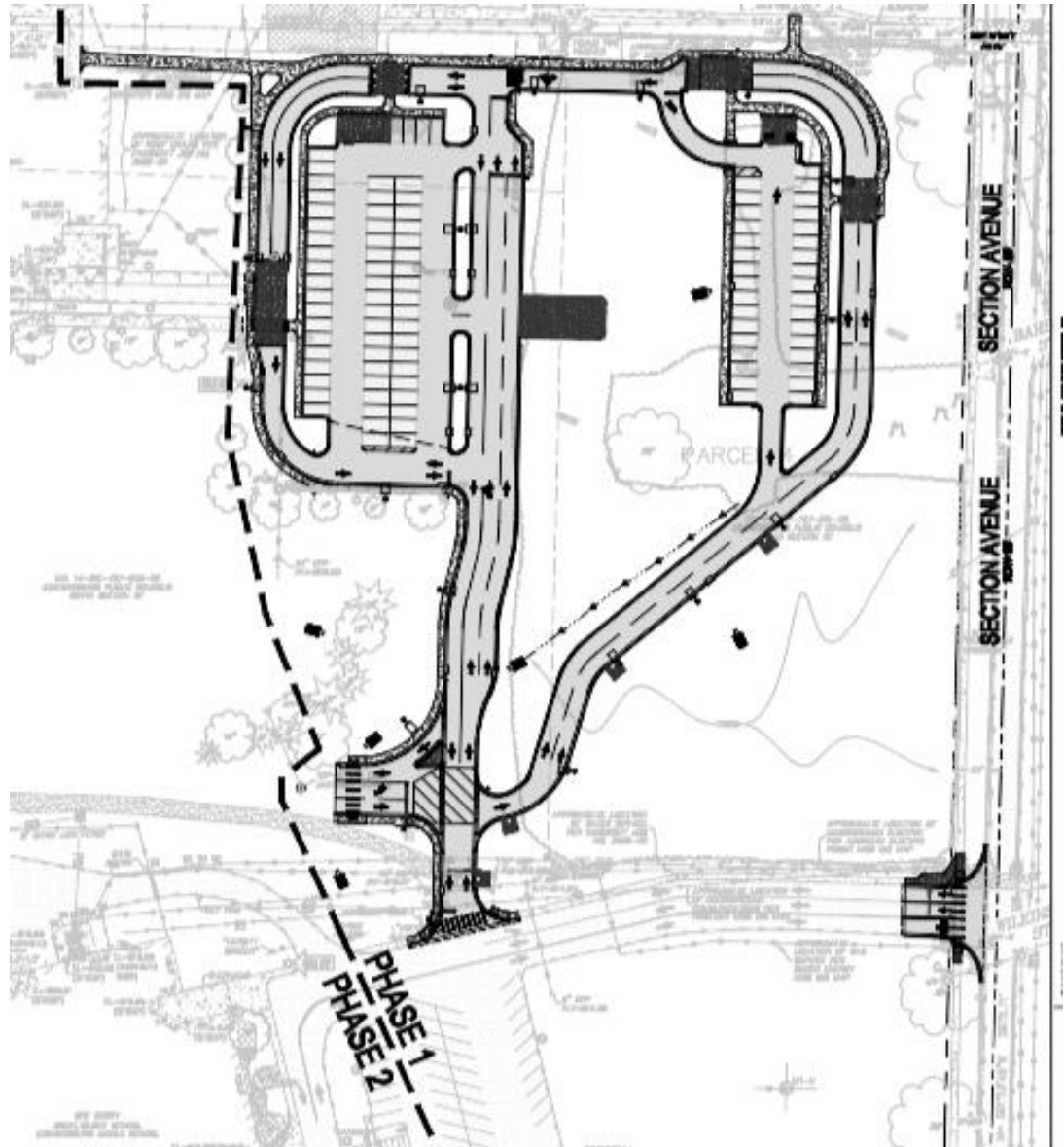
- **New Primary and Intermediate parking lots and drop off loop. Including site clearing, removal of existing parking lot, added site drainage, concrete curbs and gutters, sidewalks, raised crosswalks, exterior signage, asphalt paving, striping, and new light poles.**
- **Approx. 9,000 square yards of Asphalt Paving.**
- **May 2025 – September 2025**

FLOOR PLANS / SITE PLANS



Phasing Plan – C110

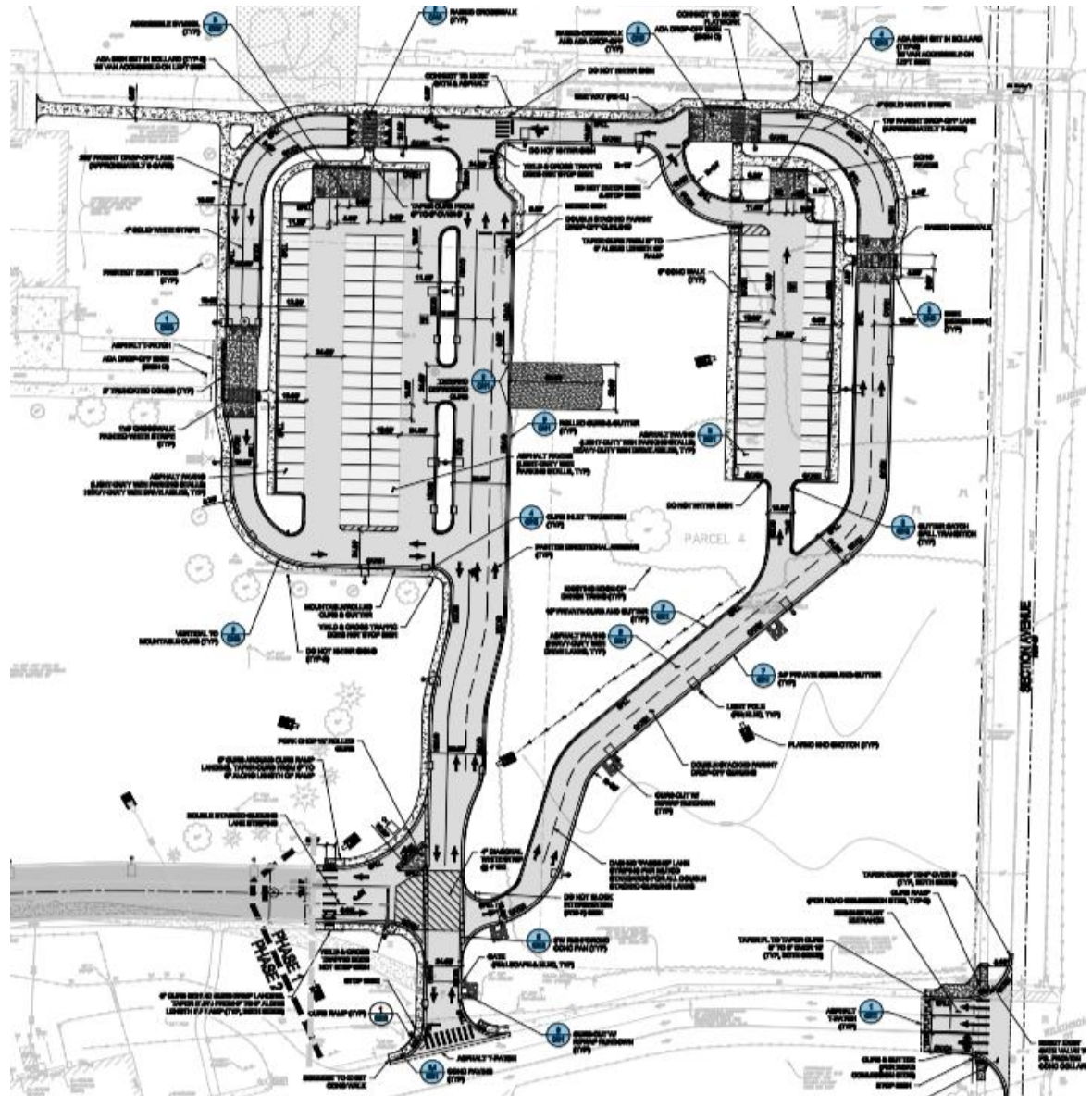
The Parent Drop Off Loop Project is Phase 1. Phase 2, U.S. 12 Access Road will be a separate bidding event.



FLOOR PLANS / SITE PLANS



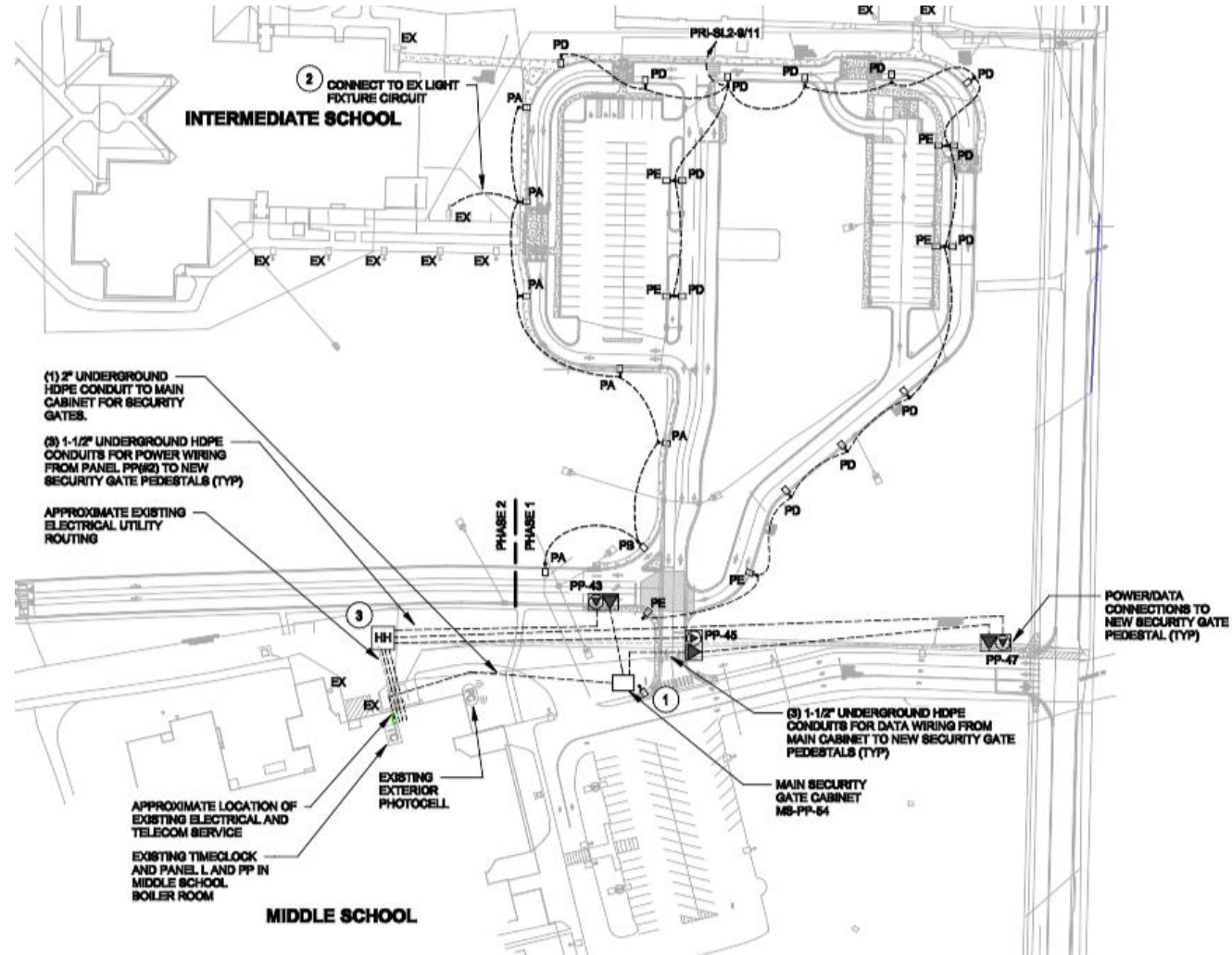
Site Layout Plan – C210



FLOOR PLANS / SITE PLANS



Electrical Site Plan – C210



SITE LOGISTICS PLAN



Edwardsburg Public Schools Parent Drop Off Loop



LEGEND:

Temp. Fenced-In
Material Lay-Down Area =

Skillman Jobsite Trailer =

Contractor Parking Area =

Dumpsters =

Large Project Sign =

Project Traffic and
Contractor Entrance Signage =

Temporary Toilets =



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The SKILLMAN Corporation
Construction Management

Site Logistics Plan 04/22/2025

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**
- **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**



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



- **State Review Time and Permitting**
- **Expediting Submittals**
- **Material Procurement**
- **Isolating Work Areas**
- **Areas of Selective Demolition**
- **Installation of Gates and Controls**
- **Installation of New Light Poles and Bases**
- **Final Grading for Concrete and Asphalt Paving**

ALTERNATES



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

- **No alternates for this project.**

ALLOWANCES



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

Bid Category No. 01	Sitework	\$30,000
Bid Category No. 02	Asphalt Paving	\$10,000
Bid Category No. 03	Concrete	\$10,000
Bid Category No. 04	Electrical	\$10,000

INCLUDE THIS AMOUNT 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-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

All RFIs must be received before: **Wednesday (4/30/2025)**

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:

Sue Potter, sue.potter@towerpinkster.com

Max Tackett, mtackett@skillman.com

CONSTRUCTION TIMELINE



Review Section 01 32 00 – Schedules & Reports.

Anticipated Construction Start Date: May 20, 2025

Anticipated Construction

Completion Date: September 2025

A more detailed Guideline Schedule will be included in Addendum #01.

BID TO AWARD TIMELINE



- Open Bids – May 8, 2025
- Skillman Review/Certify Bids – May 8, 2025
- Bid Tab Posted to Skillman PlanRoom – May 9, 2025
- Pre-Award Timeline – May 12 – May 15, 2025
- EPS Board Approval – May 19, 2025

All Subcontractor & Products Lists

must be submitted by: May 12, 2025

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 ?		
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.**

BID OPENING



Date: May 8, 2025

Time: 2:00 PM

Location: District Administration Center
27145 US 12
Edwardsburg, MI 49112

Q & A



Edwardsburg Public Schools
Parent Drop Off Loop



April 24, 2025

224050.04

PRE-BID MEETING SIGN-IN SHEET

COMPANY REPRESENTED	ATTENDEE NAME	EMAIL ADDRESS	PHONE NUMBER
EDWARDSBURG PUBLIC SCHOOL	Dr. Szucs	cszucs@goeddies.com	
EDWARDSBURG PUBLIC SCHOOL	Gail Enders	genders@goeddies.com	
EDWARDSBURG PUBLIC SCHOOL	Christine Neff	cneff@goeddies.com	
THE SKILLMAN CORPORATION	Jay Bachtel	jmbachtel@skillman.com	
THE SKILLMAN CORPORATION	Max Tackett	mtackett@skillman.com	
THE SKILLMAN CORPORATION	Blake Lee	blee@skillman.com	
THE SKILLMAN CORPORATION	Caralee Sokolowski	csokolowski@skillman.com	
TOWER PINKSTER	Sue Potter	sue.potter@towerpinkster.com	



224050.04

PRE-BID MEETING SIGN-IN SHEET

COMPANY REPRESENTED	ATTENDEE NAME	EMAIL ADDRESS	PHONE NUMBER
TOWER PINKSTER	Bob		
TOWER PINKSTER	Bradley Liniger		
TOWER PINKSTER	Mark		
TOWER PINKSTER	Dillion		
MILESTONE	Dustin Hillary		
CRIPPS	Jim VanAlter		
LINEAR	Kevin Stewart		
MEAD WHITE	Eric Klank		

Edwardsburg Public Schools
Parent Drop Off Loop



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224050.04

PRE-BID MEETING SIGN-IN SHEET

COMPANY REPRESENTED	ATTENDEE NAME	EMAIL ADDRESS	PHONE NUMBER
REITH RILEY	Jason		269-716-1593
MICHIGAN PAVING	Nick Ricketts		
HERRMAN & GOETZ -Sat in w/Jay	Mark K & Chris V		